

### UNIQUE STUDENT IDENTIFIER

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**Mandatory**

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

If you do not register your Unique Student Identifier (USI) with MCIE, we may not issue your VET qualification or statement of attainment when you successfully complete the course. You should apply for a USI, directly at [www.usi.gov.au/create-your-USI/](http://www.usi.gov.au/create-your-USI/) on a computer or mobile device.

### Section 1 – 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:			Age in years:		Nationality:			
Relationship status:					Native language:			
<input type="checkbox"/> Single					<input type="checkbox"/> Married			
<input type="checkbox"/> De facto								
How did you hear about MCIE? <input type="checkbox"/> Agent <input type="checkbox"/> Advertising <input type="checkbox"/> Internet <input type="checkbox"/> Student <input type="checkbox"/> Friend <input type="checkbox"/> Education fair <input type="checkbox"/> Facebook <input type="checkbox"/> Other								

### Section 2 – Contact information

Current location:				<input type="checkbox"/> Onshore (Australia)	<input type="checkbox"/> Offshore: (Outside Australia)
Address in home country:		Street:			
		State:	Country:	Postcode:	
Address in Australia (if known):		Street:		City:	
		State:	Country:	Postcode:	
Mobile:			Home phone:		
Email:					
Emergency contact:		Contact Person's Name:		Relationship to you:	
		Mobile:		Home Phone:	
Do you have family ties in Australia?		Full Name:		Relationship:	
<input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, provide Full name, Relationship and Australian Visa Status				Australian Visa Status:	

### Section 3 – Passport, Visa & Medical Coverage

Passport No:	Expiry:	/	/	Country of Birth:	City of Birth:
Type of VISA/Subclass you currently hold:	<input type="checkbox"/> Student	<input type="checkbox"/> Tourist	<input type="checkbox"/> Working Holiday	<input type="checkbox"/> None	<input type="checkbox"/> Other
VISA you intend to apply for:	<input type="checkbox"/> Student	<input type="checkbox"/> Tourist	<input type="checkbox"/> Working Holiday	<input type="checkbox"/> None	<input type="checkbox"/> Other
Are you applying for this VISA onshore or offshore?		<input type="checkbox"/> Offshore	<input type="checkbox"/> Onshore	What is the expiry date of your current visa? / /	
Have you ever had an Australian visa or a visa from another country refused or cancelled? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes provide details and relevant documents					
Details of refusal:				Documents attached?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Overseas Student Health Cover (OSHC):</b> The Australian Government requires all overseas students studying on a student visa to have OSHC for their total stay in Australia.					
Do you have OSHC?		<input type="checkbox"/> Yes, Name		Membership Number	
				Expiry Date	
<input type="checkbox"/> No, would you like MCIE to arrange this?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Type of cover: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family	
Couple and family cover: Please attach copies of partners and all family member passports					

### Section 4 – Schooling & Previous Qualification(s) Achieved

Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No					
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?					
Have you successfully completed any previous qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, identify where you achieved the qualification using these identifiers. A = Australian E = Australian Equivalent I = International (if you have more than one qualification at any level, provide the number of qualifications at that level)					
Bachelor's Degree or Higher		<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I	Advanced Diploma or Associate Degree
Diploma or Associate Diploma		<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I	Certificate IV (or Advanced Cert/Technician)
Certificate III (or Trade Certificate)		<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I	Certificate II
Certificate I		<input type="checkbox"/> A	<input type="checkbox"/> E	<input type="checkbox"/> I	Certificates other than above
What is the highest qualification you have ever received?					Year Completed:

### Section 5 – Summary of Work Experience

Employer	Position	Duties	Country	Start	End

### Section 6 – English Language Proficiency

Is English your first language? ☐ Yes ☐ No

Do you hold a certificate in English Proficiency (i.e IELTS, PTE, etc)? ☐ Yes Certificate Name: Overall score:

If no, have you completed an English Placement Test with MCIE. ☐ Yes ☐ No

Have you studied any English Course at another institution in Australia before? ☐ Yes ☐ No

If yes, Course Name: Duration: Highest English Level Achieved:

### Section 7 – English Courses (Select course and indicate duration)

<input type="checkbox"/> General English	Study weeks:	Preferred starting date:	/ /	<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> English for IELTS Prep	Study weeks:	Preferred starting date:	/ /	<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> Business English	Study weeks:	Preferred starting date:	/ /	<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> English for Aca. Purpose	Study weeks:	Preferred starting date:	/ /	<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> PTE Preparation	Study weeks:	Preferred starting date:	/ /	<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> Cambridge FCE /CAE	Study weeks:	Preferred starting date:	/ /	<input type="checkbox"/> AM <input type="checkbox"/> PM

Total study weeks will include: ☐ 10w study + 2w holidays ☐ 20w study + 4w holidays ☐ 30w study + 6w holidays ☐ 36w study + 8w holidays

### Section 8 – VET Course Preference

Select your course preference from the course options provided.

<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"/> CHC30113 Certificate III in Early Childhood Education & Care (093102B)	<input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery (093953C)	<input type="checkbox"/> BSB40215 Certificate IV in Business (093954B)
<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education & Care (088945A)	<input type="checkbox"/> SIT50416 Diploma of Hospitality Management (091048G)	<input type="checkbox"/> BSB51918 Diploma of Leadership and Management (098759J)

Intake Date: ☐ January ☐ April ☐ July ☐ October ☐ Other

### Tuition fee payment Method:

☐ I would like to pay more than 50% of the tuition fee when signing acceptance agreement

Is the course of your choice offered in your home country? ☐ Yes ☐ No

If yes, please attach Statement of Purpose explaining why you want to study this course in Australia and not in your home country.

