



Technical Education Australia

CRICOS Provider NO. 02741B | RTO NO. 21760 | ABN 50 115 578 080

Suite 40 Level 1 Metrowest Plaza, 27 Albert Street, Footscray VIC 3011

Ph: (03) 9362 0333 | Fax: (03) 9362 0311 | Email: info@hmia.edu.au

Student Application Form

Before you complete, please read and select the course from the following:

1. Students must complete this application form in full, date and sign it, and attach all the documents as required.
2. If student has requested for Credit Transfer (CT) or RPL in admission form, the fees will be charged based on the average cost per unit of the course fees.

SELECT BY MARKING 'X'	CRICOS CODE	QUALIFICATION	COURSE DURATION	TUITION FEE
<input type="checkbox"/>	088268M	CHC30113 Certificate III in Early Childhood Education and Care	32 weeks	\$ AU 5,000
<input type="checkbox"/>	088269K	CHC50113 Diploma of Early Childhood Education and Care	102 weeks	\$ AU 11,000
<input type="checkbox"/>	091023F	SIT50416 Diploma of Hospitality Management	92 weeks	\$ AU 11,500
<input type="checkbox"/>	091023F	TEA-SIT50416-50W Diploma of Hospitality Management	50 weeks	\$ AU 8,500
<input type="checkbox"/>	091107B	SIT60316 Advance Diploma of Hospitality Management	110 weeks	\$ AU 18,500
<input type="checkbox"/>	091107B	TEA-SIT60316-70W Advance Diploma of Hospitality Management	70 weeks	\$ AU 14,950
<input type="checkbox"/>	091107B	TEA-SIT60316-50W Advance Diploma of Hospitality Management	50 weeks	\$ AU 10,750
<input type="checkbox"/>	087196G	BSB50215 Diploma of Business	50 weeks	\$ AU 6,400
<input type="checkbox"/>	087480D	BSB60215 Advance Diploma of Business	50 weeks	\$ AU 6,500
<input type="checkbox"/>	091612G	AUR30616 Certificate III in Light Vehicle Mechanical Technology	57 weeks	\$ Au 11,000
<input type="checkbox"/>	091660K	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	35 weeks	\$ AU 4,500
<input type="checkbox"/>	091687K	AUR50116 Diploma of Automotive Management	42 weeks	\$ AU 8,000
Non-CRICOS		QUALIFICATION		
<input type="checkbox"/>		BSB40215 Certificate IV in Business	26 weeks	\$ AU 2,850
<input type="checkbox"/>		FNS40615 Certificate IV in Accounting	52 weeks	\$ AU 7,000
<input type="checkbox"/>		FNS50215 Diploma of Accounting	52 weeks	\$ AU 8,500
Other Fees and Charges				
		Accredited Courses Application Fee (non-refundable): Non-Accredited short courses		\$ AU 350 \$ AU 100
		RPL Processing Fees (non-refundable)		\$ AU 500
		CT Processing fees (non-refundable) requested after commencement of course only (No fee if requested at time of admission)		\$ AU 200
		Qualification Certificate based on CT or RPL - 30% of the Course Tuition Fees will be charged for complete qualification's RPL. If part RPL or CT and part course work at TEA, average cost per unit (total course fees / total number of units) would be multiplied by the number of units completed at TEA.		
		Study Material (all courses minus course code CHC50113)		\$ AU 300
		Study Material (CHC50113 Diploma of Early Childhood Education and Care)		\$ AU 600



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Preferred Start Date USI No. (if available / first time acquired):

1. Personal Details

Have you previously enrolled in this institute: Yes No If yes, please provide your student number.....
Family Name Middle Name Given Name
Nationality..... Date of Birth/...../..... Gender: Male Female
Are you from Aboriginal or Torres Strait Islander status? Yes No

2. Current Contact Details

Number and Street
Suburb / Town City / State
Country..... Post / Zip code.....
Telephone..... Mobile / Cell phone
Student's Email Address (compulsory)

3. Residency information:

Country of birth..... Citizenship..... Passport number (if applicable).....
Are you currently living in Australia? Yes No If no, country where you are living

Person to Contact in an Emergency

Name Relationship
Address
Telephone Mobile.....
Fax Email
Preferred Communication Mean: E-mail, Phone, Mail

All information provided above is correct, and I undertake to notify TEA of any changes if occurred within five business days:

Applicant / Student signature

4. Agent details (if applicable):

Agency name..... Email..... Address

Declaration by agent:

• I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Home Affairs).

Agent stamp

• The applicant is genuine in making this application and has every intention of completing all programs listed in the application.

• I have made every effort to verify the authenticity and validity of the documents which form part of this application.

Tick to confirm

Agency signature.....



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5. Visa information:

Are you a permanent resident of Australia? Yes No

Current Australian visa number as shown on your visa label (if applicable).....

