



UNIQUE STUDENT IDENTIFIER **THIS FIELD IS MANDATORY**

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

10 digit USI input boxes

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

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

Personal Information form fields: Salutation, Gender, Legal Name, Date of Birth, Age, Home Phone, Mobile, Email, Address in Home Country, Address in Australia, Onshore/Offshore status.

Passport & Visa

Passport & Visa form fields: Nationality, Passport No, Expiry, Country of Birth, City of Birth, Type of VISA, VISA you intend to apply for, Onshore/Offshore application.

Medical Coverage

Medical Coverage form fields: Do you have OSCH, If no, would you like MCIE to arrange this, Name, Membership No, Expiry.

English Language Proficiency

English Language Proficiency form fields: Do you hold a certificate in English Proficiency, 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)

English Courses form fields: General English, English for IELTS Prep, Business English, English for Aca. Purpose, PTE Preparation, FCE (GE). Includes Study weeks and Preferred starting date.

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



INTERNATIONAL VET APPLICATION FORM - 0917

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"/> SIT50416 Diploma of Hospitality Management (091048G)	<input type="checkbox"/> BSB42615 Cert IV in New Small Business (090362F)
<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"/> BSB51915 Diploma of Leadership and Management (088944B)
INTAKE DATE: <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> July <input type="checkbox"/> October <input type="checkbox"/> 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	<input type="checkbox"/> Payment in Full	<input type="checkbox"/> Payment Plan
Agent Details & GTE			
Are you using an agent: <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> No <input type="checkbox"/> Yes			
Highest completed school level? <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 (or equivalent) <input type="checkbox"/> Year 8 (or lower) <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please enter one of these Prior Education Achievement Recognition Identifiers for any applicable qualification level. <small>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</small>			
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
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 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.

Privacy Policy

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.exploreenglish.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@exploreenglish.edu.au

Applicants Signature

Date