

PREVIOUS VICTORY INSTITUTE STUDIES

Have you previously been enrolled at Victory Institute?

No Yes - Student Number

PERSONAL DETAILS

Mr Mrs Miss Ms Other

Gender Male Female Indeterminate

First Name

Middle Name

Last Name

Date of Birth

Nationality

Place of Birth (City)

Country of Birth

Passport Number

Expiry Date

If you are currently living outside Australia, please provide your overseas address. If you are already living in Australia, please provide your Australian address.

Building Name

Unit Number

Street Number

Street Name

City/Town/Suburb

Country

State/Province

Postcode

Phone & Mobile P. M.

Email Address

VISA & OVERSEAS STUDENT HEALTH COVER (OSHC) STATUS

Do you hold a current Australia Visa?

No Yes
Visa Type. Expiry Date.

Where will you lodge your student visa application?

Australia Outside Australia

Have you been refused a visa from any country including Australia for any reason?

No Yes - You will be asked to provide full details and copies of any documents.

Do you require OSHC cover service from us?

Yes - Please provide me with the service. months

Single Couple Family

OSHC Start Date.

No - I already have OSHC or I will provide my own.

Current Provider.

Expiry Date.

UNIQUE STUDENT IDENTIFIER (USI) COLLECTION

Have you registered your USI number?

No - You will be guided to register on the orientation day
 Yes - Please provide Your USI number

ENGLISH LANGUAGE PROFICIENCY

Is English your first language?

Yes No - Please answer question below.

Do you speak a language other than English at Home? *If more than one language, indicate that one that is spoken most often.*

No, English only.
 Yes, please specify

How well do you speak English?

Very well Well Not well Not at all

Have you completed a degree or diploma within the last 2 years where the sole language of was instruction in English?

No
 Yes - Please state degree and Institution

Have you undertaken English Language test within the last 2 years? *(Please attach certified copy or English Proficiency Report)*

IELTS TOEFL PET CAE
 Other
 Score
 Date of test

SELECT YOUR COURSE

** Preferable Timetable is subjected to change without notice.*

ENGLISH Intake date is every Monday. Day* Evening*

General English CRICOS. 067733J Start Date No. of weeks

IELTS Preparation CRICOS. 067734G Start Date No. of weeks

EAP English for Academic Purposes CRICOS. 088071B Start Date No. of weeks

SCREEN & MEDIA Day* Evening*

CUA41215 Certificate IV in Screen & Media CRICOS. 092630G 52 weeks

CUA51015 Diploma of Screen & Media CRICOS. 092631G 52 weeks

ACCOUNTING Day* Evening*

FNS60217 Advanced Diploma of Accounting CRICOS. 098092C 52 weeks

BUSINESS		<input type="radio"/> Day*	<input type="radio"/> Evening*
<input type="radio"/>	BSB30115 Certificate III in Business CRICOS. 097985G		52weeks
<input type="radio"/>	BSB40215 Certificate IV in Business CRICOS. 089329F		52 weeks
<input type="radio"/>	BSB50215 Diploma of Business CRICOS. 089330B		52 weeks
<input type="radio"/>	BSB60215 Advanced Diploma of Business CRICOS.089331A		52 weeks

MARKETING & COMMUNICATION		<input type="radio"/> Day*	<input type="radio"/> Evening*
<input type="radio"/>	BSB42415 Certificate IV in Marketing & Communication CRICOS. 099106E		52 weeks
<input type="radio"/>	BSB52415 Diploma of Marketing & Communication CRICOS. 099130E		78 weeks
<input type="radio"/>	BSB61315 Advanced Diploma of Marketing & Communication CRICOS. 099105F		78 weeks

2019 INTAKE

- 14 January
- 18 February
- 08 April
- 13 May
- 08 July
- 12 August
- 30 September
- 04 November

2020 INTAKE

- 13 January
- 17 February
- 06 April
- 11 May
- 06 July
- 10 August
- 28 September
- 02 November

2021 INTAKE

- 11 January
- 15 February
- 05 April
- 10 May
- 05 July
- 09 August
- 27 September
- 01 November

PREVIOUS QUALIFICATIONS

Have you SUCCESSFULLY completed any of the following qualifications?

