



**1. PERSONAL**

Family Name:

Given Names:

Date of Birth (dd/mm/yyyy)

Gender

Country of Birth

Citizenship

Passport Number

Expiry Date (dd/mm/yyyy)

Residential Address

Address:

Town/ Suburb:

State:

Country:

Postcode:

Home Telephone

Mobile Phone

Email Address:

Postal Address (if different from Residential Address)

**2. EDUCATIONAL QUALIFICATIONS**

Highest Qualification: \_\_\_\_\_ Year: \_\_\_\_\_

Institution: \_\_\_\_\_ Country: \_\_\_\_\_

Are you currently studying in Australia?  Yes /  No

**3. ENGLISH PROFICIENCY**

Is English your first language?  Yes /  No

(If yes, go to section 4)

IELTS / TOEFL / TOEIC Score: \_\_\_\_\_

Other English language qualification:

\_\_\_\_\_

**4. INTENDED COURSE OF STUDY**

Into which course of study do you wish to enrol?

**GENERAL ENGLISH COURSE**

General English (min: 5 weeks, max: 52 weeks)

Preferred starting date of General English (dd/mm/yy)

\_\_\_\_\_

**Starting Dates (Every week on Monday)**

2011: 10<sup>th</sup> January 2011 ~ 12<sup>th</sup> December 2011

2012: 9<sup>th</sup> January 2012 ~ 17<sup>th</sup> December 2012

Preferred duration (weeks): \_\_\_\_\_ weeks

**VOCATIONAL COURSE**

**AUTOMOTIVE TECHNOLOGY**

Cert. III in Automotive Mechanical Technology (52 Weeks)

Cert. IV in Automotive Technology (44 weeks)

Diploma of Automotive Management (54 Weeks)

**Select your class option**

Weekday

Weekend

**ELECTROTECHNOLOGY**

Cert. III in Business Equipment (64 Weeks)

Cert. III in Custom Electronic Installations (64 weeks)

Cert. III in Electronics and Communications (64 Weeks)

Diploma of Electronics and Communications Engineering (96 Weeks)

Diploma of Electronics and Communications Engineering incorporating with Cert III in Electronics and Communications (108 Weeks)

**DENTAL TECHNOLOGY**

Diploma of Dental Technology (67 weeks)

**RETAIL BAKING**

Cert. III in Food Processing (Retail Baking – Cake and Pastry) (50 Weeks)

Cert. III in Food Processing (Retail Baking – Bread) (50 Weeks)

Cert. III in Food Processing (Retail Baking -Combined) (66 Weeks)

**BUSINESS**

Cert. IV in Business (25 Weeks)

Diploma of Management (29 Weeks)

Advanced Diploma of Management (29 weeks)

**Select your class option**

Weekday

Weekend

## 5. INTAKE DATES FOR VOCATIONAL COURSE

Please select the intake date for 2011/2012:

- 14<sup>th</sup> June 11    18<sup>th</sup> Jul 11    15<sup>th</sup> Aug 11  
 19<sup>th</sup> Sep 11    17<sup>th</sup> Oct 11    14<sup>th</sup> Nov 11  
  
 16<sup>th</sup> Jan 12    13<sup>th</sup> Feb 12    19<sup>th</sup> Mar 12  
 16<sup>th</sup> Apr 12    14<sup>th</sup> May 12    18<sup>th</sup> June 12  
 16<sup>th</sup> July 12    13<sup>th</sup> Aug 12    17<sup>th</sup> Sep 12  
 15<sup>th</sup> Oct 12    12<sup>th</sup> Nov 12

## 6. RECOGNITION OF PRIOR LEARNING

Do you intend to apply for Recognition of Prior Learning or Credit Transfers?  Yes /  No

If yes, then contact us for the RPL / Credit Transfer form and supply us with all relevant documentations, qualifications and experience.

### OUR REPRESENTATIVE:

AGENTS STAMP

### APPLICANT CHECKLIST

- Have you completed all sections of this Enrolment Form  
 IELTS score / Proof of English Language Proficiency  
 Certified copy of your passport  
 Copy of your Visa (if current in Australia)  
 Certified copies of your highest education qualification

### How did you hear about Menzies? (Tick the appropriate boxes)

- Through an education agent  
 Newspaper Advertising  
 Magazine  
 Internet Search  
 Friend  
 Other (Please Specify: \_\_\_\_\_)

### REFUND POLICY

#### Refunds due to non delivery of course by the Institute

The Institute will make a full refund of tuition fees less administration costs (enrolment fee and OSHC already applied for) incurred in the application and enrolment process if:

- In cases of Provider default (Where the Institute defaults on its obligations as laid out in Part 3, Division 2, Section 27 of the ESOS Act). This includes:
  - The course does not start on the agreed starting date.
  - The course stops being provided after it starts and before it is completed.
  - Where the course is not provided in full to the student because a sanction has been imposed on the Institute

Refunds under the above conditions will be paid in full to the student within 14 days.

The Institute may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, the Institute will not be liable to refund the money owed for the original enrolment.

#### Refunds based upon visa refusal (for international students)

The Institute will make a full refund of tuition fees less administration costs (enrolment fee and OSHC already applied for) incurred in the application and enrolment process if:

- The student provides documentary evidence that his / her application for a visa has been unsuccessful

#### Refunds based upon student application

The assessment of refund applications shall be granted as indicated below:

Outline of Refunds	
Application for refund more than 10 weeks before the agreed start date as stated in the Letter of Offer.	100% refund of minimum amount as stated in the Letter of Offer
Application for refund between 4 to 10 weeks before the agreed start date as stated in the Letter of Offer.	75% refund of minimum amount as stated in the Letter of Offer
Application for refund less than 4 weeks before the agreed start date as stated in the Letter of Offer.	50% refund of minimum amount as stated in the Letter of Offer
Application for refund after the agreed start date as stated in the Letter of Offer.	No refund

- For joint (package) course offers, the agreed start date is the commencement date of the first course as stated on the Letter of Offer.
- For Students that have not met the requirements of the minimum amount payment or conditions as stated on the Letter of Offer, they will not be eligible for a refund.
- Overseas Student Health Cover (OSHC) and application fees are non-refundable. Students must apply for an OSHC refund direct to BUPA Australia.
- Administration costs including enrolment fee, home stay booking fee and airport pick-up fee are not refundable under any circumstances.

#### Claiming Refunds

- All applications for refund must be made in writing by way of the Application for Refund of Fees form (MFS03) and submitted to Administration Officer - Finance.
- The Administration Officer - Finance must then forward the form to the PEO for final approval of refund.

#### Payment of Refunds

- The refund will be paid in Australian Dollars.
- The refund will be paid only to the student that has made the application. The refund will not be paid to any third party or representative of the student.
- The refund will be paid within 28 days of the receipt of the claim.

I understand that the information contained in this form may be provided to State and Commonwealth agencies and I consent to that happening. I certify that all details provided on this form are correct. I also understand that I must comply with the policies and regulations of Menzies Institute of Technology as contained in their marketing and promotional materials, including their website [www.menzies.vic.edu.au](http://www.menzies.vic.edu.au). I have read and understood the Refund Policy as detailed on this form

#### APPLICANT'S SIGNATURE

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(DD) (MM) (YYYY)