



## Part 7 English language

### (a) English proficiency

Please tick  if the following options apply:

1. I have taken a recognised English language test in the last two years (e.g. IELTS, TOEFL, STEP)

Name of test  Score

Date of test  /  /

2. I will take a recognised English test on:

3. English was the medium of instruction in my senior school studies and I gained a satisfactory pass in English

Please attach documentation if you selected option 1 or 3 above

### (b) Enrolment in TAFE NSW English Language Centre

I wish to enrol in a TAFE NSW Intensive English course before I commence my Certificate or Diploma course for the following number of weeks:

5 weeks  10 weeks  15 weeks  20 weeks  30 weeks

40 weeks Start month (MM/YYYY)  /

Note: The number of weeks is subject to assessment by TAFE NSW

Preferred English Language Centre:

- Crows Nest (Northern Sydney Institute)  Port Macquarie (North Coast Institute)  
 Kingscliff (North Coast Institute)  Ultimo (Sydney Institute)  
 Liverpool (South Western Sydney Institute)  Wollongong (Illawarra Institute)  
 Newcastle (Hunter Institute)

## Part 8 Education

### (a) Current studies in Australia

Are you currently studying in Australia?  Yes  No If yes, please complete the details below

Institution name  Course  Date Started

### (b) Previous studies

Please list details of your previous education and training (high school, tertiary) which will be used to assess your eligibility for your course of study. Please attach certified copies of full academic transcripts.

#### School studies

Highest Qualification (e.g. A levels, Year 12, etc)	School / Institution Name	Country	Year Finished
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Higher studies

Name of Qualification (e.g. Diploma, Degree, etc)	Institution Name	Country	Year Finished
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part 9 Recognition of Prior Learning (RPL)

Are you applying for RPL?  Yes  No If yes, please provide certified copies of transcripts and details of courses e.g. syllabus documents

## Part 10 Disability support

Do you have a disability that requires TAFE NSW to assist you in your learning environment?  Yes  No Please refer to Terms and Conditions

If yes, please provide details

## Part 11 Declaration (If you are under the age of 18 this declaration must also be signed by your parent or guardian)

I/We declare that all information provided with this application form is correct and that I/we have read and understand and agree to be bound by the terms and conditions on this form. These terms and conditions, together with any offer letter sent by TAFE NSW in response to the application will, upon payment of fees, constitute a written agreement between the student and TAFE NSW for the purpose of the ESOS Act 2000 and the National Code of Practice 2007.

I/We agree that in the event that false, inaccurate or misleading information is provided, TAFE NSW reserves the right to cancel the enrolment.

I/We agree that when I/the student am/Is accepted for enrolment in a TAFE NSW college, I/we must comply with and ensure that the student complies with the terms and conditions of enrolment.

I/We understand and consent that personal information provided by the student to TAFE NSW may be made available to the health insurance provider, to Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2007 and to any contractor(s) engaged by TAFE NSW to provide advice or services in connection with any aspect of TAFE NSW's International Students program or operation.

I/We hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I/we may, at any time, opt out of being contacted by any such electronic means by contacting the International Students Centre and so advising.

I/We agree that if there is any difference in meaning of provisions of the English version and any translated version of this form or the terms and conditions provided to me/us, the English version is to prevail.

Personal information I/we supply and consent to being contacted about is to be used by the Department of Education and Training (DET/TAFE) in connection with an application for a student to study in NSW. Provision of information is voluntary but, if not provided, the application may be hindered.

DET/TAFE will not disclose personal information to outside parties, other than as provided in this form, unless required by law, you consent or it is needed to prevent serious threat to a person's health or safety. You can access and correct personal information by contacting the International Students Centre.

Student Signature

Print Name

Date (DD/MM/YYYY)  /  /

Parent Signature

Print Name

Date (DD/MM/YYYY)  /  /

## Part 12 Agent details

I confirm that I have briefed the applicant and the applicant's parents (if applicant is under 18) on the Terms and Conditions relating to this application and that I have provided the applicant with relevant information on TAFE NSW and the course consistent with the requirements of the ESOS Act 2000 and the National Code 2007.

