

INTERNATIONAL STUDENT APPLICATION FORM

Personal Details

Title: Mr Mrs Miss Ms Other

Family Name

Given Name

Date of Birth

Gender Male Female

Australian Address
 POSTCODE:

Telephone (AREA CODE)

Mobile (AREA CODE)

Email

Visa Detail

Nationality

Passport Number

Expiry Date

Visa Type Student
Visitor
Working Holiday
Other

Home Country

Address
 POSTCODE:

Telephone COUNTRY CODE AREA CODE NUMBER
() ()

Overseas Student Health Cover (OSHC)

Service Required No Yes ► How many months?

USI Collection

Have you registered your USI number?

No ► You will be guided to register on the orientation day

Yes ► Please provide below

Services

Homestay

Would you like Victory Institute to arrange homestay for you?

No

Yes ► Placement Fee AUD \$270
Single Room AUD \$285/week
Shared Room AUD \$250/week

Airport Pickup and Transfer on Arrival

Do you require pick up from Sydney Airport to your place of accomodation?

No Yes ► Cost AUD \$150 (one way)
Note fees are subject to change.

Disability Details

Do you have a disability, impairment or long term condition?

No

Yes ► Then tick the relevant box(es)

Acquired Brain Impairment
Medical Condition
Hearing/Deaf
Intellectual
Learning
Physical
Vision
Others

Do you request for any special need/support?

No Yes ►

Emergency Contact

Family Name

Given Name

Australian Address
 POSTCODE:

Mobile (AREA CODE)

Relationship

English Day sessions Evening sessions

General English Start Date
CRICOS Course Code 067733J How many weeks?

IELTS Preparation Start Date
CRICOS Course Code 067734G How many weeks?

EAP Start Date
(English for Academic Purposes)
 CRICOS Course Code 0880718 How many weeks?

Screen and Media Day sessions Evening sessions

CUA41215 Certificate IV in Screen and Media Duration 52 weeks
CRICOS Course Code 092630G

CUA51015 Diploma of Screen and Media Duration 52 weeks
CRICOS Course Code 092631G

Business Day sessions Evening sessions

BSB40215 Certificate IV in Business Duration 52 weeks
CRICOS Course Code 089329F

BSB50215 Diploma of Business Duration 52 weeks
CRICOS Course Code 089330B

BSB60215 Advanced Diploma of Business Duration 52 weeks
CRICOS Course Code 089331A

Accounting Day sessions Evening sessions

FNS40615 Certificate IV in Accounting Duration 52 weeks
CRICOS Course Code 089534A

FNS50215 Diploma of Accounting Duration 52 weeks
CRICOS Course Code 089535M

FNS60215 Advanced Diploma of Accounting Duration 52 weeks
CRICOS Course Code 089536K

2016 Intake	2017 Intake	2018 Intake
18 January <input type="checkbox"/>	16 January <input type="checkbox"/>	15 January <input type="checkbox"/>
22 February <input type="checkbox"/>	20 February <input type="checkbox"/>	19 February <input type="checkbox"/>
11 April <input type="checkbox"/>	10 April <input type="checkbox"/>	09 April <input type="checkbox"/>
16 May <input type="checkbox"/>	15 May <input type="checkbox"/>	14 May <input type="checkbox"/>
11 July <input type="checkbox"/>	10 July <input type="checkbox"/>	09 July <input type="checkbox"/>
15 August <input type="checkbox"/>	14 August <input type="checkbox"/>	13 August <input type="checkbox"/>
03 October <input type="checkbox"/>	02 October <input type="checkbox"/>	01 October <input type="checkbox"/>
07 November <input type="checkbox"/>	06 November <input type="checkbox"/>	05 November <input type="checkbox"/>

"Timetable is subjected to change without notice"

Which DIBP office to send eCoE to

- (a) Is English your first language?
 Yes No if no, please answer question (b)
- (b) Have you completed a degree or diploma within the last 2 years, where the sole language of was instruction in English?
 Yes Please state degree and institution
 No
- (c) Have you undertaken English Language test within the last 2 years?
 English Test IELTS TOEFL
 PET CAE

SCORE
 (Please attach certified copy or English proficiency Report)

Educational Background

Name of Qualification

1.
2.
3.
4.

