

## INTERNATIONAL STUDENTS APPLICATION FORM 2021

### 1. Personal Details

Family name (as in passport)			
Given name(s) (as in passport)			
Date of birth	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female

### 2. Contact Details

Telephone (with country code)		Mobile	
Email Address			
<b>Address in Home Country</b>			
Address			
Suburb / Town		Postcode	
Country			
<b>Address in Australia</b>			
Address			
Suburb / Town		Postcode	

### 3. Emergency Contact Details

Contact Name		Phone Number	
Mobile Number		Relationship	

#### Medical Conditions

Do you have a known disability or medical conditions? (e.g. intellectual, hearing, vision, allergy)  Yes  No

If yes please specify:

### 4. Residency Details

Country of Birth		Citizenship	
Passport Number			
Do you hold a valid Australian visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Visa Type		Visa Expiry Date:	
Will you be applying for a student visa to study at ACCEND EDUCATION GROUP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, which country will you lodge your student visa application?			

### 5. Welfare Services

Have you already organised Overseas Student Health Cover (OSHC)?  Yes  No

Do you require the college to organise OSHC for you?  Yes  No

If yes, please select:  Single  Dual Family  Multi Family

Have you already organised your accommodation in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require the college to organise accommodation for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please select:	<input type="checkbox"/> Single Room	<input type="checkbox"/> Twin Share <input type="checkbox"/> VIP
Do you require Airport Pick Up?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**6. English Proficiency**

Indicate which form of English proficiency evidence you will provide with your application.

IELTS       PET       TOEFL      Test Score \_\_\_\_\_      Test Date \_\_ \_\_ \_\_\_\_

Students who cannot provide a certificate to demonstrate their English proficiency will be required to take a Literacy, Language and Numeracy Test at the college prior to their enrolment.

**7. Academic & Employment History**

Are you currently enrolled with any education provider?       Yes       No

**Previous**

1- Qualification		Country	
Institute		Date of completion	
1- Qualification		Country	
Institute		Date of completion	

Do you wish to apply for Credit Transfer?       Yes       No.  
*(If yes, please complete credit transfer application located at [www.ACCEND EDUCATIONGroup.edu.au](http://www.ACCEND EDUCATIONGroup.edu.au))*

**Employment History**

1. Position and Type of Work	Country
Period of Employment      From _____ to _____	
2. Position and Type of Work	Country
Period of Employment      From _____ to _____	

**8. Courses and Intake info**

			<b>Intake Dates</b>
<b>Hairdressing</b>	<b>Business</b>		
SHB20116 – Certificate II in Salon Assistant <input type="checkbox"/>	BSB40215 - Certificate IV in Business <input type="checkbox"/>		
SHB30516 – Certificate III in Barbering <input type="checkbox"/>			<b>01.02.21</b>
SHB30416 – Certificate III in Hairdressing <input type="checkbox"/>	BSB51918- Diploma of leadership and Management <input type="checkbox"/>		<b>08.03.21</b>
SHB40216 – Certificate IV in Hairdressing <input type="checkbox"/>			<b>19.04.21</b>
SHB50216- Diploma of Salon Management <input type="checkbox"/>	BSB50618 - Diploma of Human Resources Management <input type="checkbox"/>		<b>24.05.21</b>
<b>Beauty</b>	BSB52415 - Diploma of Marketing and Communication <input type="checkbox"/>		<b>12.07.21</b>
SHB20216 – Certificate II in Retail Cosmetics <input type="checkbox"/>			<b>23.08.21</b>
SHB30115 – Certificate III in Beauty Services <input type="checkbox"/>	<b>Automotive</b>		
SHB40115- Certificate IV in Beauty Therapy <input type="checkbox"/>	AUR30616 – Certificate III in Light Vehicle Mechanical Technology <input type="checkbox"/>		<b>04.10.21</b>
SHB50115 – Diploma of Beauty Therapy <input type="checkbox"/>	AUR40216 – Certificate IV in Automotive Mechanical Diagnosis <input type="checkbox"/>		<b>08.11.21</b>
<b>Nails</b>			
SHB30315 – Certificate III in Nail Technology <input type="checkbox"/>			
<b>Make-up</b>			
SHB30215 – Certificate III in Make up <input type="checkbox"/>			

## TERMS AND CONDITIONS OF INTERNATIONAL ENROLMENT

The purpose of the terms and conditions are to ensure that international students wanting to study in courses at ACCEND EDUCATION GROUP are aware of the terms and conditions at ACCEND EDUCATION GROUP.

