

International Student Application Form

<input type="checkbox"/> Onshore Application		<input type="checkbox"/> Offshore Application	
Course			
<input type="checkbox"/> ELICOS		<input type="checkbox"/> Diploma of Business	
<input type="checkbox"/> Certificate III in Business		<input type="checkbox"/> Advanced Diploma of Business	
<input type="checkbox"/> Certificate IV in Business			
Intake Month: _____			
Unique Student Identifier (USI)			
USI Number:		No Number <input type="checkbox"/>	
<input type="checkbox"/> I provide IIPM Pty Ltd with permission to use the supplied USI number as applicable during my studies. <input type="checkbox"/> I do not have a USI number and I provide IIPM Pty Ltd with permission to apply for one on my behalf. (See Additional USI information at the end of this form).			
Personal Information (Student to complete)			
Title: <input type="checkbox"/> Mr / <input type="checkbox"/> Ms / <input type="checkbox"/> Mrs / <input type="checkbox"/> Miss			
First Name:		Middle Name:	Family Name:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (dd/mm/yyyy): / /	
Telephone / Mobile:		Email:	
Country of Birth:		Town/City of Birth:	
Passport Number:		Expiry Date (dd/mm/yyyy): / /	
Country of Issue:		Nationality:	
Visa Type: <input type="checkbox"/> International Student <input type="checkbox"/> Tourist		<input type="checkbox"/> Working Holiday <input type="checkbox"/> Other: _____	Expiry Date (dd/mm/yyyy): / /
Overseas Address * PO Box address not accepted as main address			
Building / Property name:		Unit:	Street No:
Street Name:		Suburb:	Post code:
State / Province:		Country:	
Australian Address if already on-shore* PO Box address not accepted as main address			
Building / Property name:		Unit:	Street No:
Street Name:		Suburb:	Post code:
State / Province:		Country:	
Emergency Contact			
Name:		Relationship:	
Email:		Telephone / Mobile:	
Address: 			
Language			
Do you speak a Language other than English at home?		If yes, please specify:	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
How well do you Speak English: <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all			

English Language proficiency * (tick appropriate) <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> CAE <input type="checkbox"/> Other: _____ If you are from a country in which it is not required, please tick <input type="checkbox"/> here.	
Result:	Date:
Schooling	
Are you still attending Secondary School? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest COMPLETED school level? (Tick one box only)	
<input type="checkbox"/> Completed Year 12 or equivalent	<input type="checkbox"/> Completed Year 9 or equivalent
<input type="checkbox"/> Completed Year 11 or equivalent	<input type="checkbox"/> Completed Year 8 or Lower
<input type="checkbox"/> Completed Year 10 or equivalent	<input type="checkbox"/> Never attended school
Previous Qualification Achieved	
Have you SUCCESSFULLY completed any of the following qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, tick all applicable boxes and attach a certified copy of the qualification)	
<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Advanced Diploma or Associate Degree
<input type="checkbox"/> Diploma or Associate Diploma	<input type="checkbox"/> Certificate IV or Advanced Certificate/Technician
<input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificates Other than the above: (Please List) _____
Name of Qualification:	School Attended:
Year Completed:	Country / State:
Disability	
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate the areas of disability, impairment or long-term condition. (You may indicate more than one)	
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Learning
<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Intellectual
<input type="checkbox"/> Vision	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Other _____
<input type="checkbox"/> Mental Illness	
Employment	
Of the following categories, which BEST describes your current employment status? (Tick ONE box only)	
<input type="checkbox"/> Full-time Employee	<input type="checkbox"/> Employed - Unpaid Worker in a Family Business
<input type="checkbox"/> Part-time Employee	<input type="checkbox"/> Unemployed - Seeking Full-time Work
<input type="checkbox"/> Self Employed - Not Employing Others	<input type="checkbox"/> Unemployed - Seeking Part-time Work
<input type="checkbox"/> Employer	<input type="checkbox"/> Not Employed - Not Seeking Employment
Occupation Identifier (please tick)	
If Working or Self-employed please circle which area:	
<input type="checkbox"/> Technicians and Trade Workers	<input type="checkbox"/> Professionals
<input type="checkbox"/> Community and Personal Service Workers	<input type="checkbox"/> Labourer
<input type="checkbox"/> Clerical and Administrative Workers	<input type="checkbox"/> Labourer
<input type="checkbox"/> Others	<input type="checkbox"/> Sales Workers
	<input type="checkbox"/> Machinery Operators and Drivers
	<input type="checkbox"/> Manager
Industry of Employment (please tick)	
If Working or Self-employed please tick the field:	
<input type="checkbox"/> Financial and Insurance Service	<input type="checkbox"/> Health Care and Social Assistance
	<input type="checkbox"/> Agriculture, Forestry and Fishing

<input type="checkbox"/> Arts and recreation Services	<input type="checkbox"/> Accommodation and Feed Services	<input type="checkbox"/> Public Administration and Safety
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Administrative and Support Service	<input type="checkbox"/> Wholesale Trade
<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Information, Media and Telecommunication	
<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Professional, Scientific and Technical Services	
<input type="checkbox"/> Rental, Hiring and Real Estate Services	<input type="checkbox"/> Mining	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Construction	<input type="checkbox"/> Other Services

Study Reason

Which best describe your reason for undertaking this course?