State/Country

1.
2.
3.
4.

Institution

1.
2.
3.
4.

Year Completed

1.
2.
3.
4.

List of Employment History

Employer

1.
2.
3.
4.

Position

1.
2.
3.
4.

From (MM/YYYY)

1.
2.
3.
4.

To (MM/YYYY)

1.
2.
3.
4.

All students studying nationally recognised training in Australia from 1 January 2015 will be required to have a Unique Student Identifier (USI). A USI is an account (or reference number) made up of numbers and letters. The USI will allow students online access to their training records and results (transcript) through their online USI account. Each student will need a USI to obtain their certificate or qualification from their registered training organisation when studying nationally recognised training in Australia. For more information visit www.usi.gov.au or ask at Reception. You can either apply yourself for your USI or ask at Reception and we can do it on your behalf or assist.

Refund Policy

To request a refund student must complete the Refund Application Form and submit it to Financial Department either by email to the address on the form or in person. Where a refund is approved, Victory Institute will make payment of refunds within 28 days of receipt of Refund Application Form. No refunds will be paid to a third party unless it is indicated at the time the Refund Application Form is lodged that any refunds due are payable to a third party. Tuition fee will be refund in full in any cases of provider default:

- The course offer does not start on the agreed start date
- Provider has had a sanction imposed

Visa refusal	Full refund of the tuition fee*
Withdrawal 60 days prior to the commencement date	80% refund of the tuition fee**
Withdrawal 30 days prior to the commencement date	50% refund of the tuition fee**
Withdrawal less than 30 days prior to the commencement date	Non-refundable
Withdrawal after the commencement date	Non-refundable
Visa renewal refusal	Refund of unused tuition fee***
Withdrawal from commencing students	Non-refundable
Enrolment Fee	Non-refundable
Health Cover	Fee Refer to OSHC provider Policy
Airport Pick up fee	Non-refundable
Homestay Placement Application Fee	Non-refundable

* A request for refund must be made in writing and the decision record from DIBP must be received by the Institute within 90 days of the decision being made from DIBP. Tuition fee is not refundable for non-genuine information case. (This refund does not apply to visa renewal refusal or a visa has been cancelled due to a breach of the student visa condition.)

** Refunds granted may incur education agency's fee.

*** Refunds granted may incur education agency's fee. The refund of unused tuition fee for Vocational course will be determined by a course term basis. The refund of unused tuition fee for ELICOS will be determined by weekly basis.

Tuition fees will not be refunded under the following circumstances:

- When a student enrolment is terminated for failure to comply with Victory Institute's policies and procedures.
- When a student enrolment is terminated for failure to comply with the requirements of their student visa by DIBP.
- A student does not commence (i.e., does not arrive or has not arranged with us for a later start date because of health or compassionate reasons)
- A student terminates a course during study period.

"In the case of provider default, in accordance with Section 46A of the ESOS Act 2000, the course fee refund will be processed as per the TPS procedure"

"Refund policy available on"

<http://www.victory.nsw.edu.au/get-started/refund-policy/>

In order to complete your enrolment successfully, you must attend orientation. International students will receive an orientation plan which explaining the orientation process as part of their COE package.

Overseas Students Health Cover

When you enrol with Victory Institute, you are required by law to have Overseas Student Health Cover (OSHC) For more information visit <http://www.nib.com.au/overseas-students>

Tuition Protection Service (TPS)

The Tuition Protection Service (TPS) is initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course study.

The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees.

Code of Conduct

Students must abide by the Institute rules at all times. This includes conduct during time spent on the Institute premises, in class and in accommodation arranged by Victory Institute. We reserve the right to discipline or expel students.

Finding out About Victory

How did you find out about Victory Institute?
If agent, please provide the agent name.

