



RTO Provider No 6220 CRICOS No 03140G – WA only

**INTERNATIONAL STUDENT APPLICATION FORM** Please write CLEARLY in English

MEM40105 CERTIFICATE IV IN ENGINEERING  
AUD\$200.00 Application Fee

**PERSONAL INFORMATION**

First Name \_\_\_\_\_ Surname \_\_\_\_\_  
Date of Birth (DAY/MONTH/YEAR) \_\_\_\_/\_\_\_\_/\_\_\_\_ Nationality \_\_\_\_\_  
Passport No \_\_\_\_\_ Expiry Date \_\_\_\_\_

**CONTACT INFORMATION**

Overseas Address \_\_\_\_\_ Suburb \_\_\_\_\_  
Country \_\_\_\_\_ Post Code \_\_\_\_\_  
Phone No \_\_\_\_\_ Email Address \_\_\_\_\_  
Address in Australia (if known) \_\_\_\_\_ Suburb \_\_\_\_\_  
Post Code \_\_\_\_\_ Local Phone No \_\_\_\_\_  
Next of Kin Name \_\_\_\_\_ Contact No \_\_\_\_\_

**VISA STATUS**

Student  Visitor  Working Holiday  Other  Please Specify \_\_\_\_\_  
Visa Subclass \_\_\_\_\_ Visa Expiry Date \_\_\_\_\_

**ADDITIONAL INFORMATION**

What Language do you speak at home? \_\_\_\_\_ Is English your first language YES / NO  
IELTS Score \_\_\_\_\_ (This is required if English is not your first language) or  
English proficiency score equivalent to year 10 'C' level \_\_\_\_\_  
Do you hold current Overseas Student Health Cover (OSHC) YES / NO  
If yes please complete details Provider Name \_\_\_\_\_  
Membership No \_\_\_\_\_ Expiry Date \_\_\_\_\_

**PRIVACY NOTICE AND APPLICANT DECLARATION**

The information provided by you in this application form will be used by XLT for the purpose of general administration, planning and communication. The information contain herein may be provided to government agencies that accredit this course, this includes Education Services for Overseas Students (ESOS) and Tuition Assurance Scheme (TAS). I consent to XLT obtaining all personal information necessary for the purpose of my application and course.

- I have read and understand and agree to be bound by the terms and conditions stated on the next page
- I have read the cancellation and refund polices and agree to abide by these terms
- I have received, read and understood the ESOS Framework;
- I hereby declare that the information supplied by me is true and correct.

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (DAY/MONTH/YEAR)

Signature

## **ENROLMENT PROCEDURE**

- Please complete International Students Application Form and return with the following documents and AUD \$200.00 Application Fee to be paid via AUD Bank Cheque to XLT Industrial Training or deposited into our bank account;

**XLT Industrial Training**

**BSB: 016 454 Account No.: 107771892**

**SWIFT Code: NATAAU3303M**

### **A copy of the following documents will be required with this form:**

- A completed **International Student Course Entry Application Form**
- Certified evidence of **English language proficiency** (Minimum overall band 5.5) in IELTS or equivalent
- Certified copy of **Passport and Student Visa**
- Evidence of **Overseas Student Health Care Policy** (if already arranged)

### **Course Fee Refund Policy**

Students seeking a Course Refund should direct their initial inquiry to the Enrolling Officer or Overseas Student Contact Officer. The Overseas Student Contact Officer shall provide the enrolled or enrolling student with information relating to, including how to access refund policy.

XLT will provide a total refund of tuition fees paid in advance where a course place is no longer available or a Visa has been denied, less the application fee. Additionally XLT will provide a total refund of fees paid in advance less the application fee where:

- a) the course does not start on the agreed starting day.
- b) the course ceases to be provided at any time after it starts but before it is completed; or
- c) the course is not provided in full to the student because a sanction has been imposed on the registered provider under part 6 (ESOS Act)

### **Course Fee Refunds Procedures**

Where a student believes that they have grounds for a course fee refund, students should:

- Submit a written request for course fee refund to the Overseas Student Contact Officer.
- State valid reasons for their course refund application.
- Allow 7 days for the application to be processed by XLT Management
- When receiving a written course fee refund application the Overseas Contact Officer shall:
- Present the application to XLT management
- Provide to the student in writing the resulting decision of XLT management.
- Advise the student of their right to appeal the decision of XLT management and that this refund policy, and that the availability of a complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

### **Courses longer in duration than 10 weeks**

Where a written application is received for a Course Money Refund XLT staff will:

- provide a total refund of course money paid in advance where a Visa has been denied.
- provide a full refund of course money paid in advance, where enrolling students provide more than 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be less the maximum of 10% or \$1000, whichever is the lesser, for administrative expenses.

- provide a partial refund of course money paid in advance, where enrolling students provide more than 4 weeks and up to 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be 70% of a semesters fees less the maximum of 10% or \$1000, whichever is the lesser, for administrative expenses.
- provide a partial refund of course money paid in advance, where enrolling students provide less than 4 weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be 40% of a semesters fees, less the maximum of 10% or \$1000, whichever is the lesser, for administrative expenses.
- provide a partial refund to students who withdraw after the commencement of the course up til the first 4 weeks. The refund shall be 30 % of a semesters fees, less the maximum of 10% or \$1000, whichever is the lesser, for administrative expenses.
- apply no refund where a student has withdrawn from the course after the 4th week of the course.
- a student who has paid for more than two semesters in advance and withdraws during semester and more than four weeks before the commencement of the following semester, will receive no refund of fees for the current semester and at least 70% of the following semester's fees and a full refund of fees paid for any subsequent semester.
- should XLT Management withdraw its offer or fails to provide the program offered or terminates its course delivery before or after semester/Education Service commences XLT will provide a full refund of course money.
- should XLT Management withdraw a student from a Course because the student has seriously breached international student visa conditions or XLT's rules of enrolment, no refund of the current semester's fees and 40% of fees applicable to a subsequent semester and a full refund of fees paid for any subsequent semester.

**Staff involved in refund procedures with students must:**

- Advise students who dispute the refund procedures that they have access to the XLT internal / external appeals procedure.
- Advise the refund eligibility of any student involved in the deferment, suspension or \*cancellation of their course enrolment.

**COMPLAINTS AND APPEALS**

During the period of your enrolment you may access XLT's Complaints and Appeals process (Internal and External) should you be dissatisfied about the decisions that may be made concerning you by XLT Management. You should also be aware that 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 protection law.