

APPLICATION FORM

INTERNATIONAL STUDENT



AGENT'S STAMP

APPLICANT CURRENT LOCATION

- Onshore Offshore

PREFERRED INTAKE

- January March May
 August October Other:

ENGLISH LANGUAGE COURSES*

*Students applying for English Language Courses are required to **complete page 2 and 3** of this application form.

- General English
CRICOS Course Code: 097701B

START DATE

Please indicate (dd/mm/yy):/...../.....

WEEKS OF STUDY

Number of Weeks:

HOLIDAYS

- Yes, I would like holidays included in my enrolment (minimum duration 20 weeks)

VOCATIONAL COURSES*

*Students applying for Vocational Courses are required to **complete page 2, 3 and 4** of this application form.

BUSINESS COURSES

- BSB20115 Certificate II in Business
CRICOS Course Code: 086796C
- BSB30115 Certificate III in Business
CRICOS Course Code: 086839G
- BSB30415 Certificate III in Business Administration
CRICOS Course Code: 086864G
- BSB50215 Diploma of Business
CRICOS Course Code: 087235F
- BSB60215 Advanced Diploma of Business
CRICOS Course Code: 088079E

LEADERSHIP & MANAGEMENT COURSES

- BSB51915 Diploma of Leadership and Management
CRICOS Course Code: 088076G
- BSB61015 Advanced Diploma of Leadership and Management
CRICOS Course Code: 088077G

EARLY CHILDHOOD EDUCATION COURSES*

- CHC30113 Certificate III in Early Childhood Education and Care
CRICOS Course Code: 089286A
- CHC50113 Diploma of Early Childhood Education and Care
CRICOS Course Code: 089287M

*Applicants must provide a Working with Children Check & National Police Clearance before the start of the course.

VOCATIONAL COURSES

HOSPITALITY COURSES

Commercial Cookery Pathway

- SIT30816 Certificate III in Commercial Cookery
CRICOS Course Code: 094890E
- SIT40516 Certificate IV in Commercial Cookery
CRICOS Course Code: 094891D
- SIT50416 Diploma of Hospitality Management
CRICOS Course Code: 091051B
- SIT60316 Advanced Diploma of Hospitality Management
CRICOS Course Code: 091123B

Patisserie Pathway

- SIT31016 Certificate III in Patisserie
CRICOS Course Code: 096368G
- SIT40716 Certificate IV in Patisserie
CRICOS Course Code: 096369F
- SIT50416 Diploma of Hospitality Management
CRICOS Course Code: 091051B
- SIT60316 Advanced Diploma of Hospitality Management
CRICOS Course Code: 091123B

Food and Beverage Pathway

- SIT20316 Certificate II in Hospitality
CRICOS Course Code: 097582D
- SIT30616 Certificate III in Hospitality
CRICOS Course Code: 097583C
- SIT40416 Certificate IV in Hospitality
CRICOS Course Code: 097584B
- SIT50416 Diploma of Hospitality Management
CRICOS Course Code: 091051B
- SIT60316 Advanced Diploma of Hospitality Management
CRICOS Course Code: 091123B

HEALTH COURSES*

- CHC33015 Certificate III in Individual Support (Ageing)
CRICOS Course Code: 091309C
- Optional Add On:**
- Home and Community Disability
- CHC43015 Certificate IV in Ageing Support
CRICOS Course Code: 091310K

*Applicants must provide a National Police Clearance before the start of the course

TRANSLATION & INTERPRETING COURSES

- PSP50916 Diploma of Interpreting (LOTE - English)
CRICOS Course Code: 095310M
- PSP60816 Advanced Diploma of Translating
CRICOS Course Code: 095311K

SECURITY**

- CPP20212 Certificate II in Security Operations
CRICOS Course Code: 092265B
- Optional Add On:**
- Security Officer Pathway Crowd Controller Pathway

**Applicants must obtain a National Police Clearance during the licensing application process

SHORT COURSES

- HLTAID003 Provide First Aid Barista Course
- SITHFAB002 Provide Responsible Service of Alcohol (RSA)*
CRICOS Course Code: 091051B

