

# APPLICATION FORM FOR INTERNATIONAL STUDENTS

Please fill in all parts of the Application Form. Please refer to the Course Information and the International Student Handbook on the website. This Form can be printed and filled in as a hard copy. You must supply additional information – see the checklist.

## A. COURSE AND DATE OF COMMENCEMENT

Item	CRICOS Code	Course Name	Duration
<input type="checkbox"/>	096491D	BSB40215 Certificate IV in Business	Duration 52 Weeks - AUD \$9,450.00
<input type="checkbox"/>	096492C	BSB50215 Diploma of Business	Duration 52 Weeks - AUD \$11,500.00
<input type="checkbox"/>	096493B	BSB61015 Advanced Diploma of Leadership & Management	Duration 52 Weeks - AUD \$12,500.00
Intake year	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Dec		

## B. PERSONAL DETAILS

1	Title & Family Name			
2	First Name	Middle Name(s)		
3	Date of Birth			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
4	Place of Birth	Province/City	Country	
5	Passport	Nationality	Number	
		Issue Date: / /	Expiry Date: / /	Place of issue:
6	Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)			
	<input type="checkbox"/> No <input type="checkbox"/> Yes – Aboriginal <input type="checkbox"/> Yes – Torres Strait Islander			

## C. ADDRESSES

C. ADDRESSES	Overseas Address <small>Please provide the physical address where you usually reside, not post office box.</small>	Address in Australia (if known)
7	Number & Street	
8	City/Town/Suburb	
9	Province/State	
10	Country	
11	Telephone <small>(incl country code)</small>	Mobile <small>(incl country code)</small>
12	Email	

## D. EMERGENCY CONTACT

13	Name	Relationship
14	Address	
15	Telephone <small>(incl country code)</small>	Mobile <small>(incl country code)</small>

## E. EDUCATIONAL QUALIFICATIONS

Please list the highest educational qualifications from secondary school and above. Certified copy of academic records and transcripts of subjects must be attached. Official English translations are required for documents in other languages. **PLEASE NOTE:** If you are currently studying in Australia please provide a copy of your currently held electronic Confirmation of Enrolments (COE). **Transferees:** SSC cannot accept enrolments from students currently studying in Australia with another provider, except if they have a Letter of Release or other documents that authorise their transfer according to the National Code

16	Qualification/ Award/ Course	Educational Institution Name and Country	Started	Completed/ Expected End date

16.1 Are you currently studying in Australia?  No  Yes – if yes please provide details information below:


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## F. CURRENT ENGLISH LEVEL

17	Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify:
18	Please provide evidence of your English language proficiency if you have taken the test already. If not, then provide the date of the test you have booked/registered for to sit for the test.	
	Test taken/booked:	<input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> CAE <input type="checkbox"/> other (please specify)
	Score achieved:	Date of test:    /    /

## G. RECOGNITION OF PRIOR LEARNING

19	Based on past education qualifications, are you going to apply for Recognition of Prior Learning (RPL)? Based on past Australian VET qualifications, are you going to apply for Credit (CT) (Advanced standing)?	<input type="checkbox"/> No - You will be required to complete the course offered by SSC without any exemption. <input type="checkbox"/> Yes - please provide certified copies of academic transcripts and details of courses e.g. syllabus documents, details and references on work experience and refer to CT and RPL in the <b>International Student Handbook</b> on our website <a href="http://www.ssc.edu.au">www.ssc.edu.au</a> for details information.
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## H. COURSE AND OTHER FEES – Please refer to “Course Fee” information

20	Application Fee	AU\$ <b>250.00</b>	Application fee is non -refundable
21	Tuition Fee	please refer to course fee information at <a href="http://www.ssc.edu.au">www.ssc.edu.au</a>	A minimum 25% tuition fee is required. Do you intend to pay greater amount of fees? If YES, tick box: 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/> . These options will be explained in the letter of offer. These fees should be paid before the issuance of the Confirmation of Enrolment (CoE).
22	Overseas Student Health Cover	May vary based on duration and type of cover.	
23	Airport Pickup Fee (Optional)	AU\$ <b>150.00</b>	

## I. Visa

24.	Are you in Australia now? <input type="checkbox"/> No <input type="checkbox"/> Yes – Visa Category	Visa Expired Date:    /    /
	Where will you lodge your student visa application? <input type="checkbox"/> In Australia <input type="checkbox"/> Outside of Australia	
	Have you been refused a visa from any country including Australia for any reason? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide full details and copies of visa refusal letters/documents.	