- | | | |
|--|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To develop my existing business |
| <input type="checkbox"/> It was a requirement of my job | <input type="checkbox"/> To try for a different career | <input type="checkbox"/> To start my own business |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> Other reasons (please specify): _____ | | |

Declaration & Privacy Statement

- I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment, or the withdrawal of any offer made by IIPM Pty Ltd.
- I understand that IIPM Pty Ltd is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:
 - School - if I am a school based apprentice or trainee or VET in Schools student
 - Employer - if I am enrolled in training paid by my employer
 - Government departments and agencies and authorised VET related bodies
 - VET regulators
- I have read and understood IIPM Pty Ltd's Policies and Procedures and/or relevant information contained on IIPM Pty Ltd's website.
- I understand that IIPM Pty Ltd reserves the right to discontinue or alter any course, subject, unit of competency, fee, admission requirement, staffing or other arrangement without prior notice. IIPM Pty Ltd's reserves the right to cancel or not offer a programme. If any programme is cancelled or not offered, IIPM Pty Ltd will refund all tuition fees in accordance with the provision of Sections 27, 28 and 29 of Education Services for Overseas Students Act 2000. This agreement, and the availability of the complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.
- I understand that all personal information collected by IIPM Pty Ltd is confidential and may be made available for the relevant Commonwealth and State agencies, and the Fund Manager of the ESOS Assurance Fund. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of the visa condition.
- Visa Entitlement Verification Online (VEVO) Authorisation:** I authorize IIPM Pty Ltd's to use my personal information to access the VEVO for my enrolment and during my course at IIPM Pty Ltd to determine my Australian Visa status and Visa conditions that apply to my visa.
- Unique Student Identifier (USI):** I understand that it is my responsibility to provide IIPM Pty Ltd with USI prior to the course commencement. I authorise IIPM Pty Ltd to process one-on-one transactions for functions such as; collecting, verifying or viewing my 'Unique Student Identifier'. For any difficulties in creating USI, please contact CADET for guidance. For more information on USI, please visit: <https://www.usi.gov.au/>
- I understand that IIPM Pty Ltd is required to provide the Commonwealth government with student and training activity data which may include information I provide in this Application for Enrolment form. I understand that IIPM Pty Ltd and the Commonwealth Government may use the information provided to it for USI administration, planning, administration, policy development, program evaluation, communication, resource allocation, reporting and/or research activities. For these and other lawful purposes, IIPM Pty Ltd and the Commonwealth Government may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

Submission

Please return this Application for Enrolment Form to IIPM Pty Ltd.

Please make sure that you include the following identification when you submit this form or the enrolment officer sights it:

- Birth Certificate
- Passport
- Other Photo ID

I declare that to the best of my knowledge the information contained in this application and/or submitted in support of this application is true and correct.

Name & Signature of Applicant & IIPM Pty Ltd Enrolment Officer sighting I.D.

Applicant's Signature: []

Applicant's Name: []

Date: [/ /]
(dd/mm/yyyy)

Enrolment Officer Signature:

Enrolment Officer Name:

Date: [/ /]
(dd/mm/yyyy)

Send Enrolment Form to

By Post: IIPM Pty Ltd
Level 4, 382 Lonsdale Street, Melbourne, Victoria, 3000

By Email: admin@iipm.edu.au

For help with your enrolment form,
or if you require any further information, please contact staff at IIPM Pty Ltd on: 1300 886 398 (Within Australia only)

Enrolment form checklist

- Completed all sections, signed and dated the Application for Enrolment form
- Attached verified/certified copies of all necessary documents
- A copy of release letter (If applicable)
- A copy of passport, Visa or Birth Certificate (if required)
- Evidence of English language (e.g. IELTS if applicable)
- Have you kept a copy of this Enrolment Form for yourself?

Terms and Conditions of Enrolment – International Students

ENTRY REQUIREMENTS:

Entry requirements differ from course to course. These would be as defined in the Training and Assessment Strategy for each of the courses and can also be found in the individual Course Outlines.

Special Admission Requirements: In addition to the individual course requirements the following special admission requirements are applicable to all the courses:

- All students must be aged 18 years or over at the time of entry into Australia or at the scheduled course commencement, whichever is earlier.
- Learners must meet English language requirements of the qualification or in the absence undertake a Language, Literacy & Numeracy (LLN) test.

ENROLMENT & ACCEPTANCE:

- ALL Applications will be assessed by the RTO Manager & Administrative Staff
- Payment of Enrolment Fees is payable on submission of Student Enrolment form
- An e-COE will be issued on receipt of the signed written agreement and payment of fee.