The information is current at the time of publication but, ACCEND EDUCATION GROUP retains the right to amend these terms and conditions at any time. A place in the College is subject to agreement by parents/guardians and students to abide by the College's policies. Such policies are designed to enhance and assist in the delivery of educational programs.

The following Student Enrolment Terms and Conditions apply to all ACCEND EDUCATION GROUP & CRICOS registered courses delivered by ACCEND EDUCATION GROUP, Fitzroy & its centres. In accepting an offer of a place in a course you are agreeing to the following:

1. You the student (which expression includes the parent/guardian who has signed the acceptance of the Letter of Offer) accept the course enrolment offer made to you, the student, by Study ACCEND EDUCATION GROUP.

2. You have read, understood and agree to be bound by the Letter of Offer ("Agreement" / "the offer"), including the

- ACCEND EDUCATION GROUP Enrolment Terms and Conditions; and
- ACCEND EDUCATION GROUP Cancellation and Refunds Policy and Procedure supplied with the Letter of Offer. These relate to your individual obligations (and those of the College) under the Education Services for Overseas Students (ESOS) Framework and other related Australian Commonwealth and State Regulations and all standards, policies and procedures established by the Institution.

3. You confirm that the terms and conditions of the offer have been explained to you.

4. While a student, you agree to be bound by all College policies, procedures and other requirements as updated and in force at any time.

5. You are aware and understand that:

a) You must satisfy the conditions of the offer prior to enrolment, including the submission of any additional documentation required by the College. You understand that if you have not satisfied these conditions by the course commencement date you cannot commence the course and the College may cancel the offer.

b) You are responsible for obtaining a valid student visa for the duration of your course study in Australia. You are also responsible for ensuring you continually meet all conditions of your student visa. We are obliged to report to the Australian Government any of its international students studying on a student visa who breach the conditions of their student visa.

c) You must ensure all fees associated with your enrolment are paid by the required due date in accordance with the payment terms. You acknowledge that the fee types and amounts applicable to the course are subject to change and may have varied between the time of the offer and the time of your enrolment. You understand that failure to enrol in and pay for the subjects required in accordance with your Visa conditions will result in the College cancelling your enrolment, which may cause your Visa to be cancelled and require you to leave Australia. Information about current fee rates are published on the College's fees webpage. The Institution agrees to provide tuition to you in all subjects of the course, conditional upon your working regularly to ensure course progress and systematically through those subjects in accordance with instructions and provided all fees owing are paid on the due dates.

d) You must start at the date specified as the Course Start Date and that you must have a written agreement with the College to arrive at any other date as failure to do so may result in your Confirmation of Enrolment (CoE) being cancelled.

e) You are responsible for ensuring that you re-enrol for each study period before the re-enrolment cut-off date advised to you by the College. Re-enrolment tuition fees are to be paid in full by the due date indicated in the Letter of Offer, which is usually the commencement date of the study period. Late re-enrolment or enrolment variation fees may apply. Further information about tuition and other course fees is published on the College website

6. You acknowledge:

a. It is a condition of enrolment that you attend all scheduled classes except where there is a legitimate reason for non-attendance (e.g. illness supported by a Doctor's Certificate) which is acceptable to the Institution. If the enrolment terminates due to a breach of the condition, you understand and agree that you are not entitled to any refund of the tuition fees or other charges paid.

b. All lessons and any related material supplied by the Institution are copyright and remain the property of the Institution. Any unauthorised copying may constitute a breach of the Copyright Act 1968.