- No
- Yes – Tick ANY applicable boxes (you may indicate more than one)
 - Bachelor Degree or Higher Degree
 - Advanced Diploma or Associate Degree
 - Diploma (or Associate Diploma)
 - Certificate IV (or Advanced Certificate/ Technician) Certificate III (or Trade Certificate)
 - Certificate II
 - Certificate I
 - Certificate other than these

Please list any qualifications or work experience you have completed and the year of completion. (attach resume if appropriate)

	Year:
2.	Year:
3.	Year:
4.	Year:
5.	Year:

Do you wish to apply for course credit through recognition of qualifications and statements of attainment issued by another Australian RTO (National Recognition) or credit transfer?

- No
- Yes – Certified copies of transcripts from previous qualifications must be provided with this form.

Do you wish to apply for course credit through Recognition of Prior Learning?

- No
- Yes – You will be contacted to discuss this further.

DISABILITY DETAILS

Do you consider yourself to have a disability, impairment or long-term condition?

- No
- Yes – Please indicate the area of disability, impairment or long-term condition. (tick as many as apply)
 - Hearing
 - Physical
 - Chronic illness
 - Other:
 - Visual learning
 - Acquired brain injury
 - Intellectual
 - Mental illness

Do you request for any special need / supports?

- No
- Yes, please specify

SERVICES

Home stay

Would you like Victory Institute to arrange homestay for you?

- No
- Yes – Placement Fee AUD \$290
 - Single Room - AUD \$310/week
 - Shared Room - AUD \$270/week

Airport Pickup and Transfer on Arrival

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

- No
- Yes – AUD \$165 (one way) *Fees are subject to change. Please submit a completed and signed Homestay Booking Form.

NEXT OF KIN / EMERGENCY CONTACT

Family Name

Middle Name

Given Name

Australia Address:

Building Name

Unit Number

Street Number

Street Name

City/Suburb

State/Province Postcode

Mobile

Relationship

Email Address

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, PET, 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 signed of Financial Declaration form by the student and the agent.

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 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**. When another person or business is providing funds, show evidence of the relationship and any history of financial support provided to the student or any other students.

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 email to:

admission@victory.nsw.edu.au

Signed of Checklist confirmation completion:

<p>Student's Signature Here.</p> <p>Date: _____</p>
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Signed of Counselor's / Agent's name:

<p>Agent's Signature Here.</p> <p>Date: _____</p>
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TERMS AND CONDITIONS – INTERNATIONAL STUDENTS

Conditions of Enrolment – International Students

1. Unique Student Identifier (USI)

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.

2. Orientation

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

3. Overseas Students Health Cover (OSHC)

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

4. Tuition Protection Services (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.

5. 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.

Refund Policy – International Students

To request a refund student must complete the Refund Request Form and submit it to Accounting 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 Request 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.

All refunds will attract an Administration Fee of \$200	
Enrolment Fee	Non-Refundable
Deposit Fee	Non-Refundable
Visa Refusal	Full Refund of the Tuition Fee
Visa Refuse due to providing false or misleading information or documents	No Refund
Visa Refuse due to providing false or misleading information or documents, or breach your visa conditions	No Refund
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 commencement date	No Refund
Withdrawal on or after the commencement date	ELICOS: Refund of Unused Tuition Fee VET: Non-Refundable
Homestay Placement Application Fee	Non-Refundable
Visa Renewal Refusal	Non-Refundable
Overseas Student Health Cover (OSHC)	Fee refer to OSHC Provider Policy
Airport Pick Up Fee	Non-Refundable

Refund Conditions

- A request for refund must be made in writing and the decision record from Department of Home Affairs (DHA) must be received by the Institute within 90 days of the decision being made from DHA. 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.
- The refund of unused tuition fee for English Language course will be determined by weekly basis.

