



APPLICATION FORM

Please complete and forward your application to:

In Person or by Mail: L1, L2, L6 770 George Street Sydney NSW 2000 Australia

By e-mail: info@abbeycollege.edu.au

For more details, please call: +61 2 9212 4470

PART A: PERSONAL DETAILS

USI: Title: Mr. Ms. Mrs. Other: _____ Gender: Male Female

First Name: _____ Last Name: _____

Date of Birth: _____ Nationality: _____ Passport No: _____ Expires on: _____

Australian Address: _____ Suburb: _____ State: _____ Postcode: _____

Mobile: _____ Email: _____

Overseas Address (Must be applicant's address): _____ Postcode: _____ Country: _____

Emergency Contact Name: _____ Relationship: _____ Mobile Phone: _____

PART B: VISA DETAILS

Are you currently residing in Australia? Yes No

Which visa type do you plan to study under at Abbey College? Student Tourist/Visitor Working Holiday Other _____

Are you lodging your Visa Application in Australia? Yes No If no, please specify: City _____ Country _____

Has your visa been cancelled/refused before? Yes No Number of Dependents: _____

PART C: OVERSEAS STUDENT HEALTH COVER

Do you wish Abbey College to apply Overseas Student Health Cover (OSHC) for you *OSHC is compulsory for International Students Yes No

PART D: ACCOMMODATION AND AIRPORT PICK UP

Do you require accommodation to be organised? Yes No If yes, please choose Homestay Single Room Share Room Student Residence
if accommodation is required, you must complete an Accommodation Application Form, this will be sent to you with the letter of offer.

Do you require airport transfer on arrival? (AUD\$200 One-way) Yes No

PART E: EDUCATION & EXPERIENCE

Do you intend to claim Recognition of Prior Learning towards this course? Yes No

Do you intend to apply Credit Transfer towards this course? Yes No

Have you been employed in the area covered by the course applied for? Yes No
(If your answer is 'Yes' on any of these questions, you may be eligible for Recognition of Prior Learning. Please contact us for further information and attached certified copies of any relevant documents.)

PART F: CURRENT ENGLISH LEVEL

Beginner Elementary Pre-Intermediate Intermediate Upper-Intermediate Advanced Other: _____

Have you ever completed any of the following English tests? (IELTS, TOEFL, TOEIC, Cambridge Tests, PTE) Yes No

Name of Test: _____ Year of Test: _____ Test Score: _____

PART G: COURSE SELECTION

BUSINESS COURSE	Duration	CRICOS Code	Preferred Starting Date:	Other:															
<input type="radio"/> BSB40215 Certificate IV in Business	52 Weeks	086923A	<table border="1"> <thead> <tr> <th>2020 Intakes</th> <th>2021 Intakes</th> <th>2022 Intakes</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> 06 Jan <input type="radio"/> 03 Feb</td> <td><input type="radio"/> 04 Jan <input type="radio"/> 01 Feb</td> <td><input type="radio"/> 03 Jan <input type="radio"/> 31 Jan</td> </tr> <tr> <td><input type="radio"/> 06 Apr <input type="radio"/> 04 May</td> <td><input type="radio"/> 05 Apr <input type="radio"/> 03 May</td> <td><input type="radio"/> 04 Apr <input type="radio"/> 02 May</td> </tr> <tr> <td><input type="radio"/> 06 Jul <input type="radio"/> 03 Aug</td> <td><input type="radio"/> 05 Jul <input type="radio"/> 02 Aug</td> <td><input type="radio"/> 04 Jul <input type="radio"/> 01 Aug</td> </tr> <tr> <td><input type="radio"/> 05 Oct <input type="radio"/> 02 Nov</td> <td><input type="radio"/> 04 Oct <input type="radio"/> 01 Nov</td> <td><input type="radio"/> 03 Oct <input type="radio"/> 31 Oct</td> </tr> </tbody> </table>	2020 Intakes	2021 Intakes	2022 Intakes	<input type="radio"/> 06 Jan <input type="radio"/> 03 Feb	<input type="radio"/> 04 Jan <input type="radio"/> 01 Feb	<input type="radio"/> 03 Jan <input type="radio"/> 31 Jan	<input type="radio"/> 06 Apr <input type="radio"/> 04 May	<input type="radio"/> 05 Apr <input type="radio"/> 03 May	<input type="radio"/> 04 Apr <input type="radio"/> 02 May	<input type="radio"/> 06 Jul <input type="radio"/> 03 Aug	<input type="radio"/> 05 Jul <input type="radio"/> 02 Aug	<input type="radio"/> 04 Jul <input type="radio"/> 01 Aug	<input type="radio"/> 05 Oct <input type="radio"/> 02 Nov	<input type="radio"/> 04 Oct <input type="radio"/> 01 Nov	<input type="radio"/> 03 Oct <input type="radio"/> 31 Oct	
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<input type="radio"/> BSB50215 Diploma of Business	52 Weeks	087189G																	
<input type="radio"/> BSB60215 Advanced Diploma of Business	78 Weeks	099114E																	
IT COURSE	Duration	CRICOS Code																	
<input type="radio"/> ICT40415 Certificate IV in Information Technology Networking	52 Weeks	099855A																	
<input type="radio"/> ICT51015 Diploma of Telecommunications Engineering	52 Weeks	097674M																	
<input type="radio"/> ICT60615 Advanced Diploma of Telecommunications Network Engineering	104 Weeks	099115D																	
TRANSLATING COURSE	Duration	CRICOS Code																	
<input type="radio"/> PSP60816 Advanced Diploma of Translating	50 Weeks	093459F																	
<input type="radio"/> PSP60816 Advanced Diploma of Translating	25 Weeks																		

