



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: <i>Street:</i> <i>Town/ Suburb:</i> <i>State:</i> <i>Country</i> <i>Postcode:</i>

Home Telephone	/	Mobile Phone
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Email Address:

Postal Address (if different from Residential Address)
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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
- Diploma of Automotive Management
- 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)
- Certificate IV in Business
- Diploma of Management

6. INTAKE DATES

Please select which intake you would like to join in:

- 18th Jan 2010
- 15th Feb 2010
- 15^h Mar 2010
- 19th Apr 2010
- 17th May 2010
- 14th June 2010
- 5th Jul 2010
- 9th Aug 2010
- 6th Sep 2010
- 4th Oct 2010
- 8th Nov 2010

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

Specific Grounds that meet eligibility of full refund of tuition fees:

The Institute will make a full refund of tuition fees less administration costs (enrolment fee and OSHC already applied for) 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.
- 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 as specified above : 100% refund less administration costs
- Student applies for a refund more than 10 weeks before program commencement date : 100% refund of minimum amount as stated in the letter of offer
- Student applies for a refund more than 4 weeks before program commencement date, but less than 10 weeks before program commencement date: 75% refund of minimum amount as stated in the letter of offer
- Student applies for a refund less than 4 weeks before program commencement date and within 4 weeks after program commencement date : 50% refund of minimum amount as stated in the letter of offer

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 the student's course commencement date, 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
- No refund is payable if the student's visa is cancelled based on non-compliance due to the students' failure to meet the conditions and terms of the visa issued by DIAC to study in Australia

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 officer - finance to verify and confirm refundable amounts in accordance with this refund policy
- The Administration officer - finance must then forward the form to the CEO for final approval of refund

Payment of Refunds

- The refund will be paid in Australian dollars
- The refund will be made directly to the person(s) or organization that originally submitted payment. Payment of the refund to any other person will only be done with the written approval of the person(s) or organization that originally submitted payment
- **NOTE:** The refund will be paid within 28 days of the receipt of the claim.

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 polices and regulations of Menzies Institute of Technology as contained in their marketing and promotional materials, including their website www.menzies.vic.edu.au . I have read and understood the Refund Policy as detailed on this form

APPLICANTS SIGNATURE

DATE _____ / _____ / _____