

Application for Enrolment – International Students

When this form is signed by the Applicant and submitted to Australian Business Academy (“ABA”) it may be accepted or rejected by ABA.

Send the completed form and if required, certified copies of your English language proficiency qualifications and/or certified copies of your school or academic qualifications to ABA. Payment of the non-refundable enrolment fee of AU\$250 is also payable at this time.

If it is accepted, ABA will send you a Letter of Offer for the course in which you will be enrolled, and an Acceptance Declaration. You must complete the Acceptance Declaration form and return this to ABA in order to complete the application process. Full payment of tuition fees for 1 semester is due to ABA at this time. Please note that upon payment the Acceptance Declaration will become a Tax Invoice. You must also sign and return the Conditions of Enrolment and Code of Practice form and return it with your Acceptance Declaration.



When ABA accepts the application it will become a binding Agreement creating financial and other obligations between the Applicant and ABA. When you sign this form you will confirm that you have read, understood and agree to these details. If you are unsure of any part of this agreement please contact ABA to discuss it or seek independent advice before signing.

All information supplied on this form will be treated in confidence according to ABA's Privacy Policy.

Section One - Personal Details

<input type="checkbox"/> Male	<input type="checkbox"/> Female	Title	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Surname	<input type="text"/>	First Name	<input type="text"/>				
Other Names	<input type="text"/>	Preferred Name	<input type="text"/>				
Date of Birth	<input type="text"/>	Age in years today	<input type="text"/>				
Country of Birth	<input type="text"/>	Country of Citizenship	<input type="text"/>				
Passport No	<input type="text"/>	Expiry Date	<input type="text"/>				
Issuing Authority	<input type="text"/>	What if your first language?	<input type="text"/>				

Do you have a disability, impairment, or long term medical condition which may affect your studies?

Yes No

Visa Details

Are you currently in Australia?

Yes No

If no – Visa type applying for

If yes – what is your current visa type

Student Working Holiday

Student Working Holiday

Tourist Diplomatic

Tourist Diplomatic

Other

Other

Section One - Personal Details - continued

Visa Details Continued

If applying for a student visa outside of Australia, please indicate where.

What is your student visa type, if applying within Australia and currently on a student visa?

Overseas Student Health Cover (OSHC)

Do you have OSHC? Yes No If no, OSHC is mandatory with all student visas.

If yes, membership number OSHC provider

Contact Details In Home Country

House/Unit Number Street Name

Suburb/Town Country Postcode

Home Phone Number Mobile Phone Number

Email

Contact Details In Australia (if known)

House/Unit Number Street Name

Suburb/Town Country Postcode

Home Phone Number Mobile Phone Number

Email

Agent/Representative Details (if any)

Agent Name

Street Name

Suburb/Town Country Postcode

Home Phone Number Mobile Phone Number

Email

English Language Proficiency

IELTS (Academic) score overall TOEFL score TWE

IELTS writing score IBT paper-based IBT computer-based

Other proof of English language proficiency

Currently enrolled in an English course in Australia (attach evidence)

By initialling here, I confirm I have read and understood this Section 1 of 7 Student Initials

RFP Initials

Section One - Personal Details - continued

Canberra Greeting Service

Do you want to be met when you arrive? (fees apply)

Yes No

Accommodation

Do you require assistance with accommodation (fees apply)

Yes No

Will you be under 18 when you commence your study at ABA?

Yes No

How did you hear about ABA?

Friend

Current ABA Student

Search Engine

Please state

Newspaper/magazine

Career Expo

Other

Section Two - Previous Education

Education and Experience:

A certified copy or original transcripts of all official results must accompany this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If transcripts are in a language other than English, please supply translations.

Name of Institution

Award Achieved

Date Studies Commenced (month/year)

Date Studies Completed (month/year)

Name of Institution

Award Achieved

Date Studies Commenced (month/year)

Date Studies Completed (month/year)

Please continue on a separate sheet if needed.

Will you be applying for Recognition of Prior Learning (RPL) at ABA?

Yes No

Are you transferring from another provider in Australia?

Yes No

Do you intend to apply to university after you complete the course subject of this application?

