

Australian College for International Students



INTERNATIONAL STUDENT AGREEMENT



International Student Agreement

Student Details

Name			
Address			
Date of Birth			
Phone			
Mobile			
E-Mail			
Passport Number			
Visa Number			
Emergency contact	Name:	Ph:	
Student Registration Number			

Provider (Registered Training Organisation) Details

Name			
Address			
Phone			
E-Mail			
WEB Address			
RTO Contact			

Course Details

Course/Qualification title and code			
Course Start Date		Course End Date	
Course Location			

Student Signature: _____

Date: _____

Skillset Training Pty Ltd RTO No 41313, ESOS code 03588J V OCT 2020

Suit 14, 44 Hampstead Road Maidstone Vic3012 www.skillset.net.au ph: 61 (3) 9317 3597 v1 2018





Entry Requirements (including Pre-requisite requirements)
ENGLISH PROFICIENCY

Indicate which form of English proficiency evidence you will provide with your application.
 I have (or will) taken an English proficiency test:

- IELTS Academic Test Score..... Test Date
- Pearson: PTE Academic Test Score..... Test Date
- Cambridge English: Advanced (CAE) Test Score.....Test Date
- TOEFL Test Score..... Test Date

I have (or will) complete studies in Australia where English was the language of instruction. YES NO

Work Placement Requirements

Nil

Course Costs

Total Course Costs

Course	Tuition Fee	Equipment & Materials Fee*	Total Course Fees

*Please note for the purposes of refunds and protection of student fees under the ESOS Act, the RTO is only required to refund and protect tuition fees. Non tuition fees (i.e. Equipment and Materials fees) incurred after course commencement will not be refundable.

Payment Schedule

The RTO is only able to collect 50% of total fees payable prior to commencement and the remaining fees will be payable as follows:

The following fee schedule shall apply to your total course fees:

Payment Number	Due Date	Amount Payable
Payment 1: (Deposit): <i>50% of total course fees payable to confirm enrolment</i>	Payable immediately to confirm enrolment	\$

Student Signature: _____

Date: _____





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Payment 2	Before end of 2nd study period	\$
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Other Course Costs that may be incurred	
Enrolment fees (non-refundable)	A\$500
Course Material fee ¹	Refer to course Fees and Payment Schedule
Overseas Student Health Cover (OSHC)	A\$500per annum (for singles)
Unit Repeat fee	A\$500
Enrolment variation fee	A\$250
Administration Fee local students (non-refundable)	A\$250
Bank Transfer Fee	A\$30
Reassessment fee only one time	A\$200

Refund Policy

All refund requests are conditional on the following:

- Australian College for International School must have received funds in order for any refunds to be made available (i.e. cheques are cleared, telegraphic transfers have been received);
- Any debts to Australian College for International School must be paid in full or the outstanding amounts will be deducted from the refund.

The Australian Government refuses visa

If the student visa application or visa renewal is refused by the Australian Government, a full refund of course fees less 5% of the amount paid or \$500 whichever is the lesser. In order to receive the refund students will have to provide authenticated evidence of the student visa refusal to Australian College for International Students

However, no refunds will be granted where:

- An international student, currently in Australia, has their student visa cancelled by the Department of Immigration and Border Protection (DIBP) for a breach of visa conditions; or
- An international student, currently in Australia, has their student visa extension application refused by the Department of Immigration and Border Protection (DIBP) after the commencement of their studies, for not meeting visa requirements.

Provider default on delivery of qualification

In an unlikely event that Australian College for International School is unable to start or deliver the course, the student can choose to accept either:

- a refund of the course fees, which will be issued to the Student within 14 days; or
- to be placed in an alternative course with Australian College for International School or another provider. If the Student chooses placement in an alternative course, the Student must sign a new written agreement to indicate the student accepted the placement.

If the student chooses to receive a refund of the course fees, Australian College for International School will calculate the unspent portion of the tuition fees paid to date (that is tuition fees the student has paid for

Student Signature: _____

Date: _____

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but has not been delivered by Australian College for International School). The refund will be paid within 14 days on which the course ceased to be provided.

If Australian College for International School is unable to provide a refund or place the student in an alternative course, the Tuition Protection Service (TPS) will provide the student with options for suitable alternative courses (if any such courses are available) or if this is not possible, the student will be eligible for a refund as calculated by the TPS Director.

Withdrawal from the course

Where written notice of withdrawal is received by Australian College for International School before the start date of the course, Australian College for International School will refund the fees as per the table below less the administration fee of \$200.

Where notice of withdrawal is received	Refund of fees paid for first term	Refund of fees paid for subsequent terms
At least 28 days prior to course commencement date	80%	100%
Less than 28 days but more than 14 days prior to course commencement date	70%	100%
Less than 14 days prior to course commencement date	No refund	100%

Refunds will be made available within 28 days (20 working days) of written notification being received by Australian College for International School .