Visa type: Student Visitor Spouse Subclass number Expiry date.....

Other Visa type (please specify).....

6. English language proficiency and digital capability:

Is English your first language? Yes No If no, what is your first language?

Have you taken OR will you be taking an English Test? Yes No

Name of test (if completed).....

Date of test Location (city and country)..... Result Test Reference Number (if known).....

Are you enrolling for an ELICOS program? Yes No What is the duration of this program?

Are you proficient in digital learning? Yes No

Are you proficient in Information, Computer and Technology? Yes No

7. Educational background and experience:

Documentary evidence of qualifications claimed must be attached, including a full academic transcript (statement of results and evidence of successful completion). Documents not in English must be accompanied by certified translations. Also describe any current studies you are undertaking.

Current studies- List details of current studies:

Name of qualification (including main field of study).....

Date enrolled (month/year)Date your results will be available (month/year).....

Institution..... Country.....

Previous studies –List details of the studies you have completed, from highest to lowest qualification gained.

Name of qualification	From	To	Name of Institution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. **EMPLOYMENT HISTORY** – You must attach a CV (curriculum vitae) or resume with relevant work experience (if applicable to the program you are applying for).

Employer’s name	From	To	Position and type of work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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Disability or Health Limitations

Do you have any health issues? Yes No If Yes, please specify (attach separate sheet, if required)

Existing Skills and Knowledge

Have you enrolled in a similar course elsewhere? Yes No

(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Training Manager for further information)

Have you been employed in the area covered by the course applied for? Yes No

(If you have you may be eligible for Recognition of Prior Learning – contact the Training Manager for further information)

Tell us the reason you want to take our course: Career Academic Personal

Do you wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)? Yes No

9. Overseas Student Health Cover (OSHC)

As per Australian Law all International students must have health insurance cover. Do you have current Overseas Student Health Cover (OSHC)? Yes No

If yes then what is your OHSC membership number..... OHSC expiry date.....

If no, do you want Technical Education Australia to arrange your OSHC? Yes No

If Yes then which cover you want Single cover Family cover

10. Marketing

How did you first become familiar with TEA? Family/Friend ; Internet Search ; TEA Website ; Other (please specify):

Office Use Only

Accepted by Admission Officer (Name): _____

Admissions Officer Signature: _____ Date: _____



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Payment Policy

Please make your payment by Electronic Bank Transfer of Funds, credit card or a Bank Draft to Technical Education Australia Pty Ltd. Subsequent payments, if on payment plan, can also be arranged on direct debit basis.

Refund Policy

Please note that Government Legislation requires tuition fees and application fees to be refunded in full if:

- the course does not start on the agreed starting date which is notified in the offer letter
- the course ceases after it starts and before it is completed, or
- the course is not provided fully to the student because the college has a sanction imposed by the government regulator
- Visa application refused by the Department of Home Affairs

Full refund will be made within 28 days of the date of any of the above four events and will be accompanied by a written statement explaining how the refund has been calculated. TEA may arrange for another course, or part of a course, or transition into another institute offering same course, to students at no cost to the student as an alternative to refunding course money. If students agree to accept this alternative arrangement, TEA is no longer liable to refund the money owed for the original enrolment.

Mode of Study: All international students are required to attend minimum of 20 scheduled course contact hours per week of face-to-face classes of English language instruction and any other scheduled course contact hours required by the course. No international student can study as a distant learner for more than 25% of the course.

Agreement and Contract

1. The Applicant confirms that all the information provided in this application is complete and correct. Student must notify within three working days of any changes related to her/his address, tuition fees payment mechanism (credit card, etc.) while enrolled in the course.
2. The Applicant agrees to be bound by TEA rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students and teachers
3. All fees and charges must be paid as mentioned in letter of offer prior to course commencement unless a “payment plan” is arranged with the Training Manager. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation
4. The Institute reserves the right to increase fees and charges. You will be advised in writing of any changes.
5. Refund applications must be made in writing to the CEO at TEA.

Selected Policies including Refunds

Application Fee	Non refundable
Tuition Fee ¹	
Visa refused	Full refund of tuition fees
Withdrawal notified in writing and received by TEA four weeks or more prior to course commencement	5% of the pre-paid fees or an amount of AUD 500.00, whichever is less
Withdrawals notified in writing and received by TEA less than 20 days	5% of the pre-paid fees plus admin charges AUD 500.00
Prior to course completion and after the course commencement	Weekly tuition fees x weeks in default period + \$1000 to cover institution’s direct and indirect costs incurred

6. 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
7. Students who believe they have been charged incorrectly or given an incorrect refund are entitled to dispute the decision using the TEA Complaints and Appeals procedure
8. The TEA Complaints and Appeals procedure does not circumscribe a student’s right to pursue other legal remedies
9. Students are advised to refer to the ESOS Framework which is available through our website <http://www.hmia.edu.au>

