

APPLICATION

HIGHER EDUCATION PROGRAMS

HOLMES
INSTITUTE



Send completed application form to:

Holmes Institute, 185 Spring Street, Melbourne Victoria 3000 Australia

Telephone: +61 3 9662 2055 Facsimile: +61 3 9662 2083

E-mail: info@holmes.edu.au Website: www.holmes.edu.au

PERSONAL DETAILS

Title			
Family Name			
Given name(s)			
Date of birth	dd/mm/yyyy	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Country of Citizenship	Country of birth		
Passport No			
Visa Type	Student <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Tourist <input type="checkbox"/> Other <input type="checkbox"/>		

CONTACT DETAILS

Name					
Street					
City		Country		Postcode	
Telephone	Country Code		Area code		Phone number
Facsimile	Country Code		Area code		Facsimile number
E-mail					

COURSE DETAILS

Which course do you wish to study?

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> BBus* Melbourne | <input type="checkbox"/> BBus* Sydney | <input type="checkbox"/> BBus* Brisbane | (* Bachelor of Business) |
| <input type="checkbox"/> BPA# Melbourne | <input type="checkbox"/> BPA# Sydney | <input type="checkbox"/> BPA# Brisbane | (# Bachelor of Professional Accounting) |
| <input type="checkbox"/> Grad. Dip+ Melbourne | <input type="checkbox"/> Grad. Dip+ Sydney | | (+ Graduate Diploma of Business) |
| <input type="checkbox"/> MBA^ Melbourne | <input type="checkbox"/> MBA^ Sydney | | (^ Master of Business Administration) |

When do you wish to start?

EDUCATIONAL BACKGROUND

Please attach relevant documentation from all secondary/polytechnic/tertiary studies undertaken (eg. High School, Advanced Diploma/Diploma)

Academic Qualifications Include qualifications from school and any other formal qualifications	Qualification Obtained	Awarding Institution	Year of Award

Are you currently enrolled in a tertiary education program? Yes ☐ No ☐

If Yes, when will your final results be available? Month Year

Include the following information in your attachment: name of qualification, name of institute, country of qualification, length of course (years) and date of completion

ENGLISH PROFICIENCY

Indicate your current English language proficiency

First language is English Yes ☐ No ☐

VCE/HSC/GCE English Grade	<input type="text"/>	Reading	<input type="text"/>	Listening	<input type="text"/>	Writing	<input type="text"/>	Speaking	<input type="text"/>	Date of Test	<input type="text"/>	dd/mm/yyyy
IELTS overall score	<input type="text"/>									Date of Test	<input type="text"/>	dd/mm/yyyy
TOEFL overall score	<input type="text"/>									Date of Test	<input type="text"/>	dd/mm/yyyy

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ADVANCED STANDING

Applications for advanced standing (credit) may be considered prior to your admission into a degree program if you have completed, or partially completed, a diploma or degree recognised for such purposes.

Do you wish to apply for advanced standing? Yes ☐ No ☐

Attach the following information: Program outline; Course outlines; Method(s) of assessment; Contact hours; Duration of the program; List of textbooks used.

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ACCOMMODATION AND AIRPORT TRANSFER

Do you wish to apply for Homestay accommodation?

Yes ☐ No ☐

Do you wish to be met at the airport and transferred to your accommodation?

Yes ☐ No ☐

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FEES

Enrolment Fee	\$	
Tuition	\$	
Accommodation Support Fee	\$	
Homestay	\$	
Airport Transfer	\$	
OSHC (Health Cover)	\$	
TOTAL TO PAY	\$	

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HOW DID YOU FIND OUT ABOUT THE COURSE?

Refund Policy

Tuition fees are refunded if a visa application is rejected. Enrolment and accommodation support fees are not refundable. If an enrolment is cancelled more than 28 days prior to commencement of the course there will be a cancellation fee equivalent to 25% of tuition fees. If an enrolment is cancelled within 28 days of commencement of the course, or the student does not commence on the agreed date, or withdraws from the course once it has commenced there will be no refund. Student refund requests must be in writing, addressed to the Admissions Office and include evidence supporting the request. All requests will be processed within 28 days of receipt of request. All refunds will be paid to the person with whom Holmes has a contract unless written authority is received by Holmes to pay another party. Students who are receiving a refund based on their returning to their home country may be required to provide a passport stamp as evidence of their return prior to receiving the refund. If Holmes Institute is unable to commence, continue or complete the delivery of a course tuition fees will be refunded within 14 days. Provider default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. Accommodation fees will be refunded provided two weeks notice is given before the commencement date of the homestay. If students cancel accommodation within two weeks before homestay commences, two weeks homestay fees will be deducted from the refund. Once in homestay, students must give two weeks notice, otherwise, two weeks homestay fee will be deducted from the refund. For package offers, the second and subsequent eCOEs will incur a \$1000 non-refundable deposit. All fees are subject to change. Students are required to pay the current applicable fees which may differ from that quoted in the offer letter or on the eCOE.

In accordance with State and Commonwealth regulations Holmes protects the tuition fees of both overseas and domestic students.

Privacy Statement

Holmes Institute is firmly committed to privacy. We use applicant's information to create a Holmes Institute database. Our enrolment process requires applicants to give us contact information (e.g. name address, e-mail etc). We use customer information for commercial reasons. Information may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund. The Holmes Institute database is private and confidential. The database (including personal details) is for the sole use of Holmes Institute. Personal data and information gathered for the creation of the database will not be passed to a third party unless it is necessary to pass on this information in order to provide a service that you have asked us to provide.

Overseas student fees are protected via membership of ACPET's OSTAS/EA OSTAS and the ESOS Assurance Fund.

In the unlikely event that Holmes is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If Holmes is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) will place you in a suitable alternative course at no extra cost to you. Finally, if our Tuition Assurance Scheme can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

Domestic student fees are protected by membership of ACPET's ASTAS.

This policy, 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 Refund Policy is clearly shown on the Offer Acceptance Form to be signed by the student.

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DECLARATION

I, _____
Print name

1. hereby declare that all information given is true and complete.
2. authorise Holmes Institute to obtain further official records if necessary from any educational institution attended by me.
3. agree to the Holmes Institute Terms and Conditions as detailed above

Signature

Date (dd/mm/yyyy)

Please Note:

If Holmes Institute is unable to commence, continue or complete delivery of a course tuition fees will be refunded within 14 days. Provider default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

Information is correct at time of printing, however, Holmes reserves the right to alter courses, prices and terms and conditions without notice. All fees are subject to change. Students are required to pay the current applicable fees which may differ from the fees quoted in the offer.