

**International Business Development Officer**

Barrier Reef Institute of TAFE  
PMB 1, Townsville DC Qld 4810, Australia  
PHONE: (61-7) 4750 5651  
FAX: (61-7) 4750 5738  
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WEB: [www.barrierreef.tafe.qld.gov.au](http://www.barrierreef.tafe.qld.gov.au)

How did you find out about the Barrier Reef Institute of TAFE?

- Educational Agent
- Barrier Reef Institute
- Another website:
- Friend or family
- Other: \_\_\_\_\_



**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](mailto:iaec@optusnet.com.au)

**1. Personal details**

TITLE (Mr/Mrs/Ms)	FAMILY NAME		
GIVEN NAMES	PREFERRED NAME		
SEX (male/female)	AGE (in years)	DATE OF BIRTH (d/m/yr)	/ /
Do you have any type of disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please specify

**2. Contact details**

STREET ADDRESS IN YOUR HOME COUNTRY	
PHONE (country code/area code/number)	FAX (country code/area code/number)
STREET ADDRESS IN AUSTRALIA	
PHONE (area code/number)	FAX (area code/number)
CURRENTLY LIVING IN	Email Address:
<input type="checkbox"/> Home country <input type="checkbox"/> Australia	

**3. Passport and visa details**

COUNTRY OF CITIZENSHIP (as shown on passport)	
PASSPORT NUMBER	PASSPORT EXPIRY DATE
Do you hold a current Australian visa?	If YES, type of visa
<input type="checkbox"/> Yes <input type="checkbox"/> No	
VISA EXPIRY DATE (d/m/yr)	/ /

**4. Language**

FIRST LANGUAGE	LANGUAGE SPOKEN IN YOUR HOME		
If your first language is not English, have you passed a recognised English language test in the past 12 months?			
(e.g. IELTS or TOEFL)	<input type="checkbox"/> Yes (complete next line)	<input type="checkbox"/> No (go to Section 5, English Language Course Enrolment)	
ENGLISH TEST	RESULT	DATE TAKEN (d/m/yr)	/ /

**5. English language course enrolment**

Do you wish to study English in Townsville?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many weeks would you like to study?	When would you like to start? (m/yr)

**6. Education history** – Details of past education and training, including highest levels reached (attach certified copies or all records)

YEAR	SCHOOL/INSTITUTION	STATE/COUNTRY	NAME OF QUALIFICATION	COURSE LENGTH	RESULTS ATTACHED (Y/N)

# APPLICATION FORM FOR INTERNATIONAL STUDENTS

**Barrier Reef Institute of TAFE**

- 7. Employment** – Please list details of your employment and attach relevant references/proof. This is important if you are applying as a mature-aged student through special entry.

YEAR	PERIOD OF EMPLOYMENT	FULL OR PART-TIME	OCCUPATION/DUTIES	EMPLOYER'S NAME & ADDRESS

## 8. Family details

Do you have any dependants?  Yes  No If YES, how many dependants?  
**A.** Are they already in Australia?  Yes  No **B.** Will they accompany/join you?  Yes  No  
 If you have answered YES to A or B, please complete your family members' details below:

FAMILY NAME	GIVEN NAME	RELATIONSHIP	DATE OF BIRTH	STUDYING IN AUSTRALIA?	INSTITUTION

## 9. Scholarship details

Are you a sponsored student?  Yes  No If YES, please provide the sponsor details:

## 10. Course enrolment

PREFERENCE	PROGRAM CODE	PROGRAM NAME
1		
2		
3		

## 11. Disclaimer

The Department of Education, Training and the Arts is collecting this information for general student administration as well as for planning, communication, research, evaluation and marketing activities undertaken by the Department. Only authorised departmental officers have access to this information.

Your personal information may be disclosed to Commonwealth and State Government Agencies. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian. No further access to your information will be provided to any other organisation or persons without your consent or, unless authorised or required by law, in accordance with the Information Privacy Principles.

## 12. Declaration

For your application to be valid, you must complete Part 1. If you are under 18, your parent or guardian must complete Part 2.

**PART 1 DECLARATION BY APPLICANT.** I have read the information on this form and the supporting documentation is correct and complete. I authorise the Institute to obtain other details relating to my academic record. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

SIGNED: \_\_\_\_\_ DATE (d/m/yr) \_\_\_\_\_

**PART 2 DECLARATION BY PARENT OR GUARDIAN.** I have read the information on this form and the details of the applicant are complete and correct. I hereby apply for the entry of my child/ward to study with TAFE in Australia and declare that I have the financial capacity to meet the tuition fees and expenses in Australia. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation in relation to my application may result in the cancellation of this enrolment.

SIGNED: \_\_\_\_\_ DATE (d/m/yr) \_\_\_\_\_

# Terms & Conditions for international students



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

## Barrier Reef Institute of TAFE

### REFUND AND TRANSFER AGREEMENT

Student Name:

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Program:

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Institute/Campus:

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#### TUITION FEES

Fees do not include the cost of accommodation and meals, individual textbooks, stationery, uniforms, materials, tools or other individual items of equipment necessary for the program.

