



QFRMSI024 - INTERNATIONAL STUDENT APPLICATION FORM					
1- PERSONAL DETAILS (PLEASE USE CAPITAL LETTERS)					
Family Name (as shown in your passport)					
Given Name (as shown in your passport)					
Preferred Name (optional)					
Date of Birth (dd/mm/yy)		Place of Birth			
Sex		<input type="checkbox"/> Male		<input type="checkbox"/> Female	
2 - ARE YOU APPLYING FROM WITHIN AUSTRALIA?			<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, go to section 3)		
Home Address (in Australia)					
Postcode		Passport No:		Visa No:	
Phone Contact Number		Mobile:		Email:	
3 - YOUR POSTAL ADDRESS <small>Please note: We will send enrolment confirmation to the address you provide</small>					
Street No		Street Name		City / Suburb:	
Country		Post Code:		Email:	
Phone Contact Number		Home:		Work:	
4 - EDUCATION DETAILS					
Highest Level of Education		<input type="checkbox"/> School		<input type="checkbox"/> Institute	
		<input type="checkbox"/> Technical Institute		<input type="checkbox"/> University	
Name of the Institution(s)		1.		2.	
Year of Completion					
5 - ENGLISH PROFICIENCY What is your level of English? (Please tick)			6 - SPECIAL NEEDS Do you have any special needs that Abbey should be aware of (e.g. medical condition, dietary, etc)? <input type="checkbox"/> No (If No, go to section 7)		
<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			<input type="checkbox"/> Yes, please specify: _____		
Have you taken TOEFL/IELTS/other English test? <input type="checkbox"/> No (if No, go to section 6)			7- How did you hear about us? Please select one		
<input type="checkbox"/> Yes (please provide the score and date of the test)					
TOEFL Score: _____ Year: _____					
IELTS Score : _____ Year: _____					
Other test: (Please Specify) _____ Year: _____			<input type="checkbox"/> Migrant Agent (Name): _____		
If "Yes", Score: _____			<input type="checkbox"/> Magazine/Newspaper Ad (Name): _____		
			<input type="checkbox"/> Friend/Relative/ Abbey Representative (Name): _____		
			<input type="checkbox"/> Others		
8 - INTERNATIONAL DETAILS					
Country of Citizenship:			Passport No:		
9. COURSE DETAILS (Please select the course you wish to enrol in)					
Course Name:		CRICOS Code:			
When would you like to start the course		-----/-----/-----			

Please attach two passport size photos



10- OTHER SERVICES: (Optional) Please note that the following fees are not refundable.

10 A: Do you require Abbey to assist you in arranging Overseas student Health Cover (OSHC)?
 Note: The Australian Government requires all people entering Australia on a student visa to take out Overseas Student Health Cover (OSHC).

Yes No

If you select yes:
 How long: _____
 Single: (AUD \$345 for one year)
 Family: (AUD \$690 for one year)

This service is provided via "Australian Health Management Group Limited".
www.ahmg.com.au/oshc

10 B: Do you require Abbey to assist you with Accommodation?

Yes No
 If you select yes: Please complete the following

How long: _____ (minimum of 4 weeks)

Single room: (AUD \$1250 for the first 4 weeks and \$240 for any additional week)

Shared room: (AUD \$1150 for the first 4 weeks and \$220 for any additional week)

This service is provided via "HOMESTAY WORLDWIDE PTY LTD".
www.homestayworldwide.com

10 C: Do you require Airport Pickup? Yes No

Airport Pickup Fee (non-refundable): AUD\$125
 This service is provided via "HOMESTAY WORLDWIDE PTY LTD".
www.homestayworldwide.com

10 D: Do you wish to apply for recognition of prior learning (RPL)?

Yes No

If you select yes:

1. Complete the QFRM17 - Application for RPL - Credit Transfer
2. Make a payment of AUD\$325.00 for assessment of every unit of competency that you are applying for
3. Complete the QFRM0116 - RPL assessment payment

11- Submission Fee: AUD \$180.00 (Non-refundable) You must pay the submission fee by one of the following options:

Option 1: Direct Deposit Payment

Please don't forget to include your name as description when you make a transfer.

Transfer Amount **AUD \$180**
 Account Name: **Abbey College Australia**
 Bank Name: **Commonwealth Bank of Australia**
 Account BSB: **06 2033**
 Account number: **1028 9591**
 Swift cards: **CTBAAU2S**

Your Bank or Financial Institute Name: _____

Receipt No: (if any) _____

Date of Transaction: ____/____/____

Option 2: Credit Card Payment

We accept Visa or MasterCard.

