



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

SELECT COURSE	CRICOS CODE	QUALIFICATION	COURSE DURATION	TUITION FEE
[]	088270F	Certificate II in EAL (Access)/ ELICOS	10 weeks	\$ AU 1,500
[]	088271E	Certificate III in EAL (Further study)/ ELICOS	15 weeks	\$ AU 2,250
[]	088272D	Certificate IV in EAL(Further study)/ ELICOS	20 weeks	\$ AU 3,000
[]	088268M	CHC30113 Certificate III in Early childhood Education and care	32 weeks	\$ AU 5,000
[]	088269K	CHC50113 Diploma of Early childhood Education and care	102 weeks	\$ AU 11,000
[]	091023F	SIT50416 Diploma of Hospitality Management	92 weeks	\$ AU 11,500
[]	091023F	TEA-SIT50416-50W Diploma of Hospitality Management	50 weeks	\$ AU 8,500
[]	091107B	SIT60316 Advance Diploma of Hospitality Management	110 weeks	\$ AU 18,500
[]	091107B	TEA-SIT60316-70W Advance Diploma of Hospitality Management	70 weeks	\$ AU 14,950
[]	091107B	TEA-SIT60316-50W Advance Diploma of Hospitality Management	50 weeks	\$ AU 10,750
[]	087196G	BSB50215 Diploma of Business	50 weeks	\$ AU 6,400
[]	087480D	BSB60215 Advance Diploma of Business	50 weeks	\$ AU 6,500
[]	091612G	AUR30616 Certificate III in Light Vehicle Mechanical Technology	57 weeks	\$ Au 11,000
[]	091660K	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	35 weeks	\$ AU 4,500
[]	091687K	AUR50116 Diploma of Automotive Management	42 weeks	\$ AU 8,000
Non-CRICOS		QUALIFICATION		
[]		BSB40215 Certificate IV in Business	26 weeks	\$ AU 2,850
[]		FNS40615 Certificate IV in Accounting	52 weeks	\$ AU 7,000
[]		FNS50215 Diploma of Accounting	52 weeks	\$ AU 8,500
Other Fees and Charges				
		Accredited Courses Application Fee (non-refundable):		\$ AU 350
		Non-Accredited short courses		\$ AU 100
All other courses		Study Material		\$ AU 300

Note: Above courses and fees will apply from the 15th of May 2017; discretion apply.



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

Personal Details **Agent Name (if applicable):** _____

Name (Family) Given Name

Nationality [] Male [] Female Date of Birth

Home Country Contact Details

Address State: Code

Telephone Mobile.....

Fax Email

Australian Contact Details (if any)

Address

Telephone Mobile.....

Fax Email.....

Passport Number Health problems

Person to Contact in an Emergency

Name Relationship

Address

Telephone Mobile.....

Fax Email.....

Education and Experience

Highest qualification: [] Year 12 or equivalent [] Year 11 or equivalent [] Year 10 or equivalent
 [] Year 9 or equivalent [] Year 8 or equivalent [] Did not go to school
 [] Statement of Attainment / Certificates / Diploma / Advanced Diploma [] Graduation or above

Name of former RTO / TAFE (if applicable): _____ Contact number: _____

ESL, ELICOS, or any other English course completed in Australia: Yes [] attach evidence

IELTS/TOEFL/PTE Academic/CAE Overall Score (attach certified copy)

Listening Reading Writing Speaking

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)

Own assessment of English level: [] Elementary [] Intermediate [] Advanced
 Language spoken at home..... Other languages spoken

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 ____

Are you currently in Australia? Yes ____ No ____.

As per Australian Law all International students must have health insurance cover, Please tick which of the following two option you will prefer:
 [] Your Overseas Student Health Cover if to be applied by Technical Education Australia
 If Yes, [] Single cover [] Family cover
 No []
 [] Your Overseas Student Health Cover to be applied by yourself.

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 or a Bank Draft to Technical Education Australia Pty Ltd. 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
- initial visa application refused by the Department of Immigration and Border Protection (DIBP)

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, to be provided 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.

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/DOS at TEA.

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>

Student Declaration

- i. I declare that the information submitted with this application is complete and true. I acknowledge that failure to disclose my academic records may result the Institute revoking an offer or my studies at any stage.
- ii. I authorise the Institute to verify my academic and professional qualifications, and work experience.
- iii. 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.
- iv. 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.
- v. 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.
- vi. I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures at TEA.
- vii. 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.
- viii. 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.



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- ix. 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.
- x. 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
- xi. I also declare to be pay my fees regularly and as a TEA student will attend my classes and undertake assessments as schedules in my course.

Note: Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government 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 State Government departments and agencies 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.

Applicants 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 and English language proficiency (IELTS).

Applicant Signature Date / /.....

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

<p>Technical Education Australia Pty Ltd (t/a) Business College of Australia Suite 40 Level 1 Metrowest Plaza 27 Albert Street, Footscray Victoria 3011 Australia</p>	<p>Phone: +61 3 9362 0333 Fax: +61 3 9362 0311 Email: admissions@hmia.edu.au Web: www.hmia.edu.au</p>
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Acceptance Procedure

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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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 Immigration and Border Protection (DIBP).

Verifying TEA Admission Officer Declaration and Detail

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 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 daytime ph: _____ Signature: _____