REFUND:

Provider Default:

In the event that IIPM Pty Ltd is unable to commence or deliver any course in full, students will be offered a refund in respect of their enrolment. The refund amount will be:

- For delayed or non-commencement: initial fee payment and any instalment payments received by the College
- For non-completion of delivery: any unspent prepaid fees received

The refund will be paid within 14 days of the day on which IIPM Pty Ltd defaults on the commencement or delivery of the course. Alternatively, students may be offered enrolment in an alternative course by IIPM Pty Ltd at no extra cost. Students have the right to choose whether they would prefer a refund as outlined above, or to accept a place in another course. If students choose placement in another course, they will be asked to sign a document indicating that they accept the placement in another course without payment of a refund.

IIPM Pty Ltd will only refund prepaid course money directly to the student and will not under any circumstances refund course money to a third party.

ADDITIONAL NOTES FOR FEES AND REFUNDS:

If a student withdraws and there is a refund due for their OSHC, then they must apply direct to the OSHC provider for any refund due. This will be subject to the OSHC provider refund policy

All date calculations are based on the date the form is received by the college, not the date student completed the form (if different).

REFUND POLICY SPECIAL CONDITIONS:

- IIPM Pty Ltd reserves the right, at the discretion of the CEO - should particular circumstances arise - to increasing the amount of refund due and / or waiver the conditions, requirements for those students who are forced to withdraw for reasons of a compassionate nature or where reasons are deemed to be reasonable and genuine.
- Refunds will be made payable to the student who is transferring.
- In the case of a student not continuing studies, refunds will be made to the student's home account and are to be made immediately following the Student's departure from Australia.
- Students will be formally notified when they are at risk of termination due to non-compliance with student visa conditions or IIPM Pty Ltd's policies and procedures.
- Student can access IIPM Pty Ltd's Complaints and Appeals process within 20 working days and the Immigration Department will be informed.
- In the unlikely event that IIPM Pty Ltd is unable to deliver a course in full, the student will be offered a refund of all the tuition fees they have paid to date and in advance. The refund will be paid within two weeks of the day on which the course ceased to be provided.

Refund Table for Fee Paying International Students

Reason for Refund	Notification Period	Refund	
Student's application for a student visa unsuccessful	Before semester commences	Full refund (less \$200 non-refundable enrolment fee) or less the amount specified under the student default provisions of the Commonwealth ESOS act and regulations (section 27, 28 & 29 and regulation 3.3.5)	
The RTO withdraws offer, fails to provide programme offered or terminates course (The RTO reserves the right to apply the provisions of the Commonwealth ESOS Act 2000)	Before Semester commences	If an alternative course is not available; Full refund of paid tuition fee, enrolment fee and materials fee	
	After Semester commences	Refund of unspent portion of tuition fees paid. No refund is granted for enrolment fee or materials fee.	
Student with a student visa withdraws (All withdrawals must be in writing, Agent must also be contacted by student and school)	Notice of withdraw	Refund amount for any tuition fees paid for the first 3 months	Refund amount for tuition fees paid over for 3 months in advance
	28 days or more prior to course commencement	80%	100%
	Between 14 - 28 days prior to course commencement	70%	100%
	Less than 14 days prior to course commencement	No refund	100%
If the RTO withdraws a student from an Education Service because the student has seriously breached international student Visa conditions or the RTO's policies and procedures.	Prior to course commencement	Full refund of tuition fees paid and materials fees paid less any amount for materials already received. No refund of enrolment fee	
	After course has begun	No refund of the fees paid (students may apply for special consideration which will be assessed case by case)	
For onshore students, Visa extension/s not granted by Australian Government but student already commenced his/her course OR student defaults or withdraws from course during visa processing but already commenced his/her course	Prior to course commencement	Full refund of tuition fees paid and materials fees paid less any amount for materials already received. No refund of enrolment fee	
	After course has begun	No refund of fees paid (students may apply for special consideration which will be assessed case by case)	

Official Use Only:

- Applicant's work experience and level of skill and ability is appropriate to undertake this course successfully
- Applicant's English level is appropriate to undertake this course successfully
- Applicant requires additional English skills to complete this course successfully
(Applicant referred to English language Institute for assistance)
- Applicant applying for Credit Transfer or RPL
If yes does that affect the length of the qualification? : _____ New course duration: _____ Weeks

IIPM Pty Ltd representative recommendation:

- Enrolment to Proceed
- Enrolment to Proceed with adjustment. Complete an English language course
- Enrolment not to Proceed
- Offer letter Issued on: ___/___/___
- Offer letter accepted and returned by Applicant: ___/___/___
- COE issued on: ___/___/___ by: _____
- COE Emailed to Applicant on: ___/___/___

Admissions Officer Signature: _____

Print Name _____ Date: ___/___/___