*This course forms part of SIT50416 Diploma of Hospitality Management

GENERAL INFORMATION ALL COURSES

PERSONAL DETAILS

Family Name: _____
 Given Names: _____
 Date of Birth (dd/mm/yy): ____/____/____ Under 18 years old
 Gender: F M Marital Status: _____
 Country of Birth: _____
 Nationality: _____
 Passport Number: _____
 Date of Issue: ____/____/____ Expiry Date: ____/____/____
 Are you of Aboriginal and/or Torres Strait Islander origin? Yes No
 If Yes, please specify: _____

STUDENT ID
 (if applicable) | | | | | | | | | | | | | | | | | | | | | |

UNIQUE STUDENT IDENTIFIER (USI)
 | | | | | | | | | | | | | | | | | | | | | |

Please note: applicants applying for General English **only** are not required to provide a USI.

CONTACT DETAILS (HOME COUNTRY)

Address: _____

 City: _____ State: _____
 Postal Code: _____ Country: _____
 Email Address: _____

 Home/Work Phone: _____ Mobile Phone: _____

CONTACT DETAILS (IN AUSTRALIA IF KNOWN)

Address: _____

 Suburb: _____ State: _____ Postal Code: _____
 Email Address: _____

 Home/Work Phone: _____ Mobile Phone: _____

If you do not know your contact details, please advise Stanley College upon arrival in Australia

EMERGENCY / PARENTS CONTACT DETAILS

Name: _____
 Phone: _____ Relationship: _____
 Address: _____

 Email Address: _____

ENGLISH LANGUAGE PROFICIENCY

How well do you speak English?
 Beginner Elementary Pre-Intermediate
 Intermediate Upper Intermediate
 What is the main language spoken at home? _____
 Please tick the appropriate box to indicate any English test you have completed within the last two years
 IELTS TOEFL PTE CAE
 Other: _____
 Result: _____
 A certified copy of result/s must be attached.

AIRPORT RECEPTION AND ACCOMMODATION

Do you require airport reception service*? Yes No
 Do you require us to help with accommodation arrangements*? Yes No
 If Yes, **HOMESTAY** OR
SHARE ACCOMMODATION (PLEASE SELECT ROOM TYPE): SINGLE TWIN COUPLE TRIPLE
 Arriving in a new country can be very overwhelming. We recommend that you take advantage of our Airport Reception and Accommodation Placement Service. This will help you to feel safe and welcome from the moment you arrive. *FEES APPLY

OVERSEAS STUDENT HEALTH COVER

Do you have an existing Overseas Student Health Cover (OSHC)?
 Yes No
 If Yes, please provide the following details:
 Provider Name: _____
 Membership No: _____ Expiry Date: ____/____/____
 If No, do you want Stanley College to organise on your behalf? Yes No
 If Yes, please select one of the following:
 Cover Type: Single Couple Family
 Duration of Cover: _____ months
 If **Couple/Family**, please fill in their details below:

| Surname | First Name | Date of Birth (DD/MM/YY) | Gender (M/F) | Relationship |
|---------|------------|--------------------------|--------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Note: As a holder of a Student Visa, you are required to have VISA LENGTH cover, which means you must have OSHC for the entire length of your student visa, NOT course length.

EDUCATION BACKGROUND

Are you still attending secondary school? Yes No

What is the highest level of secondary school you have completed?

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

Which year did you complete that schooling level?

Have you successfully completed a Degree, Diploma or Certificate? Yes No

If yes, please tick below

Bachelor Degree or Higher Advanced Diploma of Associate Degree Certificate IV or Advanced Certificate
 Certificate III or Trade Certificate Certificate other than above

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete.

Please provide copies of all latest qualifications and/or High School results.

| Name of Qualification/Course | Name of Institution/School | Country/State | Year of Completion | Certified Copy Attached |
|------------------------------|----------------------------|---------------|--------------------|--------------------------|
| | | | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |

Are you seeking any recognition (credit transfer, exemption or recognition of prior learning)? Yes No If yes, you will need to complete additional form/s

DECLARATION

I, declare that the information provided in this application form and other supporting documents is true and correct. I agree that I have read and agree to be bound by the Conditions of Enrolment and policies and procedures of Stanley College. I acknowledge that Stanley College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

This Application Form includes questions to enable Stanley College to collect and provide AVETMISS compliant records to meet our National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and Stanley College's Privacy Statement is available at the Front Desk, and via the Stanley College website.