## J. USI (Unique Student Identifier number)

**Please note:** From 1 January 2015, we can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as ‘other’ you will need to contact the USI Office for assistance.

**If you already have a USI, please write the number here:** .....

## K. STUDENT SERVICES (Welfare, accommodation, OSHC and Disability services)

25	Do you require airport pickup? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if yes, please fill a separate form</i>
26	Do you require assistance with accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No
27	Intended accommodation start date (DD/MM/YY):
28	Do you already have OSHC cover? <input type="checkbox"/> Yes <i>if yes, name of current provider?</i> Exp Date:    /    / <input type="checkbox"/> No If no, please tick the type of OSHC that you require: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family (one/both parents with one or more children)

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29	Do you consider yourself to have a disability, impairment or a long-term health condition? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes _____		
<p><b>If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list</b> (You may indicate more than one area) Please refer to the Disability supplement (at www.ssc.edu.au) for an explanation of the following disabilities:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Hearing/deaf  <input type="checkbox"/> Acquired brain impairment  <input type="checkbox"/> Physical  <input type="checkbox"/> Vision  <input type="checkbox"/> Intellectual         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Medical condition  <input type="checkbox"/> Mental illness  <input type="checkbox"/> Learning  <input type="checkbox"/> Other         </td> </tr> </table>		<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical condition <input type="checkbox"/> Mental illness <input type="checkbox"/> Learning <input type="checkbox"/> Other
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## L. GENUINE TEMPORARY ENTRANT (GTE) ASSESSMENT

ALL APPLICANTS MUST COMPLETE THIS PART OF THE FORM

### About GTE Assessment

This assessment helps SSC to 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. For details about GTE requirements please visit: <https://www.homeaffairs.gov.au/StudyinginAustralia/Documents/direction-no-69.pdf> If you (i) are applying for a student visa from outside Australia and (ii) you are required by DIBP to provide proof of funds with your visa application, you must then complete this section through a SSC Representative.

Offer letters will be issued only if SSC considers that you meet the GTE requirements. In addition to assessment of this section, SSC may interview you as part of the GTE assessment process.

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

#### (1) Background:

<p>a) How did you find out about SSC?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>b) Have you read the SSC brochure or checked the SSC website? What course do you want to study and why?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>c) Why did you choose SSC over other providers in Australia or overseas?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>d) Have you or your dependents had any previous visa application rejections?          No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, by which country, when and for what reason? (Please attach refusal letter)          Country:                      Date:    /    /                      Reason:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>e) Employment: Of the following categories, which BEST describes your current employment status? (tick one box only)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Full-time employee  <input type="checkbox"/> Part-time employee  <input type="checkbox"/> Self-employed – not employing others  <input type="checkbox"/> Employer         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Employed – unpaid worker in a family business  <input type="checkbox"/> Unemployed – seeking full-time work  <input type="checkbox"/> Unemployed – seeking part-time work  <input type="checkbox"/> Not employed – not seeking employment         </td> </tr> </table>	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employer	<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employer	<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment		
<p>f) Study reason: Of the following categories, which BEST describes your main reason for undertaking this course?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> To get a job  <input type="checkbox"/> To develop my existing business  <input type="checkbox"/> To start my own business  <input type="checkbox"/> To try for a different career  <input type="checkbox"/> To get a better job or promotion         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> I wanted extra skills for my job  <input type="checkbox"/> To get into another course of study  <input type="checkbox"/> For personal interest or self-development  <input type="checkbox"/> It was a requirement of my job  <input type="checkbox"/> Other reasons: .....         </td> </tr> </table>	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> Other reasons: .....	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> Other reasons: .....		
<p>g) 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.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

**SSC Representative  
to complete**  
Satisfactory responses

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h) Please explain your plans after completion of your SSC studies.

