

APPLICATION FORM

INTERNATIONAL STUDENT



AGENT'S STAMP

INTAKES

- January March May
 August October Other:

STUDENT ID

COURSE SELECTION

Business Courses

- BSB20107 Certificate II in Business
CRICOS Course Code 074105A
- BSB30107 Certificate III in Business
CRICOS Course Code 074104B
- BSB30407 Certificate III in Business Administration
CRICOS Course Code 074103C

Management Courses

- BSB40407 Certificate IV in Small Business Management
CRICOS Course Code 070370E
- BSB50207 Diploma of Business
CRICOS Course Code 074106M
- BSB51107 Diploma of Management
CRICOS Course Code 070371D

Hospitality Courses

- SIT30807 Certificate III in Hospitality (Commercial Cookery)
CRICOS Course Code 066174K
- SIT50307 Diploma of Hospitality
CRICOS Course Code 066175J

Construction Courses

- CPC30108 Certificate III in Bricklaying/Blocklaying
CRICOS Course Code 074361G
- CPC31008 Certificate III in Solid Plastering
CRICOS Course Code 074363E
- CPC31308 Certificate III in Wall and Floor Tiling
CRICOS Course Code 074362F

PERSONAL DETAILS

Family Name:

Given Names:

Date of Birth (dd/mm/yy): / / Gender: F M

Marital Status:

Country of Birth:

Nationality:

Passport Number:

Date of Issue: / / Expiry Date: / /

CONTACT DETAILS (HOME COUNTRY)

Address:

City: State:

Postal Code: Country:

Email Address: _____

Home/Work Phone: Mobile Phone:

EMERGENCY CONTACT DETAILS

Name:

Phone: Relationship:

Email Address: _____

CONTACT DETAILS (IN AUSTRALIA IF KNOWN)

Address:

Suburb: State: Postal Code:

Email Address: _____

Home/Work Phone: Mobile Phone:

ENGLISH LANGUAGE PROFICIENCY

Please tick the appropriate box to indicate any English test you have completed within the last two years.

- IELTS TOEFL PTE CAE
 Other:

Result:

A certified copy of result/s must be attached.

MEDICAL CONDITIONS

Do you suffer from any medical condition? Yes No

If Yes, please specify:

.....
.....

EDUCATION BACKGROUND

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete.

Name of Qualification / Course	Name of Institution / School	Country / State	Year of Completion

Are you seeking any recognition (credit transfer, exemption or recognition of prior learning)?

Yes No If yes, you will need to complete additional form/s.

CURRENT STUDIES IN AUSTRALIA

Are you studying in Australia? Yes No

If Yes, please provide the following details:

Name of Institution:

Course Enrolled:

Course Commencement Date:

Visa No:..... Expiry Date:..... / /

Visa Sub-Class:.....

OVERSEAS STUDENT HEALTH COVER

Do you have an Overseas Student Health Cover (OSHC)?

Yes No

If Yes, please provide the following details:

Provider Name:

Membership No:

Expiry Date:..... / /

If No, do you want the College to arrange your OSHC?

Yes No

Do you want the College to arrange OSHC for your spouse or family member?

Yes No

VISA APPLICATION

City and Country where you will lodge Visa Application:

AIRPORT RECEPTION AND ACCOMMODATION

Do you require airport pick up*? Yes No

Do you require us to help with accommodation arrangements*?

Yes No

If Yes,

Homestay Hostel / Hotel

*Fees Apply

HOW DID YOU HEAR ABOUT US

Stanley College Website

Brochure

Education Agent

Exhibition or Seminar

Friend or Relative

Newspapers (please specify).....

Other website/s (please specify).....

DECLARATION

I,.....declare that the information provided in this application form and other supporting documents is true and correct. I agree that I have read and agree to be bound by the Conditions of Enrolment and policies and procedures of Stanley College. I acknowledge that Stanley College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

I understand that this information provided will be treated as private and confidential and will not be divulged without my written consent, except where Stanley College is legally obliged to do so.

I agree that the staff of Stanley College can access the personal information contained in my student file without written consent being obtained. I also agree that representatives of Government Departments such as Department of Immigration and Citizenship (DIAC) and Australian Skills Quality Authority (ASQA), can access my student file. (ALL student information includes personal details, contact details, course enrolment details and changes, and the circumstances of any suspected breach of any student visa or Stanley College condition).

My information may also be made available to the Australian Skills Quality Authority (ASQA) and as required under the ESOS Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. My personal information will also be made available to the Tuition Assurance Fund Manager and ESOS Fund Manager. For more information, visit www.aei.dest.gov.au/AEI/ESOS

I do not allow Stanley College to use any photographs, testimonials and videos taken of me for any advertising or marketing purposes.

Applicant's Signature

Date..... / /
(dd/mm/yy)

Parent or Guardian's Signature

(If under 18 years of age)

Date..... / /
(dd/mm/yy)

CONDITIONS OF ENROLMENT

Students must notify Stanley College of any changes to their residential address and/or contact details within 7 days of the change.

REFUND AND CANCELLATION FEE POLICY

Requests for refund must be lodged to the Chief Executive Officer of Stanley College in writing.

