



International Students – Application for Enrolment Form

PART A: APPLICANT DETAILS

Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Other:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate
USI (Unique Student Identifier):	
Surname:	Middle Name (if applicable):
Given Name:	Date of Birth:
Country of Birth:	Nationality:
Passport No:	Expiry Date:
Residential Address:	
Suburb:	State:
Postcode:	
Mobile Phone:	Email:
Emergency Contact Name:	Relationship:
Mobile Phone:	Email:
Address:	
Education Agent:	Contact Email:

PART B: VISA DETAILS

Are you currently residing in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Which visa type do you plan to study under at Harbourside Institute of Australia?		
<input type="checkbox"/> Student	<input type="checkbox"/> Tourist/Visitor	<input type="checkbox"/> Working Holiday
<input type="checkbox"/> Other:	_____	
Are you lodging your visa application in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please specify:	City: _____	Country: _____
Has your visa been cancelled / refused before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Visa Expiry Date: _____	Number of Dependents: _____	

PART C: OVERSEAS STUDENT HEALTH COVER

Do you require Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provider: BUPA	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months
	<input type="checkbox"/> 18 months	<input type="checkbox"/> 24 months
	<input type="checkbox"/> 30 months	
Single:	\$259	\$517
	\$792	\$1,056
	\$1,230	
Family:	\$2,687	\$5,373
	\$9,259	\$12,345
	\$15,4321	



PART D: COURSE SELECTION

Course Name	Duration	CRICOS Code
<input type="checkbox"/> BSB40215 Certificate IV in Business	26 weeks	096953A
<input type="checkbox"/> BSB50215 Diploma of Business	52 weeks	096954M
<input type="checkbox"/> BSB60215 Advanced Diploma of Business	52 weeks	096955K

Intakes/Commencement Dates (please tick one)

2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 8 Apr	<input type="checkbox"/> 13 May*	<input type="checkbox"/> 15 Jul	<input type="checkbox"/> 19 Aug*	<input type="checkbox"/> 7 Oct	<input type="checkbox"/> 11 Nov*
2020	<input type="checkbox"/> 13 Jan	<input type="checkbox"/> 17 Feb*	<input type="checkbox"/> 6 Apr	<input type="checkbox"/> 11 May*	<input type="checkbox"/> 13 Jul	<input type="checkbox"/> 17 Aug*	<input type="checkbox"/> 5 Oct	<input type="checkbox"/> 9 Nov*
2021	<input type="checkbox"/> 11 Jan	<input type="checkbox"/> 15 Feb*	<input type="checkbox"/> 5 Apr	<input type="checkbox"/> 10 May*	<input type="checkbox"/> 12 Jul	<input type="checkbox"/> 16 Aug*	<input type="checkbox"/> 4 Oct	<input type="checkbox"/> 8 Nov*

The intake dates with * are not available for Certificate IV in Business course.

Preferred Starting Date

Other: ____/____/____

Do you want to pay more than 50% upfront fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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PART E: Language Proficiency

What is your first language?	
Was English the language of instruction in previous secondary or tertiary studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of English Language Proficiency Test:	
Test Date:	Score:

PART F: EDUCATION & EXPERIENCE

Do you intend to claim recognition of prior learning towards this course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you enrolled in a similar course elsewhere?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been employed in the area covered by the course applied for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If your answer is 'Yes' on any of these questions, you may be eligible for Recognition of Prior Learning. Please contact us for further information and attached certified copies of any relevant documents.)</i>		

• CULTURAL DIVERSITY

Are you of Australian Aboriginal or Torres Strait Islander origin?	
<input type="checkbox"/> Not Stated/Prefer not to say	<input type="checkbox"/> No
<input type="checkbox"/> Yes, only Aboriginal	<input type="checkbox"/> Yes, only Torres Strait Islander
<input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander	



• **EDUCATION BACKGROUND**

What is your highest COMPLETED school level? (tick one only)

☐ Year12 or equivalent

☐ Year11 or equivalent

☐ Year10 or equivalent

☐ Year9 or equivalent

☐ Year8 or equivalent

☐ Never attended school

In which year did you complete that school level?