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Yes  No

i) LLN Support:

- I affirm that I do not require any assistance with LLN for the course I am choosing to undertake – Please finalise my enrolment. \*If you have selected this option your enrolment will progress in line with the College selection procedures.
- I am unsure if my LLN standard is sufficient for the level of study I am undertaking and I wish to undertake a LLN assessment for SSC's determination\*If you have selected this option your enrolment will not be processed until a formal LLN assessment has been completed. College staff will be in contact with you to arrange this assessment.

j) Relationship status:

- Single  
  Married  
  Engaged  
  De Facto  
  Separated  
  Divorced  
  Widowed  
 If married, for how long? .....

Yes  No

- k) Do you have any dependants?  Yes  No  
 If Yes, how many? .....

Yes  No

Will any dependants:  Travel to Australia or  Remain at home.

**(2) Funding of your studies**

- a. Are you aware of the living costs associated with your studies in Australia?  Yes  No

Yes  No

Please visit website <https://www.homeaffairs.gov.au/Trav/Visa-1/500->

- b. Do you have access to sufficient funds to support you and your dependants (if any) for the TOTAL period of your stay in Australia? This includes tuition fees, travel costs, living costs as outlined on the DIBP website:  Yes  No

Yes  No

<https://www.homeaffairs.gov.au/Trav/Visa-1/500->

Expense	Per person	Amount required in AUD
Travel	Applicant	Return airfare to Australia <input type="checkbox"/> Yes <input type="checkbox"/> No
	Dependants	One return airfare to Australia per person <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Tuition	Applicant	Course fees for one academic year <input type="checkbox"/> Yes <input type="checkbox"/> No
Living 12 months living costs	Applicant	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Partner	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
	Child	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

- c. Are you aware of and have you read the SSC fee refund policy?  Yes  No  
(see Terms and conditions of this form)

Yes  No

- d. Are you aware of the work restrictions while studying full-time in Australia?  Yes  No  
Please visit website for details info <https://www.homeaffairs.gov.au/Trav/Visa-1/500->

Yes  No

*I declare that I have read and understood all information provided to me by SSC through consultation, their website and/or their course brochures, and have sought and been given advice as required.*

Yes  No

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## M. ASSESSMENT – TO BE COMPLETED BY THE SSC REPRESENTATIVE /AGENT

- |  |                          |     |                          |    |
|--|--------------------------|-----|--------------------------|----|
| 1. Applicant's SSC course is related to their previous studies or employment   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Applicant has career goals and has researched the value of the SSC course to their future   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Applicant's knowledge of SSC, course, campus and living arrangements is satisfactory  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Applicant has a strong incentive to return to their home country and does not have strong incentive to remain in Australia              | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. Applicant has realistic expectations of costs for them and all their family members   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. Applicant's previous visa and travel history is satisfactory  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 7. Applicant has realistic expectations about their ability to find work and their likely income in their location                         | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 8. I have checked the applicant's documents, including financial and academic documents, and verified copies are attached                  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 9. I consider that this applicant meets Department of Home Affairs's Genuine Temporary Entrant (GTE) criteria (Recommend interview by SSC) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

I therefore recommend that an offer be given to this applicant

I confirm that I have briefed the applicant on the Terms and Conditions relating to this application and that I have provided the applicant with relevant information on SSC and the course consistent with the requirements of the ESOS Act 2000 and the National Code 2007.

