

## APPLICATION FORM – VOCATIONAL COURSES 2012

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### PERSONAL DETAILS

FAMILY NAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_ Gender:  Male  Female

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ COUNTRY OF BIRTH: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_ PASSPORT No: \_\_\_\_\_

ADDRESS in home country: \_\_\_\_\_ Telephone: \_\_\_\_\_

ADDRESS in Australia: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Occupation: \_\_\_\_\_ Type of visa:  Student  Travel  Working Holiday  Other \_\_\_\_\_

Are you applying for a student visa?  No  Yes → Please attach a copy of all current and future electronic Confirmation of Enrolments (eCOE)

DIAC Office \_\_\_\_\_ How were you introduced to Australian Pacific College (APC)? \_\_\_\_\_

### EDUCATION DETAILS

Highest level of education completed

University  College  Secondary school

What is your first language? \_\_\_\_\_

What is your present level of English (if your first language is not English)

Beginner  Elementary  Intermediate  Advanced

Do you intend to take any of these examinations in Sydney?

IELTS  TOEFL  Cambridge First Certificate

Please provide details if you have taken any English proficiency examinations.

Exam type \_\_\_\_\_ Result \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

(Please provide certified copy of academic transcripts)

### SELECT YOUR COURSE / CAMPUS

Course (please check availability)\*

<input checked="" type="checkbox"/>	COURSE	APPROX. DURATION	TERMS
<input type="checkbox"/>	Certificate III in Business (074905B), (6 subjects)	6 months	2
<input type="checkbox"/>	Certificate IV in Marketing <sup>^</sup> (074906A), (8 subjects)	9 months	3
<input type="checkbox"/>	Diploma of Management (074907M), (8 subjects)	9 months	3
<input type="checkbox"/>	Advanced Diploma of Management <sup>^</sup> (074908K), (8 subjects)	9 months	3
<input type="checkbox"/>	Certificate III in Tourism (Retail Travel Sales) (074909J), (8 subjects)	12 months	4
<input type="checkbox"/>	Diploma of Tourism (074910E), (14 subjects)	18 months	6
<input type="checkbox"/>	<b>PACKAGE #1</b> Certificate III in Business (074905B) + Certificate IV in Marketing (074906A) + Diploma of Management (074907M)	24 months	8
<input type="checkbox"/>	<b>PACKAGE #2</b> Diploma of Management (074907M) + Advanced Diploma of Management (074908K)	18 months	6
<input type="checkbox"/>	<b>PACKAGE #3</b> Diploma of Management (074907M) + Advanced Diploma of Management (074908K)	12 months	4
<input type="checkbox"/>	Certificate III in Tourism (Retail Travel Sales) (074909J) + Diploma of Tourism (074910E)	12 months or 18 months	4 or 6

NOTE: Only evening sessions are available in Term 1, 2012

Courses commencement dates for 2012

2012 FEBRUARY 6, APRIL 30, JULY 23, OCTOBER 15,

other dates may be available –

please check online at [www.apc.edu.au](http://www.apc.edu.au) for updates

Session:  Evening  Day

PROPOSED

COMMENCEMENT DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

### RECOGNITION OF PRIOR LEARNING (RPL)

Depending on your previous studies and work experience, we are able to give you credit or exemptions from certain course modules. If you wish to apply for RPL assessment, please indicate below (at least 12 weeks prior to course commencement):

YES, I would like to apply for RPL assessment (a fee of AUS \$250 per competency is applicable) – please submit all relevant documentation for assessment. The College will accept only original or certified documents for RPL assessments.

NO, I do not qualify for RPL assessment.

### PROPOSED FUTURE STUDIES (please indicate)

Secondary  Vocational College  TAFE

University Undergraduate  University Postgraduate

Name of institution \_\_\_\_\_

Course commencement date \_\_\_\_\_

Have you already received a provisional letter of offer?  YES  NO

If NO, do you require APC assistance with placement?  YES  NO

### ACCOMMODATION AND AIRPORT PICK-UP

Do you require airport pick-up?  YES  NO

Do you require APC to arrange accommodation for you?  YES  NO

(If YES, please complete Homestay Application Form)

### PAYMENT DETAILS

(Please refer to the costs detailed on the reverse side of this form)

Application Fee (non-refundable)

