

STUDENT ENROLLMENT APPLICATION FORM

Personal Details

TITLE: _____ **FAMILY NAME:** _____ **GIVEN NAME(S):** _____
DATE OF BIRTH: ___/___/___ (DD/MM/YYYY) **AGE:** _____ (YEARS)
GENDER: MALE FEMALE
NATIONALITY: _____ **FIRST LANGUAGE:** _____
MARITAL STATUS: Single Married Divorce Widow
PH: _____ **MOBILE:** _____
EMAIL ADDRESS: _____

ADDRESS IN HOME COUNTRY

ADDRESS: _____
TOWN/CITY: _____ **POST CODE:** _____
STATE: _____ **COUNTRY:** _____

ADDRESS IN AUSTRALIA (if known)

ADDRESS: _____
TOWN/CITY: _____ **POST CODE:** _____
STATE: _____ **COUNTRY:** _____

CURRENT PASSPORT DETAILS

PASSPORT NUMBER: _____ **PLACE OF ISSUE:** _____
PASSPORT ISSUE DATE: ___/___/___ **PASSPORT EXPIRY DATE:** ___/___/___

EMERGENCY CONTACT DETAILS (must need to provide 2 contacts)

CONTACT NAME: _____ **PHONE NUMBER:** _____
MOBILE NUMBER: _____ **RELATIONSHIP:** _____
CONTACT NAME: _____ **PHONE NUMBER:** _____
MOBILE NUMBER: _____ **RELATIONSHIP:** _____

Medical Conditions

Do you have any disability or medical conditions which need extra care? (E.g. Intellectual, hearing, vision, allergy etc.) YES NO
 (If YES, please complete the request for reasonable adjustment form)
 Any Special Needs (Disability, Medical Condition, etc)
 YES NO; If YES, please mention: _____

Previous Academic:

Are you currently enrolled with any education provider? YES NO
 If YES, Provide Detail of Provider: _____
 Please include a copy of current Visa and all eCoEs that you are holding with your application.
 Have you studied with ACMT previously? YES ID NUMBER: _____ NO

Work History:

Are you currently Working or have previous work experience? YES NO

If YES, Provide Detail of Company: _____

Position: _____ From: _____ To: _____

ACADEMIC HISTORY (List most recent first)

1. QUALIFICATION: _____

INSTITUTION: _____

COUNTRY: _____ DATE OF COMPLETION: _____

2. QUALIFICATION: _____

INSTITUTION: _____

COUNTRY: _____ DATE OF COMPLETION: _____

Student Declaration:

I declare that the information given in this application form and supporting documents is true and correct.

Student Signature: _____

English Proficiency:

What is your current Level of English?

Beginner Pre- Intermediate Inter mediate Upper Inter Advanced

Do you have a result of any English Language? YES NO

Type of Test : IELTS PTE TOEFL CAMBRIDGE (please attach any results from English tests)

Score: Reading _____ Writing _____ Listening _____ Speaking _____ Overall: _____

Course Information

ACMT VOCATIONAL COURSE:

Select	Course	Course Length
<input type="checkbox"/>	Certificate IV in Business Administration (BSB40515)	22 weeks
<input type="checkbox"/>	Diploma of Business (BSB50215)	48 weeks
<input type="checkbox"/>	Advanced Diploma of Business (BSB60215)	48 weeks
<input type="checkbox"/>	Certificate IV in Accounting (FNS40615)	48 weeks
<input type="checkbox"/>	Diploma of Accounting (FNS50215)	61 weeks

Year _____ Intake: JAN FEB APR MAY JULY AUG OCT NOV

ENGLISH LANGUAGE COURSE

COURSE NAME	DURATION	START DATE	NUMBER OF WEEKS
English for Academic Purposes	10 week's minimum	___/___/___	_____

Course Credit

Do you wish to apply for Course Credit? YES NO

If **YES**, complete the ACMT Course Credit Transfer Application form.

Overseas Student Health Cover (OSHC):

Do you require OSHC? YES NO

Which Type of Cover You Need? Single Couple Family

Dependent: _____ Date of Birth: _____ Relationship _____

Dependent: _____ Date of Birth: _____ Relationship _____

Dependent: _____ Date of Birth: _____ Relationship _____

Are you married: YES NO

If YES: When were you married ___/___/_____

Is your spouse also included in this application YES NO

Please attach your marriage certificate and spouse documents e.g. passport.