Special circumstances

Where a student withdraws from the course and returns home because of exceptional and extenuating circumstances of a compassionate nature, such as a death or severe illness in the immediate family, 100% of all the unspent fees paid less any administration fees will be refunded.

Refund procedure

The Student must complete an Application for Refund form to apply for a refund and attach all evidence and supporting documentations. Such document may include, but is not limited to:

- a letter from DIBP advising of a rejection of the student visa application or a refusal to extend a student visa; or
- proof of extenuating circumstances of a compassionate nature; or
- an unconditional offer letter from another institution along with a DIBP approved letter to transfer

For Australian College for International School defaults on the agreement, refunds will be made within 14 days of the default date.

All other refunds will be made within 28 days (20 working days) of written notification from the student being received by Australian College for International School .

Refunds will be paid to the student or to the person nominated by the student on the refund application in Australian Dollars

Payment of Refunds

Payment of refunds to the applicant will be made in Australian dollars by a bank draft or telegraphic or electronic transfer (or other approved payment options).

Student Signature: _____

Date: _____





Student's Rights to Appeal

- Any student who is refused a refund by Australian College for International School may appeal within 14 days in writing to Student Administration.
- Australian College for International School's appeal process does not circumscribe the student's right to pursue other legal remedies.

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies

Copies of Documents

You are responsible for keeping a copy of this agreement and receipts of any payments of tuition fees or non-tuition fees. We recommend that you make copies of all documents related to this application and keep them in a safe and secure place

Provision of Statement of Attainment

You are entitled at no additional cost to a formal Statement of Attainment where your enrolment is withdrawn, cancelled, or transferred prior to completing the full qualification.

Change of Address

You are obliged to notify Australian College for International School of any change of your address at least every 6 months while enrolled at the College. This is to ensure that any notifications sent to you of visa breaches are sent to your current address. Failure to update your contact details to Australian College for International School means you may not receive important information, which may affect your course, your enrolment or your visa.

Complaints and Appeals Procedure

A student may also appeal a decision made by Australian College for International School in relation to a complaint or an assessment outcome. Where a student feels they have been treated unfairly or incorrectly judged and assessed on a specified task, project, or assessment requirement they may have the decision reviewed by the College by submitting an appeal form. Students must provide supporting evidence or explanations as to why they feel the decision or outcome was unfair or why the decision / outcome should be reviewed.

Students should contact Administration to obtain a copy of the Complaints and Appeals Procedure or to obtain a copy of the Complaints Form

If a student is still not satisfied with the outcome they have the option of appealing to the Overseas Students Ombudsman. The phone number for the Overseas Students Ombudsman is 1300 362 072.

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Date: _____

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Information on the Overseas Students Ombudsman is available at <http://www.oso.gov.au/making-a-complaint/>

Enrolment Acceptance Declaration

- I confirm that I have read and understood the Student Agreement which details information about course duration, the fees payment and refund policy and conditions of enrolment, which I agree to abide by as a student at Australian College for International Students
- I understand that I am obliged to notify the College of my contact details including:
 - my current residential address, mobile number (if any) and email address (if any)
 - who to contact in emergency situations
 - any changes to those details, within 7 days of the change.
- I understand that this written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies
- I declare that all information provided by me for the enrolment into Australian College for International School course is complete and correct. I understand that failure to provide correct information or documentation in relation to this application may result in cancellation of my enrolment
- I declare that I have visited Skillset Training Pty Ltd's Trading as Australian college for international students website (skillset.net.au) and/or read the International Course Guide (prospectus) downloaded and have understood all the relevant sections, including the course information I have selected, admission requirements, tuition fees, terms and conditions and refund policy
- I declare that I am a genuine student and I am fully aware of courses and its units including all the assessment criteria, Fee and other charges. I also declare that I am fully aware of Location of the college Campus and have made enough inquiries to be fully informed about transportation and other necessities to this location.
 - I agree to allow Skillset Training Pty Ltd to check my visa entitlements via DIPB's Visa Entitlement Verification Online (VEVO) system.
 - I agree to allow Skillset Training Pty Ltd to obtain official records from any prior or current educational institutions I have attended or employers I have stated on this application form.
 - I understand that tuition fees do not include books and other course materials other than those specifically stated on an offer letter.
 - I have read and understood the above conditions and accept them in full.

Student Signature: _____

Date: _____

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I also declare that I have not been promised of any job during or after study or any type of assistance in getting Australian Permanent residence after completion of this course by the college or any agent which also include any other representative of this college

This agreement must be signed (each page and final declaration) and returned to Australian College for International School , with deposit, as an indication that you accept the offer of enrolment and the terms and conditions imposed when studying with Australian College for International School .

Student Signature:

I hereby accept the offer of a place in the following course(s) at Australian College for International School . I agree to all the conditions of enrolment as detailed in this agreement.

Student Name (Please Print):

Student Signature:

Date:

Accepted for and on behalf of Australian College for International School

Student Administration Manager Name: _____

Student Administration Manager Signature: _____

Date: _____

Student Signature: _____

Date: _____

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