GENERAL INFORMATION

- All *Cancellations* and *Requests for Refund* must be submitted using the **Refund Application Form**, which is available at the Reception Desk or via the Stanley College website www.stanleycollege.edu.au.
- In case of a cancellation by the student or Stanley College, any outstanding fees to Stanley College become due within 7 (seven) days.
- The costs incurred by Stanley College for unpaid fees, may be recovered as a debt by action in a court of competent jurisdiction.
- Stanley College will not release any testamurs to students until all outstanding course fees have been paid.
- All amounts referred to in the Refund and Cancellation Fee Policy are in Australian Dollars (AUD).
- Where a refund is approved by the CEO, and is not due to the College defaulting, Stanley College will make payment of refund within 28 days of receipt of the application. The refund will be deposited into the **student's bank account only**.
- No refunds will be paid to a third party (a person other than the student), unless the student requests in writing that the refund is to be transferred to another bank account.
- Students will receive a clear Statement of Refunds explaining how the refund was calculated. This agreement, and the availability of the complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.
- The Refund and Cancellation Fee Policy is subject to review from time to time.

TABLE OF REFUND SPECIFICATIONS AND CANCELLATION FEES FOR INTERNATIONAL STUDENTS

Courses LONGER than 10 weeks			
Reason for Refund	Notification Period	Refund	Cancellation Fee
Application for visa is unsuccessful	Nil	Full refund less cancellation fee	5% of a semester fee or \$250 Administration Expenses (whichever is the lesser)
Student with a student visa withdraws Or Student is cancelled for breach of College's rules or breach of student visa rules	More than 10 weeks before semester/course commences	Full refund less cancellation fee	10% of a semester fee or \$1000 (whichever is the lesser)
	More than 4 weeks and up to 10 weeks before semester/course commences	70% of a semester fee	30% of semester fee
	4 weeks or less before semester/course commences	40% of a semester fee	60% of a semester fee plus 10% or \$1000 (whichever is the lesser)
	After semester/course commences within first 4 weeks	No Refund	100% of semester fee
Note: A student who has paid for more than two semesters in advance and withdraws during a semester and more than four weeks before the commencement of the following semester, would receive no refund of fees for the current semester, at least 70% of the following semester's fees and a full refund of fees paid for any subsequent semester; less cancellation fees.			

Courses 10 weeks or less			
Reason for Refund	Notification Period	Refund	Cancellation Fee
Application for visa is unsuccessful	Before semester/course commences	Full refund less cancellation fee	5% of a semester fee or \$250 Administration Expenses (whichever is the lesser)
Student with a student visa withdraws Or Student is cancelled for breach of College's rules or breach of student visa rules	More than 10 weeks before semester/course commences	Full refund less cancellation fee	10% of a semester fee or \$1000 (whichever is the lesser)
	More than 4 weeks and up to 10 weeks before semester/course commences	70% of a semester fee	30% of semester fee
	4 weeks or less before semester/course commences	No Refund	100% of semester fee
	After semester/course commences	No Refund	100% of semester fee

STANLEY COLLEGE GUARANTEE

In the event Stanley College does not complete the training and/or assessment after the student has commenced study in their chosen qualification, Stanley College will refund all monies paid by the student less the Application Fee and any expense Stanley College incurred prior to the day of the default, within 14 days of the default day.

Stanley College defaults if the course:

- (a) does not start on the agreed starting day
- (b) stops being provided after it starts and before it is completed or
- (c) is not provided fully to the student because Stanley College has had sanctions imposed

As an alternative to making payment, Stanley College may arrange for the student to be offered a place in an alternative course at Stanley College's expense.

If Stanley College is unable to provide a refund or place the student in an alternative course, then the student shall be referred to the Australian Council for Private Education and Training (ACPET), who will place the student in a suitable alternative course at no extra cost to the student.

Finally, if ACPET cannot place the student in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place the student in a suitable alternative course or, if this is not possible, the student will be eligible for a refund as calculated by the Fund Manager.

OVERSEAS STUDENT HEALTH COVER

All international students are required to pay Overseas Student Health Cover (OSHC) to a health cover provider. It is the student's responsibility to check the conditions of this health cover. We can arrange the cover for the student on production of a completed application form and a bank draft or bank cheque payable to Medibank Private for the appropriate premium (refer to Fees Schedule for current amount).

PAYMENT

Fees may be subject to change. Stanley College will notify students of any changes to fees no less than 30 days in advance. New fees will apply to subsequent semester/s. Note that all amounts quoted are in Australian Dollars. Course Fees may be paid in the form of a bank draft or bank cheque and made payable to Stanley College. Payment may also be forwarded by electronic funds transfer (EFT) to:

Bank: Commonwealth Bank of Australia
Address: Murray Street Branch
Perth CBD, Western Australia, Australia
Account Name: Stanley College
BSB: 066001
Account Number: 10961450
SWIFT Code: CTBAAU2S

Please quote both the student's full name and student reference number when transferring funds.

APPLICATION CHECKLIST

1. Complete all sections of the Application Form
2. Read and understand the Conditions of Enrolment including the Refund and Cancellation Fee Policy
3. If you already have a Student Visa and/or OSHC, please attach document/s
4. Attach certified/translated copies of:
 - English test results
 - Academic records / qualifications
 - Any public examination results
 - Passport

SEND YOUR APPLICATION TO

Email: admissions@stanleycollege.edu.au
Fax: +61 8 9227 1238
Post: 171 James Street, Perth Western Australia 6003