**Tech Edge College Enrolment Form – International Students**

**Please send completed Enrolment Form & supporting documents to** **info@techedgecollege.com.au**

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| **Personal Details** |
| Given Name(s): |  | Where are you applying from? | [ ]  Onshore [ ]  Offshore  |
| Family Name:  |  | Phone: |  |
| Gender: | [ ]  Female [ ]  Male [ ]  Other | Mobile: |  |
| Date of Birth: |  | Email Address: |  |
| Home Country Address | Australian Address (if any) |
| *Address Line 1* |  | *Address Line 1* |  |
| *Address Line 2* |  | *Address Line 2* |  |
| *City / State* |  | *Suburb* |  |
| *Postcode* |  | *Postcode* |  |
| *Country* |  | *State* |  |
| Emergency Contact | Country of Birth: |  |
| *Name* |  | Nationality (as per passport): |  |
| *Relationship to you* |  | Passport Number: |  |
| *Contact Number* |  +(Country Code) - (Phone Number) | Current Australian visa details (if any): | [ ]  Tourist/Visitor visa [ ]  Student visa [ ]  Working visa [ ]  Graduate visa [ ]  Other: *\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Email Address* |  |

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| **Education Details** |
| Highest COMPLETED School Level (tick ONE only): | [ ]  Never attended school [ ]  Below Year 8 [ ]  Year 8 [ ]  Year 9 [ ]  Year 10 [ ]  Year 11 [ ]  Year 12 | Are you still attending Secondary School? [ ]  Yes  [ ]  No  |
| In which year did you complete the above school level? |  |
| Have you completed any of the following qualifications? | [ ]  Cert I [ ]  Cert II [ ]  Cert III [ ]  Cert IV [ ]  Diploma [ ]  Adv Diploma [ ]  Grad Diploma [ ]  Bachelor/Higher Degree [ ]  Other qualification not listed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Unique Student Identifier (USI), if known: |  |
| Have you taken an English Language test? (IELTS, Cambridge, PTE, TOEFL iBT) | [ ]  No [ ]  Yes - provide details below |
| Name of test: |  | Date test completed: |  |
| Overall score: |  |  |  |

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| **Course Selection** |
| Please select the course/s you wish to apply for:[ ]  BSB40920 Certificate IV in Project Management[ ]  BSB50820 Diploma of Project Management[ ]  BSB60720 Advanced Diploma of Program Management[ ]  MEM50222 Diploma of Engineering - Technical[ ]  MEM60122 Advanced Diploma of Engineering[ ]  RII60520 Advanced Diploma of Civil Construction Design | What is your preferred start date? |  |
| How do you wish to pay your Tuition Fees?**Note:** *Students can choose to pay more than 50% of their tuition fees before they start their course. Providers cannot require students to pay more than 50% of their tuition fees before they start the course (if courses are longer than 24 weeks in duration).* | [ ]  I wish to pay the full fee in advance[ ]  I wish to pay an initial deposit & remaining fees via regular instalments |

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| **Additional Information** |
| Are you of Aboriginal/Torres Strait Islander origin? [ ]  No [ ]  Yes, Aboriginal [ ]  Yes, Torres Strait Islander | Do you speak a language other than English at home?  [ ]  No, English only [ ]  Yes, I speak: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Do you require any special learning support? [ ]  No [ ]  Yes – provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Do you consider yourself to have a disability, impairment or long-term condition? [ ]  No [ ]  Yes – please specify:[ ]  Hearing impaired [ ]  Learning [ ]  Physical [ ]  Vision impaired [ ]  Mental illness [ ]  Medical condition [ ]  Intellectual [ ]  Acquired brain impairment [ ]  Other |
| How well do you speak/read/ write/listen in English? [ ]  Very well [ ]  Well [ ]  Not well [ ]  Not at all |
| What is the main reason for undertaking this course? *(Tick ONE box only)* [ ]  To get a job [ ]  To develop my existing business  [ ]  To start my own business [ ]  To try for a different career [ ]  To get a better job or promotion [ ]  It was a requirement of my job  [ ]  I wanted extra skills for my job [ ]  To get another course of study [ ]  For personal interest/self-development [ ]  Other reasons |
| How did you find out about Tech Edge College? [ ]  Friend [ ]  Web search  [ ]  Brochure [ ]  Advertisement [ ]  Agent / Lawyer - please provide agent’s details 🡪 | Agency: |  |
| Consultant Name: |  |

