

Application Form

Personal Details

Family Name	Given Name
Sex <input type="checkbox"/> M <input type="checkbox"/> F	
Date of Birth	Country of Birth
Home Phone	Mobile Phone
Fax	Email address



MELBOURNE
CITY INSTITUTE OF EDUCATION

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Address in home country		Address in Australia	
Street		Street	
City		Suburb	
Country	Postcode	Country	Postcode

Passport and Visa

Nationality	DIAC office (Country/City) where application is being lodged
Passport number	Visa Number
Expiry Date	Expiry Date

Type of Visa (please tick box applicable)

Student Visitor Bridging

Medical Coverage

Do you have Overseas Student Health Cover, OSHC?

Yes No

Please provide details

OSHC provider name:	Membership number:	Expiry date:
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Course Preferences

Please indicate which Hospitality course you are applying for:

SIT30807 Certificate III in Hospitality (Commercial Cookery)
 SIT40407 Certificate IV in Hospitality (Commercial Cookery)
 SIT50307 Diploma in Hospitality

English Language Proficiency

Do you hold a certificate of English Proficiency (e.g. IELTS) Yes No

Overall Band Score

Agent's details

Are you using an Agent Yes No

If yes, please provide contact details:

Agent's name:	Address:
Email:	Telephone:

Educational Qualifications

Highest Qualification Achieved

Year Awarded	Institution Attended	Country
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Are you applying for a Credit Transfer or Recognition of Prior Learning?

Yes No

(If yes, please submit Recognition of Prior Learning Application and Evidence Form)

Applicant Checklist

Before submitting your application to Melbourne City Institute of Education please ensure you have completed all sections of this application form and attached:

- Certified copies of your academic qualification (translated into English)
- Evidence of your English language ability
- Copy of passport
- Copy of Visa (if available)

Enrolment Terms and Conditions

Refunds

Refund guidelines for MCIE observe the principles outlined in the ESOS (Education Services for Overseas Students) Act 2000. These guidelines apply equally to all new and re-enrolling students unless otherwise stated.

MCIE reserves the right to cancel or postpone any course prior to their scheduled commencement date, should it be necessary. In such circumstances, if the course is postponed by more than four weeks, and if the student is unable to enrol in a similar course at MCIE, all fees will be refunded. Refund of fees will be granted in accordance with the refund policy set out below.

Full Refund of Course Fees

MCIE will make a full refund of course fees paid in advance in the following circumstances:

- Application for a student visa is unsuccessful (MCIE reserves the right to retain an Application Fee of \$200 and where applicable any education agent's fee) Fees paid in advance will be refunded within 28 days
- If MCIE is unable to start the delivery of a course on the agreed starting date or ceases to deliver the course before it is completed. Full refund will be made within 14 days of the specified date or from the time the course ceases to be delivered in accordance with the refund guidelines of ESOS act

Partial Refund

MCIE will provide a partial refund of course fees paid in advance:

- Where you provide more than 10 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be less \$200 Application Fee and where applicable, any education agent fee.
- If you provide more than 4 weeks and up to 10 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be 70% of course fees, less \$200 Application Fee and where applicable, any education agent fee.
- Where you provide less than 4 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be 25% of tuition fees, less \$200 Application Fee and where applicable and education agent fee

No Fee Refund

MCIE will not refund any fees:

- Where student withdraws from the course after commencement of the course. This includes Course Fees, Application Fees, cost of learning resources, OSHC, airport pickup, uniform and kit costs
- In the event where an extension to the student's visa is not granted and the course has commenced. Students are advised not to enrol if they believe their visa will not be extended
- In an event where a student applies and is granted approval by MCIE to transfer to another registered provider prior to completion of six months study of the principal course.
- In an event where the student's enrolment is cancelled as a result of Student Disciplinary Policy or breach of student visa conditions

Request for Refund

Students who wish to apply for a Refund of course fees in accordance to the Refund Policy should do so by completing the Refund Form (available at reception)

Payment of Refund

All refunds for which a student is eligible will be forwarded, within 28 days to the person who paid the fees in his or her home country, unless the student is transferring to another registered provider in Australia (subject to Visa conditions), in which case any refund may be remitted to that registered provider.

MCIE will provide the student with a statement detailing the calculation of the refund.

Approvals

All refunds must be approved by the Administration Manager.

Exemptions to any of the above mentioned cases may only occur where the student has extenuating or compassionate grounds.

Student Guidelines

MCIE will:

- Ensure that you are provided with access to the Complaints and Appeals Process
- Pay refunds in Australian dollars only, and refund onshore by cheque or offshore by telegraphic transfer
- Pay refunds within 28 days of the Refund Form, and any required documentation, being submitted

"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"

Course Delivery Continuance

In the event of some unforeseeable circumstance whereby MCIE's management is unable to meet its agreed study and training obligations to you, arrangements will be made to seek an alternative course through MCIE's membership of a Tuition Assurance Scheme (TAS) and where this arrangement may be found unsatisfactory an avenue for the refund of your course fees is available through the ESOS Assurance Fund.

Students under 18 years of Age

MCIE does not accept enrolments from students who are under the age of 18 at the time of course commencement.

Information sharing

Information is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; 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 2007. 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 Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected during your enrolment 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.

Student Declaration

I declare that the information I have supplied in this application and documentation supporting this application is true and correct. I agree to abide by the terms and conditions of enrolment including the refund policy of which I have read and understood.

Applicant's signature

Date