Signature

Date (DD/MM/YYYY)  /  /

Are you a registered agent with TAFE NSW?  Yes  No

Agent Name

Address

Phone Number (including country code) +

Fax Number

Email

Agent  
Representative  
Stamp

# FEES 2011

## TAFE Fees 2011

Payment details for registration/application fee, tuition fees, overseas student health cover and other applicable fees will be stated in the Statement/Tax Invoice in your offer letter.

### TAFE Vocational Course

- » Registration fee **A\$100**
- » Tuition fees range from **A\$4,780 – A\$38,160** per course\*
- » Uniforms, Equipment and Textbooks range from **A\$300 – A\$1,000** per course (please check our website [www.studyintafe.edu.au](http://www.studyintafe.edu.au) for costs related to specific courses)

### Packaged TAFE NSW English Language And Vocational Course Program

- » Application fee **A\$150**
- Tuition fees
  - » English Language Course **A\$300** per week\*\*
  - » Vocational Course range from **A\$4,780 – A\$38,160** per course\*

\* Fees cover charges for tuition and administration only

\*\* A\$300 per week English tuition fee applies only if you pay for a packaged course program and complete the English Language and TAFE Vocational Course

### TAFE English Language Course Only

- » Application fee **A\$150**
- Tuition fees
  - » for 20 weeks or less **\$340** per week
  - » or more than 20 weeks **A\$320** per week\*\*\*

\*\*\* Fees cover charges for tuition and administration only. Reduced price does not apply where payments are made for a number of shorter periods.

### Other Fees

- Overseas Student Health Cover (OSHC)
  - » single student per year **A\$429**
  - » student with family per year **A\$858**

Australian Government regulations require payment of OSHC for the length of the student visa

- Airport pick-up fee **A\$140**
- Accommodation placement fee (for students over 18) **A\$180**
- Accommodation placement and guardian arrangement fee (for students under 18) **A\$250**

### Tuition fees must be paid in Australian dollars:

- » by credit card (Visa or MasterCard) or
- » at a Westpac Bank in Australia by cash or cheque or
- » at any Australia Post office by cash, cheque or credit card or
- » via BPAY in Australia or
- » by bank draft/bank cheque made payable to TAFE NSW

TAFE NSW will not be held responsible for any monies paid to an agent. If you are required to repeat subjects to complete your course of study then additional charges apply.

### Checklist

Please ensure you have attached the following to your application:

- Recent passport-sized photograph
- Certified copy of your birth certificate or Government document showing date of birth
- Certified copy of your passport pages with personal particulars including the page containing a current Australian visa, if applicable
- Certified copy of English language test results, if applicable
- Certified copy of academic transcripts and educational certificates (with certified translations if not in English)
- Non-refundable **A\$150** application fee if you apply for an English course only
- Certified copy of documents to be assessed for Recognition of Prior Learning (RPL), if applicable
- Certified copy of your health fund membership card, if applicable

## INSTITUTE REGISTRATION

TAFE NSW Institutes are Registered Training Organisations under the Australian Qualifications Framework (AQF). TAFE NSW is also government owned. The TAFE NSW Provider Code on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is 00591E.

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007. TAFE NSW operates in compliance with the Education Services for Overseas Students Act 2000 (ESOS). For further information visit the website [www.aei.dest.gov.au/esos](http://www.aei.dest.gov.au/esos)

All prices in this brochure are in Australian dollars.

The information in this brochure is correct as at August 2010. TAFE NSW continuously reviews its curriculum to ensure it meets with current industry requirements and reserves the right to withdraw and change courses at short notice. It is advisable to contact DET International Students or visit our website [www.studyintafe.edu.au](http://www.studyintafe.edu.au) for up-to-date information. Tuition fees are subject to review and/or change.

