



## 1. PERSONAL

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth (dd/mm/yyyy)	Gender
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Country of Birth	Citizenship
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Passport Number	Expiry Date (dd/mm/yyyy)
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Residential Address:

Street: \_\_\_\_\_  
Town/ Suburb: \_\_\_\_\_  
State: \_\_\_\_\_  
Country: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Home Telephone	/	Mobile Phone
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Email Address: \_\_\_\_\_

Postal Address (if different from Residential Address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2. EDUCATIONAL QUALIFICATIONS

Are you currently studying in Australia? **Y / N**

### Past Qualification \*

Highest Qualification: \_\_\_\_\_

Year Awarded: \_\_\_\_\_

Institution Attended \_\_\_\_\_

Country/ State \_\_\_\_\_

(\* Attach Certified Documentary Evidence)

## 3. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? **Y / N**  
(If yes then move to section 4)

IELTS / TOEFL Score: \_\_\_\_\_  
(Attach certified copy of certificate)

Other English language Qualification: \_\_\_\_\_  
(Attach certified copy of certificates)

## 4. WORK EXPERIENCE

(Please Attach Copy of Curriculum Vitae and any Relevant documents)

## 5. INTENDED COURSE OF STUDY

Into which course of study do you wish to enrol?

- Cert III in Automotive Mechanical Technology
- Cert IV in Automotive Technology
- Cert III in Food Processing (Retail Baking – Cake and Pastry)
- Cert III in Food Processing (Retail Baking – Bread)
- Cert III in Food Processing (Retail Baking – Combined)
- Diploma in Business Management

## 6. INTAKE DATES

Please select which intake you would like to join in:

- |   |  |
|---|--|
| <input type="checkbox"/> 13 <sup>th</sup> Nov 2007  | <input type="checkbox"/> 8 <sup>th</sup> July 2008 |
| <input type="checkbox"/> 19 <sup>th</sup> Feb 2008  | <input type="checkbox"/> 12 <sup>th</sup> Aug 2008 |
| <input type="checkbox"/> 11 <sup>th</sup> Mar 2008  | <input type="checkbox"/> 9 <sup>th</sup> Sept 2008 |
| <input type="checkbox"/> 8 <sup>th</sup> April 2008 | <input type="checkbox"/> 7 <sup>th</sup> Oct 2008  |
| <input type="checkbox"/> 11 <sup>th</sup> Nov 2008  |  |

## 7. RECOGNITION OF PRIOR LEARNING

Do you intend to apply for Recognition or Prior Learning or Credit Transfers? **Y / N**

If yes, then please supply us with all relevant documentation, qualifications and experience. Refer to our Recognition of Prior Learning Policy at the back side of this form

## OUR REPRESENTATIVE:

AGENTS STAMP

### APPLICANTS CHECKLIST

- Have you completed all sections of this Enrolment Form
- Have you attached certified copies of all your academic qualifications, translated into English
- IELTS score / Proof of English Language Proficiency
- Certified copy of your passport
- Copy of your Visa (if applicable)
- Relevant employment details (if applicable)

### REFUND POLICY

#### Refund of Tuition Fees

The Institute will make a full refund of tuition fees less administration costs incurred in the application and enrolment process if:

- The student provides documentary evidence that his / her application for a visa has been unsuccessful
- The student is unable to satisfy all the conditions specified in his / her letter of offer.
- A notice of withdrawal due to special or exceptional circumstances of a compassionate nature is evaluated and accepted by the Institute
- In cases of Provider default (Where the Institute defaults on its obligations as laid out in Part 3, Division 2, Section 27 of the ESOS Act). This includes:
  - Where the course does not start on the agreed starting day; or
  - Where the course ceases to be provided at any time after it starts but before it is completed; or
  - Where the course is not provided in full to the student because a sanction has been imposed on the Institute

#### Standard refund rules for partial or full refunds

- Specific Grounds that meet eligibility for a full refund : 100% refund less administration costs
- Student applies for a refund more than 4 weeks before program commencement date : 100% refund
- Student applies for a refund less than 4 weeks before program commencement date : 50% refund
- Student applies for a refund within 4 weeks after program commencement date : 50% refund
- Student applies for a refund more than 4 weeks after program commencement date, or visa cancelled : no refund

#### No Fee Refund

The Institute will not make any refunds in the following cases

- If a student withdraws from a program or course after the fourth teaching week of any semester, The Institute will not refund any of the fees paid for that program or course for that semester.

- Overseas Student Health Cover (OSHC) and application fees are non-refundable. Students must apply for an OSHC refund direct to Medibank Private.
- Administration costs including enrolment fee, home stay booking fee and airport pick-up fee are not refundable under any circumstances.
- Costs related to equipment or training material purchases are non-refundable once the student has collected the equipment or training materials
- In cases of Student default (where students are in default of their obligations as laid out in Part 3, Division 2, Section 27 of the ESOS Act 2000). This includes:
  - When the course starts on the agreed starting day, but the student does not start the course on that day and has not previously withdrawn; or
  - The student withdraws from the course (either before or after the agreed starting day); or
  - The registered provider of the course refuses to provide, or continue providing, the course to the student because of one or more of the following events:
    - The student failed to pay an amount he / she was liable to pay the provider, directly or indirectly, in order to undertake the course
    - The student breached a condition of his / her visa
    - Misbehaviour by the student

#### Claiming Refunds

- Students wishing to claim a refund must fill in an Application for Refund of Fees form
- The form must be forwarded to Administration and Finance officer to verify and confirm refundable amounts in accordance with this refund policy
- The Administration and Finance officer must then forward the form to the CEO for final approval of refund

#### Payment of Refunds

- The refund will be paid in Australian dollars by cheque; and
- The cheque will be sent to the applicant's registered address, or to another institution if requested in writing under the applicant's signature and supported by production of an offer letter.
- No refund is payable if the student's visa is cancelled based on non-compliance due to the student's failure to meet the conditions and terms of the visa issued by DIAC to study in Australia. Refunds will only be processed once a student has returned to his/her home country and the Institute is satisfied that his/her visa has been withdrawn.

I understand that the information contained in this form may be provided to State and Commonwealth agencies and I consent to that happening. I certify that all details provided on this form are correct. I also understand that I must comply with the policies and regulations of Menzies Institute of Technology as contained in their marketing and promotional materials, including their website [www.menzies.vic.edu.au](http://www.menzies.vic.edu.au) . I have read and understood the Refund Policy as detailed on this form

APPLICANTS SIGNATURE

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_