

International Student Application Form

Application Instructions

Thank you for choosing to apply at EQUALS International.

Please fill out all the requested information below. Once the application form has been completed and you have attached the following items (listed on the checklist), please return to;

EQUALS International Institute
International Student Admissions
GPO Box 2443, Adelaide SA 5001 Australia
internationalliaison@equals.com.au

Checklist (please tick)

OnShore Applicants	Tick	Offshore Applicants	Tick
copy of your Passport		covering Letter	
copy of your current Visa & CoE		copy of your Passport	
a copy of your TOEFL/IELTS Certificates (even when expired)		a copy of your TOEFL/IELTS Certificate (applies if English is not your first language)	
academic transcripts and qualifications		current resume	
details of your health insurance cover		academic transcripts and qualifications (if applicable)	

Please make sure before signing this document that you agree with all company policies, regulations, terms and conditions. No payment is required with your application.

Applicant Details

Family Name:		Given Names:	
Date of Birth:		Gender:	
Address:		Suburb:	
State:		Postcode:	
Telephone:		Mobile:	
Email:	<i>(student email address is a requirement of enrolment)</i>		
Country of Origin:			

Do you consider yourself to have a disability or special needs? <i>(please circle)</i>	Yes No Unsure
	If yes or unsure, please specify details:

<p>Personal information supplied to registered training providers such as EQUALS may be shared between the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager for the purposes of:</p> <ul style="list-style-type: none"> • promoting compliance with the ESOS Act and the National Code; • assisting with the regulation of providers; • promoting compliance with the conditions of a particular student visa or visas, or of student visas generally; or • facilitating the monitoring and control of immigration. 	<p>I have read and understood this information:</p> <p>Yes No</p>
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Program Details



What professional program/s of instruction are you applying to enroll in? Please tick one or more programs.

- | | |
|--|---|
| <input type="checkbox"/> Diploma of Business Administration BSB50407 | <input type="checkbox"/> Diploma of Hospitality SIT50307 |
| <input type="checkbox"/> Advanced Diploma of Business BSB60207 | <input type="checkbox"/> Advanced Diploma of Management BSB60407 |
| <input type="checkbox"/> Certificate III in Aged Care Work CHC30208 | <input type="checkbox"/> Diploma of Nursing (Enrolled / Div 2 Nursing) HLT51607 |
| <input type="checkbox"/> Diploma of Disability CHC50108 | <input type="checkbox"/> Diploma of Remedial Massage HLT50307 |
| <input type="checkbox"/> Advanced Diploma of Nursing (HLT61107) | |

What month and year would you prefer to start studying? _____

Nationality on Passport:		Passport Number:		Passport Expiry Date:	/ / 20
Do you have any dependents?	Yes No	If 'yes', will they be joining you in Australia?	Yes No		
Do you have any type of disability?	Yes No	If 'yes', what is your disability?			
Are you applying in Australia or offshore?	<input type="radio"/> In Australia <input type="radio"/> Offshore		Overseas Address:		
Overseas Contact Number <i>(include area code):</i>			Overseas Fax Number <i>(If applicable) (include area code):</i>		
Email contact details:				<i>Please nominate the Embassy to send your electronic Confirmation of Enrolment if you are successful:</i>	

Do you currently hold an Australian Visa?	Yes No	If 'yes', what type of Visa?		** Please ensure you attach a copy of your visa label.
Do you hold a current eCoE?	Yes No	** If 'yes', please attach a copy of your current eCoE.		
Visa Expiry Date:	/ / 20	<i>This field is required if you hold an Australian visa.</i>		
Do you currently have Overseas Student Health Cover?	Yes No	If 'yes', who is your current provider?		** Please ensure that you attach a copy of your current membership card.
OSHC Expiry Date:	/ / 20	If 'no', do you require Single or Family membership?	<input type="radio"/> Single <input type="radio"/> Family	

Where did you find out about EQUALS?	Agent Information
<input type="checkbox"/> Exhibition <input type="checkbox"/> Agent <input type="checkbox"/> Other: _____	Agent Name: Agency Name: Agent Declaration: By checking the box below I confirm I am the agent listed above and that I have counselled and briefed the applicant about EQUALS, its policies and procedures, and the terms and conditions related to this application in accordance with our Agent Agreement with EQUALS: <input type="checkbox"/>
<input type="checkbox"/> Internet <input type="checkbox"/> Friend/Relative	

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Important: Please read the Student Handbook and the following information carefully before making your application:

CODE OF PRACTICE

This sets out the guidelines for the ethical conduct of registered providers of courses to International Students. EQUALS International is a registered provider of courses for International Students and is committed to meeting educational standards outlined in the National Code of Practice issued by the Australian Government.

CHANGES AFFECTING VISA STATUS

EQUALS International is required by law to notify the Department of Immigration and Multicultural Affairs (DIMA) whenever a student:

- fails to commence the nominated course as expected
- has their enrolment cancelled for failure to meet course requirements, or any other reason
- ceases to occupy the place for which the course enrolment was confirmed, either through completion of, or withdrawal from the course
- changes course and/or provider during their period of stay in Australia

If you have changed your course and/or provider, you may need to contact your OSHC provider about maintaining Overseas Student Health Cover. You should contact DIMA, prior to making a decision, with any queries that you have regarding a change of visa status. Please also note that you are required to notify EQUALS International if you are applying to DIMA to change your visa status.