*Please note, the intake for Advanced Diploma of Business and Advanced Diploma of telecommunication Network Engineering available on January, April, July and October intake only.

• For Advanced Diploma of Translating, please check the availability intake with our marketing representative.

Will you be continuing your studies in Australia at a vocational or Tertiary level? Yes No Not Sure

Name of Institute :

Starting Date:

Course Name:

PART H: ENTRY REQUIREMENTS

What is your highest COMPLETED school level? (Tick 1 box only)

If you are currently enrolled in secondary education, the highest school level completed refers to the highest school level you have actually completed and not the level you're currently undertaking:

Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent Year 8 or below Never attended school

Note: Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student handbook and our website. All our courses require applicants to be 18 years or older and have proficiency in English equivalent to the level of IELTS 5.5 or higher.

PART I: ADDITIONAL INFORMATION

Have you successfully completed any of the following qualifications?

Bachelor Degree or Higher Degree Advanced Diploma or Associate Degree Diploma (or Associate Diploma) Certificate IV (or Advanced Certificate/Technician)
 Certificate III (or Trade Certificate) Certificate II Certificate I Other education (including certificates or overseas qualifications not listed above)
 I've never completed any qualifications

Where did you hear about us? Agents Advertising Word of mouth Other _____

Do you have any disabilities that will effect your learning? Yes, please specify _____ No

PART J: GTE EVALUATION CHECKLIST

Relationship Status: Single Engaged Married Defacto Separated Divorced Widowed

Why have you chosen to enrol at Abbey College? Do you have sufficient information, knowledge and understanding of courses offered at Abbey College and their requirements? _____

Language and Cultural Diversity In which country were you born? Australia Other (Please specify): _____

Do you speak a language other than English at home? No, English Only Yes (Please specify): _____

Are you Aboriginal or Torres Strait Islander origin? No Aboriginal Torres Strait Islander

Do you have the following computer knowledge and skills to complete the course?

Basic Word processing Basic Excel Spreadsheet knowledge Basic Email knowledge PowerPoint presentation knowledge Use of Skype, Webcam, Mobile

Do you need any Language and Literacy (LLN) support? If Abbey college identifies you need additional LLN support during the placement test, will you be happy to undertake recommended additional support program? _____

Do you have work experience related to your course? If yes, please explain. _____

What do you hope to achieve with this qualification and what are your career plans after you finish studying?

Get a job Upgrade or enhance my skills Establish a business Continue on for more studies at a higher level
 Learn more about this industry Increase my confidence Expand my knowledge Other (please specify) _____

Do you have any knowledge of this industry or experience with this type of course for which you will study?

Yes, Please describe and provide evidence if applicable. _____ No

What are your career plans after graduation? _____

PART K: PAYMENT DETAILS

Name of Bank: Commonwealth Bank Australia

Account Name: Abbey College Australia

Account Number : 1028 9591

BSB : 062 033

Bank SWIFT Code: CTBAAU2S

Reference : Student Name and ID

Do you wish to pay 100% of tuition fees up front? Yes No

Note: Please make sure you refer to the specific entry requirements that apply to the course you are enrolling in. For courses that are more than 25 weeks you are not required to pay more than 50% of tuition fees up front, but you may volunteer to do so

PART L: APPLICATION CHECKLIST

Please attach the following documents to this application:

- Complete Application Form in all parts
- Certified copy of your passport page
- A copy of any further studies offer to an Australian Institution: University, Foundation studies, TAFE/VET (if you hold one)
- Certified copies of your official final high school certificate and transcript (if available)
- Certified copied of your official college or university certificate and transcript (if available)
- Certified copies of your IELTS or any relevant English certificate (including the explanation of levels and grades)
- Copy of your current visa (if applicable)
- Certified translations of any documents that are not in English
- A Signed and dated Application Form

PART M: TERMS & CONDITIONS

FEES

A non-refundable Enrolment/Application fee of \$200.00 CoE issue fee (exclusive of Tuition fees, material fees) is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 10 working days after the commencement of the course.

Students who fall behind in the payment of their fees or fail to pay their tuition fee on the due date, may be charged a late payment fee of \$120.00 per term or may be refused training and assessment services and any requests until such times as the fees are paid and up-to-date. Please note that students will be required to maintain academic course progress in consultation with the Course Coordinator. Should fees remain overdue for more than one day after the due date Abbey College will inform the student of their intention to report them for non-payment of fees to DHA via PRISMS. For more information regarding fees and payments please refer to our website.

CANCELLATION AND FEE REFUND POLICY

The request for refund must be made in writing to the Principal Executive Officer by using the Refund Application Form.

- No refunds will be paid to a third party unless it is indicated at the time the Refund Application Form is lodged, that any refunds due are payable to a third party.
 - Where a refund is approved, Abbey College will make payment of refunds within 28 days of receipt of the Refund Application Form
- In the case of default by Abbey College, the provisions of the ESOS Act 2000 and the ESOS Regulations 2001 apply. For further information about the ESOS Act please see:
<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.asp>

Enrolment fee	Non Refundable
COE fee	Non Refundable
Visa refused prior to course commencement	Full refund less enrolment fee of \$200 and less \$50 COE fee
Withdrawal at least 28 days (prior to agreed start date)	70% refund of tuition fees
Withdrawal less than 28 days (prior to agreed start date)	50% refund of tuition fees
Withdrawal after the agreed start date.	No Refund
Visa cancelled due to actions of the student.	No Refund
Does not commence	No Refund
(i.e. Does not arrive, or has not arranged with us for a later start because of health or compassionate reason)	
Visa extension is refused	Return of unused tuition fees
Withdrawal from study- current students (of the following term/s)*	Refund of unused tuition fees
Compulsory Health Insurance (Student visa holders only)	Refer to OSHC provider
Airport Pick-up (prior to flight arrival)	Full Refund if service cancelled

**Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s. For deferment, No refund will applicable unless visa has not been granted.*

RTO DEFAULT

- Under the Tuition Protection Service (TPS) framework, if Abbey College is unable to full its obligations to complete a course. The TPS framework will facilitate the placement of students in the first instance, and where this is not possible, provides a refund of unexpended tuition fees (i.e. tuition the student has paid for but has not been delivered by the provider).
- Abbey College defaults if the course they offer does not start on the agreed starting day.
- Abbey College defaults if the course stops being provided after it starts and before it is completed, or the course is not provided fully to the student because the registered provider has had a sanction imposed.
- If Abbey College defaults, Abbey College will refund to the student within 14 days after the default day and receipt of your Refund Application Form.
- Abbey College will give the student a statement that explains how the refund amount has been worked out. Abbey College dispute resolution processes does not circumscribe the student's right to pursue other legal remedies.
- 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.
- The Standards for RTOs require the Institute to inform students considering enrolment of their right to a statutory cooling off period. A statutory cooling off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement, where that agreement was established through unsolicited marketing or sales tactics. These include tactics such as door-to-door sales and telemarketing. A statutory cooling off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty. It must be noted that our Institute does not engage in unsolicited marketing or sales tactics and therefore a statutory cooling off period is not applicable to our students who have enrolled into a course. For refund options in other circumstances, students must refer to the refund policy.
- The refund policy is subject to review from time to time.
- The Institute recommends that you read the ESOS Framework Information, which provides legislative protection for International students, available at:
<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

There are no Third Party arrangements with the delivery of courses at Abbey College. Abbey College is solely responsible for the delivery of all courses and for the issuance of their certifications. Abbey College is also solely responsible for its compliance.

INDICATIVE COST OF LIVING IN AUSTRALIA (\$AUD)

According to www.studyinaustralia.gov.au The figure below is an estimate only to give an indication of the basic rate of living costs under the Migration regulations. The cost can vary significantly depending on where you live in Australia.

