

COURSE DETAILS

I wish to apply for enrolment into the following course/s -

Preliminary Course Code: _____ Course Name: _____
Primary Course Code: _____ Course Name: _____

If your application is deemed successful, when would you hope to commence? Year 20 _____ Semester: _____

PERSONAL DETAILS

Please Print Clearly

Title: Mr Mrs Miss Ms

Sex: Male Female

Family Name: _____ Given Names: _____

Address in Australia/Overseas: _____

Telephone: (Home country – including country code) _____

Email: _____ Mobile: _____

Nationality: _____ Country of Birth: _____

Date of Birth: ____ / ____ / ____ Are you a citizen or permanent resident of Australia? Yes No (Attach evidence)

Passport Number: _____

Type of Visa: _____ Expiry Date: _____

Overseas Student Health Cover Number: _____ Expiry Date: _____

Blue Card Number (if applicable): _____ Expiry Date: _____

What language do you speak at home: _____ How well do you speak English? Very well Well Not well

Disabilities (Do you have a disability, which will require special consideration to assist you while studying at CADET International College? (Answering this section is optional) Yes No

If yes, please provide details: _____

EMERGENCY CONTACT

Title: Mr Mrs Miss Ms

Sex: Male Female

Family Name: _____ Given Names: _____

Address in Australia/Overseas: _____

Telephone: (Home country – including country code) _____

Email: _____ Mobile: _____

AGENT DETAILS

Title: Mr Mrs Miss Ms

Sex: Male Female

Family Name: _____ Given Names: _____

Address: _____

Telephone: (Home country – including country code) _____

Email: _____ Mobile: _____

EDUCATION DETAILS

Highest level of Education: _____ (Attach certified copies of school/college certificates)

Name of qualification: _____

Institution attended: _____

If you are currently enrolled in another CRICOS institution you must provide a letter of release.

Name of current institution: _____

If sitting for Australian Year 12 Examination, please provide registration number: _____

EMPLOYMENT OR RELEVANT WORK EXPERIENCE

Please specify: _____ (attach evidence)

Do you wish to apply for Recognition of Prior Learning? Yes No (if yes, you must attach supporting documents)

ENGLISH LEVEL DETAILS

IELTS/TOEFL Score: _____ Date: _____ (Attach evidence)

Secondary or tertiary education conducted in English medium: Yes No

Name: _____ Highest Level: _____

Are you currently enrolled in an ELICOS school, if yes please specify:

Provider Name: _____ Current English Level: _____

ACCOMMODATION

Complete this section if you would like CADET to arrange accommodation for you.

Start Date: ____ / ____ / ____ Number of weeks: _____

Caloundra City Backpackers Homestay Share Accommodation

Do you smoke? Yes No

Are you prepared to live with a family that has a pet? Yes No

Are you prepared to live with a family with young children? Yes No

Do you have any ongoing medical conditions? Yes No

Do you have any special dietary requirements? Yes No

What are your hobbies and interests: _____

AIRPORT SERVICE

Do you require an airport pick up? Yes No

APPLICANT DECLARATION (please tick boxes)

- I have read and understood the policies/procedures detailed in the CADET Student Handbook
- I have read and understood the conditions of enrolment
- I'm over 18 yrs of age – please provide evidence of proof of age
- I have read and understood the ESOS framework document
- Attached certified copies of academic records/qualifications
- Attached evidence of English Language ability
- Attached evidence of Australian citizenship or permanent residency (if applicable)
- Attached relevant work experience documentation (if applicable)

(If any of the above are written in a language other than English, please supply a translation).

How did you hear about CADET International College?

Agent Internet Friend/Relative Exhibition Newspaper/Magazine Other: _____

I have read and understood the published course information in the brochure and/or website and I have sufficient information about CADET International College. I have read information relating to conditions of enrolment including the Fee/Refund Policy and understand that by signing this agreement I am bound by the rules and regulations of CADET International College and the Education Services for Overseas Students (ESOS) Act 2001. I understand by signing this application for enrolment form I will be sent a Letter of Offer for CADET International College Programs.

Applicants Signature: _____ Date: _____

CONDITIONS OF ENROLMENT

STUDENT MUST BE 18 YEARS OF AGE:

Students must be at least eighteen (18) years of age at the commencement of their course. CADET will *not* accept enrolment from any student under the age of eighteen (18) years. Proof of age will be required to be provided with your Application for Enrolment.

ENTRY REQUIREMENTS FOR STUDENTS:

Students wishing to gain entry into a Course provided by Cadet must have the appropriate skills, abilities and English proficiency for the course for which enrolment is sought.

