



# STRATHFIELD COLLEGE

A Member of The Australian Vocational Institute Group Pty Ltd  
(CRICOS PROVIDER CODE: 02736K NTIS CODE: 91223 ABN: 53 099 820 381)

Please attach  
your photo  
here

## INTERNATIONAL STUDENT APPLICATION FORM

### AUD200 APPLICATION FEE

Please use a black pen and print clearly. Do NOT use this form if you are a permanent resident or a citizen of Australia. Please fill in all parts of the application and sign your declaration indicating your understanding of and agreement with our terms and conditions. For further pre-enrolment information for Strathfield College courses, please refer to the College's course information leaflets and the **Student Pre-Enrolment Handbook - International** on the College's website: [www.StrathfieldCollege.edu.au](http://www.StrathfieldCollege.edu.au)

### 1. COURSE PREFERENCES

	COURSE 1		COURSE 2	
Course Name:				
Session:	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
Duration:				
Start Date:				

### 2. PERSONAL DETAILS

#### Your name as shown on your passport

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

#### Your address in your home country:

Street Address \_\_\_\_\_

City/Town \_\_\_\_\_ State/Province \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Phone: \_\_\_\_\_  
Country Code \_\_\_\_\_ Area Code \_\_\_\_\_ Local Number \_\_\_\_\_

Facsimile: \_\_\_\_\_  
Country Code \_\_\_\_\_ Area Code \_\_\_\_\_ Local Number \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Your Correspondence Address:  Home Country  Australia

Date of Birth: \_\_\_\_\_  
Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Gender:  Male  Female

#### Your address in Australia (if any):

Street Address \_\_\_\_\_

City/Town \_\_\_\_\_ State/Province \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Phone: \_\_\_\_\_  
Country Code \_\_\_\_\_ Area Code \_\_\_\_\_ Local Number \_\_\_\_\_

Facsimile: \_\_\_\_\_  
Country Code \_\_\_\_\_ Area Code \_\_\_\_\_ Local Number \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Agent (please fill in your agent's details in Section 12.)

### 3. VISA DETAILS

Nationality: \_\_\_\_\_ Country of Birth: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Are you in Australia now?  No  Yes – Visa Category: \_\_\_\_\_ Visa Expiry Date: \_\_\_\_\_  
Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Where will you submit your visa application? City: \_\_\_\_\_ Country: \_\_\_\_\_

(Please submit CERTIFIED COPIES of your Passport and Visa (if any) with this application.)

### 4. ENGLISH LANGUAGE PROFICIENCY

Is English your first language?  No, my first language is \_\_\_\_\_  Yes

What is your level of English?  Beginner  Intermediate  Advanced

Have you taken an English test in the last 2 years?  No  Yes

If yes, which test had you done?  TOEFL  IELTS  Other – please specify: \_\_\_\_\_

Date of Test: \_\_\_\_\_ Overall Testing  
Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Score: \_\_\_\_\_ place: \_\_\_\_\_  
(Please submit CERTIFIED COPIES of your English Test Results with this application.)

### 5. EDUCATIONAL BACKGROUND

Highest Qualification: \_\_\_\_\_

School/Institution: \_\_\_\_\_

Country: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Current Study: \_\_\_\_\_

School/Institution: \_\_\_\_\_

Country: \_\_\_\_\_ Expected Completion: \_\_\_\_\_  
Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

(Please submit CERTIFIED COPIES of all your Academic Transcripts and/or Certificate(s), including CERTIFIED translations with this application.)

### 6. RECOGNITION OF PRIOR LEARNING

Would you like to apply for Recognition of Prior Learning?  No  Yes

(If yes, for further information please refer to Recognition of Prior Learning in the Student Pre-Enrolment Handbook - International on the College's website: [www.StrathfieldCollege.edu.au](http://www.StrathfieldCollege.edu.au))

Not applicable to ELICOS students



## COURSE INFORMATION

CRICOS COURSE CODE	NATIONAL COURSE CODE	COURSE NAME	FULL TIME COURSE DURATION	APPLICATION / ENROLMENT FEE (NON-REFUNDABLE)	FULL TIME TUITION FEE	MATERIALS FEE (COMPULSORY)
<b>BUSINESS</b>						
057399A	BSB50201	Diploma of Business Administration	50 weeks (including breaks)	AUD200	AUD12,000	AUD500
057400B	BSB40201	Certificate IV in Business Administration	44 weeks (including breaks)	AUD200	AUD10,000	AUD500
<b>ENGLISH</b>						
060529C	N/A	General English	Upon assessment (Minimum 5 weeks)	AUD200	AUD290 per week (Minimum payment AUD1,450)	AUD200; plus you may be required to purchase a textbook at course commencement
060530K	N/A	IELTS Preparation	Upon assessment (Minimum 12 weeks)	AUD200	AUD290 per week (Minimum payment AUD3,480)	AUD200; plus you may be required to purchase a textbook at course commencement
060531J	N/A	English for Academic Purposes	Upon assessment (Minimum 12 weeks)	AUD200	AUD290 per week (Minimum payment AUD3,480)	AUD200; plus you may be required to purchase a textbook at course commencement