Have you successfully completed any of the following qualifications? (tick all applicable boxes)

☐ Diploma or Associate Diploma

☐ Certificate IV or Advanced Certificate/Technician

☐ Certificate III or Trade Certificate

☐ Certificate II

Other Training course (specify course name & date)

Qualification Level	Name of Qualification	School/Institute	State/Country	Year Completed

• **EMPLOYMENT HISTORY**

Which BEST describes your current employment status?

☐ Full-time employee

☐ Part-time employee

☐ Self-employed-not employing others

☐ Employer

☐ Employed-unpaid worker in a family business

☐ Unemployed-seeking full-time work

☐ Unemployed-seeking part-time work

☐ Not employed-not seeking employment

Employer	Occupation	Start Date	Finish Date	Duties



PART G: ADDITIONAL INFORMATION

Briefly describe why you are interested in undertaking this course?

Have you read about the requirements for completing this course in the International Student Handbook?

☐ Yes ☐ No

Which of the following forms the basis for your belief that you are capable of completing this course:

☐ My English language proficiency is appropriate for the course

☐ I have a passionate interest in the subject

☐ I have qualifications or experience appropriate for the course

How did you hear about us?

☐ Press & Print media

☐ Internet

☐ Agent

☐ Friend

☐ Other, please specify _____

Do you consider yourself to have a disability, impairment, long-term condition OR feel there may be something that will impact on your ability to complete your chosen course?

If Yes – indicate the areas of disability, impairment or long-term condition:

☐ Hearing/Deaf

☐ Physical

☐ Intellectual

☐ Mental Illness

☐ Acquired Brain Impairment

☐ Vision

☐ Medical Condition

☐ Other: _____

Do you think you will require additional assistance during the course?

☐ Yes ☐ No

Religion: _____ (to assist in the event of a critical incident)

PART H: PAYMENT DETAILS

Bank account details for payment of fees to Harbourside Institute of Australia:

Bank	Westpac
Account Name	Harbourside Institute of Australia
BSB	032-135
Account Number	640175
Branch Address	591 George St Sydney NSW 2000
SWIFT Code	WPACAU2S

Tuition fees must otherwise be paid in the form of a bank draft or bank cheque made payable to "Harbourside Institute of Australia" only. Harbourside Institute of Australia is not responsible for any tuition fee paid to a third party's bank account. All payments must be made to an authorised education agent or directly to our bank account.



PART I: ENROLLMENT TERMS & CONDITIONS

Refund Policy

Policy – Student Default

Any student wanting to request a refund for whatever reason must do in writing and within 14 days of the incident taking place. Application for a refund must be made in writing and addressed to the PEO, clearly stating the reason for the refund.

Refund items are listed in the following table:

Enrolment/application Fee	Non-refundable
Material Fee	Non-refundable
Refund Process Fee (per application)	\$200.00
Withdrawal for Visa refusal and received by HIA prior to course commencement date	Full refund of tuition fee
Withdrawal for Visa refusal and received by HIA after course commencement date	No refund
Withdrawal of course more than 28 days prior to course commencement date	50% tuition fee refundable
Withdrawal of course less than 28 days prior to course commencement	30% tuition fee refundable
Withdrawal of course after course commencement	No refund
Visa cancellation due to student's actions	No refund
Enrolment terminated due to student's actions and breach of HIA's policies and procedures	No refund
Doesn't commence (i.e. doesn't arrive; has not arranged with HIA for a later start)	No refund
OSHC	Refer to the OSHC provider
Homestay placement/Airport pick-up	Refer to the Homestay Services Provider

If you fail to commence without notifying the RTO, no refund will be available except in special circumstances.

"Special circumstances" under which a refund will be considered and which are beyond the students control:

1. In the case of serious illness – verified by a medical certificate
2. Family or personal tragedy
3. Acts of God
4. Acts of Government authorities, for example where the student is prevented from commencing studies in the agreed course of study.

If a student withdraws from a course of study after commencing, for any reason no refund will be given, and the student will be held liable for any unpaid fees as a result of the withdrawal.

If required / or the RTO agrees to refund monies paid, it will do so within 4 weeks of receiving written application for refund. All refunds will be paid to the person who enters into the contract with the RTO (the Student) unless they provide written direction to the provider to pay the refund to someone else. Under no circumstance will the refund be paid to an education agent. All refunds will be paid in the currency in which the fees were paid.