**Signature of SSC Representative making recommendation**

**Print Name:**

**Date:**     /     /

**Are you registered with SSC?**    Yes    No

**Branch Office**

**Phone number:**  
(including country code)

**Email address:**

Agent  
Representative  
Stamp

## CHECK LIST FOR STUDENT

**Have you:**

- Completed all sections of this application form?
- Attached/enclosed certified copies of your passport and visa?
- Attached/enclosed certified copies of your qualifications?
- Attached/enclosed certified copies of English language proficiency?
- Attached/enclosed any other certified documents requested in this application form?
- Read and ticked/signed the declaration?
- E-mailed scanned copy of the application to: [admission@ssc.edu.au](mailto:admission@ssc.edu.au) and cc to [marketing@ssc.edu.au](mailto:marketing@ssc.edu.au)

**Please send the completed Application Form, required documents and payment to:**

**South Sydney College**  
**Suite 208, Level 2, 11- 15 Deane Street**  
**BURWOOD 2134 NSW AUSTRALIA**  
**ABN: 13 613 087 657**  
**E-mail: [admission@ssc.edu.au](mailto:admission@ssc.edu.au) and cc to [marketing@ssc.edu.au](mailto:marketing@ssc.edu.au)**

**Bank Details:**  
**Commonwealth Bank of Australia**  
**BSB: 062 424**  
**Account No: 1073 6733    Swift: CTBAU2S**

**Please see SSC's Terms and Conditions on the following pages**

## TERMS & CONDITIONS OF ENROLMENT

### Your Contract with the College

I (which expression includes the parent/guardian who has signed this contract) hereby apply to enrol in the course as indicated on the Overseas Student Application Form ("the Application") and agree that I will pay to South Sydney College (SSC) all tuition fees and other charges due for my course. I agree that on acceptance of the Application by SSC when I met the admissions requirements, the application will be confirmed by the Letter of Offer that becomes the Written Agreement that is the Contract of Enrolment ("the Contract") and further, I agree to abide by the following terms and conditions of enrolment. Any variation of the terms and conditions of the Contract must be in writing and be signed by an authorised officer of the College.

#### 1. Your Name must be Correct

We must have the correct name. Show documentary evidence (declaration from a lawyer, marriage certificate, etc.) if any of your official documents (birth certificate, mark sheets, etc.) show a name which is different from the one that you have used on this application form.

#### 2. Contact Details

Your current home address (not agent's address) must be provided along with phone number and email address (if any).

#### 3. Certified Copies of Original Documents

Attach certified or attested copies of all your official documents such as mark sheets, academic records, certificates or/and degrees etc. Following persons are eligible to certify copies:

- An authorised officer from the institution that originally issued the documents (such as Registrar or Directors);
- An Australian overseas diplomatic mission or any Australian Education Centre;
- A licensed translator recognised by law in your country; or
- An authorised SSC representative.

Certified translations must accompany the documents if the originals are not in English. Evidence of completing a course should indicate that all requirements of the course have been met or that the award has been conferred.

#### 4. English Language Proficiency Level (EPL)

All students must provide information to SSC or its authorised agent to verify their English Proficiency Level (EPL). Evidence of a recognised test result and/or recent completed formal study in English will be provided. I understand that SSC may require me to undertake testing to confirm English levels.

#### 5. Credit Transfer and Recognition of Prior Learning

Advance standing by Credit Transfer (CT) or Recognition of Prior Learning (RPL) is a process in which students may apply for exemptions. These exemptions will only be granted when all the stated learning outcomes and performance criteria of the training courses have been demonstrated.

Where CT or RPL is granted before your visa has been issued, then the period of the course will be adjusted appropriately when the eCoE is issued.

If CT or RPL is granted after your visa has been issued, then the College will report the change to the DIBP. A full time study load must be maintained. CT or RPL cannot exceed 50% of the course content.

#### 6. Our commitment to provision of quality courses

- provide a letter of offer that is the written agreement & details of course, fees, payment plan and conditions;
- generate a CoE that is used to apply for student visa;
- stay in touch and confirm commencement of course;
- on arrival, provide orientation to the College and Sydney
- provide student services support;
- provide facilities and equipment and staff;
- provide the course and the course materials and assessments;
- provide additional education and learner support ;
- mark, provide feedback and results on the submitted assessment tasks;
- make sure there is flexibility and fairness in assessments;
- follow procedures for grievances and complaints;
- issue results and a Qualification or Statement of Attainment/s upon satisfactory completion of the course requirements(if applicable) and full payment of fees.

