

## INTERNATIONAL STUDENTS 2012 APPLICATION FOR ADMISSION

> MARTINCOLLEGE.EDU.AU



Please print clearly in English and in BLOCK letters. Tick boxes where appropriate.

### PERSONAL INFORMATION

#### The Student

Family Name		Given Names	
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Age	Date of Birth (day/month/year)
Home Address			
City	Code	Country	
Home Telephone	Mobile	Fax	
Email			

#### Country of Residence

Nationality	Country of Birth
Are you a Citizen or Permanent Resident of Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>	

### PARENT/GUARDIAN DETAILS (IF UNDER 18)

Name	Relationship to Student	
Home Address		
City	Code	Country
Home Telephone	Mobile	
Business Telephone	Fax	
Email		

### COURSE SELECTION

Location	Brisbane <input type="checkbox"/>	Gold Coast <input type="checkbox"/>	Sydney <input type="checkbox"/>	Start Date (day/month/year)
Course 1 (e.g. Certificate IV in Business)				Length
Course 2 (e.g. Diploma of Management)				Length
Course 3 (e.g. Advanced Diploma of Management)				Length

### PREVIOUS EDUCATION

Please attach certified copies of all academic transcripts or reports (translated into English)

Name of Qualification	Year Awarded
Name of School/College/University	Country/State
If you are currently completing a qualification, please indicate when you expect to complete this study (month/year)	

# INTERNATIONAL STUDENTS ONLY

## English Language Proficiency

Please provide evidence of your English language qualification

IELTS (score)	TOEFL (score)	Other (score)
Completion of Study Group English test (score)		Recommended weeks of English

## Passport Details

Passport Number	Passport Expiry Date
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## Visa Details

Do you have a current Australian Visa? Yes  No  If Yes, please provide a copy of your Visa.

Visa Type	Visa Number
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## OSHC DETAILS (IF APPLICABLE)

Are you currently enrolled in another institution in Australia? Yes  No  If yes, please provide a Letter of Release.

OSHC Membership Number	OSHC Expiry Date
Name of Institution	Single <input type="checkbox"/> Dual Family (2 people) <input type="checkbox"/> Multi Family (more than 2 people) <input type="checkbox"/>

## ACCOMMODATION

Do you require assistance with accommodation? Yes  No  What type of accommodation do you require?

Length of stay (weeks)	Homestay: Single <input type="checkbox"/> Student Hostel: Single <input type="checkbox"/> Twin share <input type="checkbox"/>
Accommodation start date	Other <input type="checkbox"/> (nominate preferred type)

## AIRPORT PICK UP AND TRANSFER

Do you require airport pick up and transfer? Yes  No

(Flight details including date, time and flight number should be sent to the International Admissions Centre as soon as possible to arrange the airport collection.)

## DECLARATION TO BE SIGNED BY THE STUDENT AND PARENT OR LEGAL GUARDIAN

- » I have read, understood and agree to be bound by the Terms and Conditions as stated in this document
- » I have read the Cancellation, Refund and Grievances Policies and agree to abide by these policies
- » I hereby declare that the information supplied by me is true and correct
- » I agree to pay all fees owing and by the due date

Martin College is bound by the National Privacy Act, Principles and Guidelines of the Commonwealth of Australia. We collect and use any personal information you provide to us in accordance with those Principles and Guidelines. The type of information we collect, the use we make of the information and the disclosure of that information without your prior approval is set out in our detailed Privacy Policy which can be found at [martincollege.edu.au](http://martincollege.edu.au). By signing this application, you acknowledge you have read the Statement and our Privacy Policy and consent to the use and disclosure of your personal information as set out in our Privacy Policy.

Signed (Student)	Date
Signed (Parent, Legal Guardian*)	Date

\*if applicant is under the age of 18

## APPLICATION CHECKLIST. CHECK THAT YOU HAVE

- Completed all sections of the Application for Admission form
- Read and understood the Terms and Conditions, and the Cancellation, Refund and Grievances Policies
- Included a detailed résumé (if you are a mature age applicant)
- Attached certified copies of your academic qualifications (translated into English)
- Attached evidence of English language proficiency (international students only)
- Included a copy of your passport, visa or birth certificate if required

## NOTE

1. Information provided may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and The National Code 2007
2. Any school-aged dependants accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school

**Please send your application to**  
International Admissions Centre  
Level 8, 97-99 Bathurst Street  
Sydney NSW 2000, AUSTRALIA  
T +61 2 8263 1888  
F +61 2 9267 0531