# TERMS AND CONDITIONS

## REVIEW OF TUITION FEES

TAFE NSW reserves the right to review its fees and charges. If tuition fees are increased you will be required to pay the new fees from the commencement of the next semester. If you defer your course, you will be required to pay the fees applicable at your new commencement date.

## TAFE NSW VOCATIONAL AND PACKAGED PROGRAMS

### Payment of fees

- » New students must pay the Registration Fee, English language fee (if applicable), OSHC, and half or the whole year's vocational course tuition fees by the due date stated in the letter of offer and prior to the start of the course. If students only pay half the year's tuition fee, the balance is payable two to three weeks before the commencement of their second semester.
- » When you pay fees for a packaged English language and vocational course with TAFE NSW, the fees for the English language course are charged at the lower packaged rate of A\$300 per week. If you withdraw from the TAFE vocational course, then the normal English language fee applies i.e. A\$340 per week for 20 weeks or less / A\$320 per week for more than 20 weeks.
- » Continuing students must pay the tuition fee for their next semester of study before the due date on their fee statement, normally two to three weeks before the commencement of the next semester or a Late Payment Fee of A\$200 will apply. Failure to pay the fees may lead to cancellation of enrolment. Results will be withheld when fees are outstanding.

### Change of Course/College and fees

Once an e-CoE has been issued to you and you wish to change your course or college within the first semester of enrolment, an application to change course must be lodged with the DET International Students. Approval of the application is not guaranteed.

Different tuition fees may apply for the same course at different colleges. Where a change of college, either within a TAFE NSW Institute or at another TAFE NSW Institute is approved, and a higher tuition fee applies for the same course at the second campus, you must pay any difference in the fees applicable before you can enrol in the second campus. If a lower fee applies for the same course at the second campus, you can either apply for a refund of the excess fee or the excess will be carried forward as a credit to next semester fee.

## REFUND POLICY FOR VOCATIONAL COURSE

**Application fees are not refundable. Tuition fees are not refundable if:**

- » A student fails to comply with the conditions of enrolment at a TAFE NSW Institute.
- » A student breaches any of the visa requirements of his or her visa as imposed by the Australian Government.
- » A student withdraws from their vocational course after the course semester has commenced.
- » A student/parent provides false or misleading information.

**Part or whole of the tuition fees are refundable under the following circumstances:**

- » TAFE NSW will refund 100 percent of the tuition fees paid if your application for a visa to study in TAFE NSW is rejected before commencing a course.
- » TAFE NSW will refund 90 percent of the tuition fees paid if you withdraw from your vocational course 4 weeks (28 days) or more before course semester commencement, except where you have applied for a packaged English language and vocational course, where the English language fees have been charged at the lower rate of A\$300 per week. Withdrawal from the vocational course will incur the charge for the relevant English language fee calculated by reference to the weekly rate of A\$320 or A\$340. The difference between the relevant fee and the lower packaged fee for English will be deducted from the vocational course tuition fees.
- » TAFE NSW will refund 80 percent of the tuition fees paid if you withdraw from your vocational course within the final 4 weeks (28 days) before the course semester commencement, except where you have applied for a packaged English language and vocational course, where the English language fees have been charged at the lower rate of A\$300 per week. Withdrawal from the vocational course will incur the charge for the relevant English language fee calculated by reference to the weekly rate of A\$320 or A\$340. The difference between the relevant fee and the lower packaged fee for English will be deducted from the vocational course tuition fees.
- » TAFE NSW will refund 75 percent of the tuition fees for the vocational course where you:
  - (i) Apply for both a TAFE NSW vocational course and an undergraduate course in an Australian university immediately following the completion of the NSW Higher School Certificate; and
  - (ii) Withdraw from the vocational course no later than 14 days after the February start date to take up your place in a university course.