Structure and duration of programs are subject to change. Program fees reflect the content of the program and the award, not the duration, therefore there is no automatic reduction of tuition fees if you complete the program in a shorter time than the published length of the program.

Tuition fees may be reduced or refunds may be granted only if you are granted sufficient credits or exemptions such that the program is completed in a shorter than normal time.

#### PAYMENT OF FEES

Students are not allowed to commence studies until all applicable fees are paid. This includes any tuition fees, OSHC, accommodation booking fees, airport reception fees, late fees and administration charges.

#### FAST TRACKING

If you 'fast track' and complete your program in a shorter time than that specified in your Letter of Offer, you are not entitled to any refund in tuition fees. If you have not paid your total tuition fees you will not be eligible to graduate.

#### ATTENDANCE

You must maintain full time status and a minimum of 80% attendance as a requirement of your student visa. If you fail to meet this requirement, the Barrier Reef Institute of TAFE is obliged to inform the Department of Immigration and Citizenship (DIAC), and your visa may be cancelled.

#### GRIEVANCE AND DISPUTE RESOLUTION

The Barrier Reef Institute of TAFE has an internationally certified quality system containing a customer comment procedure to allow all customers to record and register comments regarding Institute products, services, delivery and facilities. The grievance procedure suggests steps that can be taken if a grievance needs to be addressed.

1. Complete a customer comments form.
2. Approach a counsellor / teacher / staff member for advice and support to resolve the issue.
3. If the student is still concerned, a written report detailing your grievance should be sent to the course coordinator, the Director of Studies or the Institute Director.

Any student involved in a matter of dispute is entitled to have an independent party present during all proceedings. Independent mediation services will be arranged if required. Any disputes will be resolved in a prompt manner, and take into consideration the student's stay in Australia on a student visa.

Under Queensland Government regulations, an overseas student has the right to contact the Director General of Education, Training and the Arts if they are concerned about the conduct of the registered provider. The Director General has the right to suspend or cancel the registration of a provider or program.

The dispute resolution process does not prevent an overseas student from exercising the student's rights to other legal remedies.

#### REFUNDS

In accordance with the ESOS Act 2000, the Barrier Reef Institute of TAFE is obliged to pay a refund to overseas students in certain circumstances.

If you default, a refund will be made in accordance with this Refund and Transfer agreement. A student defaults if:

- The program offered starts on the agreed starting day, but the student does not commence on that day and has not previously withdrawn from the program; or

- The student withdraws from the program either before or after the class begins.

If your initial visa is rejected, we will refund your tuition fees, less an administration fee of \$500, after we have received your official letter of visa rejection.

If you withdraw from your program for any reason, excluding initial visa rejection, before the program / semester begins, we will refund your semester tuition fees less a charge of 20% of this installment.

If you withdraw from your program for any reason after the program/semester begins, there will be no refund of the semester's fees.

If you are granted Permanent Residence status during your program this Refund and Transfer policy will apply.

If your application for a visa extension is rejected, or your existing visa is cancelled by DIAC, the terms of this policy will apply.

If you are excluded from study at the Barrier Reef Institute of TAFE, the terms of this policy will apply.

If the Barrier Reef Institute of TAFE defaults, it must pay a full refund to you within two (2) weeks of the default day (sections 27-31 of ESOS Act 2000). The Barrier Reef Institute of TAFE would default if:

- The program did not start on the agreed starting day;
- The program ceased being provided after it started and before it was completed; or
- The program was not provided fully because the Barrier Reef Institute of TAFE had a sanction imposed.

If the Barrier Reef Institute of TAFE cannot provide the agreed program on the agreed start day, you may be offered an alternative program or a similar/same program at another TAFE Queensland Institute. If you agree to take up the alternative, no refund will be paid. In such case, the fees will be transferred appropriately. If you do not agree, the Barrier Reef Institute of TAFE will refund your fees in full.

#### PAYMENT OF REFUNDS

- Refunds in the case of the provider defaulting, will be made within two (2) weeks of the default day;
- Refunds in any other case, will be made within four (4) weeks of the default day;
- Refunds will be paid to the person who entered into the contract and will be paid in the same currency in which the fees were paid.
- All requests for refunds must be made in writing to the International Business Development Officer.

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

#### PAYMENT IS REGARDED AS ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS OFFER.

I have read this Agreement and I agree to the terms and conditions. I accept this offer and will pay my fees.

#### Privacy Disclaimer

The Department of Education, Training and the Arts is collecting this information for general student administration as well as for planning, communication, research, evaluation and marketing activities undertaken by the Department. Only authorised departmental officers have access to this information.

Your personal information may be disclosed to Commonwealth and State Government Agencies. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian. No further access to your information will be provided to any other organisation or persons without your consent or, unless authorised or required by law, in accordance with the Information Privacy Principles.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
(if student under 18 years)