

APPLICATION FORM – Business/IT Courses 2010

s									
---	--	--	--	--	--	--	--	--	--

PERSONAL DETAILS

FAMILY NAME: _____ GIVEN NAMES: _____ Gender: Male Female

DATE OF BIRTH: ___/___/___ COUNTRY OF BIRTH: _____ NATIONALITY: _____ PASSPORT No: _____

ADDRESS in home country: _____ Telephone: _____

ADDRESS in Australia: _____ Telephone: _____

Email Address: _____ Mobile: _____

Occupation: _____ Type of visa: Student Travel Working Holiday Other _____

Are you applying for a student visa? No Yes → Please attach a copy of all current and future electronic Confirmation of Enrolments (eCOE)

DIAC Office _____ How were you introduced to Australian Pacific College (APC)? _____

EDUCATION DETAILS

Highest level of education completed

University College Secondary school

Your present level of English

Beginner Elementary Intermediate Advanced

Do you intend to take any of these examinations in Sydney?

IELTS TOEFL Cambridge First Certificate

Please provide details if you have taken any English proficiency examinations.

Exam type _____ Result _____ Date ___/___/___

(Please provide certified copy of academic transcripts)

SELECT YOUR COURSE / CAMPUS

Course (please check availability)*

- BSB30107 Certificate III in Business (064728G) 2 Terms
- BSB41307 Certificate IV in Marketing (064726K) 3 Terms
- BSB51107 Diploma of Management (064725M) 3 Terms **
- BSB60407 Advanced Diploma of Management (064722C) 3 Terms ***
- Business Pathway Program (2 years)
 - BSB30107 Certificate III in Business (064728G) 2 Terms
 - BSB41307 Certificate IV in Marketing (064726K) 3 Terms
 - BSB51107 Diploma of Management (064725M) 3 Terms
- ICA50805 Diploma of Information Technology (Systems Analysis and Design) (062521F) 6 terms

Session (please check availability)*

Day Afternoon Evening

Location*

City (CBD) Manly Bondi Junction

Proposed Commencement Date _____/_____/____

* Not all courses available at each location/session

** (available from 19 July 2010)

*** (available from 2 May 2011)

RECOGNITION OF PRIOR LEARNING (RPL)

Depending on your previous studies and work experience, we are able to give you credit or exemptions from certain course modules. If you wish to apply for RPL assessment, please indicate below (at least 12 weeks prior to course commencement):

- YES, I would like to apply for RPL assessment (an application fee of AUS \$150 is applicable + \$50 per module) – please submit all relevant documentation for assessment. The College will accept only original or certified documents for RPL assessments.
- NO, I do not qualify for RPL assessment.

PROPOSED FUTURE STUDIES (please indicate)

Secondary Vocational College TAFE

University Undergraduate University Postgraduate

Name of institution _____

Course commencement date _____

Have you already received a provisional letter of offer? YES NO

If NO, do you require APC assistance with placement? YES NO

ACCOMMODATION AND AIRPORT PICK-UP

Do you require airport pick-up? YES NO

Do you require APC to arrange accommodation for you? YES NO

(If YES, please complete Homestay Application Form)

PAYMENT DETAILS

(Please refer to the costs detailed on the reverse side of this form)

Application Fee (non-refundable)

Tuition Fee _____ terms

Accommodation Booking Fee (non-refundable)

Accommodation Fee _____ weeks

Airport pick-up Fee: arrival date ___/___/___

Overseas Student Health Cover (OSHC) _____ months

Single Family

Further Study Placement Fee (non-refundable)

Recognition of Prior Learning (RPL) Assessment

Other

Method of Payment Bank draft/cash Credit Card* EFT (Card)*

Telegraphic Transfer

(*1% - 4% surcharge applies to Credit Card and EFTPOS payments)

ACKNOWLEDGEMENT

I confirm that I have read, understood and agree to the Conditions of Enrolment. I acknowledge and agree that; this is an application only to study at Australian Pacific College (i.e. there is no guarantee of a place); and, if an offer is made to me my acceptance is subject to the terms and conditions set out in the letter of offer.

Signature _____ Date ___/___/___

Please send the Application Form to Australian Pacific College by mail or by Fax: (61 2) 9251 7575 OR apply online at: www.apc.edu.au

"Dedicated to Quality, Equity and Advancement"

CRICOS Provider: Young Rabbit Pty Ltd - 01331F ABN: 28 003 381 182

Email: info@apc.edu.au Web: www.apc.edu.au

(BIZ/IT Application Form 2010 BSB07 v1.)