Yes No

By initialling here, I confirm I have read this Section 2 of 7

Student Initials

RFP Initials

Section Three - Course Schedules

Please indicate the course(s) you wish to enrol into:

Course Name	CRICOS Course Code	Intake	Course length	Course Price	Deposit	
Business Services Courses						
Advanced Diploma Marketing	071977K	Feb/Jul	52 weeks	\$17,950	\$8975	<input type="checkbox"/>
Diploma of Management	071979G	Feb/Jul	26 weeks	\$9,950	\$4975	<input type="checkbox"/>
Diploma of Business Administration	071974B	Feb/Jul	52 weeks	\$16,950	\$8475	<input type="checkbox"/>
Financial Services Courses						
Advanced Diploma of Accounting	053017G	Feb/Jul	52 weeks	\$17,950	\$8975	<input type="checkbox"/>
Graphic Design Courses						
Advanced Diploma Graphic Design	071980D	Feb/Jul	78 weeks	\$24,950	\$8317	<input type="checkbox"/>
Diploma of Graphic Design	071975A	Feb/Jul	52 weeks	\$16,950	\$8475	<input type="checkbox"/>
Tourism Courses						
Advanced Diploma of Tourism	071978J	Feb/Jul	78 weeks	\$24,950	\$8317	<input type="checkbox"/>
Diploma of Tourism	071973C	Feb/Jul	52 weeks	\$16,950	\$8475	<input type="checkbox"/>

Study Period:

Total number of semesters you will study for:

1 2 3 4 5 6

Semester Dates

Semester	Commencement	Completion
<input type="checkbox"/> 11/01	7 February, 2011	1 July, 2011
<input type="checkbox"/> 11/02	18 July, 2011	2 December, 2011

Campus

Canberra

International students can only be accepted at Canberra Campus at present.

By initialling here, I confirm I have read and understood this Section 3 of 7

Student Initials

RFP Initials

Section Four - Course Structure

ABA has designed all international full time courses to comply with a four unit per semester structure. You must complete ALL units within a course to be eligible to achieve the qualification.

Semester A/B - Course Structure

Where a course has units offered in semester A only, students can enrol at the beginning of the academic year or mid year depending on when the course is offered by ABA. Where a course offers units in semester A AND semester B, the student can enrol at the beginning of the academic year or mid year but must complete semester A courses first.

Recognition of Prior Learning (RPL) Unit Fees

If you have indicated that you are seeking to enrol into a unit for RPL you will be required to submit all necessary documentation along with a *Request for RPL* form along with your enrolment. If your request is assessed as being successful you will be allowed to continue the enrolment. If your request is not assessed as being successful you will be required to enrol into the standard fee unit.

By initialling here, I confirm I have read and understood this Section 4 of 7

Student Initials

RFP Initials

Section Five - Payment of Fees

Fee Payment

ABA offers two methods of payment for international students. For this application to be completed one of these options must be selected and the Student must sign that they agree to this option.

Option One Full Up-Front Payment

By choosing this option the student agrees to pay the entire sum of fees owing prior to the commencement of the course.

Option Two Instalments

1st Semester on enrolment, 2nd Semester two weeks prior to semester 2 beginning

By choosing this option the student agrees to pay the equivalent of one semester prior to the commencement of the course and to pay the remaining fees as per Letter of Offer

A non-refundable enrolment fee of \$250 must be paid at time of submitting enrolment.

If Option 1 is selected, please state total fees due, including enrolment fee.

Total to be paid up front \$

I hereby confirm that I have selected the Fee Payment option as marked above and will pay all fees owing to ABA accordingly.

Name

Signature

By initialling here, I confirm I have read and understood this Section 5 of 7

Student Initials

RFP Initials

Section Six - Terms & Conditions of Enrolment

Please place a tick in all applicable boxes throughout the terms & conditions pages

Payment of Fees

- a. The non-refundable enrolment fee is payable upon submission of this enrolment form.
- b. Full payment of fees specified as the first instalment on the letter of offer from ABA must be received by the due date on the letter of offer from ABA.
- c. For on-going students, any additional instalment fees must be paid by the date specified by ABA.
- d. Fees are subject to change. However, fees detailed in a letter of offer issued before the date of change will be honoured by ABA for the period/course stated on the letter of offer.
- e. Students repeating units of study will be required to pay for such repeated units.

Text Books

ABA arranges text books for Student purchase through a third party for all courses except Tourism for which texts are only available from ABA. Book lists for each course are issued approximately two weeks prior to the commencement of each semester and costs vary between \$300 and \$1,000 per course. **Each Student is required to have their own copy of the specified texts including specified version number where applicable throughout the entire course.**

Visa Application Refused

The Student is entitled to a full refund of tuition fees when the student provides ABA evidence from the Australian Department of Immigration and Citizenship (DIAC) that the student's visa was refused before their first entry to Australia. The enrolment fee is non-refundable.