**Please note: A deposit (AUD1,000) may be required for issuing a provisional package offer. This deposit will be part of the Strathfield College Tuition Fee.**

## CANCELLATION AND REFUND POLICY

### STUDENT CANCELLATION / DEFAULT

Refunds are only available under certain conditions. Should you wish to cancel your course and seek a refund the following conditions apply.

- The request must be made in writing on a Refund Application Form which can be obtained from the College Registrar or downloaded from the College website [www.StrathfieldCollege.edu.au](http://www.StrathfieldCollege.edu.au). The completed form should be forwarded to the Chief Executive Officer, Strathfield College, Suite 510, Level 5, 451 Pitt Street, Sydney NSW 2000, Australia.

To assist the College you must clearly state the reasons for the refund request and supporting documentation must be supplied where applicable.

- Strathfield College policy is that tuition fees, material fees, airport pick up and accommodation charges paid in advance; plus OSHC if paid through the College are refunded in full:

- Where the Students Visa Application is rejected in writing by the Australian Embassy / High Commission.

Should your visa application be rejected then the College requires you to attach the following documents to your refund application form:

- A copy of the Visa Rejection Notification from the Australian Embassy /High Commission; AND
- Your official Strathfield College receipt.

OR:

- Where Strathfield College is advised of your cancellation in writing 30 days or more prior to your course commencement date.

OR:

- Where there are exceptional circumstances beyond your control such as illness or bereavement. Application for an exceptional circumstances refund for illness or bereavement must be supported by Certified Documents such as a Doctor's certificate and/or other relevant documents verifying the situation. *Decisions regarding exceptional circumstances refunds are at the discretion of the Chief Executive Officer.*

Please note that this does not apply where the Australian Government has cancelled a visa as a result of a breach of visa conditions or rejected a renewal of a visa.

**Please note, if applicable, the Application/Enrolment Fee (AUD200), the Accommodation Placement Fee and the Deposit (AUD1,000) for issuing a provisional electronic Confirmation of Enrolment (CoE) are non-refundable under any circumstances. A Refund Process Fee of AUD300 plus GST will be charged.**

- If you cancel your course less than 30 days before your course commencement a cancellation fee of 30% plus GST will apply to the tuition fees and accommodation fees paid in advance. The airport pick up fee will be refunded in full.
- Your notice of cancellation is not effective until Strathfield College, through the Chief Executive Officer, receives a completed Strathfield College Refund Application Form with supporting evidence.

- No refunds, other than for exceptional circumstances, will be made after the commencement date of the course. For packaged courses the commencement date is taken to be the commencement date of the first course.
- Course and other Fees are not transferable to another student or institution but may be transferred to another course within Strathfield College at the discretion of the Chief Executive Officer.
- All refunds due to student cancellation/default are in Australian Dollars and will be processed within 28 working days.
- All approved refunds are made payable to and sent to the student. **A refund calculation explanation as to how the refund was calculated will accompany the student refund payment.**
- Bank charges may be deducted for refunds made by bank draft or electronic transfer.
- In the case where students seek a release to enrol with another Registered Training Organisation a withdrawal process fee (AUD300 plus GST) applies. If granted, there will be no charge for the formal Letter of Release.

### STRATHFIELD COLLEGE DEFAULT

In the event of a default by Strathfield College, students are entitled to a refund under the provision of the ESOS Act 2000 and ESOS Regulations 2001 in the following circumstances:

Strathfield College

- does not offer a course on the advertised start date;
- terminates a course after the course start date and before the course completion date; or
- does not provide a course as advertised, due to sanctions or circumstances beyond its control.

Strathfield College will pay a refund of the tuition fee to the student within 14 days after the default date.

### REFUND APPEALS

Students not satisfied with the calculated refund may refer to the Strathfield College student complaint procedure which involves an independent third party to adjudicate.

**This complaint process does not circumscribe the student's rights to pursue other legal remedies.**

**This agreement (for Refund and Cancellation), 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.**

### EXPULSION

Strathfield College reserves the right to expel students for serious breaches of discipline following the Strathfield College disciplinary procedure. Strathfield College will notify the Department of Immigration and Citizenship (DIAC). No fees are refunded to expelled students.