Stanley College recognises and respects your privacy. Stanley College collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of our application process. Stanley College's Privacy Policy reflects the National Privacy Principles set out in the Privacy Act 1988 as well as the Information Privacy Principles set out in the Information Privacy Bill 2007 (WA). Further information about our Privacy Policy is available on request.

I understand that Stanley College will apply for my Unique Student Identifier (USI), on my behalf, unless one is provided. I understand that they will use the ID I have provided as part of my application process. Furthermore, I agree that my Stanley College email account will be used as part of this registration process, and that I am required to authenticate my USI myself and may update my contact details at any time. More information on the requirement for a USI is available via www.usi.gov.au.

I do not allow Stanley College to use photographs, testimonials and videos taken of me for advertising or marketing purposes.

Applicant's Signature

Date
(dd/mm/yy)

Parent or Guardian's Signature
(If applicant is under 18 years of age)

Date
(dd/mm/yy)

VOCATIONAL COURSES ADDITIONAL INFORMATION

CURRENT STUDIES IN AUSTRALIA

Are you studying in Australia? Yes No

If Yes, please provide the following details:

Name of Institution:

Course Enrolled:

Course Commencement Date: Visa Sub-Class:

Visa No: Expiry Date:/...../.....

VISA APPLICATION

City and Country where you will lodge Visa Application:

.....

EMPLOYMENT

Please select the description that best fits your current employment status

- | | |
|--|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time employee |
| <input type="checkbox"/> Self employed, not employing others | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Employed in the family business | <input type="checkbox"/> Unemployed - seeking full-time work |
| <input type="checkbox"/> Unemployed - seeking part-time work | <input type="checkbox"/> Not employed not seeking work |

HOW DID YOU HEAR ABOUT US

Agent (please specify)

Stanley College Website Brochure Exhibition / Seminar

Friend or Relative (please specify)

Full name: Student ID:

Magazines/Newspapers (please specify)

Others (please specify)

EQUITY AND DISABILITY

Do you have a disability, impairment or long-term medical condition which may affect your studies? Yes No (skip to next section)

If yes, please specify the type/s of disability

Hearing Vision Learning Medical Mobility

Other:

Please give brief details about your medical condition/disability:

.....

STUDY REASON

Which best describes your reason for undertaking your course? (tick one only)

- To get a job
- To start my own business
- To get a better job or promotion
- For personal interest or self-development
- I wanted extra skills for my job
- To develop my existing business
- To try for a different career
- It was a requirement of my job
- To get into another course of study
- Others (please specify)

CONDITIONS OF ENROLMENT

Students must notify Stanley College of any changes to their residential address and/or contact details within 7 days of the change.

REFUND AND CANCELLATION POLICY - INTERNATIONAL STUDENTS

REFUND AND CANCELLATION POLICY OVERVIEW

The Stanley College Refund and Cancellation Policy covers how REFUND and CANCELLATION Fees are calculated in the event of Student Default or Stanley College Default. The calculations are in accordance with federal legislation and regulations including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code (2018).

Refund for fees paid in advance

The calculation applied for fees paid in advance is listed in table 1.

Cancellation fees

Where a course of study is cancelled before the agreed Completion Date, Stanley College will calculate the Cancellation Fee in accordance as listed in table 1.