### 7. Payment of Tuition Fees

The fees as set out in the letter of offer are payable on acceptance of offer. If the student does not pay the fees by the due date, a late fee may be charged and you may lose your place in the course. The College reserves the right to review its fees without notice. Students should check the fee details prior to payment.

### 8. Administrative Fees (GST inclusive)

Application Fee (non-refundable)	\$250
Materials Fee	\$250
Late pay tuition fee – 7 days	\$200
Late pay tuition fee – 14 days	\$400
Re-enrolment fee	\$500
Change of COE details	\$100
Cancellation and course variation fee	\$250
RPL fee per unit	\$150
Credit transfer fee per unit	\$50
Assessment re-sit	\$250
Interim academic transcript	\$50
Any official letter from SSC	\$20
Re-issue of final documents	\$100
R-issue ID card	\$20
Airport pickup fee (per person)	\$150

### 9. Cancellations and Refunds

In signing this application you are automatically bound by the conditions of the SSC and/or the SSC cancellations and refund policy.

The following are the summary extracted from college tuition fee refund policies. The full detail of refund policy can be found on the college website. SSC's refund policy applies to both commencing and re-enrolling students. It is set out in the Handbook and below. All requests for a refund must be submitted on the appropriate refund application form and must be accompanied by official documentary evidence of the grounds for the request. Your initial application fee to SSC is not refundable. Refunds apply only to tuition fees and will only be paid to the applicant through an Australian Dollar draft. All refunds incur an administration processing fee.

#### 10.1 Total Refund of Tuition Fee

A total refund will be granted under the following circumstances:

- In the unlikely event that the College is unable to provide the course for which an offer has been made. An alternate offer of a place will be offered at no extra cost to the students as well as the refund option.
- An offer of a place is withdrawn by SSC (The exception is when the offer was made on the basis of intentional incorrect information).
- The applicant is unable to obtain a visa from an Australian Diplomatic Office.

Applications for a total refund on the above grounds must be lodged at least 2 weeks prior to the commencement of the term for which the offer is made. The student must provide a certified copy of the official letter of visa application rejection by the Department of Immigration and Border Protection (DIBP) along with their application, in order for the refund application to be approved.

#### 10.2 Partial Refund of Tuition Fee

The amount of partial refund is determined as follows. Administrative fees and applicable deductions are applied:

Request is more than 10 weeks before the commencement of the term/ next term	Full refund.
Request is less than 10 weeks but more than 6 weeks before the commencement of the term	refund is 70% of tuition fees for that term.
Request is less than 6 weeks but more than 2 weeks before the commencement of the term	refund is 50% fees of tuition fees for that term.



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Request is less than 2 weeks before the commencement of the term	refund is 30% of tuition fees for that term.
If a student withdraws from the course on or after the course commencement date.	the student will not be eligible for a refund for the fees for that term.
Withdrawal from a course on illness and compassionate grounds	refund will be decided on a case by case basis.
If a student holds a valid student visa at the time of enrolment with SSC, but after commencing their course, their current visa expires and a subsequent visa application is applied for and rejected.	refund for any tuition fees paid to SSC will be calculated on a pro-rata basis (calculated on a weekly basis as per the SSC term calendar) minus any applicable deductions
Student transfers to a second course within SSC without completing the first course.	The tuition fee paid for the current six-month period of the 1 <sup>st</sup> course will be credited on a pro-rata basis towards the tuition fee of the 2 <sup>nd</sup> course. All other tuition fees paid toward the 1 <sup>st</sup> course will be credited in full towards the tuition fee of the 2 <sup>nd</sup> course. If the credited amount is greater than the total cost of the second amount, the difference will be refunded within 28 days of commencement of the second course.

