

INTERNATIONAL VET APPLICATION FORM

04-3017

UNIQUE STUDENT IDENTIFIER ***THIS FIELD IS MANDATORY***

(The USI contains 10 digits and will not include: 0, 1, O or I)

I do not yet have a USI and consent to MCIE to apply for a USI on my behalf. (If you request MCIE to create your USI, you must write your name, including any middle name exactly as written in your passport (with Australian Visa) for this purpose.)

1. PERSONAL INFORMATION

<input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr	Family Name:	Given Names:
Date of birth: / / (dd/mm/yyyy)	Age in years:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home phone:	Mobile:	Email:
ADDRESS IN HOME COUNTRY		
Address:		Country:
City:	State:	Postcode:
ADDRESS IN AUSTRALIA (if known)		
Address:		Country:
City:	State:	Postcode:
Country of Birth:	Town/City of Birth:	

2. PASSPORT & VISA

Nationality:	Passport No:	Expiry: / /
Type of VISA you currently hold:	<input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Bridging <input type="checkbox"/> None <input type="checkbox"/> Other	
VISA No:	VISA Expiry: / /	
Type of VISA you intend to apply for:	<input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Bridging <input type="checkbox"/> None <input type="checkbox"/> Other	
DIBP office where you intend to apply for the VISA:		
Offshore or Onshore Student?	<input type="checkbox"/> Onshore (Australia) <input type="checkbox"/> Offshore (Outside Australia)	

3. MEDICAL COVERAGE

Do you have Overseas Student Health Cover, OSHC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, would you like us to arrange OSHC? <input type="checkbox"/> Yes <input type="checkbox"/> No
OSHC provider name:		
Membership number:	Expiry Date:	

4. COURSE PREFERENCE

INTAKE DATE: January April July October Mid-term Intake (Business only)

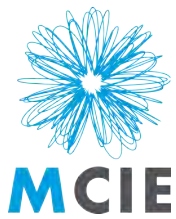
<input type="checkbox"/> BSB42615 Certificate IV in New Small Business (090362F)	<input type="checkbox"/> SIT30816 Certificate III in Commercial Cookery (093952D)	<input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education & Care (093102B)
<input type="checkbox"/> BSB40215 Certificate IV in Business (093954B)	<input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery (093953C)	<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education & Care (088945A)
<input type="checkbox"/> BSB51915 Diploma of Leadership and Management (088944B)	<input type="checkbox"/> SIT50416 Diploma of Hospitality Management (091048G)	

5. ENGLISH LANGUAGE PROFICIENCY

Do you have documentation to confirm your English language proficiency is at the required course entry level?	<input type="checkbox"/> Yes (please provide evidence) <input type="checkbox"/> No
Overall Band Score:	

6. ENGLISH COURSES (select your English course and indicate duration)

<input type="checkbox"/> General English _____ Weeks	<input type="checkbox"/> English for Academic Purposes _____ Weeks
<input type="checkbox"/> English for IELTS Preparation _____ Weeks	<input type="checkbox"/> PTE Academic Preparation _____ Weeks
<input type="checkbox"/> Business English _____ Weeks	
My preferred time for the course is <input type="checkbox"/> Morning <input type="checkbox"/> Evening	Preferred starting date ____/____/____ (indicator only)



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7. TUITION FEES PAYMENT

Please indicate how you wish to pay for your tuition fees:

- MCIE/EE Recommended Payment Plan – Beginning of each term
- 50% of the tuition fee at the time of signing the acceptance agreement
- More than 50% of the tuition fee at the time of signing the acceptance agreement
- Payment in full

8. AGENTS DETAILS

Are you using an Agent Yes No *If yes, please provide contact details:*

Agents Name:

Agents Phone:

Agents Email:

9. EMERGENCY CONTACT

Contact Person Name:

Relationship:

Mobile Number:

Home Number:

10. SCHOOLING

How well do you speak English? Very well Well Not well Language spoken at home:

Are you still attending secondary school? Yes No

Highest Completed school level?

Year 12 Year 11 Year 10 Year 9 or equivalent Year 8 or lower Did not go to school

In which YEAR did you complete this level? _ _ _ _

11. PREVIOUS QUALIFICATION ACHIEVED

Have you successfully completed any qualifications? Yes No

If yes, please enter one of these Prior Education Achievement Recognition Identifiers for **any** applicable qualification level.

A = Australian **E** = Australian Equivalent **I** = International

(Note, if you have multiple Prior Education Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use); 1) A = Australian; 2) E = Australian Equivalent; 3) I = International

Bachelor Degree or Higher	A <input type="checkbox"/>	E <input type="checkbox"/>	I <input type="checkbox"/>	Certificate III (or Trade Certificate)	A <input type="checkbox"/>	E <input type="checkbox"/>	I <input type="checkbox"/>
Advanced Diploma or Associate Degree	A <input type="checkbox"/>	E <input type="checkbox"/>	I <input type="checkbox"/>	Certificate II	A <input type="checkbox"/>	E <input type="checkbox"/>	I <input type="checkbox"/>
Diploma (or Associate Diploma)	A <input type="checkbox"/>	E <input type="checkbox"/>	I <input type="checkbox"/>	Certificate I	A <input type="checkbox"/>	E <input type="checkbox"/>	I <input type="checkbox"/>
Certificate IV (or Advanced Certificate/Technician)	A <input type="checkbox"/>	E <input type="checkbox"/>	I <input type="checkbox"/>	Certificates other than the above	A <input type="checkbox"/>	E <input type="checkbox"/>	I <input type="checkbox"/>

12. DISABILITY/MEDICAL DETAILS

Do you consider that you have a disability, impairment or long-term condition? No Yes

Please indicate below, you may indicate more than one.