## HOW TO APPLY

Please send your application to: **The Registrar, Strathfield College**

**Mail:** Suite 510, Level 5, 451 Pitt Street, Sydney NSW 2000, AUSTRALIA

**For enquiries: Telephone:** (+61 2) 9212 7799 **Email:** [info@StrathfieldCollege.edu.au](mailto:info@StrathfieldCollege.edu.au)

**Facsimile:** (+61 2) 9212 7800

**Website:** [www.StrathfieldCollege.edu.au](http://www.StrathfieldCollege.edu.au)

## STUDENT VISA REQUIREMENT

Australian Government Regulations apply specific conditions on the issuing of a student visa. Failure to satisfy any of these conditions will result in the initiation of the Strathfield College warning and reporting processes. For details of these conditions for English students refer to the Strathfield College English Student Handbook and VET students refer to the Student Handbook -Welcome.

## DEFERRAL OR SUSPENSION OF COURSE

Once an overseas student has enrolled in a course Strathfield College will not allow the student to defer commencement of their course except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional circumstances beyond the control of the student eg bereavement. If a student defers or suspends their studies on any grounds Strathfield College is required to notify the DIAC.

One of the Student Visa conditions is that you complete your course at Strathfield College. Changes cannot occur except in exceptional circumstances within the first six months.

## APPROVED LEAVE

DIAC will only permit Strathfield College to approve leave to students for major illness, accident or other exceptional compassionate circumstances eg. family bereavement. DIAC does not accept reasons such as weddings, pregnancy, child birth, cultural and religious activities as acceptable reasons for leave. Further, the length of Approved Leave is to be strictly in keeping with the reason for the leave. Students must apply for Approved Leave in writing and submit supporting documentation e.g. a medical certificate from a registered medical doctor, death certificate and return air tickets. If leave is granted beyond 2 weeks students will be required to defer their studies for the duration of the leave and reapply for their visa once the leave is over. Strathfield College will notify DIAC.

## SICK LEAVE

Students who take sick leave are to submit to Strathfield College a medical certificate, from a registered medical doctor. Sick leave will be entered in to the class rolls. In the calculation of the number of absent days the College must count sick leave as absent days.

## ACCOMMODATION

Strathfield College will provide, upon request, details of a range of accommodation services and providers in Sydney. If required Strathfield College will provide booking assistance. However, Strathfield College is not responsible for or makes no guarantees about any accommodation services or costs.

## FEE PAYMENT SCHEDULE

All students must pay a AUD200 application fee before receiving a Letter of Offer. Before a CoE is issued students are required to pay Strathfield College the full English Fee and for VET Courses an instalment which is equal to 6 months tuition fees in addition to OHSC fees and any other fees that are due. For VET students further tuition fee instalments are to be paid at the beginning of each semester.

Non-payment of fees may result in cancellation of enrolment and Strathfield College reporting the student to DIAC.

Accommodation, personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.

## RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is an assessment process in which students may apply for exemptions by providing evidence of all skills and knowledge gained through life experiences, work experience, previous training and formal education. These exemptions will only be granted when all the stated learning outcomes and performance criteria of the VET course unit/s have been demonstrated.

Where RPL is granted before your visa has been issued, then the period of the course will be adjusted appropriately when the eCoE is issued.

If RPL is granted after your visa has been issued then the College will report the change to the DIAC. A full time study load (20 hours per week) must be maintained.

## CHANGE OF STUDENT CONTACT DETAILS

In the event of a change in your contact details you must ensure current address and contact details are provided to the Registrar at Strathfield College.

## STUDENT DISCIPLINARY PROCEDURES

All Strathfield College students are subject to the College Disciplinary Policy and Procedures and to Australian Law. Strathfield College reserves the right to expel students who are considered to have contravened these conditions. In these circumstances Strathfield College will notify DIAC immediately.

## CHANGE TO CONDITIONS

Strathfield College reserves the right to change its fees, conditions, course times or course commencement dates at any time without notice.

## PRIVACY POLICY

Personal information is obtained solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework (AQTF). The information provided by the students may be made available to Commonwealth and New South Wales Government agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code 2007.

Strathfield College is required under Section 19 of the ESOS Act 2000 to notify DIAC of changes to a student's enrolment and any breach by a student of student visa conditions relating to attendance or academic performance.

It is a requirement of the AQTF that students can access personal information held by the College and may request corrections to information that is inaccurate or out of date. Please apply to the Registrar if you wish to view your own records.

From time to time, the College will conduct marketing activities such as sending mail or email to existing and past students, or telephoning students. Students may request to be removed from any mailing list at anytime by writing to the College.

Further information regarding your privacy rights may be obtained via the Australian Government website: [www.privacy.gov.au](http://www.privacy.gov.au)



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