If the College has paid an amount to a representative in relation to recruitment, the refund will be further reduced by that amount.

### No refund

False or misleading information in application forms or during study	automatically disqualifies you from any refunds
Student is terminated due to serious breach of the College rules or a breach of visa conditions including non-attendance or unsatisfactory progress	No refund
Student defers enrolment and commencement date	Tuition fees will be held by the College until course commencement date.
Student is seeking a refund for enrolment in the principle (main) course of study, as applied for on their current Student Visa	No refund for any tuition fees paid for the first six (6) months of the principle course. Any additional tuition fees, paid beyond the first six (6) months, that are deemed refundable, will be payable back to the student minus any applicable deductions*.

### 10.3 Review of Tuition Fees

SSC reserves the right to review its fees and charges. If tuition fees are changed you will be required to pay the new fees from the commencement of the next semester. If you defer your course, you will be required to pay the fees applicable at your new commencement date.

### How to claim a refund

To claim any refund, you must complete a *Refund Application Form* and return together with your receipt of course fees and certified copies of any supporting documents (such as Visa rejection letter, etc.) to the College. The refund will be paid in Australian dollars & you will be provided with a letter explaining how the refund was calculated. It will be posted to your address in your home country within 14 days from the receipt of the *Refund Application form*.

The above refund policy does not remove your right to take action under Australia's consumer protection laws. Also, the College's dispute resolution processes do not circumscribe the student's right to pursue legal remedy.

### 11. Airport pickup charges

The cost of Airport pickup is NOT included in the tuition fee. SSC can arrange arrival airport pickup for an additional charge.

### 11.1 Accommodation support

We do not organise accommodation arrangement. We can counsel students having problems with their accommodation. Organising accommodation is the student's responsibility.

### 12. Acceptable Behaviour, Attendance and Academic Progress

Admission, if granted, is subject to the student maintaining continuous academic progress through the course. There is an intervention policy to support students and a series of warnings so you know your progress. Students need to progress well in order to continue to be enrolled in the course. You must agree to meet the requirements of the College course selected and to abide by the rules and regulations of the College, including those for attendance and course progress. You agree that if you breach any of the College's rules or behaviour is deemed unacceptable by the College, your enrolment may be cancelled and you may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract.

### 13. Assessment Procedure

Assessments are part of every course and will vary depending on the type of the unit or course. A student must perform satisfactorily to complete the academic requirements of every unit.

### 14. Information regarding Disability

If you have a disability, relevant information is requested to establish whether you require the provision of additional services or facilities not required by students who do not have a disability.

After consideration of your requirements, if the provision of these services or facilities would impose "unjustifiable hardship", for example, a very high cost on SSC, your enrolment may be refused or additional fees may apply. You will be advised in writing of our decision.

The provision of additional services or facilities should not be seen as a guarantee of successful completion of a course. SSC reserves the right to terminate a student's enrolment if the provision of reasonable adjustment is unsuccessful and further provision of services or facilities is determined as unjustifiable hardship.

### 15. LL&N Support

SSC is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English. For the College to best accommodate students, we ask that every student respond to this section of the Enrolment Form on page number 3 & 4, section L (1) (J)

### 16. Student's Right

Your rights and obligations and the Colleges obligations and rules are set out in the International Student handbook and the website. You will be provided student services support and welfare support and counselling. There is a complaints process if you have a grievance. If the student is dissatisfied with the decisions of the College after following the complaints and appeals procedures, you may seek independent external arbitration via the NSW ombudsman (see www.ombo.nsw.gov.au). The terms and conditions of enrolment as stated above do not remove the right of the student to take action under Australia's consumer protection laws. Also, College's dispute resolution processes do not circumscribe the student's right to pursue legal remedy.

### 17. Access to Student's Details

Information provided by the student may be made available to Commonwealth and State agencies, the TPS and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code.