c. You are required to use your best endeavours to meet the requirements of the course and to abide by the College's policies and procedures. If you breach any College policy and procedures, fail to pay an amount payable for the course, or your behaviour is deemed unacceptable by the College and/or breach a condition of your visa, including poor attendance or unsatisfactory progress, this may result in the College cancelling your study visa. You will not be entitled to any refund of the tuition fees or other charges paid. For further details, refer to the College's related Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Progression policy published on the College's 'Policy' webpage.

d. You are responsible for your own books, equipment and personal items and you hereby release the Institution from all liability and claims for loss or damage to such items, howsoever caused.

e. You are always required to carry the college identification while on campus.

f. You must notify the College of your current residential address, mobile number (if any), email address (if any) and emergency contact within 7 days of your arrival and any future changes within 7 days of their occurrence.

g. You have read and understood the ACCEND EDUCATION GROUP Student Complaints and Appeals Policy and Procedure available on the College's 'Policies' webpage.

h. You have been informed about or provided information on the following:

i. the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable;

ii. the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods;

iii. course duration and holiday breaks;

iv. the course qualification, award or other outcomes;

v. campus locations and facilities, equipment and learning resources available to students;

vi. indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies;

vii. the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled;

viii. the ESOS framework, including official Australian Government material or links to the material online;

ix. the policy and process in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with Standard 5, National Code 2018); and x. accommodation options and indicative costs of living in Australia.

You declare you are a genuine temporary entrant to Australia for the primary purposes of the study in the offer and understand that in accepting the offer you must abide by Australian law, including migration laws.

7. You confirm:

a) You will abide by all conditions contained within your Visa. At the completion of your studies, you will ensure that you abide by migration laws and/or leave Australia. You verify that you have access to enough funds to meet the all relevant costs for yourself and your dependents while in Australia (where relevant)

b) If you are accompanied by any school-aged dependents, you understand you will be required to pay their full fees if they are enrolled in either a government or non-government school.

c) You have reviewed the cost of living expenses and the estimated total cost for tuition fees and other charges and acknowledge you have, or will have, the financial capacity to complete your course of study. Information is available at [www.studyinaustralia.gov.au/english/live-in-australia/living-costs](http://www.studyinaustralia.gov.au/english/live-in-australia/living-costs).

8. You understand that you are responsible for keeping a copy of the Contract of Enrolment (offer letter, acceptance, terms and conditions) and receipts of payments for tuition fees or non-tuition fees.

9. You understand that by signing the offer, the document will constitute a binding legal agreement between you and ACCEND EDUCATION GROUP, governed by the laws of the Commonwealth of Australia.

10. You are aware you will not be allowed to transfer to another provider in the first 6 months of your Principal Course of study (except in the circumstances outlined in the College's International Student Transfer Policy and Procedure). If your course is an English Language prerequisite course in a package of courses, you will not be allowed to transfer to another provider except in limited circumstances as outlined in the College's International Student Transfer Policy and Procedure.

11. You are aware that the offer is subject to availability of a place at the time of return of the offer appropriately completed and signed, with any stated conditions fully met and payment of all fees due completed. ACCEND EDUCATION GROUP reserves the right, upon receipt of your acceptance of the offer, to contact you for an interview to further assess the merit of your application under the Australian Government's Simplified Student Visa Framework (SSVF) arrangements. The College may revoke the offer and not issue you a Confirmation of Enrolment (CoE), if it is deemed as part of the SSVF assessment process that you do not meet all requirements for enrolment. ACCEND EDUCATION GROUP reserves the right to revoke the offer and not issue you a Confirmation of Enrolment (CoE) and/or refuse to accept payment if, at the time ACCEND EDUCATION GROUP receives your signed Acceptance and payment of all due fees, the offered course has commenced, or no places remain available in the offered course.