Vision Hearing/Deaf Physical Acquired Brain Impairment Mental Illness Intellectual/Learning

Medical Condition:

Other:

13. AIRPORT PICKUP

Will you be requiring Airport Pickup? No Yes *(Note: If yes, this will incur a fee of AUD\$ 120)*



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Enrolment Terms and Conditions

Refunds: Refund guidelines for MCIE observe the principles outlined in the ESOS (Education Services for Overseas Students) Act 2000. These guidelines apply equally to all new and re-enrolling students unless otherwise stated. MCIE reserves the right to cancel or postpone any course prior to their scheduled commencement date, should it be necessary. In such circumstances, if the course is postponed by more than four weeks, and if the student is unable to enrol in a similar course at MCIE, all fees will be refunded. Refund of fees will be granted in accordance with the Refund Policy set out below.

Full Refund of Course Fees: MCIE will make a full refund of course fees paid in advance in the following circumstances:

- Application for a student visa is unsuccessful (MCIE reserves the right to retain an Application Fee of \$200. Fees paid in advance will be refunded within 14 days.
- If MCIE is unable to start the delivery of a course on the agreed starting date or ceases to deliver the course before it is completed. Full refund will be made within 14 days of the specified date or from the time the course ceases to be delivered in accordance with the refund guidelines of the ESOS Act.

Partial Refund: MCIE will provide a partial refund of course fees paid in advance:

- Where you provide more than 10 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be less \$200 Application Fee.
- If you provide more than 4 weeks and up to 10 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be 70% of course fee, less \$200 Application.
- Where you provide less than 4 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be 25% of course fee, less \$200 Application Fee and where applicable any education agent fee.

No Fee Refund: MCIE will not refund any fees:

- Where student withdraws from the course after commencement of the course. This includes Course Fees, Application Fees, cost of learning resources, OSHC, airport pickup, uniform and kit costs.
- In the event where an extension to the student's visa is not granted and the course has commenced. (Students are advised not to enrol if they believe their visa will not be extended).
- In an event where a student applies and is granted approval by MCIE to transfer to another registered provider prior to completion of six months study of the principal course.
- In an event where the student's enrolment is cancelled as a result of Student Disciplinary Policy or breach of student visa conditions.

Request for Refund: Students who wish to apply for a Refund of course fees in accordance to the Refund Policy should do so by completing the Refund Form (available at reception).

Payment of Refund: All refunds for which a student is eligible will be forwarded within 14 days to the person who paid the fees in his or her home country, unless the student is transferring to another registered provider in Australia (subject to Visa conditions), in which case any refund may be remitted to that registered provider. MCIE will provide the student with a statement detailing the calculation of the refund.

Approvals: All refunds must be approved by the Administration Manager. Exemptions to any of the above mention cases may only occur where the student has extenuating or compassionate grounds.

Please read, sign and date the bottom

Student Guidelines: MCIE will:

- Ensure that you are provided with access to the Complaints and Appeals Process.
- Pay refunds in Australian dollars only, and refund onshore by cheque or offshore by telegraphic transfer.
- Pay refunds within 14 days of the Refund Form, and any required documentation being submitted.

"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".

Course Delivery Continuance: In the circumstance whereby MCIE's management is unable to meet its agreed study and training obligations to you, arrangements will be made to seek an alternative course and where this arrangement may be found unsatisfactory, the unexpended tuition fees for the course will be refunded to you within two weeks of the course not being provided.

Students under 18 years of Age: MCIE does not accept enrolments from International students who are under the age of 18 at the time of course commencement.

Information sharing: Information is collected 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 visa 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 TPS Administrator. In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

Financial Declaration: Living costs are a minimum amount set for Visa purposes. Living costs vary depending on where you will be living and studying. It is your responsibility to determine what your own costs will be to live and study in Australia. Even if you have permission to work, you should not rely work to support yourself in Australia as a student. By signing this document, you confirm that you have access to sufficient funds to support you and your family unit members for the TOTAL period of your stay in Australia (including proposed course fees for you and any school-age family members, living costs, regardless of whether your dependents intend to accompany you to Australia.

Privacy: I hereby authorise the release of personal details and information in relation to my training to a third party where applicable; including my employer, my Australian Apprenticeship Centre and or/my school in the event that this is required for the administration of my training program and/or to access government funding on behalf of my employer. I understand that my contact details may be used by MCIE to communicate information to me and photographs taken on MCIE premises may be used for marketing purposes. I agree to the Privacy Policy as outlined at www.mcie.edu.au/current-students/privacy.

Student Declaration: I declare that the information I have supplied in this application and documentation supporting this application is true and correct.

Applicant's signature

Date

Please send all submissions to info@mcie.edu.au