Kent Street Campus (CBD)
189 Kent Street,
Sydney NSW 2000
Phone: (61 2) 9251 7000
Fax: (61 2) 9251 7575

Clarence Street Campus (CBD)
Level 3, 123 Clarence Street,
Sydney NSW 2000
Phone: (61 2) 9262 3222
Fax: (61 2) 9262 3388

York Street Campus (CBD)
Level 5, 37 York Street,
Sydney NSW 2000
Phone: (61 2) 9279 2122
Fax: (61 2) 9299 1135

Manly Beach Campus
48-52 Sydney Road,
Manly Beach NSW 2095
Phone: (61 2) 9976 2122
Fax: (61 2) 9976 2188

Bondi Junction Campus
1/100 Ebley Street,
Bondi Junction NSW 2022
Phone: (61 2) 9389 9755
Fax: (61 2) 9389 9766

CONDITIONS OF ENROLMENT

FEES AS AT 01 JANUARY 2010 (all in \$A and includes GST)

1. APPLICATION FEES: Certificate III in Business: \$200; Certificate IV in Marketing/Diploma of Management: \$250; Diploma of IT/Business Pathway Program: \$300
2. TUITION FEES:

Business Studies		Information Technology	
Award & Duration	A\$	Award & Duration	A\$
Certificate III in Business (6 mths)	\$3,900	Diploma of IT (18mths) Per semester	\$11,700 \$3,900
Certificate IV in Marketing (9 mths)	\$5,850		
Diploma of Management (9 mths)	\$5,850		
Adv. Dip. of Management (9 mths)	\$5,850		
Business Course Package (2 yrs) Per semester	\$15,600 \$3,900		

3. HOMESTAY (age 18 years+)
SINGLE 4 Weeks \$960
SHARED 4 Weeks \$880
4. OVERSEAS STUDENTS HEALTH COVER (OSHC) – (minimum 3 months): \$32.40/month
5. ACCOMMODATION BOOKING FEE \$175
6. AIRPORT PICKUP FEE \$125/person
7. FURTHER STUDIES PLACEMENT FEE \$220/app
8. AU PAIR PLACEMENT FEE \$500/app

ACCOMMODATION AND AIRPORT PICK-UP

If you require accommodation and/or airport pick-up you must: Pay the appropriate fees and advise APC of your arrival details (flight number, date and time of arrival) at least 2 weeks before you arrive in Australia. Otherwise, no refund or recourse will be available. APC will then send you full details of your accommodation and confirmation of airport pick-up.

FURTHER STUDIES PLACEMENT

APC is able to assist with your placement at a secondary school, vocational college, TAFE or university. Please send us a certified copy, translated into English, of your most recent academic record with a short note telling us what you would like to study. We can advise on entry requirements and will help you select a suitable course and institution. We will then help you with your application to your chosen course. Once you have been accepted into the institution of your choice, we will send you their letter of Provisional Acceptance. Alternatively, you can select your course after you arrive in Sydney. You should bring with you certified copies of your academic records, translated into English.

INDEMNITY AND RELEASE

The student and, in the case where the student is under the age of 18 years, the parent/guardian agree not to hold the College (including its employees and/or agent) responsible or liable for any loss, damage, death or injury which the student may suffer or which may be caused by the student as a result of or in connection with my/the student's enrolment at the College, including:

1. the student's attendance at any premises owned, operated or controlled by the College;
2. the student's attendance at or participation in any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College; and/or
3. any accommodation whether short term or long term arranged for the student by the College, and/or in any way whatsoever my association with the College.

The student and, in the case where the student is below the age of 18 years, the parent/guardian hereby indemnify the College in full against all claims, demands and proceedings as a result of any loss, damages, death or injury which may be suffered by or caused by the student.

COURSE SESSIONS

Day, afternoon or evening sessions may be offered by APC for the course in which you have enrolled. APC, at its complete discretion, may assign a session for you on your first day or vary the length of the sessions to which you are allocated. Only under exceptional circumstances may you apply to transfer to another session. Please ensure to indicate your session preferences (if any) very clearly at the time of enrolment. Otherwise, a transfer fee of \$500 is applicable once you have been allocated a session. Please note that when the college closes on public holidays there is no refund.

