



HARWARD INTERNATIONAL COLLEGE

CRICOS: 03234B | RTO: 22332
Level 3, 422 Little Collins Street, Melbourne 3000
Phone: (03) 9606 0650 | Fax: (03) 8669 4055
Email: info@harward.vic.edu.au | Web: www.harward.vic.edu.au

Student Application Form

Choose your Intake Month

Circle the appropriate Year 2015 | 2016*

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April
<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

* Contact college to check the availability

* Mandatory Field

Personal Details *

Title: Mr Ms Other | Sex: Male Female

Family Name: _____

Given Name: _____

Date of Birth: / / (DD/MM/YYYY)

Passport Number: _____ Expire Date: / /

Country of Issue: _____ Nationality: _____

Current Location *

Offshore Onshore (Please select your visa type)

Visa Type: International Student Working Holiday Tourist

Expiry Date: / /

Victorian Student Number (VSN) *

If you are aged 24 or below at time of enrolment, enter your VSN. If you are new to the Victorian Education system or do not have your VSN, then tick the "No Number" box:

VSN: _____ | No Number

Unique Student Identifier (USI)*

USI: _____

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

Current Address *

Address: _____

Suburb: _____ Postcode: _____

Mobile: _____ Home Phone: _____

Email Address: _____

Postal Address * Tick if same as above

Address: _____

Suburb: _____ Postcode: _____

Home Country Details *

Address: _____

Mobile: _____ Home Phone: _____

Emergency Contact *

Name: _____

Mobile: _____ Home Phone: _____

Educational details *

Highest Level Achieved

Name of Qualification: _____

School Attended: _____

Year Completed: _____ Country / State: _____

English language proficiency * (Tick Appropriate)

IELTS TOEFL PTE CAE OTHER:

Result: _____ Date: _____

** Students are entitled to 2 assessment attempts for each assessment. If the student is unsuccessful after 2 assessment attempts they will be required to repeat the unit and pay the repeat unit fee.

Recognition of Current Competency & Credit Transfers

I wish to apply for RPL: YES NO I have attached my RPL form

I wish to apply for Credit Transfers: YES NO
 I have attached my Credit Transfer/National Recognition form

Course Selection * | (All amounts in Australian Dollars)

Please Tick the relevant course	Fees
<input type="checkbox"/> BSB40215 – Certificate IV in Business [089137C] Payment Options: AS per study periods* (\$6,100 (x1) 26 weeks +(\$200 Enrollment fee + \$200 Materials Fee))	\$ 6,500
<input type="checkbox"/> BSB51915 – Diploma of Leadership and Management [089140G] Payment Options: AS per study periods* (\$4,550 (x2) 26 weeks each +(\$200 Enrollment fee + \$200 Materials Fee))	\$ 9,500
<input type="checkbox"/> BSB41315 – Certificate IV in Marketing [089139A] Payment Options: AS per study periods* (\$6,100 (x1) 26 weeks +(\$200 Enrollment fee + \$200 Materials Fee))	\$ 6,500
<input type="checkbox"/> BSB51215 – Diploma of Marketing [089141G] Payment Options: AS per study periods* (\$4,550 (x2) 10 weeks each +(\$200 Enrollment fee + \$200 Materials Fee))	\$ 9,500
<input type="checkbox"/> BSB61015 – Advanced Diploma of Leadership and Management [089143E] Payment Options: AS per study periods* (\$1,900 (x4) 10 wks each +(\$200 Enrollment fee + \$200 Materials Fee))	\$ 14,000
<input type="checkbox"/> BSB60515 – Advanced Diploma of Marketing [089142F] Payment Options: AS per study periods* (\$4,533 (x3) 26 weeks each +(\$200 Enrollment fee + \$200 Materials Fee))	\$ 14,000

*Please note study periods does not include holidays

Overseas Student Health Cover [OSHC]

Overseas Student Health Cover Single

Overseas Student Health Cover Family

As per OSHC Allians Website [www.oshc.allianza.com.au]

Other fees	Amount
Enrollment Fee [Not Refundable]	A\$ 200 (Once)
Non Complementary Fee	
Material Fee [Not Refundable after provided]	A\$ 200 Per Qualification
Repeat Unit Fee	A\$ 300 Per Unit
Re Enrolment Fees	A\$ 300
Administrative Fee – Changes to enrolment Agreement	A\$ 100
Change of course prior to completing one term of study	A\$ 200
Re-issuing of Student ID	A\$ 10
Re-issue of an Academic Transcript, Certificate, Diploma	A\$ 50
Assessment Resit Fee (2 Attempts) **	No Charge

Other Information

Do you consider yourself to have a disability, impairment or long-term condition?

No Yes (Tick Appropriate Boxes)

Hearing/Deaf Physical Intellectual Learning
 Mental Illness Acquired Brain Impairment Vision
 Medical condition Other: _____

Send Application(s) to

Harward International College
Level 3, 422 Little Collins Street, Melbourne 3000

**TERMS and CONDITIONS of Enrolment – International Students****ENTRY REQUIREMENTS**

- High School Graduation
- IELTS 5.5 or Equivalent, TOEFL 46 or higher
- Personal interview for applications lodged in Australia
- Telephone or Agent interview for applications lodged outside Australia
- I am over the age of 18

ENROLMENT & ACCEPTANCE

- All applications will be assessed by the RTO Manager & Administrative Staff
- Payment of Enrollment Fee is payable on submission of Student application form
- An eCOE will be issued on receipt of the signed written agreement and payment of fee.