Note: This agreement, and the availability of complaints and appeals processes, does not remove the right to take action under Australia's consumer protection laws. The RTO's dispute resolution processes do not circumscribe the student's rights to pursue other legal remedies.

Policy – Provider Default

In the unlikely event that the RTO 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 by the RTO 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 the RTO is unable to provide a refund or place you in an alternative course our Tuition Protraction Scheme (TPS) will place you in a suitable alternative course at no extra cost to you.

Finally, if the ESOS Assurance Fund Manager cannot place you in a suitable alternative course, you will be eligible for a refund as calculated by the Fund Manager.

Complaints and Appeals

Harbourside has complaints and appeals policy and procedures in place to ensure our overseas students have the right to natural justice protected through access to professional, timely, inexpensive and documented complaints handling and appeals processes.

For detailed Complaints and Appeals Policy and Procedure, please refer to Harbourside Student Handbook. If you do not understand any part of the policy and procedure, please contact our staff for explanation. **This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australia's consumer law if the Australian Consumer Law applies.**

Privacy Notice

Harbourside must collect and retain records of each student's personal information. This personal information will be kept confidential and maybe made available to Commonwealth and State Agencies. Under the *Data Provision Requirements 2012*, Harbourside is required to disclose your personal information to NCVER. Upon signing this form, you acknowledge and give consent for Harbourside to provide your personal information to a Government or legislative body, in accordance with the Privacy Act 1988.

Student's Obligations

Academic Progress

Student must maintain satisfactory academic progress at all times. All courses are scheduled 20 hours per week face-to-face delivery. Students must attend classes regularly to maintain satisfactory course progress each term.

Overseas Student Health Cover (OSHC)

Students must maintain OSHC for the full length of their visa.

Fees

Students must pay their fees on time, otherwise their enrolment will be cancelled and maybe result in visa related matters. Students are highly recommended to contact the Department of Home Affairs about their visa status.

Change of Address and Contact Details

While students in Australia and studying with Harbourside, students must notify Harbourside of his or her contact details including: current residential address, mobile number (if any) and email address (if any); who to contact in emergency situation; any changes to those details, within 7 days of the change.

Keep Records

Student is responsible for keeping a copy of the written agreement as supplied by Harbourside, and receipts of any payments of tuition fees or non-tuition fees.

Overseas Student Transfer

National Code 2018 Standard 7 sets out that Registered Providers must not knowingly enroll an overseas student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course (or for the school sector, until after the first six months of the first registered school sector course), except in certain circumstances.

Harbourside is entitled to determine the circumstance in which it will provide or refuse to provide a release to students. Where a student requests a transfer within the period of six months of commencement of their principal course, Harbourside will assess the request for transfer against the policy.

Deferment, Suspension and Cancellation Policy

Students are required to complete their course within the agreed course duration. Harbourside can only defer or temporarily suspend the enrolment of a student on the grounds of:

1. Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or
2. Misbehavior by the student.



Students may also have their enrolment suspended due to misbehavior which can also be grounds for cancellation of studies. Students have the right to appeal a decision by the RTO to defer, suspend or cancel their studies and the RTO will not notify DET of a change to the enrolment status until the internal complaints and appeals process is completed.

This written agreement and Terms and Conditions, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australia's consumer law if the Australian Consumer Law applies.

PART J: DECLARATION

Student Declaration:

- I have read and accept the conditions of enrolment including the cancellation and refund policy of the Institute as stated above.
- I declare that the information contained in this form is true and correct in every detail.
- I understand that my personal information may be shared with the Australian Government and designated authorities. This information may include personal and contact details, course enrolment details.
- I understand that I am obliged to notify HIA within seven days of any change of address or contact details while I am enrolled in the course.
- I agree to receive electronic communications from HIA.
- I consent to the collection, use and disclosure of my personal information in accordance with the National VET Data policy.

Student Information:

Applicant Name:
Applicant's Signature:
Date: ____/____/____

This agreement must be signed by the student.

Referral / Education Agency Information:

Agency Name:	
Agent's Signature:	
Date: ____/____/____	

OFFICE USE ONLY

ACCEPTED BY Harbourside Institute of Australia
