

1. PERSONAL

Family Name:

Given Names:

Date of Birth (dd/mm/yyyy)

Gender

Country of Birth

Citizenship

Passport Number

Expiry Date (dd/mm/yyyy)

Are you currently in Australia?

Yes / No

Residential Address

Address:

Town/ Suburb:

State:

Country:

Postcode:

Home Telephone

Mobile Phone

Email Address:

Postal Address (if different from Residential Address)

2. EDUCATIONAL QUALIFICATIONS

What is your Highest Qualification?

Year Completion: _____

*USI number (if known): _____

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?

AUTOMOTIVE TECHNOLOGY

- Cert. III in Light Vehicle Mechanical Technology **(52 Weeks)**
- Cert. IV in Automotive Mechanical Diagnosis **(28 weeks)**
- Cert. III in Automotive Electrical Technology **(52 Weeks)**
- Cert. IV in Automotive Electrical Technology **(28 weeks)**
- Diploma of Automotive Management **(44 Weeks)**

DENTAL HEALTH

- Cert. III in Dental Assisting **(30 weeks)**
- Diploma of Dental Technology **(95 weeks)**

AGED CARE

- Cert. III in Individual Support **(30 weeks) ***
- Cert. IV in Ageing Support **(52 Weeks) ***

NURSING

- Diploma of Nursing **(74 Weeks) ^**

MANAGEMENT

- Diploma of Leadership and Management **(52 Weeks)**
- Advanced Diploma of Leadership and Management **(52 weeks)**

5. INTAKE DATES

Please select the intake date for 2018:

- 22nd Jan '18 9th Feb '18 * ^ 19th Mar '18
- 16th Apr '18 ^ 14th May '18 * 11th Jun '18 ^
- 16th Jul '18 3th Aug '18 * ^ 10th Sep '18
- 15th Oct '18 ^ 12th Nov '18 * 3rd Dec '18 ^

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.

7. ACCOMMODATION & AIRPORT TRANSFER & OSHC

Do you wish for Menzies to apply for your OSHC with NIB (www.nib.com.au) (Overseas Student Health Care Cover)

*Note: To apply for student visa, all students must have OSHC

- Yes, I would like Menzies to arrange my OSHC
 No, I or my agent will arrange my OSHC

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

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

Upfront tuition fee payment

- Applicant agrees to make payment in full for the courses chosen

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 the refund less 5% of total fees paid (including tuition fees, material fees, enrolment fees, OSHC fees, Homestay fees, airport booking and other administration fees) up to a maximum amount of \$500 if:

- The student provides documentary evidence that his / her application for a visa has been unsuccessful by the Australian High Commission/Australian Embassy/Department of Immigration and Border Protection (DIBP) AND
- The student's start date for the first course as mentioned on the Letter of Offer has not passed except for offshore students who have received the visa refusal notice after the course start date.

Refunds based on cancellation of student visa (for International Students)

If a student's visa is cancelled due to their breach of visa conditions or the institute's policies and procedures on or after the course start date as stated in CoE and LOO, there will be no refund of fees.

Refunds based upon student application (International Students)

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

| Outline of Refunds | |
|---|---|
| Application for refund more than 12 weeks before the agreed start date as stated in the Letter of Offer. | Full refund of total fees paid by student minus Application Fee (\$150), OSHC if already applied for and Administration Fee (\$100) |
| Application for refund between 8 to 12 weeks before the agreed start date as stated in the Letter of Offer. | 75% refund of total fees paid by student minus Application Fee (\$150), OSHC if already applied for and Administration Fee (\$100) |
| Application for refund between than 4 to 8 weeks before the agreed start date as stated in the Letter of Offer. | 50% refund of total fees paid by student minus Application Fee (\$150), OSHC if already applied for and Administration Fee (\$100) |
| Application for refund less than 4 weeks before the agreed start date as stated in the Letter of Offer. | 25% refund of total fees paid by student minus Application Fee (\$150), OSHC if already applied for and Administration Fee (\$100) |
| Application for refund on or after the course start date as stated on CoE and LOO | 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.
- If the Overseas Student Health Cover (OSHC) has already been applied for by Menzies, it is not refundable. Students must apply for an OSHC refund direct to NIB Australia.
- Home stay booking fee and airport pick-up fee are not refundable under any circumstances.

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. I also give permission for Menzies Institute of Technology to create a USI on my behalf. I have read and understood the Refund Policy as detailed on this form

APPLICANT'S SIGNATURE

DATE _____ / _____ / _____

Appendix :

***Unique Student Identifier (USI)** - From 1 January 2015, we Menzies Institute of Technology can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on your computer or mobile device. If you wish for Menzies Institute of Technology to obtain the USI on your behalf, please complete the questions below.

Town/City of Birth: _____
(please state the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI. Please provide details for one of the forms of identity below.

Australian Driver Licence

State: _____
Licence Number: _____

Medicare Card

Medicare card number: _____
Individual reference number (next to your name on Medicare Card): _____

Card colour: (select which applies)
Green Expiry date: _____ / _____ (MM/YYYY)
Yellow
Blue Expiry date: _____ / _____ (MM/YYYY)

Australian Birth Certificate: State/Territory: _____

Australian Passport Number: _____

Non-Australian Passport (with Australian Visa)

Passport Number: _____
Country of issue: _____

Immicard Number: _____

Citizenship Certificate

Stock Number: _____
Acquisition date: _____ / _____ / _____ (DD/MM/YYYY)

Certificate of Registration by Descent

Acquisition date: _____
(DD/MM/YYYY)

In accordance with Section 11 of the Student Identifiers Act 2014, Menzies Institute of Technology will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose unless we are required by or under any law to retain it.