*Completed application forms*

# TERMS & CONDITIONS

I (which expression includes the parent/guardian who has signed this contract) hereby apply to enrol in the course commencing at the campus indicated on the Application for Admission form ('the Application'). I agree that on acceptance of the Application by Martin College ('the College'), and my subsequent receipt and return of the Acceptance of Offer ('the Offer'), the Offer will become the Contract of Enrolment ('the Contract') and further I agree to abide by the following terms and conditions of enrolment:

1. I agree that it is a condition of my enrolment that I achieve satisfactory academic progress throughout my course at a rate that will enable me to complete the course in the nominated duration.
2. I agree that I am required to use my best endeavours to meet the requirements of the course selected and to abide by the rules and regulations of the College. I understand that if I breach any of the College's rules or my behaviour is deemed unacceptable by the College, my enrolment may be cancelled and I may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract. (Information on the College's policies, rules and regulations is located on the website [martincollege.edu.au](http://martincollege.edu.au).)
3. I agree that all lessons and any related material supplied by the College are copyright, remain the property of the College and must be returned to the College on completion of the course. I understand that any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).
4. I agree that I am responsible for my own books, equipment and personal items and I hereby release, indemnify and hold harmless the College against all liability and claims for any loss or damage to such items, howsoever caused except where liability is expressly imposed by law.
5. I agree that I may be required, and permission is hereby granted, to attend organised College excursions and activities as part of the course.
6. I agree that the College is hereby authorised to obtain medical treatment for myself should such action be deemed necessary by the College or a staff member acting on behalf of the College. I agree to indemnify and hold harmless the College and its staff for any expense, loss, damage or liability of whatsoever nature or howsoever occasioned as a result of authorising and arranging such emergency medical treatment.
7. I agree to pay the tuition fees and other charges applicable for my course on the due dates and acknowledge and agree that tuition fees may alter from time to time. I understand that a late payment fee of AU\$100 per month is payable on accounts which remain unpaid 14 days after the due date for payment. I also understand that failure to pay my tuition fees may result in my enrolment being cancelled.
8. I understand that if after commencing the course, I discontinue my program before completion, I may remain liable to pay the full course tuition fees and any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees and solicitors' costs.
9. Course fees do not include the cost of text books; I agree to purchase these where required by the College.
10. I understand that a transfer between campuses of the College will only be possible if approved in advance by the relevant Campus Director of Studies.
11. I agree to advise the College of any change of my address and/or contact details while I am enrolled in any course.

12. Martin College maintains a Privacy and Personal Information Policy which can be viewed at [martincollege.edu.au](http://martincollege.edu.au). In addition to the provisions of this policy, I agree that as an international student visa holder, the College may disclose my personal information (including academic progress and attendance information) to my parents/guardians and/or nominated agent where I nominate an agent to act on my behalf. If I do not agree, I must advise the College in writing.
13. I acknowledge that I have read and understood the Student Grievance Policy outlined in this brochure and on the website [martincollege.edu.au](http://martincollege.edu.au)
14. I hereby acknowledge that I have read, understood and agree to the terms of the Cancellation and Refund Policy outlined in this brochure and on the website [martincollege.edu.au](http://martincollege.edu.au)
15. I confirm that the terms and conditions have been explained to me and understand that any variation of those stated terms and conditions of the Contract must be provided in writing and be signed by an authorised officer of the College.

## CANCELLATION AND REFUND POLICY

### — INTERNATIONAL STUDENTS IN ON-CAMPUS COURSES

1. All notifications of withdrawal from a course or requests for refunds must be made in writing to the Campus Director of Studies.
2. Enrolment fees are non-refundable.
3. The College agrees to refund within 4 weeks and without deduction, all tuition fees paid where the applicant produces certified evidence that his/her application for a student visa has been rejected by the Australian Immigration authorities.
4. Where a student's course of study is terminated for a serious breach of the College rules there will be no refund of any monies paid.
5. The College agrees to refund within 4 weeks of the receipt of written notice of cancellation by the student (or parent or guardian if the student is under 18 years of age), the tuition fee applicable less the amounts to be retained as agreed and as detailed below:
  - a) If written notice is received 4 weeks or more before the start date of the course, then a non-refundable amount equivalent to 30% of the tuition fee of the course or first course within a package of courses shall be applicable.
  - b) If written notice is received less than 4 weeks before the start date of the course, then a non-refundable amount equivalent to 50% of the tuition fee of the course or first course within a package of courses shall be applicable.
  - c) If written notice is received on or after the start date of the course, there will be no refund of any monies paid in relation to that course unless the Campus Director of Studies deems that exceptional circumstances apply. If the course is part of a package of courses, then any monies paid in relation to other courses within that package that have not yet been commenced will be refunded subject to Clauses 5a or 5b above.
  - d) Fees may also be payable under Clause 8 of the Terms and Conditions.
6. In the event that the College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in a suitable alternative course by the College at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, the College will ask you to sign a document to indicate that you accept the placement.