12. You are aware the tuition fees quoted in the Letter of Offer are accurate at the time of issuing the offer. ACCEND EDUCATION GROUP reserves the right to vary its fees at any time without notice. Fees are subject to increase following periodic review and adjustment (normally annually). The College's schedule of fees is published on the College website. The College will update the schedule of fees in accordance with any changes to the fees. As an enrolled student of the College you will be liable for any increase in fees each year of your academic studies.

13. You understand that your acceptance of the written agreement, and the right to make complaints and seek appeals of decisions and action under various processes as set out in the ACCEND EDUCATION GROUP Student Complaints and Appeals Policy and Procedures, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies. The processes for pursuing complaints and appeals are as set out in the ACCEND EDUCATION GROUP Student Complaints and Appeals Policy and Procedures. The ESOS framework for overseas students

14. 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 ("the ESOS Act") and The National Code 2018 ("the National Code") (for more information about students' rights under the ESOS Framework, refer to: <http://internationaleducation.gov.au/regulatoryinformation/pages/regulatoryinformation.aspx>) together with the Foundation Program Standards made under the ESOS Act and the English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018 (Cth) (ELICOS Standards). If a student has any concerns about any of these matters after arrival at the College, please contact the Campus Director.

15. Please note that that personal information is collected about the student during the student's dealings with the College in order to meet the College's obligations under Australian law, specifically, the authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Student Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. This personal information can be provided, in certain circumstances, by the College to the Australian Government and designated authorities. Personal information about the student may be disclosed by the College, the Commonwealth including the Tuition Protection Scheme (TPS), or state or territory agencies, in accordance with the Privacy Act 1988. In other instances, information collected during the student's enrolment can be disclosed without the student's consent where authorised or required by law.

16. Information collected about each student during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances, information collected during enrolment can be disclosed without the student's consent where authorised or required.

Privacy Policy

17. The College collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information, refer to the Student Privacy Policy published on the College's 'policy' webpage.

18. The College will retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least 2 years after the person ceases to be an accepted student. Tuition Protection 20. ACCEND EDUCATION GROUP conforms to the requirements of the Tuition Protection Service (TPS) established by the Australian Government for overseas students. This assures students of all ACCEND EDUCATION GROUP courses that should ACCEND EDUCATION GROUP be unable to fully deliver their enrolled course of study they will be offered a suitable alternative course or have their unspent pre-paid tuition fees refunded. Further details about this service can be viewed online at <https://tps.gov.au>

OSHC

19. Overseas Student Health Cover (OSHC) is a private health care arrangement, which helps cover the cost of medical treatments in and out of hospital, for example if you get sick or have an accident. It is a condition of your student visa (Condition 8501) that you are covered by OSHC for the duration of your student visa. Allianz Global Assistance is the preferred health cover provider of ACCEND EDUCATION GROUP; this arrangement, however, does not restrict you from obtaining OSHC from a recognised provider of your choice. Further information about alternative recognised providers for OSHC is available at: <https://oshcaustralia.com.au/en>

20. If you choose to select a health insurance provider other than the ACCEND EDUCATION GROUP nominated provider (Allianz Global Assistance), you must show evidence to ACCEND EDUCATION GROUP Admissions that you are covered by another health insurance provider for your proposed visa duration. OSHC must be arranged before a student visa can be issued. It is your responsibility to make sure that you have a current health cover policy until your student visa expires. Information about the costs and services provided by Allianz Global Assistance can be obtained from [www.oshcallianzassistance.com.au](http://www.oshcallianzassistance.com.au) Visa and English requirements

21. You are required to comply with the current student visa regulations during your enrolment at the College. This includes Australian Government English Proficiency requirements (separate to any course English language admission requirements) for the issue of a student visa. Further information on visa regulations are available at your nearest visa office and may also be accessed at the following website: <http://www.homeaffairs.gov.au/trav/stud>.

