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.

<table>
<thead>
<tr>
<th>SELECT BY MARKING 'X'</th>
<th>CRICOS CODE</th>
<th>QUALIFICATION</th>
<th>COURSE DURATION</th>
<th>TUITION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] 088270F</td>
<td>22251VIC Certificate II in EAL (Access)/ ELICOS</td>
<td>10 weeks</td>
<td>$ AU 1,500</td>
<td></td>
</tr>
<tr>
<td>[ ] 088271E</td>
<td>22255VIC Certificate III in EAL (Further study)/ ELICOS</td>
<td>15 weeks</td>
<td>$ AU 2,250</td>
<td></td>
</tr>
<tr>
<td>[ ] 088272D</td>
<td>22258VIC Certificate IV in EAL(Further study)/ ELICOS</td>
<td>20 weeks</td>
<td>$ AU 3,000</td>
<td></td>
</tr>
<tr>
<td>[ ] 088268M</td>
<td>CHC30113 Certificate III in Early Childhood Education and Care</td>
<td>32 weeks</td>
<td>$ AU 5,000</td>
<td></td>
</tr>
<tr>
<td>[ ] 088269K</td>
<td>CHC50113 Diploma of Early Childhood Education and Care</td>
<td>102 weeks</td>
<td>$ AU 11,000</td>
<td></td>
</tr>
<tr>
<td>[ ] 091023F</td>
<td>SIT50416 Diploma of Hospitality Management</td>
<td>92 weeks</td>
<td>$ AU 11,500</td>
<td></td>
</tr>
<tr>
<td>[ ] 091023F</td>
<td>TEA-SIT50416-50W Diploma of Hospitality Management</td>
<td>50 weeks</td>
<td>$ AU 8,500</td>
<td></td>
</tr>
<tr>
<td>[ ] 091107B</td>
<td>SIT60316 Advance Diploma of Hospitality Management</td>
<td>110 weeks</td>
<td>$ AU 18,500</td>
<td></td>
</tr>
<tr>
<td>[ ] 091107B</td>
<td>TEA-SIT60316-70W Advance Diploma of Hospitality Management</td>
<td>70 weeks</td>
<td>$ AU 14,950</td>
<td></td>
</tr>
<tr>
<td>[ ] 091107B</td>
<td>TEA-SIT60316-50W Advance Diploma of Hospitality Management</td>
<td>50 weeks</td>
<td>$ AU 10,750</td>
<td></td>
</tr>
<tr>
<td>[ ] 087196G</td>
<td>BSB50215 Certificate IV in Business</td>
<td>50 weeks</td>
<td>$ AU 6,400</td>
<td></td>
</tr>
<tr>
<td>[ ] 087480D</td>
<td>BSB60215 Advance Diploma of Business</td>
<td>50 weeks</td>
<td>$ AU 6,500</td>
<td></td>
</tr>
<tr>
<td>[ ] 091612G</td>
<td>AUR30616 Certificate III in Light Vehicle Mechanical Technology</td>
<td>57 weeks</td>
<td>$ AU 11,000</td>
<td></td>
</tr>
<tr>
<td>[ ] 091660K</td>
<td>AUR40216 Certificate IV in Automotive Mechanical Diagnosis</td>
<td>35 weeks</td>
<td>$ AU 4,500</td>
<td></td>
</tr>
<tr>
<td>[ ] 091687K</td>
<td>AUR50116 Diploma of Automotive Management</td>
<td>42 weeks</td>
<td>$ AU 8,000</td>
<td></td>
</tr>
</tbody>
</table>

Non-CRICOS

<table>
<thead>
<tr>
<th>QUALIFICATION</th>
<th>COURSE DURATION</th>
<th>TUITION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] BSB40215 Certificate IV in Business</td>
<td>26 weeks</td>
<td>$ AU 2,850</td>
</tr>
<tr>
<td>[ ] FNS40615 Certificate IV in Accounting</td>
<td>52 weeks</td>
<td>$ AU 7,000</td>
</tr>
<tr>
<td>[ ] FNS50215 Diploma of Accounting</td>
<td>52 weeks</td>
<td>$ AU 8,500</td>
</tr>
</tbody>
</table>

Other Fees and Charges

- Accredited Courses Application Fee (non-refundable): $ AU 350
  - Non-Accredited short courses: $ 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 plus average cost of number of units completed at TEA. However, if the total cost exceeds the course fees, the actual course fees as agreed on the Letter of Offer will be charged.
- Study Material: $ AU 300
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

Indigenous Status: __________________________

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: __________________________*

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 Immigration and Border Protection (DIBP).

• 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: __________________________
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:

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? ............................................

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.

<table>
<thead>
<tr>
<th>Name of qualification</th>
<th>From</th>
<th>To</th>
<th>Name of Institution</th>
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</thead>
<tbody>
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</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Employer’s name</th>
<th>From</th>
<th>To</th>
<th>Position and type of work</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>
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 OHSC?  
☐ 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: __________
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.

Note: All international students are required to attend minimum of 20 schedules 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.

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.

Selected Policies including Refunds

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Non refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee²</td>
<td>Non refundable</td>
</tr>
<tr>
<td>Visa refused</td>
<td>Full refund of tuition fees</td>
</tr>
<tr>
<td>Withdrawal notified in writing and received by TEA four weeks or more prior to course commencement</td>
<td>5% of the pre-paid fees or an amount of AUD 500.00, whichever is less</td>
</tr>
<tr>
<td>Withdrawals notified in writing and received by TEA less than 20 days</td>
<td>5% of the pre-paid fees plus admin charges AUD 500.00</td>
</tr>
<tr>
<td>Prior to course completion and after the course commencement</td>
<td>Weekly tuition fees x weeks in default period + $1000 to cover institution’s direct and indirect costs incurred</td>
</tr>
</tbody>
</table>

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 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 authorize 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. 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.

ix. I am 18 years or above 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.

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).

Student Signature .................................................. Date ....... / ....... /........

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

Technical Education Australia Pty Ltd
Suite 40 Level 1 Metrowest Plaza
27 Albert Street, Footscray Victoria 3011, Australia

Phone: +61 3 9362 0333
Fax: +61 3 9362 0311
Email: admissions@hmia.edu.au
Web: www.hmia.edu.au

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.
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 Immigration and Border Protection (DIiBP).

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 daytime Ph.: __________________ Signature: ____________________