# INTERNATIONAL VET APPLICATION FORM

**MCIE VET International Application Form | Version Number: 3 | Authorised By: Managing Director | Issue Date: January 2016 | Review Date: January 2017 | 04-3017**

**Melbourne City Institute of Education Pty Ltd, as Trustee for MCIE Unit Trust**  
**RTO No: 22172**  
**CRICOS No: 03024A**

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**1. PERSONAL INFORMATION**

- Ms  
- Miss  
- Mrs  
- Mr  

Family Name:  
Given Names:  
Date of birth: / / (dd/mm/yyyy)  
Age in years:  
Sex:  
Male  
Female

Home phone:  
Mobile:  
Email:  

**ADDRESS IN HOME COUNTRY**

Address:  
City:  
Postcode:  

**ADDRESS IN AUSTRALIA**

Address:  
City:  
Postcode:  

Country of Birth:  
Town/City of Birth:  

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**2. PASSPORT & VISA**

Nationality:  
Passport No:  
Expiry:  

Type of VISA you currently hold:  
Student  
Visitor  
Bridging  
None  
Other:  

VISA No:  
VISA Expiry:  

Type of VISA you intend to apply for:  
Student  
Visitor  
Bridging  
None  
Other:  

DIBP office where you intend to apply for the VISA:  

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**3. MEDICAL COVERAGE**

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

If no, would you like us to arrange OSHC?  
Yes  
No  

OSHC provider name:  
Membership number:  
Expiry Date:  

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**4. COURSE PREFERENCE**

- BSB51915 Diploma of Leadership and Management  
- SIT30813 Certificate III in Commercial Cookery  
- BSB40415 Certificate IV in Small Business Management  
- SIT40413 Certificate IV in Commercial Cookery  
- CHC50113 Diploma of Early Childhood Education & Care  
- SIT50313 Diploma of Hospitality

Intake Date:  

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**5. ENGLISH LANGUAGE PROFICIENCY**

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

Overall Band Score:  

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**6. AGENTS DETAILS**

Are you using an Agent  
Yes  
No  

If yes, please provide contact details:

- Agents Name:  
- Agents Phone:  
- Agents Address:  
- Agents Email:  

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7. EMERGENCY CONTACT

<table>
<thead>
<tr>
<th>Contact Person Name:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td>Mobile Number:</td>
<td>Home Number:</td>
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</table>

8. TUITION FEES PAYMENT

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

- [ ] MCIE/EE Recommended Payment Plan
- [ ] 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

9. SCHOOLING

<table>
<thead>
<tr>
<th>How well do you speak English?</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very well</td>
<td></td>
</tr>
<tr>
<td>Well</td>
<td></td>
</tr>
<tr>
<td>Not well</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you still attending secondary school?</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Highest Completed school level?</th>
<th>Relationship:</th>
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</thead>
<tbody>
<tr>
<td>Year 12</td>
<td></td>
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<tr>
<td>Year 11</td>
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<tr>
<td>Year 10</td>
<td></td>
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<tr>
<td>Year 9 or equivalent</td>
<td></td>
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<tr>
<td>Year 8 or lower</td>
<td></td>
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<tr>
<td>Did not go to school</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>In which YEAR did you complete this level?</th>
<th>Relationship:</th>
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<td></td>
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</tbody>
</table>

VICTORIAN STUDENT NUMBER (VSN) – to be completed by all students aged up to 24 years

If you know your VSN please write it here: __ __ __ __ __ __ __ __ __

If you have not provided a VSN, is this because:

- [ ] I am new to the Victorian Education system. I have never attended a school, TAFE, or any other VET training provider in Victoria.