TUITION FEES AND REFUND OF MONIES PAID

- The organisation reserves the right to cancel a course, or refuse any enrolment as permitted by law.
- The organisation reserves the right to adjust fees on an annual basis, vary course requirements or class schedules at any time as deemed necessary.

REFUNDS may be granted if any of the following occur:

ORGANISATION DEFAULT:

A refund of all "Course Money" (or Tuition Fees) will be given within two weeks if the college defaults on:

- the course offered does not begin on the agreed starting time
- the organisation ceases to provide the course during its term
- the provider defaults and the student has not withdrawn before the default date
- the organisation is not provided in full to the student
- the student is not granted a Student Visa
- the provider must give the student a statement that explains how the amount has been worked out

STUDENT DEFAULT & REFUNDS:

Refund of monies paid to EQUALS International will be granted under the following circumstances in compliance with the Regulations stated in the ESOS (Education Services for Overseas Students) Act set by the Department of Immigration.

A full refund of 'Course Money' will be given within two weeks if:

- The course offered does not begin on the agreed starting time
- The College ceases to provide the course during its term
- The provider defaults and the student has not withdrawn before the default date
- The student is not granted a Student Visa to study in Australia

A refund of 'Course Money' less \$250 administration fee will be given within two weeks if:

- The student withdrew in writing prior to the commencement (day 1) of a given term

A refund of Tuition fees less the International Student administration fee and fees paid for the current semester of enrolment will be given within six weeks if:

- The course offered by EQUALS started on the agreed starting date but the student did not start the course on that date
- The student withdrew from the course after the agreed starting date.

All "Course Money" paid to the College, will be safeguarded in a trust account, if EQUALS International defaults, students are protected according to the ESOS Act and our OSTAS assurance policy. Students are advised they have the right to pursue refunds under Australian Consumer law.

COURSE ATTENDANCE

International students are required to undertake a fulltime program and attend no less than 80 per cent of classes within a given term and a minimum of 90 per cent for bodywork subjects. If classes are not attended a medical certificate will be required.

Applicant Agreement & Declaration

I :	
a)	declare that I have read, understood and agree to abide by the terms, conditions and policies outlined in this Student Application Form, the Student Handbook & Prospectus;
b)	declare that the above information is true and correct;
c)	declare that the information supplied may be provided to the Australian government if requested;
d)	declare that I have read and understood the Course Information material supplied to me.
	APPLICANT SIGNATURE:
	Date:

DEFERMENTS

Requests for the deferment of studies are required in writing. Deferments may be granted by the organisation for up to 1 year providing advice is given in writing at least 2 weeks prior to the commencement of a given term. Deferments will only be granted between terms for all subjects or subject components successfully completed in the previous term/semester.

EQUALS must notify DIMA of your decision to defer your studies in Australia. DIMA will defer the student visa up to 6 months. Over six months your visa will be cancelled, therefore you will need to reapply for another student visa prior to recommencing your studies. Please note that the final decision about your eligibility for a second student visa will be made by DIMA and will be based on your reasons for deferring your studies. Therefore, we strongly advise you contact DIMA to ensure that you will be able to resume your student visa status, prior to making your final decision to defer. Please note that EQUALS International is required to notify DIMA of your deferment and you may therefore forfeit your current student visa.

There is no monetary action on deferments, however, please note that courses may be subject to change and you are required to check with Student Administration, at the beginning of the year in which you intend to re-enrol, to ensure that re-enrolment is possible.

A student is only allowed to defer commencement or suspend studies of a course on medical grounds (with a medical certificate) or other exceptional compassionate circumstances.

DEPENDANTS

If holders of a Student Visa have dependants who will be coming with them to Australia, they are required to make arrangements for the education of the dependant/s. Students should contact DIMA for more information about the status of dependants when intending to study in Australia. If you are accompanied by school aged dependents you will be required to pay the full fees for their schooling. Please note that International Students are not eligible for travel concessions on public transport in Australia.

ELIGIBILITY FOR STUDENT VISA STATUS

Have you checked your countries Assessment Level?

Full fee paying prospective students of Assessment Level 3-5 are encouraged to undergo pre-visa assessment before lodging an application for a visa to study in Australia. Self-assessment information can be obtained from your nearest Australian Embassy.

OVERSEAS STUDENT HEALTH COVER

DIMA require mandatory, visa length health insurance for all student visa holders. Approved OSHC providers include:

- Medibank Private – www.medibankprivate.com.au
- BUPA OSHC – www.overseasstudenthealth.com
- Australian Health Management – www.ahm.com.au
- Lysaght Peoplecare Limited, subcontracting to OSHC Worldcare - www.oshcworldcare.com.au

We will organise the first years premiums as per your letter of offer, once the first year has elapsed, you will have to contact the OSHC provider to organise a payment plan for the duration of your time on the visa. To not have up to date Health insurance is a breach of your student visa.

REFUND OF OSHC PAYMENTS

A student may apply directly to the OSHC provider for refund of monies paid if any of the following occur:

- if they do not arrive in Australia
- if their student visa is not extended
- if they have been granted resident status in Australia
- if they are required to return home for reasons beyond their control

WITHDRAWAL FROM A COURSE

Students are required to provide written notification of withdrawal from any course or course component, prior to the commencement of term, in order to obtain a refund for that term. Notification of withdrawal, given after the commencement of term, may not guarantee a refund for that term. Refunds incur a \$150 fee. Please check with Student Administration before withdrawing to ensure that it complies with your student visa requirements. Please also refer to the refund conditions outlined above.

Please note that information about overseas students may be made available to relevant Commonwealth & State Government agencies.