



Australian College of Integrated Therapies

INTERNATIONAL STUDENT APPLICATION FORM

Please note – The student handbook and this application form are both part of the enrolment process

PERSONAL DETAILS * (Please read terms & conditions on reverse)										
Family Name										Please attach one passport size photo
Given Names										
Date of Birth (DD/MM/YY)		/ /		Country of Birth		Nationality				
				Gender		<input type="checkbox"/> Male <input type="checkbox"/> Female				
Home Address (Home Country)										
Address in Australia (if known)										
Email address										
Phone Contact Number		Home		Mobile		Work				
Aus. Phone Contact Number		Home		Mobile		Work				
Passport Number				Issued on		Expires on				
Type of Australian Visa held (if any)				Issued on		Expires on				
If NESB: I have studied English for _____ years		English Test <input type="checkbox"/> Y <input type="checkbox"/> N		My test score is:		English Test Date:				
Type of English test		IELTS		TOEFL		ISLPR		OTHER: _____		
Highest Level of Education Obtained		<input type="checkbox"/> School		<input type="checkbox"/> College		<input type="checkbox"/> Technical Institute		<input type="checkbox"/> University <input type="checkbox"/> Other _____		
Name of Institution								Year Completed		

MEDICAL AND EMERGENCY CONTACT DETAILS									
Emergency Contact Name						Relationship			
Emergency Contact Number		Home		Mobile		Work			
Aust. Emergency Contact Name						Relationship			
Aust. Emergency Contact Number		Home		Mobile		Work			
Do you authorise the College to seek medical advice on your behalf if required? E.g. Calling an ambulance.								Yes / No	
Do you agree to cover all costs incurred and not hold the college liable in any case?								Yes / No	
Do you have any Medical Condition/Disability we should be aware of? <input type="checkbox"/> Y <input type="checkbox"/> N						If yes, please Specify-			

THANKYOU FOR YOUR APPLICATION

COURSE APPLICATION AND PAYMENT INFORMATION									
Course Name				Elective		Course Code			
CRICOS #		Start Date				Course Duration			
Study Mode		Full Time		Part Time		Preferred Intake		<input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Term 4	
FEES/PAYMENT DETAILS (Fee Calculation)				AUD\$		Tuition – Number of Weeks		_____ Wks	
Course Cost									
OSHC									
Other									
Total				\$					

Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> EFT <input type="checkbox"/> Direct Bank Deposit	
Please make cheques payable to "Australian College of Integrated Therapies"	
Credit Card Details if you would like to pay by Credit Card – Amount to be charged to Credit Card Please note: payments by credit card will attract an additional 3% to cover the bank fees etc charged for the transaction.	\$
Credit Card Details	Name on Card
Card Number	
Expiry Date	Card Holders Signature
	Date: / /
Direct Deposit Details: Commonwealth Bank Ashmore QLD	
Account Name: Australian College of Integrated Therapies BSB: 064-450 A/c No: 1022 3218	

***Note - Personal Details:** student information may be made available to Commonwealth and State agencies and as required under the ESOS Act and the National Code of Practice for providers of Education and Training to Overseas Students.

PAST EDUCATION INFORMATION			
Highest Level of Education Completed	<input type="checkbox"/> School <input type="checkbox"/> College <input type="checkbox"/> Technical Institute <input type="checkbox"/> University <input type="checkbox"/> Other _____		
Name of Institution		Year Completed	
Other Courses Commenced (Does not have to be relevant to your enrolled course)			
Course Name	Institute Name	Dates	
Course Name	Institute Name	Dates	
Course Name	Institute Name	Dates	

RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFER	
Do you wish to apply for Recognition of Prior Learning (Please see Policy on reverse)	Yes / No
Do you wish to apply for Credit Transfer (Please see Policy on reverse)	Yes / No
How did you hear about the college?	