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| **Student Declaration** |
| I declare that the information I have provided on this form is complete and accurate. I understand that my enrolment is subject to my compliance with all Tech Edge College policies and procedures, which I have read and understood. I have read and understood information related to Tech Edge College courses, fees, location, policies, procedures and other relevant information outlined in the Student Handbook, available on the College website (www.techedgecollege.com. au). I will pay all applicable fees as they become due and accept that non-payment of fees may result in cancellation of my enrolment and trigger a debt-recovery process through a third-party. I agree that I will be liable for any costs associated with debt-recovery. I understand that information collected on this form may be used by Tech Edge College in accordance with the Privacy Policy. I agree to abide by the policies, rules and regulations of Tech Edge College as relevant to my enrolment. I understand that additional information relevant to my enrolment is available in the Student Handbook. |
| **Signature of Applicant:** |  | **Date:** |  |

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| **Supporting Documents Required** |
| Please ensure you attach the following supporting documents when submitting your enrolment application: |
| [ ]  Copy of Passport details page[ ]  Evidence of current Australian visa (i.e. IMMI Notification), if any[ ]  Evidence of English language proficiency[ ]  Copy of Academic qualifications (Certified translations must be provided if document originals are not in English)[ ]  OSHC details, if you are already in Australia |

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| **Conditions of Enrolment** |  |
| **Fees:** All fees are payable in Australian dollars. Students will not be permitted to commence or continue their course until all outstanding fees have been paid. Tech Edge College reserves the right to cancel a student’s enrolment for non-payment of fees, where fees are overdue by >14 days. Tech Edge College reserves the right to change fees at any time, subject to CRICOS/relevant authority approval.**Refund policy:** Refund of fees will only be granted in accordance with the refund policy set out below. Enrolment fees & Material Fees are non-refundable under any circumstances, except in the unlikely circumstances where Tech Edge College is unable to provide the course. Tuition Fees will be refunded as follows:*Full Refund*Tech Edge College has a fee refund policy for situations where special circumstances exist. We will make a full refund of course fees paid (less applicable Cancellation Fee and Enrolment Fee) in the following circumstances:* Visa Not Granted: Where an application for a Student visa is unsuccessful Tech Edge College, reserves the right to charge a Cancellation Fee of AUD$500. Refund of any balance of pre-paid Tuition Fees will be made within 14 days. A request of refund in writing and proof of visa refusal, from the Australian Government, must be sent to Tech Edge College.
* Provider Default:
	+ In the unlikely event that Tech Edge College is unable to start your course on the agreed starting date OR deliver your course full, you will be offered a full refund of all the course money you have paid to date. The refund will be paid to you within 14 days from the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by Tech Edge College at no extra cost to you. You have the right to choose whether you would prefer a full refund of the unspent course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.
	+ If Tech Edge College is unable to provide a refund or place you in an alternative course the Australian Government’s Tuition Protection Service (TPS) will assist you with your placement in an alternative course or manage any applicable refunds. The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study.
	+ Tech Edge College reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, if necessary. In such circumstances, if a Student is unable to enrol in a similar course at Tech Edge College all fees will be refunded within 14 days.

*Partial Refund*Tech Edge College will make a partial refund of any Tuition Fees paid to Tech Edge College before the Course Start date in the following circumstances (all amounts are less or subject to payment of the Cancellation Fee of $500 per COE):* Withdrawal at least 10 weeks prior to agreed course start date - Full refund of tuition.
* Withdrawal at least 6 weeks prior to agreed course start date - 75% refund of tuition.
* Withdrawal at least 4 weeks prior to agreed course start date - 50% refund of tuition.
* Withdrawal at least 2 weeks prior to agreed course start date - 25% refund of tuition.
* Withdrawal less than 2 weeks prior to agreed course start date - 10% refund of tuition.

