

Imperial College of Technology and Management

A.B.N. 85 123 406 039

212 Hoddle St, Abbotsford, Vic 3067

Postal Address: PO Box 375, Abbotsford, Vic 3067

Tel 61 3 9417 4777, Fax 61 3 9417 4787

Web www.ictm.edu.au Email info@ictm.edu.au



Application for Enrolment

ICTM-S01

Please tick the course(s) you wish to enrol in

Certificate III in Hospitality (Commercial Cookery) (SIT30807)

Certificate IV in Hospitality (Commercial Cookery) (SIT40407)

Diploma of Hospitality (SIT50307)

Certificate IV in Business (BSB40207)

Diploma of Business (BSB50207)

Preferred Course Start Date: ____/____/____

Personal Details

First Name: _____ Surname: _____

Date of Birth: ____/____/____ Country of Birth: _____ Gender: Male Female

Passport No.: _____ Visa Number (if in Australia): _____

Address: _____

State: _____ Country: _____ Post Code: _____

Phone:
(home): _____ (mob.): _____ (work): _____

Email Address: _____ Marital Status: _____

Emergency Contact, Name: _____ Phone No.: _____

Address: _____

Education & English Level

Highest Educational Qualification: _____ Year of completion: _____

IELTS Score (overall): _____ Date of IELTS Test: ____/____/____ Academic/General (please circle)

Do you require any language, literacy or numeracy assistance? YES NO

Are you seeking Credit Transfer /Recognition of Prior Learning? YES NO

If YES, Application for Credit Transfer/Recognition of Prior Learning along with relevant supporting documents must accompany this application form.

Details of any accompanying Dependent(s)

First Name: _____ Surname: _____ Relationship: _____

Date of Birth: ____/____/____ Passport No.: _____ Gender: Male Female

First Name: _____ Surname: _____ Relationship: _____

Date of Birth: ____/____/____ Passport No.: _____ Gender: Male Female

Attach a separate sheet with above information, if more than two accompanying dependents.

Student under 18 year age

Currently ICTM do not enrol student under 18 year age.

Employment Details

If you believe you have any relevant employment experience, attach details on a separate sheet.

Accommodation / Airport Pick-up

Do you require accommodation?

YES NO

Do you require airport pick-up?

YES NO

Education Agent Details

If you were referred by an education agent, provide the information below.

Agent Name/ business name: _____

ICTM Course Fees Refund Policy

Refund of fees if ICTM defaults,

If ICTM defaults, the refund procedure under sec. 7 of ESOS 2000 and regulation 2001 will apply. The legislation requires "Course Money", which includes tuition fees, OSHC fee, and material fee to be refunded in full as per Section 27.1 of the Act. ICTM defaults under the following circumstances:

- The course does not start on the agreed starting day (eCoE); or
- The course ceases to be provided at any time after it starts but before it is completed; or
- The course is not provided in full to the student because the ICTM has a sanction imposed under part 6 of ESOS; and
- The student has not withdrawn before the default day.

This means that a full refund under the above conditions will be paid to the student within 14 days of the default, except, the amount of overseas student health cover (OSHC) already paid to the OSHC provider.

Alternatively, ICTM may arrange for another course, or part of a course, to be provided to the students at no extra cost as an alternative to refunding course money. Where the student agrees to this arrangement in writing, ICTM will not be liable to refund the money owed for the original enrolment.

An overseas student defaults:

- If the course starts on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn) ; or
- If the student withdraws from the course either before or after the agreed starting day.

Time limit for making a refund

Refund if ICTM defaults

Refunds will be granted in accordance with the provisions of the sec 27.1 of the ESOS Act 2000 and the ESOS Regulations 2001. The refund amount is paid to the student within 14 days of the default, except, the amount of overseas student health cover (OSHC) already paid to the OSHC provider.

Refund if the student defaults

The refund amount is paid to the student as per section 27.2 of the ESOS Act within 4 weeks of receiving the written request.