Tuition Fee \_\_\_\_\_ terms

Accommodation Booking Fee (non-refundable)

Accommodation Fee \_\_\_\_\_ weeks

Airport pick-up Fee (Brisbane Airport): arrival date \_\_\_\_/\_\_\_\_/\_\_\_\_

Recognition of Prior Learning (RPL) Assessment

Other

### OVERSEAS HEALTH CARE COVER (OSHC)

(visa length cover is compulsory for student visa students)

Do you have OSHC at the moment?  No  Yes

If yes, when does it expire? \_\_\_\_/\_\_\_\_/\_\_\_\_ Member #: \_\_\_\_\_

Insurer: \_\_\_\_\_

Would you like APC to arrange OSHC for you?  No  Yes

What type of cover do you require? ( Single  Family) → \_\_\_\_\_ months

### METHOD OF PAYMENT

Bank draft/cash  Credit Card\*  EFT (Card)\*

Telegraphic Transfer

(\*1% - 4% surcharge applies to Credit Card and EFTPOS payments)

### ACKNOWLEDGEMENT

I confirm that I have read, understood and agree to the Conditions of Enrolment. I acknowledge and agree that; this is an application only to study at Australian Pacific College (i.e. there is no guarantee of a place); and, if an offer is made to me my acceptance is subject to the terms and conditions set out in the letter of offer.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

PLEASE SEND THE APPLICATION FORM TO AUSTRALIAN PACIFIC COLLEGE BY MAIL OR BY FAX: (61 2) 9251 7575 OR APPLY ONLINE AT: [WWW.APC.EDU.AU](http://WWW.APC.EDU.AU)

<sup>^</sup> Availability to be advised, however, we are planning to start the Certificate IV in Marketing and Advanced Diploma of Management in Term 3, 2012, subject to demand.

*"Dedicated to Quality, Equity and Advancement"*

NSW: PROVIDER: YOUNG RABBIT PTY LTD | ABN: 28003 381 182 | CRICOS CODE: 01331F

QLD: CRICOS PROVIDER: AUSTRALIAN PACIFIC COLLEGE BRISBANE PTY LTD (ACN 120 995 780) CRICOS CODE: 03297J

EMAIL: [INFO@APC.EDU.AU](mailto:INFO@APC.EDU.AU) | WEB: [WWW.APC.EDU.AU](http://WWW.APC.EDU.AU) | VET Application Form 2012\_APC BRISBANE\_v1.1.doc

# CONDITIONS OF ENROLMENT

- APPLICATION FEES:** Certificate III in Business: \$200; Certificate IV in Marketing/Diploma of Management: \$250
- TUITION FEES AS AT 21 DECEMBER 2011 (ALL IN SAUS AND INCLUDES GST)**

COURSE	AVAILABLE FROM	APPROX. DURATION	TERMS	TUITION FEES
Certificate III in Business (074905B), (6 subjects)	Term 1, 2012	6 months	2	\$3,600
Certificate IV in Marketing* (074906A), (8 subjects)	Term 3, 2012	9 months	3	\$5,400
Diploma of Management* (074907M), (8 subjects)	Term 1, 2012	9 months	3	\$5,400
Advanced Diploma of Management* (074908K), (8 subjects)	Term 3, 2012	9 months	3	\$5,400
Certificate III in Tourism (Retail Travel Sales) (074909J), (8 subjects)	Term 1, 2012	12 months	4	\$7,200
Diploma of Tourism (074910E), (14 subjects)	Term 1, 2012	18 months	6	\$10,800
<b>PACKAGE #1</b> Certificate III in Business (074905B) + Certificate IV in Marketing (074906A) + Diploma of Management (074907M)	Term 1, 2012	24 months	8	\$14,400
<b>PACKAGE #2</b> Diploma of Management (074907M) + Advanced Diploma of Management (074908K)	Term 1, 2012	18 months	6	\$10,800
<b>PACKAGE #3</b> Diploma of Management (074907M) + Advanced Diploma of Management (074908K)	Term 1, 2012	12 months	4	\$7,200
<b>PACKAGE #4</b> Certificate III in Tourism (Retail Travel Sales) (074909J) + Diploma of Tourism (074910E)	Term 1, 2012	12 months or 18 months	4 or 6	\$7,200 or \$10,800

- HOMESTAY (age 18 years+) SINGLE 4 Weeks \$980  
SHARED 4 Weeks \$900
- OVERSEAS STUDENTS HEALTH COVER (OSHC) – (minimum 3 months) \$40/month (single)
- ACCOMMODATION BOOKING FEE \$220
- AIRPORT PICKUP FEE (Brisbane Airport) \$135/person

We reserve the right to change the Fees at any time without notice. However, if you have already paid the Total Course Fee, the new Fees will only apply to extensions to the course or any new course you enrol in.