The fees can be forwarded to Australian college of management & technology by bank Cheque, bank draft or telegraphic transfer to the ACMT bank account. All payments should be made in Australia currency before commencement of the course.

***OSHC is compulsory for student visa.**

*** OSHC Annual fee is From \$480.00* for signal person, \$3060.00* for couples and \$4000.00* for family.**

Please refer to <https://www.nib.com.au/overseas-students> Or <https://www.medibank.com.au/>

Study Statement

Please respond to all the questions below.

Please note: This section must be completed by the student and not by his representative and sent as an attachment along with the Application Form. Without this form, the application will be considered as incomplete and not be processed.

Student Name	
Date of Birth	
Course Name	

1. Briefly explain your background & Academic background.

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2. Are the same courses available in your country? If YES, what is the reason for preferring Australia for study over your own country?

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3. If you have completed study and working, explain about your employment and its relevance to the chosen courses.
4. Why do you want to study in Australia? What's your living plan in Sydney & Australia?
5. How did you hear about and why did you choose ACMT?
6. Did you visit ACMT website? Did the information on the website support you in your decision of courses? Any suggestion from your side to improve ACMT website?
7. What are your career plans after completing these courses and how will these courses help you in achieving them?
8. Has your STUDENT VISA application ever been rejected or refused by Australia or any other country? If YES, please mention the reason and attach the decision record.

Visa Details

Which immigration office will you lodge your visa application?

CITY _____ COUNTRY _____

HAVE YOU BEEN IN AUSTRALIA OR ANY OTHER COUNTRY BEFORE? YES (give detail) NO

VISA TYPE: STUDENT SUBCLASS (SPECIFY): _____ VISITOR
 WORKING HOLIDAY OTHER: _____

HAVE YOU STUDY IN AUSTRALIA BEFORE? YES (please give your previous study detail) NO

COURSE: _____ FINISH (please provide evidence) NOT FINISH

What are your family background and your family's current source of income?

Employed? / Employer: _____
Business: YES /NO If YES, Business Name: _____
What sort of Business: _____

Language, literacy and numeracy (LLN)

Do you need LLN? YES NO If YES, provide details: _____

Are you satisfied with your overall research and decision to enrol with ACMT and are aware of the living conditions and costs associated with your study in Australian?

YES/ NO: _____
If YES, you agree that on grant of visa, your decision will not change as a part of any change of mind.
YES/ NO: _____

Assistance

Do you require Airport Pickup and Transfer? (Service charges \$150) YES NO
Do you require assistance with accommodation? (Service charges \$250) YES NO

TERMS AND CONDITIONS

1. Payment of Fees

The payment for the enrolment fee, course tuition fee and overseas health cover must be made prior to commencement of study. Course fees do not include the cost of textbooks and students can expect to pay **\$250 per term** on textbooks. Material fee covers the course handouts, assignments and exam papers for the whole course. Places cannot be held for students until fees are paid. Fees can be forwarded to Australian College of Management & Technology by cheque, bank draft or telegraphic transfer to the following bank account:

Account name: Australian College of Management & Technology, Bank: Westpac Banking Corporation, BSB No: 032135, Account No: 117536, Swift Code: WPACAU2S

For on-going students, any additional instalments fees must be paid before the due date. Payments made on or after the due date will incur a late fee of \$200 and student will be given further 48 hours to make the payment including the late fee. Should fees remain overdue after, ACMT reserves the right to cancel the student's enrolment and notify Department of Immigration and Border Protection (DIBP).

All international students are required to pay Overseas Student Health Cover (OSHC). It is the student's responsibility to check the conditions of this health cover. The fee for OSHC is not payable to the institute but rather to Medibank Private direct. We can arrange the cover for you on production of a completed application form and a bank draft or bank cheque payable to Medibank Private for the appropriate premium.

2. Contact details

Student must provide the college with the correct contact details such as address, phone number and email address (if any). Any personal detail provided to ACMT may be made available to Commonwealth and State Agencies without student's prior approval as per the ESOS act 2000 and the National Code of Conduct. Change in the students contact details should be notified to the college within seven days according to immigration requirement.