COURSE COMMENCEMENT DATES 2010 – 2012

All Courses (Business and IT)

Other dates may be available – please check online at www.apc.edu.au for updates

2010	FEBRUARY 1	APRIL 26	JULY 19	OCTOBER 11
2011	FEBRUARY 7	MAY 2	JULY 25	OCTOBER 17
2012	FEBRUARY 6	APRIL 30	JULY 23	OCTOBER 15

COURSE ENTRY REQUIREMENTS (PREREQUISITES)

All candidates must meet the following minimum prerequisites to be able to apply for the Business and IT courses:

1. Academic: The Higher School Certificate (HSC) or equivalent (eg. Certificate III or IV level qualification)
2. English Language Proficiency: The successful completion of General English course (10 weeks minimum) at APC or successful attainment of an English language proficiency level equivalent to Intermediate level at APC or IELTS (International English Language Testing System) proficiency level of 5.5 or above (or equivalent, eg. TOEFL, APC's TELP Test).

REFUND POLICY (v3.10)

Purpose of this policy

The purpose of this Refund Policy is to set out the procedures which a student must follow to withdraw from a course and to get a refund. Please note that refunds will only be paid in the circumstances set out in this Refund Policy.

This Refund Policy is made in accordance with the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 ("ESOS Act and Regulations") and the National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students 2007 (refer to <http://www.dest.gov.au/esos/> for more information).

Definitions

1. In this Refund Policy and as the context permits,
 - a. "Administration Fee" includes, but is not limited to, bank and any other charges/costs related to the refund and transfer of any refund.
 - b. "Application Fee" means the fee payable to us to process your application to enrol in a course with us.
 - c. "us", "we" or "our" means Young Rabbit Pty Ltd trading as Australian Pacific College and Southern Cross High School (APC/SCHS).
 - d. "you" or "your" means the Student and as the context permits includes the Student's legal guardian.
 - e. "Cancellation Fee" means an amount equal to 20% of the total Tuition Fee for the Course or in a Package of Courses for each Course.
 - f. "College" means Australian Pacific College/Southern Cross High School (APC/SCHS)
 - g. "Course" means a course of education in which you are enrolled in.
 - h. "Course Money" is made up of the following components:
 - i. Application Fee;
 - ii. Administration Fee;
 - iii. Services Fees; and
 - iv. Tuition Fee.
 - i. "Course Start Date" means the date the Course is scheduled to start at the time you submit your application to enrol in the Course. For clarity, where the Course is to be taught over more than one term, the Course Start Date is the first day of the first term that the Course is scheduled to start at the time you submitted your application to us.
 - j. "Non-refundable Fees" means the fees listed in clause 0.
 - k. "Notice to Withdraw" means a written notice from you, or, if you are under the age of 18 years, your legal guardian, withdrawing from or cancelling your enrolment in the Course.
 - l. "Package of Courses" means 2 or more Courses which you have enrolled in as a package and where you will study the Courses either consecutively or simultaneously.
 - m. "Services Fees" include, but are not limited to, guardian arrangement fee, suitability of accommodation inspection fee, airport pick-up Fee, accommodation booking fee, further studies placement fee, ISC/other provider reporting fee and any other fee for services ordered by you which are not refundable.

- n. "Student Default" includes circumstances where:
 - i. you failed to pay an amount you are liable to pay to us, directly or indirectly, in order to undertake your Course;
 - ii. you breached a condition of your student visa;
 - iii. you have behaved in a manner which is inconsistent with the General Conditions of Enrolment or which amounts to misbehaviour;
- o. "Withdraw from the Course" includes circumstances where you cancel your enrolment in a Course.
- p. "Tuition Fee" means the price of tuition for a Course.

How you may withdraw from a Course

2. To withdraw from a Course you must provide us with a Notice to Withdraw. We may prescribe the form of the Notice to Withdraw from time to time and you shall use the form we prescribed.
3. For the purposes of making refunds, the date that we receive your Notice to Withdraw is the date that you are taken to have withdrawn from a Course.

Refund where you withdraw before the Course Start Date

4. Except for Courses that are part of a Package of Courses, if you withdraw from a Course before the Course Start Date (other than for reason of student visa refusal) we will refund to you the Course Money less:
 - i. any unpaid Application Fee;
 - ii. any unpaid Administration Fee;
 - iii. the Services Fees; and
 - iv. the Cancellation Fee.
5. In the case of a Package of Courses, if you withdraw before the Course Start Date of the first Course in a Package of Courses (other than for reason of student visa refusal), we will refund to you the Course Money for each Course in the Package of Courses less:
 - a. any unpaid Application Fee;
 - b. any unpaid Administration Fee;
 - c. the Services Fees; and
 - d. the Cancellation Fee.