Student agreement

In seeking a contract to enrol in a course(s) at ICTM, the Applicant agrees:

1. That the information provided by the Applicant in this application is complete and correct.
2. That the Applicant agrees to be bound by the ICTM rules and regulations and any amendments made to the rules and regulations.
3. That the Applicant agrees to undertake a testing requirement prior to any course entry, if deemed necessary by ICTM.
4. That the Applicant agrees to observe DIAC student visa requirements.
5. That the Applicant agrees to pay all required fees on or by the due date as notified in writing by ICTM or as per the invoice. A penalty of \$100 per week applies for late payment.
6. That ICTM will access these fees in accordance with the procedures established by the State Government.
7. That changes or variations by the Applicant to this contract attract a \$50 administrative fee.
8. That ICTM reserves the right to accept or reject any application for enrolment at its discretion.
9. That ICTM reserves the right to cancel any course prior to the commencement date of the course, should it deem it necessary and that in that event, ICTM shall refund all payments received from the Applicant.
10. That if ICTM defaults, refunds of amounts owed to the student will be made within 14 days, section 27.1 of ESOS act. If a student defaults, refunds are made in accordance with the policy below and are payable within 4 weeks after receiving a written claim (section 27.2 of ESOS act).
11. That ICTM will provide the statement to the student that explains how the refund amount has been worked out.

NOTE: All applications for refund must be made in writing by way of the *Application for Refund* form (available from the ICTM office or education agent) and submitted to the Manager-Administration by registered mail, courier or personal delivery as soon as practicable.

Prospective students who are overseas should contact the Manager Administration for refund enquiries.

Refund of fee if ICTM defaults

Full refund of course fee
paid

Course does not start on the agreed date

Full refund including
Admission fee

The course ceases to be provided by ICTM after it starts but before it is completed

Full refund including
Admission fee

The course is not provided in full to the student because a sanction has been imposed on the ICTM	Full refund including Admission fee
Visa extension is refused	Return of unused course fees*
Refund of fee if student defaults	Course fees other than admission fee of \$250; and 5 % of the course money ICTM received before the default day; and the part of expenses for travel/accommodation; and the proportion of the course money that the provider received from the student before the default day that is equal to the proportion of the course provided to the students before the default day; and the cost of the books, PPE & kit

For student who is overseas and his/her student visa has been refused	Full refund Admission fee not refunded
Withdrawal at least 4 weeks <i>prior</i> to agreed start date and the student is overseas	Full refund Admission fee not refunded
Withdrawal less than 4 weeks <i>prior</i> to agreed start date and the student is overseas	70% refund of course fee and OSHC fee*
Visa granted but the student does not come to Australia	No refund
Visa cancelled due to non compliance of the student	No refund
Compulsory Health Insurance (Student Visa holders only)	Refer to OSHC provider or amount refunded if ICTM defaults prior to course start
Accommodation booking/ airport pick up fee	Full refund of unused fees if two weeks' notice is given
Under-18 fees (Not applicable as ICTM does not enrol under 18 years student)	

- ICTM reserves the right to withhold the granting of the award attained by the student, if student fees remain outstanding.
- The **Refund policy** applies equally to all students including students who have Permanent Residency or Australian Citizenship. **
- This agreement, and the availability of complaints and appeals processes, does not remove a student's right to take action under Australia's consumer protection laws.
- *The ICTM's dispute resolution processes do not circumscribe the **student's right** to pursue other legal remedies.*
- The students should refer to the ICTM's Student Complaints & Appeals Procedure if they wish to appeal against the Refund Policy.
- ICTM will refund any monies due to the student or to the student's education **agent** (where applicable and specified in the Agreement with student).
- Any information that you provide to ICTM or that the ICTM collects about the student can be given to authorised State and Commonwealth Agencies, TAS and ESOS Assurance Fund Manager.

*Refunds granted may incur an education **agent's fee**.

** **except** "Visa refused prior to course commencement".

Applicant to note that for transfer between providers the National Code Standard 7 applies.

I _____ acknowledge that I have read and understood the information provided above. I also acknowledge that I have read the ICTM student prospectus, marketing material, and received full information from the ICTM Education agent (in case of enrolment through education agent) before making the decision to enrol in the course. I agree to abide by the above terms & conditions. The information and documents provided by me are true and correct in all respects.

Signature _____ Date _____

Completed Application along with **Certified Copies** of the following essential documents can be mailed, emailed, faxed or hand delivered to:

Admission Officer
Imperial College of Technology and Management
212 Hoddle St, Abbotsford, Victoria 3067, Australia

Postal Address: PO Box 375, Abbotsford, Victoria 3067, Australia
Email: admissions@ictm.edu.au.

Documents to be attached with the Application for Enrolment (attach certified translated copy of documents not in English)

- Passport bio-data pages of all applicants
- IELTS Result
- Date of Birth Certificate
- Recent Photograph (size 35mmX45mm)
- Evidence of highest qualifications
- Related work experience, if any
- Agent initial interview checklist if applicable.

Office Use Only

Date Application Received: _____ Received by: _____

Application Considered by: _____ Date: _____

Decision on Application

Accepted/Rejected

Signature: _____

Name: _____