## Application Form

### UNIQUE STUDENT IDENTIFIER

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### Personal Details

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Sex</th>
<th>M</th>
<th>F</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Country of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Mobile Phone</th>
<th>Fax</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Address in home country

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>Country</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Address in Australia

<table>
<thead>
<tr>
<th>Street</th>
<th>Suburb</th>
<th>Country</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### Passport and Visa

<table>
<thead>
<tr>
<th>Nationality</th>
<th>DIAC office (Country/City) where application is being lodged</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Passport number</th>
<th>Visa Number</th>
<th>Expiry Date</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Type of Visa (please tick box applicable)</th>
<th>Student</th>
<th>Visitor</th>
<th>Bridging</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Medical Coverage

Do you have Overseas Student Health Cover, OSHC?  
- [ ] Yes  
- [ ] No  

Please provide details

- OSHC provider name: ____________________________
- Membership number: ____________________________
- Expiry date: __________

### Course Preferences

Please indicate which course you are applying for and intake date: _______ / _______ / _______

- [ ] SIT30813 Certificate III in Commercial Cookery
- [ ] SIT40413 Certificate IV in Commercial Cookery
- [ ] SIT50313 Diploma of Hospitality
- [ ] BSB51107 Diploma of Management
- [ ] BSB40407 Certificate IV in Small Business Management

### English Language Proficiency

Do you hold a certificate of English Proficiency (e.g. IELTS)?  
- [ ] Yes  
- [ ] No

Overall Band Score ______________
Agent's details
Are you using an Agent ☐ Yes ☐ No If yes, please provide contact details:
Agent’s name: ___________________________ Address: ___________________________
Email: ________________________________ Telephone: _____________________________

Educational Qualifications
Highest Qualification Achieved _______________________________________________________
Year Awarded __________________ Institution Attended __________________ Country ___________

Are you applying for a Credit Transfer or Recognition of Prior Learning? ☐ Yes ☐ No (If yes, please submit supporting evidence)

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? □ □ □

Applicant Checklist
Before submitting your application to Melbourne City Institute of Education please ensure you have completed all sections of this application form and attached:
☐ Certified copies of your academic qualification (translated into English) ☐ Evidence of your English language ability
☐ Copy of passport ☐ Copy of Visa (if available)
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 Fee.
• 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.

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.

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.

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 ________________________________

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