If the College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) provider will place you in a suitable alternative course at no extra cost to you. Finally, if our TAS provider cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course, or if this not possible, you will be eligible for a refund as calculated by the Fund Manager.

7. If you fail to meet the Martin College progression rules and are not permitted by the College to maintain enrolment in your course you will be eligible for a refund of the amount of course fees paid in advance of the date of notification of exclusion from Martin College.
8. 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.

## CANCELLATION AND REFUND POLICY

### — DISTANCE EDUCATION DELIVERY MODE

#### On-shore Student Visa Holders

Only in exceptional circumstances will Distance Education or Online Learning be available to student visa holders who are on-shore; such studies must relate to the course in which the student is enrolled. The approval for this alternative study mode is at the discretion of the Campus Director of Studies, and will be in accordance with the requirements of the ESOS Framework. Where this study mode is approved, the following terms and conditions apply.

1. I understand that I must not undertake more than 25% of the total nominal hours of my course by Distance Education or Online Learning and that in each study block, I must be studying at least one subject that is delivered classroom-based on-campus.
2. I understand that tuition fees paid for subjects are not refundable after commencement unless special circumstances apply. A student is deemed to have commenced a subject 5 working days after receipt of their instructional materials.
3. I agree that applications for refunds must be made in writing and received by the Campus Director of Studies prior to subject commencement.
4. I understand that a request for cancellation and refund will not be processed unless all instructional materials supplied (including text books, where applicable), have been returned to the College in 'as new' condition within 5 working days of receipt by me.
5. I understand that when a request for a refund is received, a letter acknowledging receipt of the request will be forwarded to me. If special circumstances apply, the refund request will then be investigated and processed in accordance with the Cancellation and Refund Policy – On-Campus Courses stated above. Notification of the outcome, including a refund if applicable, will be forwarded to me within 4 weeks of the College's receipt of the request.
6. 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.

#### Off-shore Students

1. I understand that tuition fees paid for courses are not refundable after commencement unless special circumstances apply. A student is deemed to have commenced a course 5 working days after receipt of their instructional materials.
2. I agree that applications for refunds must be made in writing and received by the Distance Education Co-ordinator prior to subject commencement.

3. I understand that a request for cancellation and refund will not be processed unless all instructional materials supplied (including text books, where applicable), have been returned to the College in 'as new' condition by Certified Mail/Registered Mail within 5 working days of receipt by me.
4. I understand that when a request for a refund is received, a letter acknowledging receipt of the request will be forwarded to me. If special circumstances apply, the refund request will then be investigated and processed in accordance with the Cancellation and Refund Policy – On-Campus Courses stated above. Notification of the outcome, including a refund if applicable, will be forwarded to me within 4 weeks of the College's receipt of the request.
5. I understand that I may request to transfer course fees to a different subject/course enrolment delivered by Distance Education subject to Clause 3 above.
6. 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.

## HOMESTAY/LODGE REFUNDS (ALL CAMPUSES)

I understand that if:

- a) I cancel my accommodation less than 7 days before arrival, I will be charged the Accommodation/ Homestay Placement Fee (if applicable), plus a cancellation fee equivalent to 1 week of accommodation;
- b) I cancel my accommodation after arrival, 4 weeks of notice is required; any accommodation fees in excess of the notice period will be refunded less a 10% cancellation fee.

## OVERSEAS STUDENT HEALTH COVER (OSHC) REFUND POLICY

If you have not arrived in Australia, and the College has organised the OSHC, it will refund the OSHC directly to you. If you have arrived in Australia and are:

- a) discontinuing your studies and returning home;
- b) transferring to another provider; or
- c) no longer on a student visa,

then OSHC Worldcare will organise the refund.

Refunds are processed on a pro-rata monthly basis. Refund application forms are available on the OSHC Worldcare website at [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au).

## AIRPORT TRANSFERS REFUND POLICY

For cancellations less than 48 hours before arrival, no refund will apply.

However, if when you arrive at the airport, the Airport Transfer service provider cannot be located, you should contact the 24-hour phone number provided. In such circumstances, the College agrees that if you have advised our emergency contact that you have not been met at the Airport, and alternative arrangements have not been made, then a full refund of this service fee will apply.