STUDENT DECLARATION

- I _____ understand and agree to the following:
- I have read and understood and will follow all College Rules, Regulations, Policies and Procedures as outlined on the attached pages and in the Student Handbook, including the cancellation and refund policy of the College as stated overleaf.
 - I will pay all monies due on enrolment.
 - I release and hold harmless the Australian College of Integrated Therapies, its principal, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course or attending the College however caused.
 - I understand that this course will run subject to minimum student numbers.
 - I understand additional fees (bank and currency exchange) incurred through the transfer of monies from overseas is my responsibility. The college will invoice me and I will pay within 7 days.

Student's signature: _____ Date: / /

Students Name as per visa application: _____

PO Box 2585, SOUTHPORT BC 4215 • 18 Rawlins Street, Southport QLD 4215 • Ph: 07 5526 3222 • Fax: 07 5526 3233

ABN: 29 631 342 705 www.acit.com.au info@acit.com.au ACN: 010 299 706

Office Use Only	Student No: _____	Receipt No: _____	MYOB <input type="checkbox"/> FILE <input type="checkbox"/> DATABASE <input type="checkbox"/> Staff Initial: _____
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- **ENROLMENT PROCEDURE FOR INTERNATIONAL STUDENTS**

- You select a course in which you are interested in studying. If you wish to view the college or require further information, please contact us for an appointment. We are more than happy to assist. You are welcome to a complimentary treatment in our student clinic during college times when available. This is a good way of seeing a class in action.
- If you are unable to provide us with documentation on English Studies, please phone us to make an appointment so you can attend the college for an English assessment. We can also make arrangements for an English assessment by distance. This is a CRICOS requirement as well as ensuring you have sufficient English to understand your lessons, pass the course and enjoy the course.
- After reading the enrolment form and the student handbook please complete the enrolment form and the student acknowledgement on the last page of the student handbook. Once we have received your completed enrolment form and signed last page of the student handbook we will issue you with an offer letter.
- Your enrolment documentation that must be returned includes:
 - completed and signed enrolment form
 - signed last page of the student handbook. You keep the rest of the booklet to refer to throughout your course
 - signed offer letter
- We must also sight your passport and take a copy for the file. Your passport information is required for your confirmation of enrolment.
- At this time we are required to sight evidence of health insurance already in place or provide you with information for obtaining health insurance or give you the opportunity of arranging your health insurance. Please note we cannot process your enrolment if health insurance is not in place for the duration of your course. The health insurance cover should include the time before and after your course while you are in Australia.
- Once we have received these completed documents and your \$1,000 initial payment we will issue your confirmation of enrolment (CoE). A CoE is then used to apply for your student visa.
- If you are enrolling through an agent, it is important you notify us immediately. Your agent is there to assist where possible.
- Return the application form, and the necessary documents to:
 - Australian College of Integrated Therapies
 - 18 Rawlins Street, Southport
 - PO Box 2585, Southport BC. QLD 4215. AUSTRALIA or by fax to (07) 5526 3233 or email info@acit.com.au
- 1st payment is due on the first day of your course. Monthly payments are due on or before the 25th of each month. Please refer to the course fees and payment plan information that forms part of the enrolment.
- Payment preference is by bank transfer:
 - Account Name: Australian College of Integrated Therapies
 - BSB Number: 064-450 Account Number: 10223218 Commonwealth Bank Ashmore
- Please fax or email transfer details or include the student name in the bank transfer so we can identify the payment.
- Tuition fees throughout the course must otherwise be paid in the form of a bank cheque, credit card or EFTPOS and made payable at the College. Please note: due to bank fees charged, if payments are made by credit card, an additional 3% will be charged to cover the bank fees and processing.
- Any fees charged by the bank/Agent for transfer of fees and currency exchanges are the responsibility of the student. Further information is outlined in the International student handbook.
- Once all documentation is completed and total fees paid, and visa issued the student is welcome to collect textbooks so they may start reading for their enrolled course. This is particularly helpful where English is their second language.

Overseas Student Health Cover (OSHC)

All international students are required to pay Overseas Student Health Cover (OSHC) prior to a visa being issued. It is the student's responsibility to check the conditions of this health cover and to understand what is and isn't covered in the policy. An OSHC brochure is available from the college or online and we can arrange cover at a competitive rate.