## ACCOMMODATION AND AIRPORT PICK-UP

If you require accommodation and/or airport pick-up you must:

Pay the appropriate fees and advise APC of your arrival details (flight number, date and time of arrival) at least 2 weeks before you arrive in Australia. Otherwise, no refund or recourse will be available. APC will then send you full details of your accommodation and confirmation of airport pick-up.

## INDEMNITY AND RELEASE

The student agrees not to hold the College (including its employees and/or agent) responsible or liable for any loss, damage, death or injury which the student may suffer or which may be caused by the student as a result of or in connection with any/the student's enrolment at the College, including:

- the student's attendance at any premises owned, operated or controlled by the College;
- the student's attendance at or participation in any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College; and/or
- any accommodation whether short term or long term arranged for the student by the College, and/or in any way whatsoever my association with the College.

The student hereby indemnifies the College in full against all claims, demands and proceedings as a result of any loss, damages, death or injury which may be suffered by or caused by the student.

## MINIMUM ENGLISH PROFICIENCY PRE-REQUISITES

Candidates must meet the following minimum English proficiency prerequisites to be able to apply for Certificate and Diploma Courses:

- Successful pass in the APC Pre Arrival Test or
- Successful completion of Upper Intermediate English at Australian Pacific College or English Unlimited.
- OR: IELTS 5.5, TOEFL 46 (iBT), First Certificate in English (FCE), Certificate of Proficiency in English (CPE), Certificate in Advanced English (CAE) or PTE Academic overall score of 49 with no communicative skill score lower than 43 or TAFE NSW Certificate 3 in English for Further Study or Completion of an Australian University Foundation course

## Advanced Diploma Courses:

- Successful pass in the APC Pre Arrival Test or
- Successful completion of Upper Intermediate English at Australian Pacific College or English Unlimited.
- OR: IELTS 6.0 or TOEFL 60 (iBT) or PTE Academic overall score of 57 with no communicative skill score lower than 50 or TAFE NSW Certificate 3 in English for Further Study or Completion of an Australian University Foundation course

## CLASS HOURS

Classes are usually held between 8:30am to 7:30pm, Monday to Friday. However, the College may extend class hours depending on demand for courses. Class timetables will be allocated at enrolment which takes place before the start of each term.

## COLLEGE OFFICE HOURS

The college office hours, including student services, are from 8:30am and 5:30pm, Monday to Friday.

## GENERAL CONDITIONS OF ENROLMENT v1.1

The General Conditions of Enrolment and the student's Letter of Offer make up the "written agreement" referred to in standard 3 of the National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students 2007 ("National Code 2007") and which governs enrolment at APC. The Letter of Offer will be issued to successful applicants. The General Conditions of Enrolment may be amended from time to time and at any time without notice.

## ESOS FRAMEWORK

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2007. Further information on the ESOS Framework is available at: [http://www.aei.gov.au/aei/esos/quickinfo/ESOS\\_Framework.pdf](http://www.aei.gov.au/aei/esos/quickinfo/ESOS_Framework.pdf)

## DISCIPLINE AND BEHAVIOUR

- If you do not follow the Student Code of Conduct, you may be excluded from class, suspended or expelled.
- If you bring to or use at the College (or on College excursions) drugs, alcohol or any other illegal substance you will be expelled from the College immediately.
- If you behave in a violent or sexually harassing manner you will be suspended or expelled from the College.
- Smoking is illegal in the College buildings and will lead to you being asked to leave the building. Local councils could charge you for breaking this law.