### Section 9 – Recognition of Prior Learning and Credit Transfer

Do you wish to apply for Recognition of Prior Learning (RPL)? ☐ Yes ☐ No  
(You will need to complete the relevant RPL application for the qualification for which you seek RPL – the application provides evidence of recent learning/training completed or evidence of recent work life/life competencies achieved)

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

### Section 10 – Disability/Medical Details

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

If yes, please provide details of your condition:

### Section 11 – GTE, Financial and Agent Details

Please visit the DHA page for Student Visa details and requirements at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>.

I have checked the DHA page for details of the Student Visa and understand the financial requirements for a Student Visa ☐ Yes ☐ No

Do you understand that when you enter Australia under the student visa scheme you are required to return home upon the completion of your studies? ☐ Yes ☐ No

Evidence of your ties to your home country. Please tick any that is relevant:

☐ Job offer ☐ Enrolment at University ☐ Family ties ☐ Family business ☐ Property ownership ☐ Other

Do you have any Dependant Family Members? ☐ Yes ☐ No

Do you have access to enough funds to support you and your dependents (if any) for the TOTAL period of your stay in Australia? ☐ Yes ☐ No

Expenses	Per person	Amount required in AUD
Tuition fee	Applicant – course fee for one academic year	\$5,000 - \$11,000 depending on course
	Dependant(s) – school fees per child per year	\$8,296
Living (12 month living cost)	Applicant – per year	\$21,041
	Spouse – per year	\$7,362
	Dependant – per year	\$3,152
Travel	Applicant	\$1,000 - \$2,000
	Spouse	\$1,000 - \$2,000 (if applicable)
	Dependant	\$1,000 - \$2,000 (if applicable)

How are you going to fund your studies and stay in Australia? ☐ Self-funded ☐ Parent ☐ Spouse ☐ Sponsored (private) ☐ Bank loan

If you are being Sponsored, please complete the table below.

Full name of Sponsor(s)	Relationship to you	AUD\$ provided by your sponsor to support you while studying in Australia	Australian Visa Status (if in Australia)

### Section 12 - Airport Pickup & Accommodation

Will you be requiring an Airport Pick-Up for \$150AUD? ☐ Yes ☐ No

**Accommodation:** There are many options for student accommodation in Melbourne applicants could start by checking these providers out.

Student Accommodation booking - [bit.ly/EEaccomm](http://bit.ly/EEaccomm)

Student Home Stay booking - [bit.ly/EEhomestay](http://bit.ly/EEhomestay)

### Section 13 – Agent Details and MCIE Document Checklist

Are you using an Education Agent? ☐ Yes ☐ No **If yes, what is the Agency name:**

The Section below should be completed **tick all documents provided** and signed by your nominated Agent representative.

Full name of contact Person	Contact Number
<input type="checkbox"/> All sections of Application Form are complete, and the application is signed by the applicant.	
<input type="checkbox"/> The Agent details section is completed and signed by the Agent or Agent's representative (if applicable).	
<input type="checkbox"/> A clear copy of the applicant's passport has been provided (scanned with readable images, original sighted certified with dates and signature).	
<input type="checkbox"/> Certified copies of academic qualification/s from the applicant's home country (with English translations).	
<input type="checkbox"/> Certified copies of academic qualification/s from Australia including ELICOS (if applicable).	
<input type="checkbox"/> English placement test result/English proficiency test result – IELTS, PTE, TOEFL, OET or equivalent. (if applicable).	
<input type="checkbox"/> Statement of purpose in English (outlining study and employment background, why the applicant wishes to study their chosen course in Australia at MCIE, how this course will help the applicant to achieve their career goals and what is the future plan).	
<input type="checkbox"/> Certified supporting financial documents (offshore only)	
<input type="checkbox"/> Current resume in English (must cover the period prior to submitting the application).	
<input type="checkbox"/> Copy of current Australian visa (if applicable)	
<input type="checkbox"/> Copy of OSHC receipt (overseas student health cover)	

**Declaration:** I declare that I have checked the following Genuine Temporary Entrant (GTE) requirements of the applicant: **Please tick all relevant.**

☐ Visa history ☐ Study plan ☐ Financial capacity ☐ Previous study/work experience  
☐ Circumstances in their home country ☐ I have assessed the applicant to be a genuine temporary entrant, who meets the requirements of the Visa application.

Agent's Signature

Date



# INTERNATIONAL VET

## Application Form 04-3017

### Refunds

Refund guidelines for MCIE observe the principles outlined in the ESOS (Education Services for Overseas Students) Act 2018. 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 Administration 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 Administration 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 a 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 mentioned 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 enrolment 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 and 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](http://www.mcie.edu.au/privacy-policy).

### Application for Unique Student Identifier (USI)

If you would like MCIE to apply for a USI on your behalf, you must authorise MCIE 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](http://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](http://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf), and NCVER policies, procedures and protocols published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)

### Student declaration

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

Submit completed application forms and supporting documents to [admissions@mcie.edu.au](mailto:admissions@mcie.edu.au)

Applicant's signature

Date