### 18. Disclaimer

SSC does not represent or guarantee that the student will:

- Be accepted for enrolment at SSC
- Successfully complete studies undertaken
- Gain entry into further tertiary studies.
- SSC accepts no liability for any unexpected interruption in services through events such as staff strikes, electrical failure, floods and other.

### 19. Breach of Terms & Conditions

Any breach of terms and conditions may result in the termination of the student's enrolment and may affect the student's visa.

# APPLICATION FORM FOR INTERNATIONAL STUDENTS

## 20. Personal information & privacy protection statement

Personal information you supply and consent to being contacted about is to be used by SSC in connection with an application for a student to study in SSC. Provision of information is voluntary but, if not provided, the application may be hindered. SSC will not disclose personal information to outside parties, other than as provided in the application form, unless required by law, you consent or it is needed to prevent serious threat to a person's health or safety. You can access and correct your personal information by contacting SSC. The personal information you provide for this application will be protected in accordance with the College Privacy Policy and Privacy legislation. The information provided will only be used by the College for assessing your application for a place in the training course for which you have applied. If unsuccessful, the information will be retained in the records of the College only for the College's use for a period of 12 months and will not be disclosed except with your permission. You have a right to access and correct any personal information concerning you held by the College in the student and financial databases. As required by law and our registration standards, personal information may be shared between SSC and the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme. By signing this application, it is understood that you have read this statement and agree to the use and disclosure of your personal information as outlined above. For full details please see International Student Handbook.

## 21. Student / Parents/ Guardian Declaration and Signature:

- I/We declare that all information provided with this application form is correct and that I/we have read and understand and agree to be bound by the Terms and Conditions relating to this application (including Cancellation, Refund and Complaints policies).
- I/We agree that in the event that false, inaccurate or misleading information is provided, SSC reserves the right to cancel the enrolment.
- I/We understand that the signed acceptance form, sent by SSC with an offer letter, will constitute a written agreement between the student and SSC for the purpose of the ESOS Act 2000 and the National Code 2007.
- I/We agree to pay the applicable tuition fees set out on [www.ssc.edu.au](http://www.ssc.edu.au) prior to the commencement and subsequent semesters of the nominated studies by the due dates. Additionally I/we agree to be jointly or severally liable to the debt arising from fees owing.
- I/We agree that when I/the student am/is accepted for enrolment in SSC, I/we must comply with and ensure that the student complies with the terms and conditions of enrolment and the SSC Student Discipline Policy.
- I/We understand and consent that personal information provided by the student to SSC may be made available to the health insurance provider, to Commonwealth and State agencies and University Education Partners, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2007 and to any contractor(s) engaged by SSC to provide advice or services in connection with any aspect of SSC's international students program or operation. Information about my studies may be made available at the discretion of SSC to any contractor(s) engaged by SSC.
- I/We give consent for SSC to obtain the student's Visa Entitlement Verification Online (VEVO) information from DIBP for the purposes of verifying any information provided by me to SSC in connection with my application, enrolment, payment of fees and visa matters.
- I/We hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I/we may, at any time, opt out of being contacted by any such electronic means by contacting SSC and so advising.
- I/We agree that if there is any difference in meaning of provisions of the English version and any translated version of this form or the terms and conditions provided to me/us, the English version is to prevail. This application must be signed and dated.

## Office Use Only

<b>Received by:</b>
<b>Date received:</b>
<b>Processed by:</b>
<b>Date processed:</b>
<b>Comments:</b>

*South Sydney College (SSC) reserves the authority to change above terms and conditions without prior notice.*

*Please visit our website: [www.ssc.edu.au](http://www.ssc.edu.au) for details information about: Course information, course fee, privacy policy, welfare and accommodation, information on disability, living in Australia, ESOS act and other relevant information which you may require making decision to study at South Sydney College (SSC).*

*MRK\_Terms and Conditions v1.0 08 2018*

<b>Student Name</b>	<b>Signature</b>
<b>Parent / Guardian Name</b> <i>(Only if the student is under 18 years)</i>	<b>Signature</b>
<b>Date</b>	