FEES AND CHARGES

Fees payable may include the following:

- **Application Fee:** The Application Fee is the fee charged to all applicants to review their application and supporting documentation to enrol in a course of study. *The Application Fee is NON-REFUNDABLE.*
- **Tuition Fees:** Tuition Fees are the fees payable to Stanley College for undertaking a course. The Refund and Cancellation Policy specifications detailed below cover TUITION FEES only.
- **Materials Fee:** The Materials Fee covers materials and resources required to complete your course at Stanley College. *The Materials Fee is NON-REFUNDABLE if you cancel less than 4 weeks before Course Commencement.*
- **Administration Fee:** The fee charged to cover the administrative costs in reviewing and processing the necessary documentation in order for a student to obtain the necessary visa to study in Australia. *The Administration Fee is only charged in the event the Student Visa Application is refused, and is NON-REFUNDABLE.*
- **Accommodation Placement Fee (optional):** This fee is only payable if a student requests Stanley College to arrange for accommodation in Australia. *The Accommodation Placement Fee is NON-REFUNDABLE, once a placement has been organised.*
- **Accommodation Fee (optional):** This fee is only payable if a student requests Stanley College to arrange Homestay Accommodation, the fee is charged on a weekly basis. Please refer to our 2014 Homestay Fee for more information. *The Accommodation Fee is NON-REFUNDABLE, unless more than two (2) weeks notice is provided to Stanley College a \$50 cancellation fee will apply.*
- **Overseas Student Health Cover (OSHC):** This insurance is compulsory and must be maintained throughout your entire stay in Australia. Students can choose any approved Australian Overseas Student Health Cover provider. These fees are only payable to Stanley College for Students who choose Stanley College's recommended insurance provider. Please read the OSHC brochure and terms and conditions on Stanley College's website. The OSHC Fee included in this Offer Letter is based on OSHC Provider's scheduled fee, which are subject to change each Calendar Year. Any variances are payable by you the Student, on receipt of an invoice from the OSHC Provider.
- **Additional Fees and Charges:** Any Additional Fees and Charges incurred during your studies, are as detailed in your Written Agreement with Stanley College. Where there is any change to our published Additional Fees and Charges, you will be informed via email, prior to implementation of the change.

DISCLOSURE OF PERSONAL INFORMATION

The personal information you provide to Stanley College may be disclosed to:

- Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - ▶ The purposes of administering and auditing VET, VET providers and VET programs;
 - ▶ Education related policy and research purposes; and
 - ▶ To assist in determining eligibility for training subsidies
- VET Regulators to enable them to perform their VET regulatory functions;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system.

DEFINITIONS

- **Course:** Means the Course you are enrolled in as outlined in the signed Letter of Offer and Written Agreement.
- **Course Commencement Date:** Means the agreed starting date of a course, as stipulated in the signed Letter of Offer and Written Agreement
- **Course Completion Date:** Means the agreed completion date of a course, as stipulated in the signed Letter of Offer and Written Agreement.
- **Study Period** means your Study Period is as outlined in your Letter of Offer/Written Agreement with Stanley College.
One Term = 10 weeks study period + 3 weeks holidays = 13 weeks
One Semester = 20 weeks study period + 6 weeks holidays = 26 weeks
- **Course Duration** means the total duration of your course of study including holidays.

GENERAL INFORMATION

- All Refund Requests and *Cancellation Notifications* must be submitted using the **Course Variation Form and the Refund Application Form, both of which** are available at the Reception Desk or via the Stanley College website www.stanleycollege.edu.au. **VERBAL** notifications to Stanley College staff or agents **ARE NOT VALID**.
- The date the written notice is received by Stanley College is the **DEFAULT DATE**, and is the date used for the calculation of any refund and/or cancellation fee.
- In case of a cancellation by the student or Stanley College, any outstanding fees to Stanley College become due within 7 (seven) days.
- Stanley College calculates Refunds and Cancellation fees based on a SEMESTER Fee (20 weeks study period plus 6 weeks holidays = 26 weeks). For courses shorter than a Semester, Refunds and Cancellation fees will be calculated on the Course Fees.**
- Any costs incurred by Stanley College to recuperate outstanding fees will be charged to the student
- Unpaid fees will be recorded as a debt and recovered by action in a court of competent jurisdiction.
- Stanley College will not release any testamurs/awards to students until outstanding course fees have been paid in full.
- All amounts are in Australian Dollars (AUD).
- Where a refund is approved by the CEO, and is not due to the College defaulting, Stanley College will make payment of refund within 28 days of receipt of the application. The refund will be deposited into the **student's bank account only**, as nominated on the Refund Application Form.
- All refunds will be paid in Australian Dollars, where this is not possible refunds will be paid in United States dollars.
- No refunds will be paid to a third party (a person other than the student), unless directed by the student on the Refund Application Form.
- Refund and Cancellation applications WILL NOT be processed where the signature on the Course Variation and/or Refund Application Form **DOES NOT** match the student's signature as shown on other documents provided by the student for admission to Stanley College.
- Students will receive a clear Statement of Refunds explaining how the refund was calculated, where a cancellation fee has been applied, students will receive a Statement of Cancellation clearly outlined how our Refund and Cancellation Policy has been applied.
- This agreement, and the availability of the complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.
- The Refund and Cancellation Fee Policy is subject to review from time to time.