IF YOU DON'T KNOW OR DON'T HAVE YOUR VSN PLEASE LEAVE BOTH THE VSN AND THE ABOVE TICK BOX BLANK

10. 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

(Notes, if you have multiple Prior Education Achievement 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

<table>
<thead>
<tr>
<th>Bachelor Degree or Higher</th>
<th>Relationship:</th>
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</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Advanced Diploma or Associate Degree</td>
<td>Relationship:</td>
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<td></td>
<td></td>
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<tr>
<td>Diploma (or Associate Diploma)</td>
<td>Relationship:</td>
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<td></td>
<td></td>
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<tr>
<td>Certificate IV (or Advanced Certificate/Technician)</td>
<td>Relationship:</td>
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<td></td>
<td></td>
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<tr>
<td>Certificate III (or Trade Certificate)</td>
<td>Relationship:</td>
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<td></td>
<td></td>
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<tr>
<td>Certificate II</td>
<td>Relationship:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Certificate I</td>
<td>Relationship:</td>
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<td></td>
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<tr>
<td>Certificates other than the above</td>
<td>Relationship:</td>
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11. EMPLOYMENT STATUS (please tick only one)

Which of the following options BEST describes your employment status?

- [ ] A) Full time
- [ ] B) Part time
- [ ] C) Self-employed - not employing others
- [ ] D) Employer
- [ ] E) Employed - unpaid worker in a family business
- [ ] F) Unemployed – seeking full time work
- [ ] G) Unemployed – seeking part-time work
- [ ] H) Not employed – not seeking employment
12. EMPLOYMENT CATEGORY (please tick only one)  
If never employed, go to question 14.  
Which of the following categories BEST describes your recent or current occupation?  
☐ A) Managers  ☐ B) Professionals  ☐ C) Technicians and Trade Workers  ☐ D) Community and Personal Service Workers  
☐ E) Clerical and Administrative Workers  ☐ F) Sales Workers  ☐ G) Machinery Operators and Drivers  ☐ H) Labourers  

13. EMPLOYMENT INDUSTRY (please tick only one)  
If never employed, go to question 14.  
Which of the following classifications BEST describes the Industry of your current or previous Employer?  
☐ A) Agriculture, Forestry and Fishing  ☐ B) Mining  ☐ C) Manufacturing  ☐ D) Electricity, Gas Water and Waste Services  
☐ E) Construction  ☐ F) Wholesale Trade  ☐ G) Retail Trade  ☐ H) Accommodation and Food Services  
☐ I) Transport, Postal and Warehousing  ☐ J) Information Media and Telecommunications  ☐ K) Financial and Insurance Services  ☐ L) Rental, Hiring and Real Estate Services  
☐ Q) Health Care and Social Assistance  ☐ R) Arts and Recreation Services  ☐ S) Other Services  

14. REASON FOR STUDY (please tick only one)  
Out of the below categories, which BEST describes your main reason for undertaking this course?  
☐ To get a job  ☐ To develop my existing business  ☐ To start my own business  
☐ To try for a different career  ☐ To get a better job or promotion  ☐ It was a requirement of my job  
☐ I wanted extra skills for my job  ☐ To get into another course of study  ☐ For personal interest/self development  
☐ Other reason  

15. 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:  

16. AIRPORT PICKUP  
Will you be requiring Airport Pickup?  
☐ No  ☐ Yes  
(Note: If yes, this will incur a fee of AUD$100)  

17. REFERRAL SOURCE  
How did you find us?  
☐ Google Search  ☐ Facebook Ad  ☐ Magazine/Newspaper Ad  ☐ Epoch  
☐ Now Learning Website  ☐ Aged Care Online Website  ☐ Go Overseas Website  ☐ Training.com.au Website  
☐ Yellow Pages / White Pages  ☐ Search Local / Start Local  ☐ Other Website or Social Media  ☐ Through an Agent  
☐ Word of Mouth  ☐ Event/Signage  ☐ Other  

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
Certified copy of English language proficiency or Australian academic qualification
Certified copy of passport
Certified copy of Visa
Completed and signed financial declaration form
Completed and signed personal information form
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.

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
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