Agent Please details

Agent's name

Counsellor's Name

Australian Address

Telephone

Mobile

Other

- I am aware of the extent of the tuition and living costs associated with studying in the course and I am prepared to meet these costs. I have read and understood my responsibilities regarding the Overseas Student Health Cover and my student visa requirements.
 - I will be bound by the rules and procedures of Victory Institute, (as varied from time to time), and to pay the prescribed tuition fees for which I am liable. I am aware that failure to pay the charge when it becomes due could lead to suspension from the course and the cancellation of my student visa.
 - I understand that my personal information may be shared with the Australian Government, designated authorities and the Tuition Protection Services. This information may include personal and contact details, course enrolment details and changes and circumstances of any suspected breach by the student of a student visa condition.
 - I understand that if my attendance is not satisfactory and does not improve after being warned, the Institute is required to inform the appropriate government departments of this and my visa may be cancelled.
 - I accept that as an international student, I am only allowed to defer commencement or suspend my studies for medical reasons (in which case a doctor's certificate will be required) or in the case of exceptional compassionate circumstances.
 - I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment.
 - I understand that I am obliged to notify Victory Institute within seven days of any change of address while I am enrolled in the course.
 - I have read, understood and agree to abide by the conditions of the agreement outlined above and acknowledge and understand Victory Institute's Refund Policy.
 - I acknowledge Victory Institute's right to change its fees and conditions, cancel or defer courses, and to alter course timetables at any time without notice.
 - I am aware that school aged dependants accompanying me will be required to pay full fees at a private government school in Australia.
 - I understand that Victory Institute reserves the right to change any terms or conditions under the Australian Legislative and State Acts.
- I understand that by completing this application, I am giving written consent for Victory Institute to independently verify the information supplied by me and any agents in this form and to provide further documents as required.
 - I declare that I am a Genuine Temporary Entrant and a Genuine Student. (see detail on <http://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant>)

I certify that all information I have provided on this form is true and correct.
 "This agreement, and the availability of complaints and appeals processes, does not remove the right of the students to take action under Australia's consumer protection laws"

Student signature

Date

- As an authorization of Victory Institute agent, I/We take full responsibility for verifying any of the information provided in this application on behalf of Victory Institute and that Victory Institute may take action under that agreement, including the cancellation of the agreement for any false or misleading information or breach of the Code of Conduct.

Agent signature & stamp

Date

Document Checklist for the ONSHORE Application

Please make sure you have every box ticked off for timely processing of an application:	
	Completed an application form with ensuring of provided valid email address/ current contact detail, Australian address and answer all relevance questions
	Provided a certify copies of the main application's passport , and every dependent who is included in the application
	Provided detail of academic history record and a certify copies of transcripts which you have taken in Australia
	Provided a certify copies of English language proficiency evident such as IELTS, TOEFL, P ET, or CAE test result or proved of an offer enrollment as package course with other ELICOS providers
	Provided a certify copies of completion of Australian Year 12 or international equivalent
	Provided statement of purpose of study giving the reasons for undertaking student's intended course at Victory Institute
	Provided signed of Financial Declaration form by the student and the agent

Document Checklist for the OFFSHORE Application

Please make sure you have every box ticked off for timely processing of an application:	
	Completed an application form with ensuring of provided valid email address/ current contact detail, Australian address and answer all relevance questions
	Provided a certify copies of the main application's passport , and every dependent who is included in the application
	Provided detail of academic history record and a certify copies of transcripts which you have taken in your home country or other countries outside Australia
	Provided a certify copies of English language proficiency evident such as IELTS, TOEFL, PET, or CAE test result or proved of an offer enrollment as package course with other ELICOS providers
	Provided statement of purpose of study giving the reasons for undertaking student's intended course at Victory Institute
	Provided signed of Financial Declaration form by the student and the agent with a certify copies of the bank account balance or funding sources such as bank loan letter or Australian sponsor funding source detail support letter
	Provided a current bank statement for \$19,830

Please note that Victory Institute cannot issue any offer letter without above documents. COE will only be issued if the following documents are in place:

- Evidence of minimum payment – receipt from the bank
- Signed Student Agreement to confirm acceptance an enrollment offer with agree term and condition which attached to the offer letter

All documents must certify English Language translation and please emailed to admission@victory.nsw.edu.au

Signed of Checklist confirmation completion:

Signed of Counselor's/Agent name:

Date :