## COURSE PROGRESS

All students must maintain satisfactory course progress. To achieve satisfactory course progress a student must successfully complete 50% or more of the subjects studied in a study period (term). Student Visa holders who do not make satisfactory course progress in two consecutive terms will be reported to the Department of Education, Employment and Workplace Relations (DEEWR) under the conditions of the DEEWR/DIAC Course Progress Policy and Procedures available at [http://www.aei.gov.au/AEI/ESOS/QuickInfo/DIAC\\_Course\\_progress.pdf](http://www.aei.gov.au/AEI/ESOS/QuickInfo/DIAC_Course_progress.pdf) for further information please refer to the "Course Progress Policy".

## STUDENTS UNDER THE AGE OF 18 years

The College does not accept students under the age of 18 years.

## CHANGE OF ADDRESS

You must tell the College if you change accommodation during your course so that any mail from the College can be sent to your correct address. You must also tell DIAC of any change of address.

## CANCELLATION AND REFUND POLICY

This policy sets out the circumstance that a student is entitled to a refund and the procedure a student must follow to withdraw from a course to get a refund.

### 1. How to withdraw from a course and get a refund

#### STEP 1 - Complete a Student Course Variation (SCV) form.

The SCV form is available from the Student Services Office.

#### STEP 2 - Attach all relevant documents to the SCV form

You should attach documents supporting the reason for your withdrawal and confirming your identity.

#### STEP 3 - Hand in the completed SCV form to Student Services or email to: [info@apc.edu.au](mailto:info@apc.edu.au)

Please make sure that your student number and current contact details (email address, mobile phone number) are on the form. Please sign and date the SCV form before handing it in. Your form will NOT be processed if it is not signed and dated.

The College will process your completed SCV form and assess whether you are entitled to a refund based on our policy. The College may ask for further information or documentary evidence. Please note that incomplete SCV forms may delay the processing of the SCV form and payment of refunds.

### 2. Refunds will only be made in the following circumstances:

#### A) Where you withdraw BEFORE the Course Start Date:

- The College will refund to you the Course Money for each Course you are enrolled in less the following fees:

- Application Fee;
- Administration Fee;
- Services Fees; and
- Cancellation Fee.

Please note that the Cancellation Fee will be deducted from each Course where you have enrolled in a Package of Courses. Refunds, where you withdraw, will be made within 4 weeks after receipt of a claim for refund.

#### B) Where your student visa is refused:

- The College will refund to you the Course Money less
  - an administration expense of 5% of the total Course Money (up to a maximum amount of \$250); and
  - expenses for travel, accommodation and other domestic services that we have incurred for you and which we cannot resell or where no refund is available from the supplier of the services; and

- the cost of books, equipment and other materials needed for the Course which we cannot resell or where no refund is available from the supplier of the services; and

- the proportion of the course money that is equal to the proportion of the Course that the College provided to you before you withdrew from the Course calculated on a daily basis.

- If your visa has been refused, you must provide a letter from the Department of Immigration and Citizenship as evidence of the refusal with your SCV form. Refunds, in the case of visa refusal, will be made within 4 weeks after you withdraw from the course.

### C) Where the College cancels your Course (Provider default):

In the unlikely event that the College is unable to deliver your course in full, you will be offered a refund of all the Course Money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in a suitable alternative course by the College at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If the College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) Australian Council for Private Education and Training (ACPET) will place you in a suitable alternative course at no extra cost to you. Finally, if ACPET can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

### 3. Refunds will not be made in the following circumstances

- Where you withdraw from the Course after the Course Start Date;
- Where you withdraw from any Course that is part of a Package of Courses after the Course Start Date of the first Course in the Package of Courses;
- Where the College cancels, suspends or terminates your enrolment as a result of your fault; or
- In any other circumstance where you are not eligible for a refund under this policy.

### 4. Payment of refunds

- Refunds will be paid directly to you.

#### B) The College may at its discretion:

- pay the refund in accordance with your written direction;
- pay refunds to by bank draft (in case of refund within Australia) or by international bank draft; or
- pay refunds to a bank account by direct credit (in case of refund within Australia) or by telegraphic transfer (in case of refunds outside of Australia) provided that you show us evidence that the bank account exists.

- In all cases where a refund is made, a statement will be provided to the student showing how the refund was calculated.

### 5. Payment of fees and refunds in Australian Currency only

The College only accepts payment of fees in Australian dollars and all refunds will also be made in Australian dollars only. The College is not responsible for delays or loss of refund in transit (mail, courier, telegraphic transfer or otherwise).