Visa

Master Card

Card Holder Name: _____

Card No: _____

Three digits security code: _____ (the last three digit on the back of your credit card)

Expiry Date: ____/____

Card Holder Signature: _____

Date: ____/____/____

DECLARATION

I hereby declare that I have read and understood and accepted the terms and conditions of enrolment stated on "Enrolment Terms and Conditions" attached to this form. I also acknowledge that I have read the information contained within the Student Handbook. I understand that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring. I certify that all details provided on these forms are correct.

Name: _____ Signature: _____ Date: ____/____/____

Witness: _____ Signature: _____ Date: ____/____/____

OFFICE USE ONLY

Abbey Representative Name: _____ Application Received Date ____/____/____

Confirmation of payment

Amount received: **AUD\$180** Transferred on: ____/____/____ Verified by: _____



How to Apply: A step-by-step guide for International Students. Read this information carefully.

- 1 Visit our website <http://www.abbeycollege.com.au/> and click on left menu →international students.
- 2 Choose a course and check the course outline for English and academic entry requirements.
- 3 Read the enrolment procedures, student handbook, the terms & conditions, complete the application form.
- 4 Complete the Enrolment form and pay the submission fee of AUD \$180 (non-refundable)
- 5 Ensure you have attached all the relevant documentation.
- 6 You may select to fax a copy of your application form and submission form to us. However, you should send us the complete set of your application by mail.
- 7 If your application is successful:
 - o We will send you a letter of offer, an acceptance form and an invoice
- 8 You must pay the relevant tuition fees, sign and fax the acceptance of offer within 10 days of the date of the offer. You must then post the original of your acceptance of offer within 21 days.
- 9 When we receive your tuition fee and signed acceptance of offer, we will issue your eCoE - "Electronic Confirmation of Enrolment"
- 10 Apply for visa and fax a copy of your visa three weeks before course start date.
- 11 for more information please download and read the "QPR020 - Enrolment Procedure for International Students" or also email us at info@abbeycollege.com.au

Enrolment Terms and Conditions

Submission /Application fee for enrolment ⁽¹⁾

All Abbey College Australia course applicants must pay a non-refundable application fee of AUD\$180.00.

RPL assessment fee ⁽²⁾

If you wish to apply for RPL assessment:

The RPL assessment fee is non-refundable \$325.00 per unit or module.

- 1 Please email info@abbeycollege.com.au and ask for our RPL procedure (QPR013 - Procedure for RPL, RCC & Other RTO Qualifications) before applying for RPL or making any payment.

Tuition / Course Fees ⁽³⁾

Tuition fees DO NOT cover the charges for Submission/Application fee for enrolment (1) or RPL assessment fee (2)

Tuition fees DO NOT cover the charges for transportation, airport pickup, OHSC, accommodation, living expenses, textbooks, uniforms, and stationery, equipment and external examinations.

Courses offered as a package are offered as one course. While you may be able to pay your tuition by different instalments (please check your invoice) but you are liable to the cost of the package in its entirety once you accept this offer. Once you enrolled in a package course you may not apply for a refund after commencement date.

If fees are not paid by the due date, a late fee of \$50 may be charged and students may lose their place in the course.

Transfer of Fees

No fees will be transferred to other external institutions or persons. For more information please refer to your student handbook.

Cancellations and Refunds

Package offers

Courses offered as a package are offered as one course. While students may pay their tuition by instalments, they are liable to the cost of the entire package once they accept the offer.

Refund and Visa Rejection

It is the responsibility of the student to ensure that their visa covers the full duration of the course.

The refund will be calculated as follow:

Timeline	prior to commencement	after commencement day		
Refund Application Received	24 hours prior to course commencement	up to 5 days after	6 to 10 days	More than 10 days
Refund and admin fee	100% Refund of tuition Application fee is non-refundable	\$500 admin fee applies	\$1,000 admin fee applies	No Refund

- If an application for a student visa is rejected for an international student then tuition will be refunded in **full** provided that documentary evidence from DIAC is supplied at least 24 hours prior to course commencement.
- Abbey College will reserve the right to cancel their eCoE if the college does not receive an application for refund.



Refund and Withdraw

Timeline	prior to commencement				after commencement day
Refund Application Received	28 days or more	27 days to 21 days	20 days to 11 days	10 days or less	
Refund and admin fee	70 % Refund of tuition Application fee is non-refundable	30 % Refund of tuition Application fee is non-refundable	20 % Refund of tuition Application fee is non-refundable	10 % Refund of tuition Application fee is non-refundable	No Refund

If a student withdraws from a course and supplies Abbey College written notification 28 days or more before the course commencement date, 70% of the course fees paid will be refunded.

- If a student withdraws from a course 27 days or less before the course commencement date but more than 20 days, 30% of the course fees paid will be refunded.
- If a student withdraws from a course 20 days or less before the course commencement date but more than 10 days, 20% of the course fees paid will be refunded.
- If a student withdraws from a course 10 days or less before the course commencement date, 10% of the course fees paid will be refunded.