If you wish to defer your course start date, you must notify Victory Institute more than 14 days prior to course commencement date. Where you are granted a course deferment and later cancel, any refund amounts will be calculated based on the original course commencement date.

Student visa holders should note that any deferral will require a change of eCOE and may impact their visa status.

Student enrol in package courses: No refunds will be made after the commencement date, of the course where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date on the first course.

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

Tuition Fee will be not refund under the following circumstances:

- When a student enrolment is terminated for failure to comply with Victory Institute's policies and procedures
- When a student breaches any of the visa requirements of his or her visa as imposed by the Australian Government
- A student requests a transfer to another provider to the completion of 6 months of their principal course in Victory Institute and this request not approved
- A student terminates a course during study period

Section 46A of the ESOS Act 2000

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 is available on www.victory.nsw.edu.au/get-started/refund-policy.

STUDENT DECLARATION

- 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 timetable at any time without notice.
- I am aware that school aged dependents 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 Australia 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 provide further documents as required.
- I declare that I am a Genuine Temporary Entrant and Genuine Student. (See detail on <http://www.homeaffairs.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's Signature Here:

Date:

AGENT DECLARATION

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's Signature Here:

Date:

FINANCIAL FUND

Do you have access to sufficient funds to support you and your dependants (if any) for the total period of your stay in Australia to ensure that you meet course progress? This includes tuition fees, travel costs, living costs as outlined on the Department of Home Affairs website: <http://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds>

Please indicate your source of funding: Self-funded Parent relative Bank Loan Employer Scholarship

Expenses	Per Person	Amount Required in AUD	Do You Have These Fund?
Travel	If applying outside Australia	\$2,000 (anywhere else) or \$2,500 (East or Southern Africa) or \$3,000 (West Africa)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
	If applying in Australia	\$1,000 (anywhere else) or \$1,500 (Africa)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Tuition	Applicant	Course Fees for one academic year	<input type="radio"/> Yes <input type="radio"/> No
	School-age-children aged 5-18	\$8,000 per year for each child	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Living	Applicant	\$20,290 per year	<input type="radio"/> Yes <input type="radio"/> No
	Partner	\$7,100 per year	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
	Each Child	\$3,024	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
Overseas Health Care Cover (OSHC)	Single	Visa length cover, approx \$41/month	<input type="radio"/> Yes <input type="radio"/> No
	Couple (no children)	Visa length cover, approx \$231/month	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
	Family	Visa length cover, approx \$416/month	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable

GENUINE TEMPORARY ENTRANT (GTE) ASSESSMENT

About this section: This section helps Victory Institute assess whether you meet the Australian Government's Genuine Temporary Entrant (GTE) Criteria. It is important that the section is correctly completed and that all required documentation is attached.

See www.homeaffairs.gov.au/StudyinginAustralia/Documents/direction-no-69.pdf

(If the space provided below is not enough please provide your answers on a separate sheet)

1. How did you find out about Victory Institute? Please provide the details. Agent Others

2. What are the reasons for choosing to undertake selected course(s)?

3. Please explain how the course you have chosen will benefit to your future plan.

4. What are the reasons for choosing Victory Institute over other providers in Australia?

5. What are the reasons for choosing to study in Australia rather than in your homecountry?

6. How many years since you last studied? If there is a gap in your studies, please explain what you have been doing during this gap.

7. Have you previously studied any courses in Australia? No Yes - Please list the unit outcome

8. Relationship status

Single Engaged De Facto Seperated
 Divorced Widowed Married - How long?

9. Do you have any dependants?

No Yes - How many?
Will any dependants: Travel to Australia Remain at home

10. Have you or your dependants had any previous visa application rejections?

No
 Yes - Please provide the reasons