Refunds**Policy and Procedure for International Students:****Provider Default**

Under section 46A of the ESOS Act a registered education provider defaults, in relation to an prospective international student or prospective student and a course at a location, if:

1. the provider fails to start providing the course to the student at the location on the agreed starting day; or
2. after the course starts but before it is completed, it ceases to be provided to the student at the location; and the student has not withdrawn from the course before the default day.

In the unlikely event of provider default, students or prospective students will be eligible for a refund of any 'unspent prepaid tuition fees'.

Refunds due under the above conditions will be paid in full within four weeks.

HIC may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the students as an alternative to refunding course money. Where the student agrees to this arrangement, HIC will not be liable to refund the money owed for the original enrolment. If the student chooses to be placed in another course, the students will be required to sign a document to indicate that the student accepts the course place.

Student Default

An international student or prospective international student defaults, in relation to a course at a location, if:

- a) 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
- b) the student withdraws from the course at the location (either before or after the agreed starting day); or
- c) 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:
 - i. 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; and/or
 - ii. the student breached a condition of his or her student visa; and/or
 - iii. misbehaviour by the student.

Other Cases

A registered provider must provide a refund if:

- a) an international student or prospective international student defaults in relation to a course at a location, and either:
 - i. the provider has not entered into an agreement with the student that meets the requirements of section 47B; or
 - ii. the provider is not required to pay a refund to the student because of subsection 47D(5) (refusal of student visa).

Refer to the table below for student entitlement for refund in the case of student default.

Enrolment Fee	Non-Refundable
Tuition Fees	
Visa refused prior to course commencement	Full refund not including enrolment fee The amount of unspent pre-paid fees that the provider must refund the student for the purpose of subsection 47E(2) of the Act is the total amount of the pre-paid fees the provider received for the course in respect of the student less the following amount: the lesser of: (a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or (b) the sum of \$500.
Withdrawal at least 10 weeks prior to agreed start date	Full refund not including enrolment fee
Withdrawal at least 4 weeks prior to agreed start date	75% refund not including enrolment fee



(student default)	
Withdrawal 2- 4 weeks prior to agreed start date (student default)	25% refund not including enrolment fee
Withdrawal less than 2 weeks prior to the agreed start date	No refund
Withdrawal on or after the agreed start date (student default)	No refund
Visa cancelled due to actions of the student	No refund
Abandons the course without notice	No refund and the balance of all outstanding fees for the course to be invoiced to the student
Course withdrawn by RTO (before the agreed start date)	Full refund including enrolment fee
HIC is unable to provide the course after course start date (for which the original offer was made)	Return of unused tuition fees. Pre-paid fees may be transferred to an alternative enrolment where the student agrees
The course is not provided fully to the student because the Institute has a sanction imposed by a Government regulator	Return of unused tuition fees
Recognition of Prior Learning (RPL) fees	No refund if Statement of Attainment provided
Visa extension is refused	Return of unused tuition fees
Compulsory Health Insurance (student visa holders only)	Refer to Overseas Student Health Cover provider
Home stay fees and accommodation booking fee (if applicable)	Full refund of unused fees if two weeks' notice is given
Airport Pick-up (if applicable)	Full refund if service cancelled prior to flight arrival
Transfer to another provider	Return of unused tuition fees

Harward International College will only refund prepaid course money directly to the student and will not under any circumstances refund course money to a third party.

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.

IN SIGNING THIS APPLICATION FOR ENROLMENT, YOU AGREE THAT

- You have read and understand the terms and conditions of Enrolment, and the Student Prospectus which contains the course curriculum;
- You will abide by the Rules and Regulations of the College;
- I agree to update my records with the college within 7 days of change occurring that includes phone number, email address and mail address.
- You have the financial capacity to meet tuition fees, and agree to pay fees as they become due;
- The college has permission to use any photographic image on which you may appear on marketing and advertising materials;
- Harward International College is required, under s19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students of student visa conditions relating to satisfactory academic performance;
- Personal information is collected solely for the purpose of operating as a Registered Training Organization under the National Vocational Regulator Act 2011 administered by the Federal Government – Australian Skills Quality Authority. The information provided by the student to the provider may be made available to Commonwealth and State agencies and the Tuition Protection Services Director and the Secretary, pursuant to obligations under the ESOS Act and the National Code;
- It is a requirement of the National Vocational Regulator Act 2011 that students can access personal information held by Harward International College and may request corrections to information that is incorrect or out of date. Apply in writing to the RTO Manager if you wish to view your own records

DECLARATION

I declare that the information provided by me in this Form, is correct. I confirm that I have read, fully understand, and accept the TERMS AND CONDITIONS OF ENROLMENT and agree to be bound by them, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.

Application checklist

CHECK THAT YOU HAVE:

Completed all sections of the Application form

- Certified copies of your academic qualifications
- Evidence of your English language ability if required (e.g. IELTS)
- A copy of release letter (optional)
- A copy of your passport, Visa or Birth Certificate (if required)

HOW DID YOU HEAR ABOUT HIC? YOU MAY TICK MORE THAN ONE

- Friend
- Family
- Internet
- Agent (details) _____
- Other: _____

Applicants' Signature

Signature: _____ Date: _____