REFUND AND CANCELLATION

TABLE 1 - REFUND AND CANCELLATION

| REASON FOR REFUND/CANCELLATION | NOTIFICATION PERIOD | REFUND | CANCELLATION FEE |
|--|---|--|---|
| Application for visa is unsuccessful | Before Semester/Course Commences | Full refund less cancellation administration fee of \$250 | \$250 cancellation administration fee |
| | After Semester/Course Commences | Full refund less Cancellation Fee | \$250 cancellation administration fee + Pro-rata of tuition fee used calculated on a weekly basis |
| Student Default | More than 10 weeks before semester/course commences | Full refund less Cancellation Fee | 10% of a semester fee |
| Student with a student visa withdraws | More than 4 weeks and up to 10 weeks before semester/course commences | 70% of a semester fee | 30% of a semester fee |
| Or | 4 weeks or less before semester/course commences | 40% of a semester fee | 60% of a semester fee |
| Student is cancelled for breach of College's rules or breach of student visa rules | After semester/course commences | No Refund | 100% of a semester fee |

Note:

- Stanley College delivers courses based on terms. One Term = 10 weeks study period + 3 weeks holidays = 13 weeks
Two Terms = One Semester = 20 weeks study period + 6 weeks holidays = 26 weeks
- Stanley College's Refund and Cancellation Policy refers to a semester and NOT a term
- A student who has paid fees for more than two semesters in advance and withdraws during a semester and more than four weeks before the commencement of the following semester, would receive no refund of fees for the current semester, at least 70% of the following semester's fees and a full refund of fees paid for any subsequent semester; less cancellation fees.

Student Default occurs when:

- the course starts at the location 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 at the location (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 at the location because of one or more of the following events:
 - the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
 - the student breached a condition of his or her student visa;
 - breach of Stanley College Code of Conduct.

Refunds after Stanley College Default

In the unlikely event of Stanley College default, within 14 days of the default, Stanley College will:

- Either offer you an alternative place at Stanley College's expense, that is accepted by you in writing; or
- Refund you the unused portion of the prepaid fees.

If Stanley College is unable to provide a refund or place you in an alternative course, then the student shall be referred to the Tuition Protection Service (TPS: www.tps.gov.au), who will place you in a suitable alternative course or if a suitable course cannot be found, pay a refund as calculated by the TPS Administrator.

PAYMENT

Fees may be subject to change. Stanley College will notify students of any changes to fees no less than 30 days in advance. New fees will apply to subsequent semester/s. Note that all amounts quoted are in Australian Dollars. Course Fees may be paid in the form of a bank draft or bank cheque and made payable to Stanley College. Payment may also be made by electronic funds transfer (EFT) to:

Bank: Commonwealth Bank of Australia
Address: Murray Street Branch
Perth CBD, Western Australia, Australia
Account Name: Stanley College
BSB: 066001
Account Number: 10961450
SWIFT Code: CTBAAU2S

All EFTs must contain student name and student number

APPLICATION CHECKLIST

1. Complete all sections of the Application Form
2. Read and understand the Conditions of Enrolment including the Refund and Cancellation Fee Policy
3. If you already have a Student Visa and/or OSHC, please attach document/s
4. Attach certified/translated copies of:
 - ▶ English test results
 - ▶ Academic records / qualifications
 - ▶ Any public examination results
 - ▶ Passport

SEND YOUR APPLICATION TO

Email: admissions@stanleycollege.edu.au
Fax: +61 8 9227 1238
Post: 171 James Street, Perth Western Australia 6003