Refund in the case of student visa refusal

6. If you require a student visa to attend the Course or a package of Courses and your application for a student visa is refused by the Immigration Department, we will refund to you the Course Money less the following (as provided in the ESOS Act and Regulations):
 - a. administration expenses totalling no more than the lesser of:
 - i. \$250; and
 - ii. 5% of the total amount of course money that the provider received in respect of the student for the course before the default day;
 - b. the part of expenses for travel, accommodation and other domestic services that cannot be offset by providing the services to someone else;
 - c. the amount of compulsory union fees;
 - d. the cost of books, equipment and other materials needed for the course; and
 - e. the proportion of the course money that the provider received in respect of the student before the default day that is equal to the proportion of the course that was provided to the student before the default day.
7. If your visa has been refused, you must provide evidence of the refusal before we make any refund of the Course Money.

Refund where we cancel the Course

8. If before you withdraw from a Course we:
 - a. do not start the Course by the Course Start Date or such later date as agreed between you and us; or
 - b. stop providing the Course at any time after it starts but before it is completed, we will refund to you the Course Money we have received from you, **however**, no refund of Course Money will be made to you if:
 - c. we arrange for an alternative course to be provided to you (at our expense), whether by us or another provider; and
 - d. you accept the alternative course.

When you will not receive a refund

9. No refund will be made to you (other than for reason of student visa refusal) in the following circumstances:
 - a. Where you withdraw from the Course after the Course Start Date;
 - b. Where you withdraw from any Course that is part of a Package of Courses after the Course Start Date of the first Course in the Package of Courses;
 - c. Where we cancel, suspend or terminate your enrolment as a result of Student Default; or
 - d. In any other circumstances not referred to in clauses 4, 5, 6 and 8.

Payment of refunds

10. Refunds made under clauses 4, 5, 6 and 8 will be paid directly to you (or if you are under the age of 18 years, your legal guardian). We may also pay your refund in accordance with any direction you provide to us by are not obligated to do so. All refunds will be paid in accordance with the provisions of the ESOS Act and Regulations.
11. We may pay refunds by bank draft or by direct credit (in case of refund within Australia) or by telegraphic transfer (in case of refunds outside of Australia) at our option. We may require you to provide evidence of the existence of your bank account.

Non-refundable Fees and charges

12. If provided in this Refund Policy we may deduct the following Non-refundable Fees from the Course Money:
 - a. Application Fee;
 - b. Services Fees; and
 - c. Administration Fee.

Payment of Course Money by instalments

13. Where you pay Course Money by instalments and you withdraw from the Course, you are required to pay us:
 - a. all unpaid Non-refundable Fees; and
 - b. where you withdraw from Your Course before the Course Start Date, the Cancellation Fee; or
 - c. where you withdraw from Your Course on or after the Course Start Date, all unpaid Tuition Fees for Your Course.

Refunds in Australian Currency

14. All refunds will be made in Australian currency only. We are not responsible for currency exchange rate fluctuations and/or delays or loss of refund in transit (mail, courier, telegraphic transfer or otherwise).

IMPORTANT

No refunds are possible unless APC/SCHS procedures are followed. APC/SCHS reserves the right to change its procedures without notice, according to its own requirements, or Australian Government regulations. 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.

PRIVACY

Information is collected on this form and during your enrolment in order to meet our obligations under the Education Services for Overseas Students (ESOS) Act and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the "Code"); to ensure student compliance with the conditions of their visas and their obligations under Australian Immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2001 and the Code. 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 on this form or during your enrolment can be disclosed without your consent where authorised or required by law. Personal information you supply will be disclosed to and used by APC staff and APC's agents and contractors as may be necessary to efficiently conduct the business of APC. Such uses include matters related to student administration (including recovery of debts), provision of services and the dissemination of information to staff, agents and contractors, prospective and current students and remaining in contact with graduates. For more information on privacy, please refer to the APC Privacy Policy available at www.apc.edu.au

PAYMENT OF FEES

- Upon receipt of all enrolment, tuition and other fees, APC will send a successful applicant a Letter of Offer & Confirmation of Enrolment (COE). These will need to be presented to the Australian Consulate General, High Commission or Embassy to obtain a Student Visa.
- Payment of fees must be in Australian dollars and all bank fees paid by the applicant.
Account name: Australian Pacific College
Name of Bank: Westpac Banking Corporation
Address: 275 George Street, Sydney NSW 2000
Account Number: 032013-131540 **INT. SWIFT CODE:** WPCAUS23
- All major Credit Cards (Master/Visa/Amex/Diners/JCB) and Electronic Funds Transfer (EFT) cash cards are accepted – please enquire.
- Personal cheques are NOT accepted by APC.
- All fees (monies) due to APC will be deemed to have been paid only when all the funds have been cleared and transferred to APC from the financial institution and/or APC representative (agent) and a receipt issued by APC.