Student Withdrawal Policy

If the Student withdraws from the course after the payment of fees, eligible refunds will be made within 4 weeks of notification of default from the student in writing and the following will apply:

a. Prior to commencement

- a. If the student gives at least 4 weeks notice of withdrawal from the course/s before the commencement date, the student would be eligible for a refund of 75% of paid tuition fees.
- b. If a student does not give at least 4 weeks notice of withdrawal from the course/s before the commencement date, the student would be eligible for a refund of 40% of paid tuition fees.

b. After commencement

If the student requests to withdraw from the course/s on or after the commencement date of the initial course, there will be no refund of fees. When a student is enrolled in packaged courses, no refund will be granted for a cancellation or withdrawal of any part of the package after commencement of the first course.

All applications for eligible refunds must be made in writing stating the reasons for the request and include required evidence to the International Manager. Such notice must include name, contact details, course/s enrolled, commencement date, reason for withdrawal and must be signed and dated by the Student who signed the original application. Students are bound by the conditions of their respective visas when changing their education provider. Students who change provider are regarded as having withdrawn after commencement of their program. International students wishing to discontinue their study in Australia due to visa cancellation must provide evidence of their student visa cancellation. Any other notices must include required evidence and are not effective until received by ABA. When granted, refunds will be paid to the person that originally paid the fees to ABA within 4 weeks of written notification.

ABA understands that unforeseen circumstances can arise which require the proper withdrawal from a course or unit by an enrolled Student. Students will also understand that ABA incurs substantial monetary, staffing and logistics responsibilities on enrolling a Student and therefore withdrawal fees shall apply after the stated Commencement Date.

Deferral Policy

If the Student wishes to defer their course after the payment of fees, they must do so in writing to the International Manager. The following will apply:

a. Prior to commencement

- a. If the student gives at least 4 weeks notice of deferral from the course/s before the commencement date, there will be no administrative fee charged. The Australian Business Academy is legally bound to inform the Department of Immigration and Citizenship of any changes made to courses by students on student visas..

- b. If a student does not give at least 4 weeks notice of deferral from the course/s before the commencement date, the student would be eligible for to pay an administrative fee of \$1500. The Australian Business Academy is legally bound to inform the Department of Immigration and Citizenship of any changes made to courses by students on student visas.

b. After commencement

No deferment is allowed if notification is received on or after the commencement date of the initial course. No refund will be granted.

It is the applicant's responsibility to ensure that ABA receives your withdrawal/deferral letter and as such you should consider guaranteed forms of delivery such as hand delivery, registered post, courier or fax. Upon receipt by the Academy you will receive a written receipt prior to it being forwarded to the Academy's Chief Executive Officer.

Transfers

Transfers to other institutions in the first 6 months of your course are not available except in exceptional and/or extenuating circumstances and at the discretion of the Senior Manager. Requests for transfer must be made in writing to the International Manager and be accompanied by a letter of acceptance from the receiving institution. Evidence of the exceptional and/or extenuating circumstance from the receiving institution is also requested. If the International Manager approves a transfer, this will be in accordance with DIAC Policy and the Academy's Refund Policy.

Dis-enrolment

ABA reserves the right to dis-enrol a student for breaching the rules of the Academy as set out in the current Student Handbook. Should this occur, the full fees payable will be owed to the Academy.

Indemnity and Release

I, the Student, whose name appears in this application, am aware that certain risks and dangers may be associated with study and participation in associated activities including, but not limited to, participation in optional sporting or recreational activities, work placement and travel. In consideration of ABA accepting my application for enrolment as a student, I agree that I will not hold ABA responsible or liable for and will not make any claim against ABA for any injury, damage or loss to person or property which I may suffer as a result of, or in connection with, or during the period of:

1. attendance at ABA and/or
2. participation in any activities whether educational, social, recreational or otherwise, conducted or arranged by or on behalf of or by arrangement with ABA or any other way associated with ABA and/or
3. whilst in accommodation arranged or me by ABA. On behalf of myself, my executors, administrators and assigns I hereby release ABA from all liability to myself or to any other person for any such injury, damage or loss to person or property and from any action, claims or demands which, if I had not entered into this Agreement, I might hereafter have been entitled to take or make against ABA in respect of any such injury, damage or loss and I hereby indemnify ABA against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the law of the Commonwealth of Australia.

For Students under Eighteen Years of Age, this application should be signed by a parent or guardian

I hereby request ABA to enrol the student who has signed this Agreement as a Student of ABA. In consideration of ABA agreeing to such enrolment, I hereby indemnify ABA against any liability for any injury, damage or loss of the type referred to in such agreement suffered by the student and against any actions, claims and demands which may be made against ABA by the student or by any other person by reason of any such injury, damage or loss suffered by the Student.