If you have any questions, please contact the College for assistance. We are happy to help and welcome your calls or emails.

THANKYOU FOR YOUR ENQUIRY AND APPLICATION

REFUND POLICY

Australian College of Integrated Therapies has, in line with government requirements, a fair, reasonable and equitable refund policy guaranteeing refund of students' fees where applicable.

- All Course fees are refunded in full if a visa application is rejected. A refund will be granted only upon receipt of proof of this rejection.
- If a refund is requested 28 days prior to course commencement, a full refund of the course fees paid at enrolment will be refunded within 7 days unless it is the Christmas/New Year period where we are closed for up to 4 weeks. It will be paid as soon as reasonable upon reopening.
- If a refund is requested between 14 - 27 days prior to course commencement, a refund of the total course fee paid less \$200 for administration costs will be refunded within 7 days unless it is the Christmas/New Year period where we are closed for up to 4 weeks. It will be paid as soon as reasonable upon reopening.
- If a refund is requested between 1 - 13 days prior to course commencement, there is no refund of any course fees paid.
- Once training has commenced in the enrolled course, no refund is available to students who leave before finalising the course. The student remains liable for any units commenced where the monthly fees have not covered all costs. Payment by the student for outstanding fees must be made in full in Australian currency within 7 days of the student notifying the college of their intention to leave the course. Please note: DIAC must be notified in writing when the college is notified of your intention to leave. Please report to your closest DIAC office immediately.
- Should Australian College of Integrated Therapies cancel a course prior to commencement, participants are entitled to a full refund as per the ESOS Act 2000 and ESOS Regulation 2001
- All approved refunds will be paid within 7 days of receipt of the written application.
- The dispute resolution processes do not circumscribe the student's right to pursue other legal remedies
- This agreement does not remove the right to take further action under Australian Consumer Protection Laws
- Australian College of Integrated Therapies will pay the refund amount to the person who enters into the contract with Australian College of Integrated Therapies, unless that person gives a written direction to Australian College of Integrated Therapies to pay the refund to someone else. This applies whether an education agent is involved or not.
- Australian College of Integrated Therapies will pay the refund amount in Australian dollars. Any additional currency exchanges will be at the cost of the student.
- To claim a refund please ask Administration for the refund processing form.
- Please ensure to refer to the Easy Guide to the ESOS framework - http://www.aei.gov.au/AEI/ESOS/EasyGuide_ESOS.htm
- Under the National Code for International students we must inform you that In the unlikely event the college is unable to deliver your course in full after you have commenced you may be offered enrolment in an alternative course at no extra cost to you. If we are unable to provide you with an alternative course our Tuition Assurance Scheme with the Australian Council for Private Education and Training will place you with a suitable alternative course at no extra cost to you. Any fees paid to us for the training not delivered will be refunded in full. The college has been operating since the 1970's and registered since 1981. This event has not occurred during the over 30 years of operation.

TRANSFERRING FROM ONE COLLEGE TO ANOTHER COLLEGE BEFORE FINISHING YOUR COURSE

Registered colleges are restricted from enrolling transferring students prior to the student completing 6 months of his or her principle course of study except in certain circumstances. These circumstances include but are not limited to:

- The original college has ceased to be registered or the course in which the student is enrolled has ceased to be registered
- The original registered college has provided a letter of release
- The original college has had a sanction imposed on its registration by the Australian Government or State Government that prevents the student from continuing his or her principal course
- Any Government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change

The registered college must grant a letter of release only where the student has:

- Provided a letter from another registered college confirming a valid enrolment offer has been made and include details on the new course including course code, commencement and conclusion date
- Current course fees for any units commenced are paid whether the unit is successfully completed or not
- The letter of release is issued for no charge
- If the registered college does not issue a letter of release we must provide you the student with a letter outlining why we have refused your request. We will inform you of your right to appeal our decision in accordance with standard 8 of the National Code for International Students.