*No Refund*If a Student withdraws from, cancels or fails to attend a program or course on or after the agreed course start date, with the exception of visa refusal, Tech Edge College will not refund any of the tuition fees paid for the course package or stand-alone course.For Packaged Courses (2 or more courses) - The Student will be required to pay a Cancellation Fee of up to $500 per CoE, in addition to 50% of the principal course tuition fees and any outstanding balances for the current course they are withdrawing from.For Stand-alone Courses (enrolled in 1 course only) - The Student will be required to pay a Cancellation Fee of up to $500 in addition to full payment of any remaining tuition fees for that course.* No refunds will be issued for any deposits and payment plan fees paid on additional COEs at Tech Edge College. Any pre-paid fees for future courses within a packaged program will not be refunded after the student has commenced their study at Tech Edge College.
* In the event that an extension to the Student’s visa is not granted and the course has commenced a refund will not be issued to the Student for the course duration that has already finished.
* In the event that the Student seeks and is granted approval by Tech Edge College to transfer to another provider prior to completion of six months’ study of the principal course, no refund of any course money paid in advance will be granted. Any outstanding fees for the course must be paid prior to release.
* In the event that the Student’s enrolment is cancelled because of infringement of Tech Edge College’s disciplinary policy or breach of Student visa conditions or non-payment of fees, no refund of any course money will be granted.

**Terms and Privacy Statement**1. Tech Edge College reserves the right to change its fees and conditions, cancel or defer courses, and to alter course timetables at any time.
2. Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 and for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Queensland government in the State of Queensland; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students (ESOS) Act 2000, the ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. The College is required, under s19 of the ESOS Act 2000, to report certain changes to the student’s enrolment and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance. It is a requirement of AQF that students can access personal information held by Tech Edge College and may request corrections to information that is incorrect or out of date. This agreement is made in accordance with the ESOS Act 2000, ESOS Regulations 2001 and the National Code 2007. This agreement and the availability of complaints and appeals processes does not remove the right to the student to take action under Australia’s consumer protection laws.
3. Personal information collected as a result of your enrolment will be used by Tech Edge College for general student administration and vocational education and training administration and regulation; as well as planning, reporting, communication, research, evaluation, financial administration (including debt recovery), auditing and marketing. Only authorised Tech Edge College officers and other authorised persons (e.g., service providers) have access to this information. You agree that Tech Edge College may use the email address supplied by the student as a point of contact for any information it deems necessary. You agree that Tech Edge College will access Visa Entitlement Verification Online (VEVO) services at any time to confirm their visa status, work and study rights.
4. You agree that Tech Edge College will release information pertaining to their enrolment (excluding academic records), attendance and account details to their education agent.
5. Photographs, videos and testimonials taken by Tech Edge College may be used for marketing and promotional purposes, unless the student advises the college in writing that they do not wish their images to be used for the above purposes.
6. All students on student visas must attend at least 80% of their course, maintain satisfactory course progress at all times. Failure to do so may result in a cancellation of enrolment at Tech Edge College and the student being reported to the Australian immigration authorities. Sick days are noted as absences and students are advised to present medical certificates for any absences due to sickness.
7. Student visa holders must keep Tech Edge College informed regarding their current residential address and contact phone numbers at all times.
8. All students must adhere to Tech Edge College’s code of conduct and Tech Edge College policies, rules and regulations. Details are available in the Student Handbook that can be downloaded from the Tech Edge College website: www.Tech Edge College.com.au. It is a condition of enrolment that students read, understand and follow the college rules and code of conduct. Students are advised to familiarise themselves with the details in the Student Handbook. Aggressive behaviour, bullying, racism, vandalism and/or conduct that threaten others is not tolerated. Failure to follow the college Code of Conduct may result in the student being: asked to leave the campus; reported to appropriate authorities; required to pay for any damages; suspended from the college for a specific period without refund of fees; or expelled for serious breaches. It is the student’s responsibility to read and understand the information provided in the Student Handbook. The Student Handbook and other relevant information is publicly available on the college website.
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| **HOW TO APPLY** |
| Step 1: Read the Conditions of Enrolment (Page 2 & 3)Step 2: Complete the Enrolment Form on Page 1 Step 3: Gather supporting documents listed on Page 2Step 4: Submit your completed enrolment form & supporting documents via email to info@techedgecollege.com.au Step 5: If your application is successful, you will receive an Offer Letter and invoice for payment within 2 working days. You must sign the ‘Acceptance of Offer’ form and return a copy to us with proof of payment as soon as possible.Step 6: After we receive your payment and signed Offer Letter, we will issue a ‘Confirmation of Enrolment’ (COE). If other conditions have been noted on your letter of offer, you will be required to meet the conditions before a COE can be issued.Step 7: Attend the college on the first day of your course. We look forward to welcoming you. |
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