No refund will be made by Abbey College Australia:

- **Withdraw after commencement**
If a student withdraws from a course at anytime after the commencement date of the course; **the balance of any fees still owing will be invoiced.**
- **Other fees**
For monies paid for OSHC, airport pickup, accommodation booking and board. Students must apply to the providers of these services for a refund and the refund policy of these organisations will apply.
- **Visa Cancellation by DIAC**
If a student is assessed by DIAC as not complying with the requirements of their visa conditions relating to meeting course requirements (Visa Cancellation).
- **False or misleading information**
No refunds will be given to the applicants or students who provide false or misleading in their enrolment, withdraw and refund application to the college.
- **Suspension and Cancellation**
Where a student has had their enrolment cancelled by Abbey College and where the appeal process has not been sought by the student or the appeals process has been unsuccessful, no refund will apply and the remainder of the fees will be invoiced.
- **Early completion**
If a student completes the course early, the full tuition fees and additional fees must be paid before a certificate can be issued. If a student extends their course, they will be required to pay additional fees before the commencement of the extended course.

Protection of Tuition Fees paid

- As a member of the ACPET OSTAS, if we are unable to fulfil our obligations to complete a course, the international student will be offered a no-cost enrolment into another ACPET OSTAS member college.

Refunds Paid if Abbey College Defaults

- If the offered course does not start on the agreed starting day.
- If the course stops being provided after it starts and before it is completed.

We will pay a full refund to all students within 14 days after the default day. We will provide all students with a statement that explains how the refund amount has been calculated. This agreement does not remove the right to take further action under Australia's consumer protection laws. Refunds for any monies received by Abbey College Australia on behalf of the student for services other than tuition fees must be requested from the companies delivering the services and students will be subject to the respective companies' refund policies.

Note: Our Refund Policy is also available on our website www.abbeycollege.com.au. Please download and read the full refund policy before accepting an offer. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

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English language proficiency and minimum scores

To gain admission into a vocational course, students must demonstrate English language proficiency at IELTS level 5.5 or the equivalent. A total score of 5.5 with a minimum score of 5 in each component is required.

Academic Qualifications and Recognition of Prior Learning:

Abbey College Australia offers courses at different levels. Different academic qualifications are required for each level. For more course information details, see the relevant course outline or our website. Enrolling vocational students can apply for recognition of prior learning (RPL) for whole competencies.

Note that the awarding of RPL does not necessarily shorten the overall course duration. Students may be required to participate in further practical exercises and activities depending to the nature and structure of the course and the amount and nature of the RPL.

Arrival and orientation:

If students are enrolled in a vocational course, they are advised to arrive one to two days prior to course commencement for general orientation and settling in.



Attendance/Academic Performance

Regular attendance is a requirement for all students and students must achieve 50% in the Abbey College Code of Conduct each term. If students do not make satisfactory academic progress or they breach the Abbey College Code of Conduct, they may not be allowed to continue or to re-enrol and may be reported to DIAC.

Course transfer

The student cannot transfer from an allocated course during their first six months. Students must pay all outstanding fees and accepted invoices prior to issuing a letter of release. If a student has selected to pay an invoice by instalments then the student must pay all instalments before applying for a letter of release. For more information please refer to your student handbook.

Late commencement

Students who fail to commence a course on the contracted start date shown on Letter of Offer (late commencement) may be asked to pay an additional fee of A\$50 fee per week. Off-shore applications that have been deferred because of visa application delay are exempt from the late commencement fee if the applicant has informed the college of visa delay three weeks before course commencement. In addition, we reserve the right to transfer you to the next available course. For more information please refer to your student handbook.

Overseas Student Health Cover (OSHC)

All international students are required to pay Overseas Student Health Cover (OSHC). It is the student's responsibility to check the conditions of this health cover. *These prices are determined by Health Insurance Provider and may be subject to change. For further information visit our website at: www.abbeycollege.com.au and select International Students / Overseas Student Health Cover.

Privacy

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Student's Address

All international students are required to inform their education provider of their Australian residential address within seven (7) days of arrival in Australia and any subsequent change of residential address within seven days.

Note: You are required at all times to keep Abbey College Australia informed of your current address details and telephone number. Notification of Change of Address Forms are available on our website or at reception.

Indicative Cost of Living (\$AUD)

The figures below are estimates only to give an indication of living expenses in the city of Sydney for one year (excluding course fees):

Accommodation/Electricity/Phone/Food	\$12,000	OSHC (single)	\$350 one year
Travel/Incidentals	\$1,200	Yearly Total	\$13,750