



INTERNATIONAL VET APPLICATION FORM - 04-3017

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(The USI contains 10 digits and will not include: 0, 1, O or I)

If you do not yet have a USI, please sign the application for USI box on the last page.

From 1 January 2015, MCIE can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at www.usi.gov.au/create-your-usi/ on computer or mobile device.

Personal Information

Salutation: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
Legal Given Name(s):	Legal Family Name(s):		
Date of Birth: / / (dd/mm/yy)	Age in Years:		
Home Phone:	Mobile:		
Email:			
Address in Home Country:	Street:		
City:	State:	Country:	Postcode:
Address in Australia (if known):	Street:		
City:	State:	Country:	Postcode:
Are you currently Onshore or Offshore? <input type="checkbox"/> Onshore (Australia) <input type="checkbox"/> Offshore (Outside Australia)			

Passport & Visa

Nationality:	Passport No:	Expiry: / /
Country of Birth:	City of Birth:	
Type of VISA/Subclass you currently hold: <input type="checkbox"/> Student <input type="checkbox"/> Visitors <input type="checkbox"/> Working <input type="checkbox"/> Bridging <input type="checkbox"/> None Other _____		
VISA you intend to apply for: <input type="checkbox"/> Student <input type="checkbox"/> Visitors <input type="checkbox"/> Working <input type="checkbox"/> Bridging <input type="checkbox"/> None Other _____		
Are you applying for this VISA Onshore or Offshore? <input type="checkbox"/> Onshore <input type="checkbox"/> Offshore		

Medical Coverage

Do you have OSCH:	If no, would you like MCIE to arrange this: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you do have Overseas Student Health Cover already, please fill out the following row:		
Name:	Membership No:	Expiry: / /

English Language Proficiency

Do you hold a certificate in English Proficiency (i.e IELTS, PTE, etc):	
If no, you require an Online English Test with MCIE: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Test:	Result:
How well do you speak English:	Native language:
Have you studied ELICOS at other institutions in Australia before:	For How Long:

English Courses (Select course and indicate duration)

<input type="checkbox"/> General English	Study weeks:	Preferred starting date: / /	<input type="checkbox"/> AM/PM <input type="checkbox"/>
<input type="checkbox"/> English for IELTS Prep	Study weeks:	Preferred starting date: / /	<input type="checkbox"/> AM/PM <input type="checkbox"/>
<input type="checkbox"/> Business English	Study weeks:	Preferred starting date: / /	<input type="checkbox"/> AM/PM <input type="checkbox"/>
<input type="checkbox"/> English for Aca. Purpose	Study weeks:	Preferred starting date: / /	<input type="checkbox"/> AM/PM <input type="checkbox"/>
<input type="checkbox"/> PTE Preperation	Study weeks:	Preferred starting date: / /	<input type="checkbox"/> AM/PM <input type="checkbox"/>
<input type="checkbox"/> FCE (GE)	Study weeks:	Preferred starting date: / /	<input type="checkbox"/> AM/PM <input type="checkbox"/>

Total study weeks will include: 12w study + 2w holidays 20w study + 4w holidays 30w study + 6w holidays 36w study + 8w holidays



Course Preference

<input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education & Care (093102B)	<input type="checkbox"/> SIT30816 Certificate III in Commercial Cookery (093952D)	<input type="checkbox"/> BSB42615 Cert IV in New Small Business (090362F)	<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management (097393J)
<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education & Care (088945A)	<input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery (093953C)	<input type="checkbox"/> BSB40215 Certificate IV in Business (093954B)	<input type="checkbox"/> 10118NAT Diploma of Social Media Marketing (097392K)
	<input type="checkbox"/> SIT50416 Diploma of Hospitality Management (091048G)	<input type="checkbox"/> BSB51915 Diploma of Leadership and Management (088944B)	

INTAKE DATE: January April July October Other: _____

Tuition Fee Payment Method

<input type="checkbox"/> 50% of the tuition fee at the time of signing the acceptance agreement	<input type="checkbox"/> More than 50% of the tuition fee at the time of signing the acceptance agreement
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Agent Details & GTE

Are you using an agent: Yes No Agency Name: _____

Contact No: _____ Full name of Contact Person: _____

I do declare that I have checked the following GTE requirements of the student:

<input type="checkbox"/> Student's circumstances in their home country	<input type="checkbox"/> Student's study plan
<input type="checkbox"/> Previous study/work experience of the student	<input type="checkbox"/> Visa history <input type="checkbox"/> Financial capability

I have assessed the student to be genuine and to be suitable to meet the requirements of the Visa application:

Agent Signature: _____ Date: / /

Schooling

Are you still attending secondary school: No Yes

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? _____ What is the highest qualification you have achieved? _____

Previous Qualification Achieved

Have you successfully completed any previous 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 of Higher	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Advanced Diploma or Associate Degree	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Diploma or Associate Diploma	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Certificate III (or Trade Certificate)	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate II	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Certificate I	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificates other than above	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I

Recognition of Prior Learning and Credit Transfer

Do you wish to apply for Recognition of Prior Learning (RPL)? No Yes
 (Provide evidence of recent learning/training completed or evidence of recent work life/life competencies achieved)

Do you wish to apply for Credit Transfer (CT)? No Yes
 (Provide evidence of recent formal learning completed i.e. statement of attainment and/or certificate)



Emergency Contact	
Contact person name:	Relationship:
Mobile Number:	Home Phone:
Disability/Medical Details	
Do you consider that you have a disability, impairment or long term condition: <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, write your condition here:	
Accommodation	
Student Accommodation booking - bit.ly/EEaccomm	Student Home Stay booking - bit.ly/EEhomestay

MCIE Document Checklist

Application form

- Completed all section
- Signed FINANCIAL DECLARATION - Student
- Signed AGENT DETAILS & GTE (If it is applicable)

Passport

- Original sighted certified with dates and Signature
- Scanned clearly with readable images
- Copy of Current Visa

Academic Documents

- Certified copies of Academic Qualification from Home Country
- Translation in English
- Certified copies of Academic Qualification from Australia

English Proficiency

- Official English Test result - IELTS, PTE, TOEFL, OET (If applicable)
- Explore English placement test result (If applicable)
- Certificates from previous ELICOS provider with attendance (If applicable)
- Certified copy of Australian Degree, diploma or Certificate (If applicable)

Other Supporting Documents

- Completed & Signed by applicant and the agent Finance Declaration
- Completed & Signed by applicant Student Information Form
- Statement of Purpose in English
- Current Resume in English

_____ / ____ / _____
 Agents Signature Date



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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.
- Partial refund after commencement at MCIE MAY be given upon discussion of extenuating circumstance with the Director

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 Finance 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 enrolment in order to meet our obligations under the ESOS Act 2000 and the National Code 2018 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 2018.

Information collected on this form and during enrolment can be provided, in certain circumstances to other Registered Providers, the Australian Government and designated authorities and, if relevant, the TPS Administrator. This includes personal and contact details, course enrollment details and charges. In other instances, information collected during 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.

Privacy Policy & Media Consent

I understand that my contact details may be used by MCIE to communicate information to me and photographs or video taken on MCIE premises may be used for marketing purposes. I agree to the Privacy Policy as outlined at www.mcie.edu.au/privacy-policy.

Student Declaration

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

Application for Unique Student Identifier (USI)

If you would like MCIE to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf.

I [NAME]
authorise Melbourne City Institute of Education to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf, and NCVET policies, procedures and protocols published on NCVET's website at www.ncvet.edu.au

**Submit completed application forms
and supporting documents to
admissions@mcie.edu.au**

Applicants Signature

Date