## CANCELLATION AND REFUND POLICY — DOMESTIC STUDENTS

Australian domestic students should refer to the Martin College website for the terms and conditions applicable to domestic students.

## STUDENT GRIEVANCE POLICY — ALL STUDENT VISA HOLDERS

In the event of a dispute between an individual student and the College, internal procedures are in place to facilitate the resolution of the dispute. Full details are published on the website [martincollege.edu.au](http://martincollege.edu.au).

### A summary of the internal grievance procedures

1. Code of Conduct, Attendance and Discipline
 

Students are expected to abide by the terms and conditions of enrolment and the published rules and code of conduct of the College. Disciplinary procedures will be applied in the event of a breach of these rules. All staff members are expected to apply the College's policy and rules fairly and without favour, but if a student considers that this has not occurred, the student may refer the matter to the Campus Grievance Counsellor. The complaint may either be dealt with by that person, or referred to the Campus Director of Studies for resolution. The decision will be conveyed in writing to the parties. If either the action taken or the outcome does not satisfy the student, he/she may write to the Managing Director, who will in turn convey a decision in writing to the student.
2. Service and Academic Programs
 

In the event of a student complaint concerning the quality of the service or teaching provided by the College, the student will report the matter to Campus Grievance Counsellor. The complaint may either be dealt with by that person, or referred to the Campus Director of Studies for resolution. The decision will be conveyed in writing to the parties. If either the action taken or the outcome does not satisfy the student, he/she may write to the Managing Director, who will in turn convey a decision in writing to the student.
3. Contractual and Financial Issues
 

Matters relating to the interpretation of the Contract, or the payment or refund of moneys, are stated clearly within this document. Any queries relating to course fees and other charges payable to the College (or refunds) will initially be dealt with by the College Finance and Administration staff. If the student is dissatisfied with the decision, the matter will be referred to the Campus Student Services Manager. If either the action taken or the outcome does not satisfy the student, he/she may write to the Finance Director, who will in turn convey a decision in writing to the student.

### A summary of the external grievance procedures

International students who wish to lodge an external appeal or complain about a decision made by the College, can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by the College. For further information, visit the Overseas Students Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072.

Alternatively, if an overseas student has a concern about the conduct of a CRICOS registered provider in Queensland, he/she may address the concerns in writing to the Department of Education and Training, International Quality Unit (CRICOS). It is important to note that the role of the International Quality Unit (CRICOS) is not to act on behalf of the student to resolve a complaint, but to ensure that the registered provider is compliant with the requirements of CRICOS registration.

To assist the International Quality Unit (CRICOS) in investigating those concerns, the student needs to supply in writing a detailed outline of his/her experience, including any steps taken with the provider to address the problem. Please note the complaint will be treated with absolute confidentiality, unless the student gives that department written permission to discuss the particular situation with the registered provider.

The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other policies or under statute or any other law. Nothing in this policy and procedure limits the rights of individuals to take action under Australia's Consumer Protection laws. Also, these procedures do not circumscribe an individual's rights to pursue other legal remedies.

## CREDIT CARD PAYMENTS

Payment made by credit cards (Visa, MasterCard and American Express) will attract a 2% surcharge. This surcharge will be waived if all fees are paid in full before the commencement date of the student's course.

## PUBLICITY

Students and their parents or guardians agree that the student's photo, video footage, details and achievements may be used for promotional purposes without written consent or notification. If you do not agree, please advise the College in writing.

## EDUCATION SERVICES FOR OVERSEAS STUDENTS FRAMEWORK

Australia has a reputation as a safe, progressive and dynamic place to study. We maintain this reputation by providing quality education delivered in accordance with the ESOS Framework which is the consumer protection specifically developed for overseas students. A description of the ESOS framework is available electronically at <http://www.aei.gov.au/regulatory-information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/Pages/Default.aspx>.

Please note that information is collected by the College during each student's enrolment in order to meet its obligations under the ESOS framework. This is to ensure students' 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 ESOS Framework.

Information collected about each student during 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 during enrolment can be disclosed without the student's consent where authorised or required by law.

## CHANGES TO ARRANGEMENTS

After course commencement, the College reserves the right to charge an Adjustment Fee of AU\$150 each time course details are changed after a place has been confirmed. This fee will not apply to upgraded or extended courses.

## SERVICES

The College reserves the right to change the particulars of the services, including changes to prices, courses, facilities and dates of programs where circumstances beyond the College's control necessitate such changes or where the level of enrolments does not reach the minimum numbers required to operate a course viably.