



Austar Enterprise Group Pty Ltd (ACN 108 707 535) trading as Manchester College (ABN 21 108 707 535)
 (RTO Provider Code:21995) (CRICOS Provider Code: 02891K)
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www.manchestercollege.com.au

Before you complete this application form please read all college and course pre-enrolment information as provided on this application form, college & course pre-registration information sheet, Course Profile, Student Agreement and on the college website. If you have any enquiries please contact the college and a staff member will assist you.

Please attach
 passport size
 photographs

X2

International Student Application Form – Part 1

PLEASE FILL IN ALL PARTS OF THE APPLICATION FORM & SIGN THE DECLARATION INDICATING THAT YOU UNDERSTAND & AGREE WITH THE TERMS & CONDITIONS

ARE YOU APPLYING FROM: **OVERSEAS** **AUSTRALIA**

YOUR PERSONAL DETAILS

GIVEN NAME(S): _____
 FAMILY NAME: _____
 DATE OF BIRTH: _____ TITLE: **Mr.:** **Ms:**
 ADDRESS(AUSTRALIA): _____
 _____ POSTCODE: _____
 TELEPHONE: _____ MOBILE: _____
 E-MAIL: _____

INTERNATIONAL DETAILS

COUNTRY OF BIRTH: _____
 COUNTRY OF CITIZENSHIP: _____
 PASSPORT NO.: _____ VISA NUMBER: _____

OVERSEAS ADDRESS DETAILS

 TELEPHONE: _____ FAX: _____

College and Course Entry Requirements

To gain entry into the college and course you must provide evidence of the following and submit with this application form: **(all evidence must be certified copies of original documentation)**

COLLEGE ENTRY REQUIREMENT

AGE

Are you 18 years old or older: No (if no you can not apply) Yes (if yes you must provide a certified copy of your passport)

ENGLISH

Do you have: an IELTS certificate with an overall score of at least 5.5 which is less than 2 years old and taken before the date this application was lodged
 No Yes or Do you have a report indicating an equivalent score (please read the reverse page)
 No Yes (If you cannot evidence English proficiency you will be required to undertake a suitable English course prior to starting with the college at another RTO)

ACADEMIC
 Have you completed at minimum the Australian HSC No Yes or its equivalent No Yes (if No to both you can not apply; if Yes you must provide certified copies)
 Do you meet any course specific requirements (please refer to the relevant course profile) No Yes (if No to you can not apply; if Yes you must provide certified evidence)

FURTHER STUDENT SCREENING

Further evidence to support your application
EDUCATION & TRAINING (Please tick)
 If you have had any other training e.g. professional development, work training that you feel is relevant to your course and would support your application by indicating an interest in your elected course please submit certified copies of educational or training certificates

WORK EXPERIENCE YES NO
 If you have any work experience that you feel is relevant to your course and would support your application by indicating an interest in your elected course please submit certified copies of employer references, work references, position descriptions, work samples, professional membership etc.

LIFE EXPERIENCE

YES NO
 If you have any hobbies or interests that you feel are relevant to your course and would support your application please submit evidence of these interests e.g. club membership, voluntary work, and interest groups.

COURSE ENTRY PRE-REQUISITE

By referring to the relevant course profile please submit evidence that indicates that you can satisfy all course entry pre-requisites

AIRPORT PICK-UP

IF YOU REQUIRE PICK-UP FROM THE AIRPORT TO YOUR PLACE OF ACCOMODATION PLEASE PROVIDE YOUR ARRIVAL DETAILS

Airport Pick-Up **\$80.00**

ACCOMODATION

IF YOU REQUIRE US TO FIND ACCOMODATION FOR YOU IN MELBOURNE PLEASE COMPLETE

FOR HOW MANY WEEKS? _____
 SINGLE SHARE NON-SMOKING SMOKING

OVERSEAS STUDENT HEALTH COVER

The Australian Government requires all persons entering Australia on a Student Visa to take Overseas Student Health Cover (OSHC).