English Language Proficiency Level:

- IELTS band score of 5.5 or an equivalent internationally recognised exam result
- Evidence of IELTS score to be provided with Application for Enrolment
- Further information on score tests and levels can be located at www.ielts.org

COURSE FEES:

1. Course fees must be paid in Australian Dollars (\$AUD)
2. An itemized list of course monies payable will be contained in your Letter of Offer if your application is accepted.
3. Overseas Student AHM Health Cover Fee & 50% of the total course fee must be paid within 28 days prior to course commencement, unless otherwise stated in Letter of Offer.
4. Full fee must be paid on or before course commencement date.
5. A formal Qualification or Statement of Attainment will not be issued until full payment of all or any outstanding fees have been paid in full.

DEFERRAL, LEAVE OF ABSENCE, OR TRANSFERRAL:

- General Manager /Training Manager are only permitted to approve deferral, leave of absence or transferral.
- Students wishing to withdraw or transfer from a course prior to expected completion date must provide written notification -A \$500 administration fee applies.
- Student wishing to defer or take leave until a later semester, CADET will hold the fees paid for 6 months, as at the date advised in writing, without penalty. If the student withdraws or exceeds this agreed holding period, all fees paid will be automatically surrendered to and become the property of CADET International College.
- Deferment or suspension of studies is only available to students on medical grounds (with a doctor's certificate) or in compassionate circumstances such as bereavement. Deferment or suspension of studies on any other grounds will result in the student being reported to DIMIA as not complying with their visa conditions.
- A student may transfer to another course at CADET International College, but will be required to pay the difference in course cost (if any). If less expensive the student will be allocated additional study time.

REFUND POLICY:

Cancellation Reason	Cancellation Notice Period	CRICOS Course Refund Policy
Course cancelled by CADET before Course commencement	Any	Full Refund of all Fees
Course cancelled by CADET after course commencement	Any	As per ESOS Regulations (OSTAS insurance)
Student unable to obtain suitable VISA	Any	Full refund less \$250.00 administration fee. Refund will be provided within 14 days of notification.
Student withdraws from Course of own accord	28 Days or more before Course commencement	25% of total course fee withheld
	Less than 28 Days before or after Course commencement	Refund of all fees paid (where paid in full) less 50% of total course fees withheld. Where student has paid less than 50% of the tuition fees, no refund will be given.
	28 Days or more after Course commencement	NO REFUND
Other CADET approved withdrawal	Any	Pro-Rata amount of remaining (undelivered) course units less \$500 Administration Fee

Overseas students are advised that CADET has arranged for their course monies to be insured under the Government's National Insurance Fund against whom students may have a claim if the College cannot meet its withdrawal undertaking as outlined above. Students have the right to take further action under Australia's consumer protection laws.

No refunds will be made after the student has completed more than twenty-eight (28) days of a course unless the student has a legitimate complaint against the college that can be substantiated under the Consumer Protection Laws of the Commonwealth of Australia or the State of Queensland.

If a student is suspended from the college for a serious breach of discipline, no fees will be refunded. The college has a complaint process in place whereby a student can lodge a complaint if a dispute arises

REFUND APPLICATION PROCESS:

- Student request for refund must be made in writing using the Cancellation/Refund Application Form and supplied to CADET
- Applications for refund will be processed and student will be notified of outcome within five (5) working days
- If a refund is declined, the reason for the decline will be clearly outlined in writing to the student
- Cadet will make payment of all refunds within twenty-eight (28) days of receipt of a written application for refund where approved
- The student will meet all bank charges incurred by CADET in issuing the refund
- Students are not permitted to transfer course fees to another student
- Students cannot transfer to another course at another institution within the first six (6) months of commencement of primary course unless application has been made for compassionate or compelling circumstances and such request has been reviewed by CADET and subsequently approved
- CADET will provide all students with a Refund Calculation Statement that explains how the refund amount has been calculated

This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protector laws.

REFUNDS WHERE CADET INTERNATIONAL COLLEGE IS UNABLE TO DELIVER YOUR COURSE IN FULL (Provider Default)

In the unlikely event that Cadet International College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid within two weeks from the day on which the course ceased being provided. Alternatively you may be offered enrolment in an alternative course by Cadet International College. You have the right to choose whether you would prefer a full refund of course fees or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

Please Note: *If you choose to be placed in another course, you will be offered a course to the same value of the replacement course (or of higher value at the discretion of the International College Manager).*

If Cadet International College is unable to provide a refund or place you in an alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or if this is not possible you will be eligible for a refund as calculated by the Fund Manager.

Privacy disclaimer –

The information provided by the student to the provider may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and The provider is required, under s19 of the ESOS Act 2000, to tell the Department about certain changes to the student's enrolment; and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.