Students under 18 years of age

22. If you will be under 18 years of age when enrolling, you will need to provide ACCEND EDUCATION GROUP Student Admissions welfare arrangement information when accepting your offer. The parent or legal guardian named in the Offer acceptance form must nominate a Department of Home Affairs (DHA) approved relative as noted in the Admissions welfare arrangement information to be your carer. The relative must live in the city in which you will be studying and will be responsible for your welfare whilst studying in your enrolled ACCEND EDUCATION GROUP course (with such care arrangements to be acceptable to the ACCEND EDUCATION GROUP College), or request that the College make arrangements for your care and welfare in writing.

Related Documents

23. College policies and procedures, including those referenced herein, can be accessed from the College's 'Policies' webpage as follows: [www.accend.edu.au](http://www.accend.edu.au)

Document Review 26.

This document is reviewed a minimum of once every 2 years by a delegate of Accend Education group to ensure alignment to appropriate strategic direction and its continued relevance to current and planned operations.

Records Management

24. Records in association with this document will be kept in accordance with ACCEND EDUCATION GROUP Records Management Policy. Confidential documents related to the implementation of the policy will be maintained according to relevant privacy requirements.

**Related Regulations**

25. The policy has been developed in line with requirements set out in the: Education Services for Overseas (ESOS) Act 2000 (and its amendments); National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) which complements existing national quality assurance frameworks in education and training including the Higher Education Standards Framework (Threshold Standards), the English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018, the Foundation Standards (operating adjunct to the National Code), the VIC Education Act and related regulations for VIC Education Standards Authority (NESA) registered High Schools, the Australian Qualifications Framework (AQF), the Tuition Protection Service (TPS), and other Commonwealth and State legislation and regulatory frameworks and standards including the Privacy Act 1988, Corporations Act 2001; and Competition and Consumer Act 2010

**10. Student Declaration**

1. I declare that the information contained in this application and the supporting documentation is true and correct. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia.
2. I declare that I have read and understand the information related to Accend Education group admissions requirement, tuition fees and course information which is contained within Accend Education group course guide and/or website.
3. I agree to advise Accend Education group immediately if there is any changes to the information I have provided in this application.
4. I understand that Accend Education group have the right to vary or reverse any assessment made on the basis of incorrect, incomplete, false or misleading information which I have provided.
5. I understand that by completing this application, I am giving written consent to Accend Education group Studies to independently verify the information supplied by me in this application.
6. I declare that I have access to the funds required to study at Accend Education group for the length of my course including course/tuition fees and living expenses for myself and my dependents.
7. I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs (DHA).
8. I agree to allow Accend Education group, Studies to check my visa entitlements via DHA Visa Entitlements Verification Online (VEVO) System.
9. I declare that the signature on this form is my signature and has not been signed on my behalf by another person including my agent or sponsor.

**STUDENT IDENTIFICATION AND PRIVACY**

If published, reproduced and communicated I understand that for privacy purposes my work will be identified using the title of the work, my first name only, the course I'm enrolled in and the academy. No other personal information will be published although I accept that my identity may nevertheless be apparent by association to a number of people. If my work identifies a living person other than myself, I have advised the academy how to contact that person to obtain their consent for my work to be published.

**INTELLECTUAL PROPERTY AND COPYRIGHT**

I understand that I hold the intellectual property rights but grant ACCEND EDUCATION GROUP, licence to use them at no cost. I grant permission for ACCEND EDUCATION GROUP, to allow my work to be made available to other government and not for profit, non-government schools in Australia. This means that other schools cannot reproduce and communicate my work to third party. I grant permission to ACCEND EDUCATION GROUP, to use, reproduce, distribute, communicate to the public, publish, publicly perform, publicly display, modify, adapt, translate, upload, download in any form or manner, and incorporate this material into other materials or works in any format or medium for any non-commercial purpose and the right to sublicense those rights. This consent is for an indefinite period of time. I understand that I can withdraw my consent at any time but I must do so in writing and forward it to ACCEND EDUCATION GROUP, 142-144 Gertrude Street Fitzroy, Vic 3065.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**11. Agent Information**

<b>Business name</b>	<b>Branch office</b>
<b>Agent address</b>	<b>Email address</b>