Do you require Manchester to arrange OSHC for you? Manchester only organizes OSHC through Medibank Private

YES NO
 IF "YES" THEN FOR HOW MANY WEEKS? _____
 Single or Family: _____

HOW DID YOU HEAR ABOUT the college? (Please tick)

- Friends / Relatives Embassy
 Newspapers / Magazine (Name) _____
 Agent (Name) _____ Website
 Other (Specify) _____

Applying through an Agent

Are you applying through an Agent Yes No

If you are applying through an agent please complete the agent details below:

Agent Business Name _____
 Agent contact name: _____ position: _____
 Agent postal address: _____
 Agent street address: _____
 Agent ph: _____ fax: _____
 email: _____ mobile: _____

THE COURSE FOR WHICH YOU ARE ENROLING IN:

COURSE NAME: _____ CRICOS CODE: _____
 When do you want to start your Course? ____/____/____
 Duration: _____

TRAINING REQUIREMENTS

If you have any personal requirements in relation to methods of course delivery or assessment e.g., disability, preferred study methods please describe here: _____

COURSE CREDIT

Course Credit: Recognition of Prior Learning: Applicants may apply for recognition of prior learning (RPL), for whole competency units, on the basis of previous learning, work and life experience. The college charges a course credit processing fee of \$100 per competency unit.

Course Credit: National Recognition and Exemptions: Under National Recognition the college recognises AQF qualifications and Statements of Attainment issued by any other RTO. Hence applicants may apply, for exemptions on the basis of having previously attained a competent result for competency units as listed on the college course profiles, Note any alteration in course duration caused by the granting of Exemptions and RPL will be reflected in the ECOE course duration. Resultant course fee changes will be notified through the Registrar.

Do you intend to apply for any Course Credit YES/NO:-----
 If yes please complete a Course Credit Kit (available from the college or website), complete and submit along with all supporting documentation with this application

APPLICATION AND REGISTRATION PROCESS:

The college will assess your application. If you are not successful the college will provide you with a written explanation within 5-10 working days. If you are successful the college will provide you with an Offer of Admission & Student Agreement detailing the course, course monies payable, refunds, sharing of student information, and the student obligation to notify the college of any changes to student contact details. You must sign the Offer and return to the college or your agent along with your first payment

STUDENT OBLIGATIONS

Informing the college: Students must inform the college if they are not able to commence their course as soon as possible before their course commencement date. If the student does not inform the college after 10 working days after their course commencement the college will report the students to DEEWR

Student Contract: to complete the registration process students must sign and return to the college along with the first payment the Student Contract

Registration fee for Courses: All applicants must pay a registration fee of AUD\$200 upon registration which is refundable in the case of provider default but not refundable in the case of student default.

Course Monies: Course monies which include Tuition fees and other mandatory fees are fully payable at registration, six months in advance or in total if the course is under 12 months. Individual payment plans can be organized on an individual student basis. If fees are not paid by the due date, a late fee of AUD\$200.00 per instalment may be charged.

Non Course Monies: which include all optional fees eg accommodation placement, airport transfers, course credit processing, are payable upon usage by the student.

Payment of College Fees: Tuition fees may be paid in the form of cash, a bank draft or bank cheque, and made payable to the college. The college will not be responsible for any moneys paid to an agent or third party.

Late fees: 2 Weeks prior to due date- No Penalty: College fees are due reminder letter, 1st day after due date; **2 Weeks warning + \$200 Penalty:** College sends Fees Overdue Warning Letter with \$200 penalty; **End of 2 weeks warning period 20 working days +\$400 Penalty:** Registrar issues Non-Financial Intention to Report Letter with additional \$400 penalty; **End of 20 working days Result of appeals letter** After 20 working days if no successful appeal college reports student to DIAC via PRISMS and issues Reporting letter to student

Entry Requirements: Under current Australian immigration rules the equivalency of an IELTS score of 5.5 is taken to be a: TOEFL (computer based) 17; TOEFL (paper based) 50; TOEIC 62 – all certificates must be less than 2 years old and taken before the date this application was lodged or Senior Secondary Certificate of Education (HSC), completed in English in Australia in the two years before the date this application was lodged; or Evidence of having successfully completed 50% or more of a course that was conducted in English; and was leading to a qualification from the Australian Qualifications Framework at the Certificate IV level or higher in the two years before the date this application was lodged; or Evidence of having successfully completed a foundation course in Australia, in English, in the two years before the date this application was lodged; or Evidence of having at least 5 years of study in English undertaken in 1 or more of the following countries: Australia; Canada; New Zealand; South Africa; the Republic of Ireland; the United Kingdom; the United States of America.