**Please retain a copy of the terms and conditions for your records.**

# TERMS AND CONDITIONS

- » If you commence a TAFE NSW course before your student visa application has been processed and it is subsequently rejected, a pro-rata refund of tuition fees paid will be made.
- » TAFE NSW will refund pro-rata tuition fees from the date of becoming an Australian permanent resident, minus a A\$300 processing fee if you have been granted permanent residency before or during a TAFE NSW course.
- » TAFE NSW will refund pro-rata tuition fees from the date of becoming a temporary resident, minus a A\$300 processing fee and minus the temporary resident tuition fees where applicable, if you have been granted temporary residency before or during a TAFE NSW course.
- » If you have not reached a level of English adequate to obtain a Certificate 3 in English for Further Studies, you will be permitted to defer commencement of your vocational course until the next available intake for that course, but if you would like to withdraw from that course, TAFE will refund tuition fees for the vocational course minus a A\$300 processing fee.
- » If you obtain a deferral of the vocational component of your combined packaged course and then do not enrol for it, the refund policy relevant at date of deferral will be applied to any pre-paid fees.
- » Processing fee, registration fee, accommodation placement fee (including guardianship arrangement) and airport pick-up fee are not refundable.

The complaints procedure contained in these terms and conditions of enrolment is available to a student in the event of a grievance in relation to a claimed refund. However, this agreement and the availability of complaints and appeals processes does not remove the student's right to take further action under Australia's consumer protection laws or pursue other legal remedies.

## Refund Procedures

- » You must complete a TAFE NSW Refund Application Form.
- » Your refund will be processed within 4 weeks of receipt of your completed refund application if it includes all the required documents. However, if TAFE NSW withdraws a course the student has enrolled in, the refund will be processed within 2 weeks. A written statement will be provided to the student to explain how the refund is calculated.

## PROVIDER DEFAULT

In the unlikely event that TAFE NSW is unable to deliver the agreed course in full, the student will be offered a refund of all the course money paid to date. The refund will be paid to the student within two weeks of the day on which the course ceased being provided. Alternatively, the student may be offered enrolment in an alternative course by TAFE NSW at no extra cost to the student.

If an alternative course is offered, the student has the right to choose whether he or she would prefer a full refund of course fees, or to accept a place in another course. If the student chooses placement in another course, TAFE NSW will ask the student to sign a document to indicate that the student accepts the placement.

## TAFE NSW ENGLISH LANGUAGE COURSE FEES AND REFUNDS

### Transfer of Fees

If you complete your English course at TAFE NSW earlier than expected and there is a further general English course available at this centre, any remaining fees will be applied to that course; or if you enrol immediately in a TAFE NSW vocational course, the remainder of your paid fees will be transferred to that course. If you are accepted into a TAFE NSW course before you complete your English course, we will transfer to that course the remainder of your paid fees as at the end of the English course session/term in which you are enrolled at the time of transfer. No fees will be transferred to other institutions or persons.

### Refund Procedures

All applications for refunds must be made in writing and must contain the electronic Confirmation of Enrolment (eCOE) form, receipt for course fees and certified copies of any supporting documentation. If you provide TAFE NSW with false or misleading information or documents, or breach your visa conditions, no refund will be made.

If you complete the general English program earlier than expected and do not enrol in a TAFE NSW course, remaining fees will be refunded. There is no refund for public holidays. The processing fee, application fee, accommodation placement fee (including guardianship arrangement) and airport pick-up fee are not refundable.

### Refund Policy

A\$100 processing fee applies to all refunds except when a student visa is refused or a TAFE NSW course is cancelled.

Course fee refunds are calculated from the date a written refund application is received, on the following basis only:

- » The English Language Centre will refund 100 percent of the English language course fee paid if your application for a visa to study in Australia is rejected.
- » The English Language Centre will refund 100 percent of the English language course fee paid if the course you have enrolled in is cancelled by TAFE NSW.
- » The English Language Centre will refund 90 percent of the English language course fee paid if you withdraw from the course 4 weeks (28 days) or more before the commencement date of course of study.