Privacy Statement

Information on this application form will be used, where applicable, for the purposes of assessing a Student's application, accepting a Student's enrolment, assessing welfare needs (if any), processing and advising a Student of their assessment results and other communications to a student as required. Personal information may be collected from, or disclosed to, relevant bodies for the verification of a student's previous qualifications, and it may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund. ABA is required by legislation to inform DIAC of certain changes to Student's enrolment and any breach by a student of a student visa condition relating to attendance or satisfactory academic performance. A Student has a right to access personal information that ABA holds about them, subject to legislation. If a student wishes to access or inquire about the handling of their personal information, please contact ABA.

Change of Address

I, the student, whose name appears in this application, am aware that I must notify Australian Business Academy of any changes to my address during my course.

Course not delivered

In the event of my course not being delivered by Australian Business Academy, a suitable alternative with ABA or through another college via a Tuition Assurance Scheme may be offered to me. Should I choose not to accept the transfer, a full refund of any tuition fees paid (only) will be made to me by Australian Business Academy.

Declaration

I have read and accept the Terms and Conditions, the Indemnity and Release and Privacy statement as set out in this document.

By initialling here, I confirm I have read and understood this Section 6 of 7

Student Initials

RFP Initials

Section Seven - Declaration

Please place a tick in all applicable boxes throughout this page

Agreement by the Student and the RFP (if any as listed in Section Five)

In signing this form you (the Student and if applicable RFP) agree that;

- You have read and understood the Terms and Conditions of Enrolment as outlined in Section Six of this form and the relevant Course Synopsis;
- You agree to abide by the rules and regulations of ABA;
- You agree that ABA has permission to pass any relevant information concerning academic progress and results at ABA to RFP's and employers/human resource departments in which industry experience has been organised;
- You agree that you have read and understood the possible financial effects of withdrawal or deferment from a course before or after the Commencement Date;
- You confirm and warrant that you have financial capacity to meet fees due and agree to pay fees as they become due;
- You the Student confirm that you are over the age of 18 years unless an RFP has also executed this agreement;
- You agree that in the event of you deferring or withdrawing, that you will pay for any textbooks purchased by the Academy on your behalf which were purchased prior to your notification of deferral or withdrawal. Refer to Section Seven for text book costs; and
- The information provided in the Application for Enrolment form and accompanying documentation if any, is correct.

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

Declaration

- I have read, fully understood, and accept the TERMS AND CONDITIONS OF ENROLMENT – Section Six detailed in this form.

Signature of Applicant

Date:

Name of RFP:

Signature of RFP:

Date:

(Parent/Guardian must sign if the Student is under 18 years of age)

If fees are to be paid by an RFP:

I, (Name)
declare that I have the financial capacity to meet fees due and agree to pay fees as they become due,
and I have read, fully understand, and accept the TERMS AND CONDITIONS OF ENROLMENT -
Section Six detailed in this form.

Signature of RFP:

Date:

This application is accepted by ABA. (not valid until executed by a duly authorised officer of ABA)

Authorised ABA Signature:

Date:

By initialling here, I confirm I have read and understood this Section 7 of 7

Student Initials

RFP Initials

Enrolment Form Checklist

- Attached certified copies (translated where applicable) of academic transcriptions and certificates
- Attached description of grading system used for results obtained
- Attached course of study description
- Attached proof of English proficiency

Who Can Certify Your Documents?

- ABA staff, approved ABA agents and representatives
- An Academic Registrar of the institute that issued the transcript
- Justice of Peace
- Commissioner of Oaths/Declarations
- An official at an Australian overseas diplomatic mission

OFFICE USE ONLY:

- Registered SR
- Registered SA
- Registered MAX
- Enrolment Checklist completed & attached

Student ID:

Payment Options

There are several options to choose from for making payments of enrolment and tuition fees.

1 - Bank Transfer

Students can visit their local bank branch to organise a bank transfer made to the following account. Please fax/email a receipt to Australian Business Academy and include your name and student ID number (if you have one). Transfer fees must be paid for by the student.

ANZ Bank Address:	25 Petrie Plaza Canberra ACT 2600 Australia
Account Name	Jakeman Business Solutions Pty Ltd T/A Australian Business Academy (Operating) Account
BSB	012950
Account number	835451715 ANZ
Swift Code	ANZBAU3M

2 - Credit Card

Only MasterCard and Visa cards are accepted by Australian Business Academy. Please use the Credit Card Payment Details section of the Acceptance Declaration / Tax Invoice attached to the Australian Business Academy Letter of Offer.

Credit Card Payment - Credit Card Authorisation Form

Payment Amount _____

Visa / Mastercard

Number on Card

Expiry Date

Name on card

Signature

3 - Bank Cheque or Bank Draft

Bank Cheques and Bank Drafts made payable to Australian Business Academy. Please post the draft/cheque along with student name and course to:

Australian Business Academy
GPO Box 1675
Canberra ACT 2601
Australia