## IMPORTANT

The College reserves the right to change this policy to reflect changes in Australian Law. For the latest policy please check our website [www.apc.edu.au](http://www.apc.edu.au)

We are required to advise you of the following: "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."

## Definitions

In this Refund Policy and as the context requires:

- "Administration Fee" includes bank and any other charges/costs related to the refund and transfer of any refund.
- "You" or "your" means the Student.
- "Cancellation Fee" means an amount equal to 20% of the total tuition fee for the Course or in a Package of Courses for each Course, as set out in the College letter of offer.
- "College" means Australian Pacific College (APC)
- "Course" means course(s) in which you are enrolled.
- "Course Money" is made up of the following components:
  - Application Fee;
  - Administration Fee;
  - Services Fees; and
  - Tuition fee.
- "Course Start Date" is the start date that is on the College letter of offer or such later date as agreed by you and the College.
- "Package of Courses" means two (2) or more Courses which you purchased as a package.
- "Services Fees" means any fee for services that you order and that we have paid for which we cannot get a refund for and include, without limitation, guardian arrangement fee, accommodation inspection fee, airport pick-up fee, accommodation booking fee, further studies placement fee, fee to provide reports for other providers.
- "Student Course Variation form" or "SCV form" means a written notice in a form prescribed by the College.
- "Your Fault" includes circumstances where:
  - you failed to pay an amount you are liable to pay to the College, directly or indirectly, in order to undertake your Course;
  - you breached a condition of your student visa;
  - you decide to end your enrolment at the College, including where you transfer to another provider; or
  - you have behaved in a manner which is inconsistent with the General Conditions of Enrolment or which amounts to misbehaviour.

## INDEMNITY

The student agrees not to hold the College (including its employees and/or agent) responsible or liable for any loss, damage, death or injury which the student may suffer or which may be caused by the student as a result of or in connection with the student's enrolment at the College, including:

- the student's attendance at any premises owned, operated or controlled by the College;
- the student's attendance at or participation in any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College; and/or
- any accommodation whether short term or long term arranged for the student by the College, and/or in any way whatsoever my association with the College.

The student hereby indemnifies the College in full against all claims, demands and proceedings as a result of any loss, damages, death or injury which may be suffered by or caused by the student.

## PRIVACY

The College collects information on the Application Form and during your enrolment:

- to meet our obligations under the Education Services for Overseas Students Act and Regulations (ESOS Act and Regulations) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the "National Code");
- to ensure student compliance with the conditions of their visas and their obligations under Australian Immigration laws generally;
- for the efficient operations of the College.

The type of information we may collect includes your personal and contact details (such as your name, gender, date of birth, country of birth, nationality, passport number, address, telephone number, course related information), Student Identification Numbers, photographic records, health information, course enrolment details and changes, information on your course progress and the circumstances of any suspected breach by you of a student visa condition.

The authority to collect this information is in the ESOS Act and Regulations and the National Code.

The information collected can be disclosed without your consent where authorised or required by law, including to

- the Australian Government and designated authorities
- the Tuition Assurance Scheme (if relevant)
- the ESOS Assurance Fund Manager

The information collect will be provided to and used by

- the College staff
- the College agents
- the College contractors
- the party hearing an external appeal which you initiate

Information is collected and used for:

- Student administration purposes including enrolment into APC Courses, records maintenance, and recovery of debt
- Provision of services to APC facilities
- Communication with previous and current students
- Participation in Research and surveys
- Maintenance of Records of External Parties including government departments
- Other reasons directly related to the operations of APC

For more information on privacy, please refer to the APC Privacy Policy available at [www.apc.edu.au](http://www.apc.edu.au)

## COLLEGE POLICIES

As a condition of enrolment, you agree to follow all College policies, which are subject to change from time to time. Current policies are available at [www.apc.edu.au](http://www.apc.edu.au) and include:

- Complaints and Appeals Policy
- Course Progress Policy
- Student Code of Conduct
- Student Transfer Policy
- Deferral, Suspension and Cancellation Policy

\* AVAILABILITY TO BE ADVISED, HOWEVER, WE ARE PLANNING TO START THE CERTIFICATE IV IN MARKETING AND ADVANCED DIPLOMA OF MANAGEMENT IN TERM 3, 2012, SUBJECT TO DEMAND.