Change of Provider: Students on student visa are not permitted to change their primary provider prior to completing the first 6 months of their primary course unless the college approves an early release or, if the primary course is 6 months or under students will not be permitted to transfer until the end of their course unless the college approves an early release. The college will not make any refund for an early release. After the first 6 months there are no restrictions on students changing provider. Students may transfer courses within their primary provider at any time subject to availability. .

Student Behaviour: All students must comply with legislation covering EEO, Access & Equity, anti-discrimination and Harassment and with the college behaviour code as detailed in the student handbook. Non compliance may result in the reporting of students

Change of student contact details: Student must advise the college immediately of any of changes in contact details

Arrival and induction: All students must attend an induction into the college and courses within the first week of tuition

Attendance/Academic Performance: All students on student visa must maintain a minimum of 80 per cent average course attendance and satisfactory academic performance throughout their course. Students not maintaining these conditions will be issued with a warning letter followed by an Intention to Report notice and may be subsequently reported to DIAC via PRISMS.

English Emersion: Students must only speak in English when undertaking any college activities

Release of Personal information: The information provided by the student to the college, including any other student details eg attendance, academic etc will be made available to Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code 2007. The college is obligated, under s19 of the ESOS Act 2000, to inform the Department about changes to the student's enrolment; and any breach by the student of a visa condition relating to attendance or satisfactory academic performance without student consent or notification.

Visa and Visa Subclass Conditions: It is the responsibility of the student to remain aware as to the conditions of their visa and via subclass

Agent Details: It is the student's responsibility to notify the college about any changes in agent. All monies paid on your behalf to your agent are non-refundable unless in the circumstance of college default

Student Dress: All students must be dressed in office attire whilst undertaking all college related activities

OHS : All students must comply with OHS safety requirements and directions whilst undertaking all college related activities

Leaving training: Students must not leave training to answer mobile phones or use mobile phones during training or for excessive use of toilets or facilities or to obtain student services

Replacements: The college charges an administration fee \$50 for the re-issuance of ECOE, transcripts, certificates or letters

Course Transfer: all course transfers carry an administration fee of \$200 per transfer

Non Commencement: if the student can not start their course on their commencement date due to visa delay or unavoidable circumstances students not able to commence their course on their start date will be charged an administration fee of \$50 for reissuance of ECOE and will only be permitted to start their course when the timetable and class capacities permit

CANCELLATION AND REFUND

1. Refund Policy if the student defaults- prior to course start

1. If a student cancels/withdraws from the course and informs the college in or less than 28 days prior to course start date –**NO REFUND** of all tuition fees paid, the registration fee and non –mandatory charges (airport pickup and accommodation) if the college **has paid** for these services. The college will refund all other mandatory course fees, OSHC and non –mandatory charges (airport pickup and accommodation) if the college **has not paid** for these services.

2. If a student cancels/withdraws from the course and informs the college in more than 28 days prior to course start date – **30% of the tuition fee paid will be deducted. The registration fee will not be refunded.** The college will refund all other mandatory course fees, OSHC and non –mandatory charges (airport pickup and accommodation) if the college **has not paid** for these services.

2. Refund Policy if the student defaults- after course start

If a student does not start the course on start date and does not inform the college – **NO REFUND of all tuition fees paid** even if the students have pre-paid the entire course fee **and the registration fee.** The college will refund all other mandatory course fees, OSHC and non –mandatory charges (airport pickup and accommodation) if the college **has not paid** for these services.

Situation of Refund

1. In case of visa refusal

For visa refusal even before or after the course start date the college will charge an extra \$250 administration fee and will not refund the registration fee. The college will refund all other mandatory course fees, OSHC and non –mandatory charges (airport pickup and accommodation) if the college **has not paid** for these services.