3. Entry requirements

Minimum age for enrolment is 18 years

Prospective students must achieve at least 5.5 IELTS or equivalent to commence the course. For some countries, the minimum English level requirement is different. Please check the English level requirements on the DIBP website at <http://www.immi.gov.au/Pages/Welcome.aspx>

Certified copies of original documents such as academic certificate and English test results are to be provided to the college. If documents are not written in the English language, certified translations must accompany the certificates. Originals need to be sighted on Orientation Day.

4. Academic Progress and Attendance Requirement

Students are required to pass every subject in a course to gain the full qualification. Attendance must be maintained at an average of 85% across the term. Academic progress is reviewed at the end of every subject and every term. Support is offered to students having difficulty with studies and balancing study and work and living in Australia. However, if the student is breaching attendance conditions and there are no compelling or compassionate reasons, the student will be reported for a breach of visa regulations.

5. Recognition and Advanced Standing

Recognition of prior learning and Advanced Standing is available on provision of verification of documents at the beginning of a course. Successful recognition of past qualifications or work experience may reduce the full course duration and tuition fees and the college will have to adjust the confirmation of enrolment (COE).

6. Requests for deferment, suspension or withdrawal from a course

The college can only defer or temporarily suspend the enrolment of the student on the grounds of:

Compassionate or compelling circumstances (for example, illness where a medical certificate states that the student is unable to attend classes); or Misbehaviour by the student.

Apply in writing to the student service manager, stating name, student number, contact details, program, commencement date and reason for withdrawal. The deferment, suspension and cancellation of the enrolment may affect the student visa as the changes are reported to DIBP. For full details see: http://www.immi.gov.au/business-services/education-providers/_pdf/SCV-report-options-reference-guide.pdf

7. Expulsion

The college reserves the right to expel students for any serious breaches of discipline.

8. Grievance procedure

Students are allowed to have a personal representative present at any stage during the grievance procedure. And if the student's problem cannot be resolved by ACMT, students can seek the external assistance from Department of Fair Trading (Telephone 13 32 20). Please refer to ACMT Student Handbook for further details.

9. RPL and/or Credit Transfer

All Students applying for Recognition of Prior Learning (RPL)/or Credit Transfer must provide original transcripts and subject descriptions and fill out a RPL and/or Credit Transfer Form before course commencement. RPL and/or Credit Transfer will not be granted if students submit any of the documents after the first week of course starting date. This process allows participants to be exempt from particular unit or to gain recognition of previous formal or informal study, work, life and educational experience that match the learning outcomes of specific units within their course. Students interested in RPL/RCC must contact the college prior to enrolment. Applicants will be notified of the outcome of their application within 28 working days of its submission.

10. ESOS Framework

Further information on the ESOS Framework can be accessed at

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

- 1) Confirmation that the RTO is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.
- 2) Details on the RTO's complaints and appeals processes as required by Standard 6.
- 3) The learner's rights if the RTO or a third party closes or ceases to deliver the agreed training and/or assessment.

11. Cancellation and Refund Policy

In signing this application you are automatically bound by the conditions of the ACMT and/or the ACMT cancellations and refund policy.

This refund and cancellation policy applies to both commencing and continuing students. Under this policy, ACMT may cancel the student's enrolment if:

- Where a student has been accepted into a package course, no refund will be granted for the second course after commencement date of the first course.
- Tuition fees will be refunded in full if the applicant is unable to obtain visa from an Australian Diplomatic Office before their first entry to Australia and the applicant provides visa rejection letter to the College. This does not include where a student visa renewal is rejected or a student visa has been cancelled because of a breach of visa conditions. Apply refund policy.
- If a student withdraws from a course before 28 days prior to the course start date, 80% of the semester tuition fee will be refunded and 100% Material fee will be refundable. OSHC (If arranged by ACMT) is refundable as per the health cover provider policies. The administration fee (currently \$250) and enrolment fee (currently \$500) will not be refunded.
- If a student withdraws from a course before 14 days before the course start date 50% of the semester tuition fee will be refunded and 100% Material fee will be refundable. OSHC (If arranged by ACMT) is refundable as per the health cover provider policies. The administration fee (currently \$250) and enrolment fee (currently \$500) will not be refunded.
- If withdrawal request is received after 14 days prior to the course commencement date the prepaid tuition fee is non-refundable. The material fee is non-refundable. Where a student has enrolled in a package constituting more than one course, \$1000 will be deducted for each following course in the package as a cancellation charge.
- If the student withdraws from the course after it has commenced, no refund on any tuition fees will be made to students.
- If a student is terminated due to serious breach of the College rules or breach of visa conditions including unsatisfactory course progress, there is no refund.
- ACMT is not liable to refund any amount paid to your agent as commission from your tuition fees.
- In the unlikely event that ACMT is unable to deliver the course for which an offer has been made; students can transfer to another ACMT course or receive 100% refund on tuition fees. If ACMT is unable to run the course due to the provider defaulting, student's tuition fees are protected under the ESOS Act 2000 and the ESOS Regulations 2001.
- The student failed to pay an amount he or she was liable to pay ACMT directly or indirectly, in order to undertake the course; and/or
- The student failed continually to maintain the required attendance the course progress even after ACMT'S intervened the situation through its intervention policy; and/or
- The student breached a condition of his or her visa; and/or
- The student engaged in a serious misbehaviour ACMT will refund to the student whose enrolment has been cancelled. The following ACMT refund terms and conditions apply. ACMT cancellation and refund policy can be found at:
http://www.acmt.nsw.edu.au/wpcontent/themes/centita/images/docs/acmt_policies/student_cancellation_and_refund_policy_ver4.0.pdf
- All requests must be submitted in writing on the appropriate form to the managing director of the college and must be accompanied by official documentary evidence on the grounds for the request. Enrolment fees, accommodation placement fees and airport pickup charges are non-refundable under any circumstances.
- Refund applies only to the course fees and will be paid to the student in Australian Dollars only. AUD \$250 administration fee applies upon refund application.
- Where a student has been accepted into a package course, no refund will be granted for the second course after commencement date of the first course.
- All approved refunds will be provided within 28 days in accordance with ESOS Act 2000.

- In the event that a student cancels his/her enrolment at ACMT and requests after the course has commenced, no refund will be made to the students.
- False or misleading information in the application forms or during the course of study automatically disqualifies the student from any refunds.
- In the unlikely event that ACMT is unable to deliver the course for which an offer has been made; students can transfer to another ACMT course or receive 100% refund on tuition fees. If ACMT is unable to run the course due to the provider defaulting, student's tuition fees are protected under the ESOS Act 2000 and the ESOS Regulations 2001.
- There above conditions do not remove the right to complain and appeal through the college's Complaints and Appeals Processes and also take further action under Australia's Consumer Protection laws.
- ACMT's dispute resolution processes do not circumscribe the students' right to pursue other legal remedies.

12. Services

The college reserves the right to change the particulars of the services, including changes to fees, courses, facilities and dates of programs where circumstances beyond the College's control necessitate such changes or where the level of enrolments do not reach the minimum numbers required to operate a course viably.

13. Liability

Australian College of Management Technology and its staff and representatives will not be liable for any loss, damage or injury to persons or property howsoever caused during the period of attendance at ACMT, or participation in any activities conducted by or on behalf of ACMT except where liability is expressly imposed by law. The College will not be liable in the event that any service contracted to be supplied by the College becomes impossible to supply for any reason or any cause outside the control of the College.

14. Protection of Fees paid in advance

The college adheres to the rules and regulations set under the ESOS Act 2000 and associate legislation, in particular, the ESOS Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012.

More information can be obtained from <http://tps.gov.au>. Where a refund is approved by the Chief Executive Officer, Australian College of Management and Technology (ACMT) will make payment of refunds within 28 days of receipt of application for refund.

15. Provider Default

ACMT will have transfer arrangements put in place through Tuition Protection Scheme (TPS) and full refund will be issued (minus processing fees and non-refundable fees) should the institute default due to the following:

- a) The institute ceasing operations
- b) The course enrolled in does not begin on the agreed commencement date
- c) The course enrolled in ceases to be provided at any time after it commences but before it is completed

In the unlikely event that ACMT is unable to deliver your course in full, you will be offered a refund of all course money you have paid to date. The refund will be paid to you within 14 days of the day on which the course ceased being provided.

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.

Alternatively, you may be offered enrolment in an alternative course by ACMT 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 ACMT is unable to provide a refund or place you in an alternative course under the ESOS Act, Tuition Protection Scheme (TPS) will place you in a suitable alternative course at no extra cost to you. Students can choose to have a full refund or to choose to pay more and go to an alternative provider. You will be advised of the default situation in advance, and will have a letter explaining how any refunds would be calculated. Such situations are covered by the provision of the Commonwealth Government ESOS Act 2000 and the ESOS Regulations 2001.