(For further details on Refund Policy or Appeals & Complaints Policies, please revert to student Hand Book or Policies section on our web-site <http://www.hmia.edu.au>)

Student Declaration

- i. I declare that I have discussed my option with the TEA administration and following their guidance I have taken an informed decision to take this course based on my interest, previous skills and knowledge
- ii. I declare that the information submitted with this application is complete and true. I acknowledge that failure to disclose my true information and/or complete academic records may result in the Institute revoking an offer or my studies at any stage.
- iii. I authorize the Institute to verify my academic and professional qualifications, and work experience.
- iv. I understand that at the time of enrolment I will be required to supply originals of all documents provided at the time of this application.
- v. I hereby certify that the information provided on this form, and on all documents submitted may be made available to Commonwealth and State agencies and the Fund Manager of ESOS Assurance Fund, pursuant to obligations under ESOS Act 2000 and National Code. I understand that the institution is required under section 19 of the ESOS Act 2000 to inform Department of Education, Employment and Workplace Relations of changes to my enrolment and any breach of a student visa condition relating to attendance or unsatisfactory academic performance.



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- vi. I confirm that I have received and read a copy of TEA's current prospectus and information available on www.hmia.edu.au and fully understand the requirements of the course.
- vii. I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures at TEA.
- viii. I understand that this agreement and the availability of TEA's complaint and appeals processes do not remove my right to take action under Australia's consumer protection laws.
- ix. Australian Law states that applicants under 18 years of age must have signed consent from a Guardian or Parent. Please ensure all applications for students under the age of 18 are countersigned by Guardian or Parent. The above mentioned information is true to the best of my knowledge and belief. The guardian or relative of the under 18 student must provide a statutory declaration that s/he will ensure the arrangements to protect the personal safety and social well-being of the student(s) under their care and responsibility.
- x. I am 18 years or above² and understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at TEA.
- xi. I am aware of the estimated total course fees at TEA and living costs for my stay in Australia. I understand that the total course fees do not cover the cost of books, materials, field trips or any additional cost related to my course, unless otherwise specified. I declare to have sufficient funds to support myself and my family members (if applicable) for the TOTAL period of my stay in Australia including proposed course fees for myself and any school aged family members, Overseas Students Health Cover, living costs and travel costs, regardless of whether my dependents intend to accompany me in Australia
- xii. I also declare to pay my fees regularly and as a TEA student will attend my classes and undertake assessments as scheduled in my course.

Privacy Policy

Note: Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by ASQA who is the registering authority. The requirements of the registering authority may mean the release of your personal information for the purpose of audit or for collection of data by Commonwealth and/or State Government departments, and government agencies, insurance companies, and/or the fund manager of the ESOS assurance agency. It is a requirement of the Australian Quality Training Framework that students can access personal information held by TEA and may request corrections to information that is incorrect or out of date. Apply to the Training Manager if you wish to view your own records.

Student Name..... Signature.....

Date/...../.....

I acknowledge I have received, read and understood the following:

- The student application form
- The student prospectus
- Information about the local environment and living in Australia
- ESOS Framework

Application & Admission Procedure

Please check and tick the following before the submission of your Application

- Completed all sections of the Application Form, signed and dated at each place indicated.
- Return all sections of the Application Form to **TEA**.
- Include certified evidence of academic qualifications, passport, driving license and English language proficiency (IELTS).

Applicant Signature Date / /.....

Please ensure the above are met and return the application and attachments to:

¹ TEA will not accept any fees from a student until the Application form is completed and signed and the Offer Letter is accepted/ signed by the student making fees payment.

² If student is under 18 years s/he will need their parent or legal guardian to sign/accept on their behalf, otherwise TEA will not accept any money, such as course fees charges or provide admission to student.



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Fax: +61 3 9362 0311
Email: admissions@hmia.edu.au
Web: www.hmia.edu.au

Acceptance Procedure

1. As soon as a decision is made regarding your application, you will be informed of the outcome by post or by e-mail.
2. If you are successful, you will receive a Letter of Offer stating the course for which you have been accepted, course fees to be paid, commencement dates and overseas student health cover information.
3. When you have paid your fees a Confirmation of Enrolment will be sent to you. This form is used to obtain a student visa from the Australian Diplomatic Mission in your country, or from the Department of Home Affairs.

For Office Use Only

Verifying TEA Admission Officer Declaration and Detail *(Must be completed within 60 days of admission)*

I declare that I have sighted and confirmed the applicant's original or certified true copy personal identity documents and that verification has been achieved using 70 or 100 point check. I am satisfied as to the correctness of the applicant's identity. I have confirmed that I meet the requirements for a Verifying Officer.

Full name of the Applicant: _____ Name of Verifying Officer: _____

Position (Verifying Officer): _____ Organization: _____

Business Address: _____ Business email: _____

Mobile: _____ Alternative day time Ph.: _____ Signature: _____