2. In case of visa cancellation

For visa cancellation (for any reason) after course start date the college will charge an extra \$250 administration fee and will not refund the registration fee or the proportion of tuition fees paid for tuition services already provided. The college will refund all other mandatory course fees, OSHC and non –mandatory charges (airport pickup and accommodation) if the college **has not paid** for these services.

3. In case of college (provider) default

If Manchester is unable to deliver the course in full, students will be offered a refund of full tuition fee paid till date alternatively student will be offered enrolment in a suitable course at Manchester but this does not remove the right of student to choose full refund of tuition fee paid for the default course.

Process for Claiming a Refund

In the situation of student default (including visa refusal) students wishing to claim a refund must complete the Cancellation and Refund Form (available directly through the college or on the college website) and submit with supporting documentation. Students must allow 5 working days to process all claims. The college will provide a written explanation as to the reason for refund refusal or the calculation of the refund if granted.

Appeals against College Refund Decisions

Students may lodge an internal appeal against refund refusals by completing an Appeals form (available directly through the college or on the college website). Students must allow 5 working days to process all appeals. The college will provide a written response to the appeals. If students are not satisfied they may use the college external appeals process or include outside parties of their own choice (at their own expense)

Australian Consumer Protection Laws

Under the ESOS Act the college Cancellation and Refund policy **does not remove the students right** to take further action **under Australia's consumer protection laws.**

NOTE:

If a student is unable to start the course due to visa delays/compassionate circumstances after the visa granted or change the course and informs the college in writing with evidences within 14 days prior to the course commencement, a new eCoE will be issued for the same intake date (if available) or the nominated start date or the first available intake date.

STUDENT RIGHTS

Changes to fees: All college and course fees will be reviewed at the conclusion of each year and implemented on the 1st January of the following year

Change to Conditions: Any changes to college and course conditions will be notified to the student in writing not less than 2 weeks prior to the change taking effect

Grievance and Appeals: Students have available the college's internal and external grievance and appeals system for all academic, disciplinary and personal matters.

Protection of student rights as consumers: Students are advised that no college policy or procedure removes their right to seek independent legal advice on all matters or alters their rights under Australia's consumer protection legislation.

FEEES AND CHARGES

Please cross out whichever does not apply

Registration/ Enrolment Fee	\$200
Airport Pick-up	\$ _____
Accommodation Placement Fee	\$ _____
Overseas Student Health Cover	\$ _____
Tuition Instalment Fee formonths	\$ _____
Other course charges	\$ _____
Course credit processing fee	\$ _____
Other Fees	\$ _____

TOTAL DUE TO COLLEGE \$ _____

APPLICANT DECLARATION : All applicants must sign this declaration

I (applicant name).....have fully read and understood the college terms and conditions.

.....**Signature of Applicant** Date: / /

If fees are being paid by another person(s) or company:

I(name of person(s) / company paying fees – please print) declare that I have the financial capacity to meet course fees and agree to pay these fees as they become due and I have read, fully understood and accept the college's terms and conditions.

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.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.dest.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

- your right to receive, before enrolling, current and accurate information about the courses, fees modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.
- your right to know:
 - how to use your provider's student support services;
 - who the contact officer or officers are for overseas students;
 - if you can apply for course credit;
 - when your enrolment can be deferred, suspended or cancelled;
 - what your provider's requirements are for satisfactory progress in the courses you study;
 - if attendance will be monitored for those courses;
 - what will happen if you want to change providers; and
 - how to use your provider's complaints and appeals process.

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions;
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- meet the terms of the written agreement with your provider;
- inform your provider if you change your address;
- maintain satisfactory course progress;
- if attendance is recorded for your course, follow your provider's attendance policy; and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Contact details

Who?	Why?	How?
Your provider	For policies and procedures that affect you	Speak with your provider. Go to your provider's website.
Department of Education Science and Training (DEST)	For your ESOS rights and responsibilities	www.dest.gov.au/esos (until 30 June 2007) aei.dest.gov.au/esos ESOS Helpline +61 2 6240 5069 Email esosmailbox@dest.gov.au
Department of Immigration and Citizenship (DIAC)	For visa matters	www.immi.gov.au Phone 131 881 in Australia Contact the DIAC office in your country.