If you think you meet all of these requirements, then keep reading. The remainder of this handbook will give you all the information you need to make a decision about enrolling with Australian College of Management & Technology (ACMT). If you've already read the handbook and you want to enrol in our college, then you should download an Enrolment Application Form. Fill out the Enrolment Application and send it to:

Student Declaration:

I/we certify that the information provided on this form is true and correct, and I/we agree to abide by the terms and conditions of enrolment, including the refund policy, which I/we have read and understood. By paying the fees you agree to the terms and conditions of enrolment including refund policy.

I/we understand that should the information be subsequently found to be incorrect or misleading my enrolment may be cancelled.

I/we authorise ACMT to verify the information provided.

I/we declare that we have sufficient funds to cover my course costs, health insurance and living expenses while in Australia.

I/we understand that a staff member of ACMT may conduct a telephone or video interview with me to satisfy themselves of my genuine intent.

I/we understand that the Department of Immigration and Border Protection will make their own assessment and determination of my visa application and that my visa is not ensured upon acceptance to ACMT.

I/we declare that we have done adequate research prior to choosing this course and study location and I will not change my mind once I have been granted the visa and I am in Australia.

I/we understand that information provided as part of this application may be shared with the Department of Immigration and Border Protection.

I/we authorise ACMT to apply for a Unique Student Identifier (USI) on my behalf. (Please check <http://www.usi.gov.au/Pages/default.aspx#> what is USI stands for)

Signature of Student

(Print) Name of Student

_____/_____/_____
DATE

Agent Declaration:

I/we certify that the information, documents provided on this form is true and correct, and I/we agree to abide by the terms and conditions of ACMT, including the refund policy, which I/we have read and understood. By paying the fees you agree to the terms and conditions of enrolment including refund policy.

I/we declare that we have explained the student about ACMT, the available courses, living costs in Australia and any relevant information helpful for the student to take a decision on study in Australia at ACMT.

I/ we declare that we have not provided any misleading information to the student and given enough opportunity to the student about the visa process and that issue of COE from ACMT does not guarantee the visa and ultimate decision depends on the final assessment by Department of Immigration and Border Protection (DIBP).

I/we declare that the information supplied by the student in this application is true and correct to the best of my knowledge.

I/we have done reasonable efforts to verify the information and documents provided by the student.

I/we understand that in the event of any fraudulent document being provided by the student, it will lead to the refusal of visa and will also affect my relationship with ACMT.

I/ we understand that ACMT has the right to verify the information provided by the student.

I/we understand that a staff member of ACMT may conduct a telephone or Skype interview with the student to satisfy themselves of student's genuine intention.

I/we understand that information provided as part of this application may be shared with the Department of Immigration and Border Protection.

Signature of Agent

(Print) Name of Agent

_____/_____/_____
DATE

APPLICATION CHECK LIST

ENGLISH LANGUAGE - ELICOS

The following must be submitted with your completed & signed ACMT Enrolment Application Form:

- Please fill English language course request in ACMT Application Form.
- A copy of identification pages of your passport (verifying your signature)
- Other documentation as requested by ACMT (if copies must be certified, we not accept any copy without certified)

ACMT VOCATIONAL COURSES

Please read the vocational course pre-enrolment information that is available on our website www.acmt.nsw.edu.au

The following must be submitted with your completed & signed ACMT Enrolment Application Form:

- A completed and signed ACMT Enrolment Application form
- A copy of identification pages of your passport (verifying your signature)
- Certified Copies of previous academic records, such as High School, or College/University certificates
- Certified Copies of English Language Test such as IELTS, PTE, TOEFL etc certificates
- Copy of completed University Application Form (if applying for University pathway)
- Other documentation as requested by ACMT (if copies must be certified, we not accept any copy without certified)
- Other Evidence of English Proficiency: _____

Other documents where applicable (certified copies):

- CV/Resume
- Academic references
- Marriage or name change certificate
- Work Experience Letters with reference contact detail

Please submit all completed applications to:

<p><u>Send your application to:</u></p> <p>Australian College of Management & Technology Suite 301, Suite 701 Level 3 & 7, 541 Kent Street Sydney NSW 2000 Australia Phone: +61 2 9267 3438 Fax: +61 2 9267 3468 Email: info@acmt.nsw.edu.au</p>	<p><u>Representative Official Stamp or Signature:</u></p>
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