

REFUND POLICY

Applicants are advised to ensure they understand NMIT's refund policy.

- Applications for refund should be made in writing on the Application for Refund Form available on request from the International Office.
- Upon approval the International Office will make refunds in accordance with the ESOS regulations.
- Tuition fees include a AUD\$200 administration fee, which is non-refundable and non-transferable in the case of a student withdrawing an application after being accepted.
- If, after the full payment of fees a student withdraws an application the following will apply:
 - If written notice is received by NMIT more than 28 days before the commencing of the course a cancellation fee of 15% will be deducted from fees received.
 - If written notice is received by NMIT up to 28 days but more than 14 days prior to the course commencing a cancellation fee of 20% will be deducted from fees received.
 - If a student withdraws within 14 days of the course commencing, no refund will be made.
 - No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
- Where a student has been denied a visa to study in Australia a full refund less the administration fee will be made on receipt of proof that a visa has been denied.
- All refunds are made in Australian dollars or the foreign currency equivalent at the time and will be net of any handling fee charged by a representative used by the student.
- In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

This agreement does not remove the right to take further action under Australia's Consumer Protection Laws.

TRANSFERS

Transfer to another educational institution

- Under Student Visa Regulations (Condition 8206) it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, without permission from NMIT.
- Requests for transfer must be made to the International Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
- If approved, any monies transferred will be in accordance with NMIT's Refund Policy.

Transfer to another course at NMIT

- All applications to transfer to another course at NMIT should be made on the 'Request for Internal Transfer' form available at the International Office.
 - Transfers to other courses will be granted at the discretion of the International Office in consultation with the relevant teaching departments.
 - Where a transfer is granted students must pay an administration fee of \$200 plus any additional tuition fees applicable to the new course before starting the new course.
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APPLICATION FOR ENROLMENT

PERSONAL DETAILS

Family Name.....

Given Name.....

Known As.....

Date of Birth/...../..... Male Female

Home Address

.....

.....

Telephone..... Facsimile.....

email.....

Australian Address.....

.....

.....

Telephone..... Facsimile.....

Country of Birth.....

Citizenship

Passport No..... Expiry Date/...../.....

Are you applying for a Student Visa in Australia? Yes No

COURSE PREFERENCES

1.....

2.....

Intake: February Intake July Intake 200.....

Other start date:.....

ELICOS: Start Date:/...../20..... Number of Weeks:.....

EDUCATION

What is the highest level of education passed?.....

..... When?...../...../.....

Provide copies of your latest academic results in English (translated if necessary) and certified by a Public Notary.

EMPLOYMENT

Provide a summary of any work experience

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.....(Provide documentary evidence)

TRANSFER FROM ANOTHER AUSTRALIAN INSTITUTION

Name and Address of Institution.....

.....

Telephone..... Course

Date Course Commenced/...../20.....

Date Course Finished/...../20.....

Visa Expiry Date/...../20..... OSHC Expiry Date/...../20.....

MEDIBANK NO.....

(If transferring from an ELICOS course you must provide a Certificate of Attendance)

ENGLISH LANGUAGE PROFICIENCY (Please tick the appropriate box)

You have a IELTS score

What is your IELTS score? (Please attach evidence)

You have completed an ELICOS course in Australia

You have completed an English language qualification in your home country

English is your first language

You have completed a course in Australia. (Please attach evidence)

English was the medium of instruction at school (evidence required)

AGENT DETAILS

Please complete this section if your application is being submitted by an approved education agent.

Name of Consultant



Indo-Australian Education Centre

Suite - 908, Level - 9,

365 Lt Collins Street, Melbourne,

Victoria 3000, Australia.

Phone: +61 3 9670 1140

Fax: +61 3 9670 1142

Email: iaec@optusnet.com.au

DECLARATION

I certify that the information provided on this form, including attachments is true and correct. I agree to the terms and conditions of enrolment and transfer and have read and understood the refund policy as set out overleaf.

Signature Date/...../.....

NMIT (Northern Melbourne Institute of TAFE)
20 Otter Street, Collingwood, Victoria, Australia
Telephone: 61 3 9269 1666
Facsimile: 61 3 9269 1669
website: www.international.nmit.vic.edu.au

CRICOS Provider No: NMIT 00724G