Cost of Living (excluding tuition fees)\$20,290 a year^ *includes clothing, food, accommodation, transportation, entertainment and travel cost.*

You should be prepared in case your living costs are greater than the figure above.

ARRIVAL AND ORIENTATION

Students are required to attend the orientation session. Our Vocational Course's Orientation session is usually held on the Thursday prior to the course commencement date and starts at 9.00 am.

ATTENDANCE, TRAINING AND ASSESSMENT AND COMPETENCY EXPECTATIONS

The duration of each of your course are set out on the 1st page of this offer letter. The 20 training hours includes 15 hours face-to-face study and 5 hours online self-paced study. Face-to-face study will be conducted at campus, 770 George St, Sydney NSW 2000. The 20 training hours are recorded and monitored by Abbey College Australia to assess students' attendance.

Detail timetable for the corresponding course will be given at the orientation day. Students must participate in scheduled classes in accordance

with course timetables to make satisfactory course progress at all times, and if they do not satisfactorily progress in their course, they will be in breach of a condition of their visa. Students are expected to attend classes regularly to maintain satisfactory (50%) course progress and satisfactory (80%) attendance each term. Abbey College Australia may adjust/shorten the duration of the course of an overseas student if that student already has the skills and knowledge to complete assessment without attending training.

ASQA may, at any time, require a training provider to implement policies and procedures to monitor minimum attendance requirements and if students don't meet these requirements, they will be in breach of a condition of their visa. The Department of Home Affairs may cancel a student's visa if they fail to maintain their enrolment.

OVERSEAS STUDENT HEALTH COVER (OSHC)

All International Students are required to pay Overseas Student Health Cover (OSHC) and maintain cover for the full length of their visa. It is also the

student's responsibility to check the conditions of this health cover. Rates will be available on the BUPA official website at:

<https://www.bupa.com.au/health-insurance/oshc>

Note: Fees may be subject to change

COMPLAINTS AND APPEALS POLICY

Students have access to a Complaints and Appeals procedure if they feel they have been unjustly treated or have a serious complaint.

Students who feel they have any type of complaint should first contact the Administration Manager. If necessary, the complaint will be referred to the Principal Executive Officer in order to resolve the situation. A student dissatisfied with an activity or a decision regarding their academic outcomes can voice their concerns to the staff member concerned and, if appropriate, appeal to the Principal Executive Officer. If students are still dissatisfied with the outcome of the complaint/grievance/appeal then students may lodge an external appeal or complain about the decision with the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website: <http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page> or phone 1300 362 072 for more information.

Abbey College Australia's disputes resolution process does not circumscribe the student's rights to pursue other legal remedies.

STUDENT CODE OF CONDUCT

All people associated with Abbey College have the same rights. Harassment, bullying and victimisation will not be tolerated at Abbey College. Discrimination on any grounds is unacceptable. Students who feel that they are being sexually harassed or are the victims of any sort of racism should initially contact the Administration Manager. If the complaint is sufficiently serious, the Principal Executive Officer may establish a formal inquiry and/or refer to external authorities.

PRIVACY NOTICE

Under the Data Provision Requirements 2012, Abbey College Australia is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Abbey College Australia for statistical, administrative, regulatory and research purposes. Abbey College Australia may disclose your personal information for these purposes to:

Commonwealth and State or Territory government departments and authorised agencies; and NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

DISCLOSURE OF PERSONAL INFORMATION

Information is collected here in order to meet our obligations under the ESOS Act and the National Code, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Information collected about you on this form can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances, information collected can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

CHANGE OF ADDRESS AND CONTACT DETAILS

Upon arriving in Australia, you are required to advise us of your residential and email address, telephone number and of any subsequent changes to these contact details. It is your responsibility to ensure that you always update your contact details at the Institute to ensure you receive important information about your course, fee receipts and any other important information.

PART N: DECLARATION

Information is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances, information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include the circumstance of any suspected breach by the student of a student visa condition.

STUDENT DECLARATION

I have read and accept the conditions of enrolment including the cancellation and refund policy of the Institute as stated above. I also understand the course progress and attendance expectation outlined in the enrolment form. I declare that the information provided by me on this form is true and correct.

REFERRAL / EDUCATIONAL AGENCY INFORMATION		
Applicant Name:	Agency Name:	Date: / /
Applicant's Signature:	Agent's Signature	Agent
Date: / /		

OFFICE USE ONLY

ACCEPTED BY Abbey College