**Please retain a copy of the terms and conditions for your records.**

# TERMS AND CONDITIONS

- » The English Language Centre will refund 80 percent of the English language course fee paid if you withdraw within the final 4 weeks (28 days) before the commencement date of course of study.
- » There will be no course fee refund on or after the commencement date of course of study.

No refund will be paid to a third party unless the student indicates the name and address of the person to whom the refund should be paid. If no name and address is provided, the refund will be sent to the student's home address as indicated in Part 1 of this form.

## Overseas Students Health Cover (OSHC)

- » All international students are required to pay the OSHC for themselves and all dependent members of their family staying with them in Australia.
- » If you are currently studying in Australia, you must provide a copy of your health fund membership records showing your name, membership number and date of expiry.
- » TAFE NSW receives a commission from the health insurance provider for processing your OSHC payment.

## Information Regarding a Disability (Part 10 of application)

Information about your disability is requested to establish whether you require the provision of additional services or facilities not required by students who do not have a disability. After consideration of your requirements, if the provision of these services or facilities would impose "unjustifiable hardship", for example, a very high cost on TAFE NSW, your enrolment may be refused or additional fees may apply. You will be advised in writing of our decision.

## Expectations of TAFE NSW

TAFE NSW will:

- » Provide the student with the same level of instruction and educational services as normally provided to other students enrolled at TAFE NSW.
- » Provide an orientation program for the student.
- » Monitor the welfare of the student and provide counselling and ongoing support while the student is enrolled at TAFE NSW.
- » Appoint one or more NSW staff members to act as the point of contact for students who have access to up-to-date details of TAFE NSW's support services for students.
- » Pay commission to an agent registered with TAFE NSW who submits the student's application.

## Expectations of Students and Parents

The student (and parent if the student is under 18, so far as relevant, will ensure the student complies with the following):

- » Is subject to the requirements of the National Code and must comply with TAFE NSW enrolment conditions and requirements in respect of international students.

- » Must obtain a student visa and comply with student visa requirements.
- » Must meet TAFE NSW course requirements and meet the requirements of DEEWR-DIAC Course Progress policy – refer to website [www.studyintafe.edu.au](http://www.studyintafe.edu.au) for policy and procedure.
- » Must not engage in any activity that may endanger their safety or the safety of any other person.
- » Must ensure requirements are met and maintained for accommodation and welfare arrangements for students under 18.
- » Must pay the required fees when an offer of placement is made and fees owing on receipt of invoice.
- » Must notify the DET International Students staff if they defer their studies and notify the International Students Coordinator at their TAFE NSW Institute immediately if they terminate their studies, withdraw from their course, or there are any changes to their visa status.
- » Must notify the International Student Coordinator at their TAFE NSW Institute of their residential address within 7 days of arrival and of any change to their residential address within 7 days of any change.

## No Obligation

TAFE NSW does not represent or guarantee that the student will:

- » Be accepted for enrolment at a specific TAFE NSW college
- » Successfully complete studies undertaken
- » Gain entry into further tertiary studies.
- » TAFE NSW accepts no liability for any unexpected interruption in services through events such as staff strikes, electrical failure, floods and other similar events and which causes a cancellation of classes. Fee refunds will not be provided for classes missed due to such events.

## Complaints Procedure

If the student has a complaint about the services provided by the TAFE NSW Institute or DET International Students, attempts should be made to resolve the problem with relevant staff before lodging the complaint. Full details of the complaints procedure is available at [www.studyintafe.edu.au](http://www.studyintafe.edu.au). So far as possible relevant complaints will be handled upon the same basis as complaints from a student or parent ordinarily resident in NSW.

## Breach of Terms and Conditions

Any breach of terms and conditions may result in the termination of the student's enrolment and may affect the student's visa.