

### PERSONAL DETAILS

Mr  Mrs  Miss  Ms  Other

First Name   
 Middle Name   
 Last Name   
 Date of Birth   Male  Female  
 Australian Address   
  
  
 Phone & Mobile P.  M.   
 Email

### VISA DETAILS

Nationality   
 Passport Number   
 Expiry Date   
 Visa Type  Student  Visitor  Working Holiday  
 Other   
 Home Country Address   
  
  
 Telephone

### OSHC (Overseas Student Health Cover)

Service Required  No  Yes  months

### USI (Unique Student Identifier) COLLECTION

Have you registered your USI number?

No - You will be guided to register on the orientation day  
 Yes

### DIBP OFFICE

Which DIBP office to send eCoE to?

### ENGLISH LANGUAGE PROFICIENCY

Is English your first language?

Yes  No - Please answer question below.

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

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

English Test  IELTS  TOEFL  PET  CAE

SCORE

### SELECT YOUR COURSE

Please specify start date for English course.  
 Intake date is every week on a Monday.

*preferable Timetable\**

ENGLISH  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

SPOKEN & WRITTEN ENGLISH  Day\*  Evening\*

10364NAT Certificate III in Spoken & Written English - CRICOS. 094283E Start Date   
 26 weeks

10365NAT CERTIFICATE IV in Spoken & Written English - CRICOS. 094284E Start Date   
 26 weeks

Please tick on appropriate intake date for the following course.

2017 INTAKE	2018 INTAKE	2019 INTAKE
<input type="radio"/> 16 January	<input type="radio"/> 15 January	<input type="radio"/> 14 January
<input type="radio"/> 20 February	<input type="radio"/> 19 February	<input type="radio"/> 18 February
<input type="radio"/> 10 April	<input type="radio"/> 09 April	<input type="radio"/> 08 April
<input type="radio"/> 15 May	<input type="radio"/> 14 May	<input type="radio"/> 13 May
<input type="radio"/> 10 July	<input type="radio"/> 09 July	<input type="radio"/> 08 July
<input type="radio"/> 14 August	<input type="radio"/> 13 August	<input type="radio"/> 12 August
<input type="radio"/> 02 October	<input type="radio"/> 01 October	<input type="radio"/> 30 September
<input type="radio"/> 06 November	<input type="radio"/> 05 November	<input type="radio"/> 04 November

SCREEN & MEDIA  Day\*  Evening\*

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

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

BUSINESS  Day\*  Evening\*

BSB40215 Certificate IV in Business - CRICOS. 089329F 52 weeks

BSB50215 Diploma of Business - CRICOS. 089330B 52 weeks

BSB60215 Advanced Diploma of Business - CRICOS. 089331A 52 weeks

ACCOUNTING  Day\*  Evening\*

FNS40615 Certificate IV in Accounting - CRICOS. 089534A 52 weeks

FNS50215 Diploma of Accounting - CRICOS. 089535M 52 weeks

FNS60215 Advanced Diploma of Accounting - CRICOS. 089536K 52 weeks

\* Preferable Timetable is subjected to change without notice.

**SERVICES**

**Homestay**

Would you like Victory Institute to arrange homestay for you?

- No
- Yes - Placement Fee AUD \$280
  - Single Room - AUD \$300/week
  - Shared Room - AUD \$260/week

**Airport Pickup and Transfer on Arrival**

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

- No
- Yes - AUD \$155 (one way)  
Note: Fees are subject to change

**DISABILITY DETAILS**

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

- No
- Yes - Type of disability
  - Vision
  - Physical
  - Learning
  - Intellectual
  - Hearing / Deaf
  - Medical Condition
  - Acquired Brain Impairment
  - Others

Do you request for any special need / supports?

- No
- Yes

**EMERGENCY CONTACT**

Family Name

Given Name

Australian Address

Mobile

Relationship

**EDUCATIONAL BACKGROUND**

You **MUST** list all the courses you have undertaken in overseas and/or Australia. (Qualification + Insitution)

1.
2.
3.
4.
5.
6.

(State / Country + Year Completed)

1.
2.
3.
4.
5.
6.

**LIST OF EMPLOYMENT HISTORY**

Complete only if relevant. Certified Documentary Evidence required. (Employer + Position)

1.
2.
3.

(Duration - Start - End (MM/YYYY))

1.
2.
3.

**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 DIBP website:  
<http://www.border.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	Applicant	Return airfare to Australia	<input type="radio"/> Yes	<input type="radio"/> No
	Dependants	One return airfare to Australia per person	<input type="radio"/> Yes	<input type="radio"/> No
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	<input type="radio"/> Yes	<input type="radio"/> No
Living	Applicant	\$19,830 per year	<input type="radio"/> Yes	<input type="radio"/> No
	Partner	\$6,940 per year	<input type="radio"/> Yes	<input type="radio"/> No
	First child	\$3,720	<input type="radio"/> Yes	<input type="radio"/> No
	Each other child	\$2,970	<input type="radio"/> Yes	<input type="radio"/> No
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 \$114/month	<input type="radio"/> Yes	<input type="radio"/> No
	Family	Visa length cover, approx \$167/month	<input type="radio"/> Yes	<input type="radio"/> No

# 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.border.gov.au/StudyinginAustralia/Documents/direction-no-69.pdf](http://www.border.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?

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 home country?

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 - List the outcome with the documentary evidence of completion

8. Relationship status:

Single  Engaged  De Facto  Separated  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

# DOCUMENTS CHECKLIST

## 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** 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 email to: [admission@victory.nsw.edu.au](mailto:admission@victory.nsw.edu.au)

Signed of Checklist confirmation completion:

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

<p><i>Agent's Signature Here.</i></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](http://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 plan 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](http://www.nib.com.au/overseas-students)

### 4. 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.

### 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 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.

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 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
Deposit Fee	Non-refundable

### 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 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.

### Refund Conditions

\* 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.

### 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](http://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 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: \_\_\_\_\_

## 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 Signature

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