



## ENGLISH LANGUAGE ABILITY

Which English test have you completed in the last 2 years

IELTS  TOEFL  PTE  CAE

Other

Result of the Test

(Please attach a certified copy of the result)

Have you completed any English Course in Australia?

Yes  No (If yes, please attach relevant evidence)

Have you completed a Certificate IV level or above course in Australia no longer than 2 years of issuance?

Yes  No (If yes, please attach relevant evidence)

Is English your first Language?  Yes  No

If No, please specify your First Language

Main Language spoken at home

How well do you speak English?

Very Well  Well  Not Well  Not at all

## EQUITY & DISABILITY

Providing information about a disability or medical condition will not disadvantage your application; however SAI needs to assess if we can make any reasonable adjustments to accommodate your disability or medical condition and advise you accordingly. In some cases there may be a cost.

Do you have a debility, injury or continuing medical condition, which may affect your studies?  Yes  No

If yes, please specify the type of disability

Hearing/Deaf  Vision  Learning  Mobility

Medical  Physical  Mental Illness

Other

Provide details about your medical condition/disability in brief

## VISA STATUS

If you hold a current Australian Visa, provide the following information

Type of Visa:  Student  Visitor

Working Holiday  Other

Current Visa Expiry Date

DIBP Office where application will be lodged

Applicant location when application be lodged

Onshore  Offshore

## EDUCATIONAL BACKGROUND

Are you still attending secondary school?

What is the highest level of secondary school you have completed?

Year 12 or equivalent  Year 11 or equivalent

Year 10 or equivalent  Year 9 or equivalent

Year 8 or below  Never attended school

Year you completed high school level

Have you completed a Degree, Diploma or a Certificate program?  Yes  No

If yes, please tick the correct box below

Bachelor's Degree  Post Graduate

Advanced Dip or Associate Degree  Diploma

Certificate III or Trade Certificate

Certificate IV or Advanced

Others (please specify)

Please provide details of all current and previous studies (including High School) that you have completed, or will be completing. Please provide copies of all latest qualifications and/or High School results.

Qualification/Course

Year of Completion

Name of the College/Institution

Country/State

Qualification/Course

Year of Completion

Name of the College/Institution

Country/State

Are you applying for Credit Transfer or Recognition of Prior Learning?  Yes  No

If yes, than please fill application for credit transfer / RPL

## CURRENT STUDIES IN AUSTRALIA

Are you currently studying in Australia?  Yes  No

If Yes, please provide the following details

Name of Institution

Course Enrolled

Date of Commencement

## AIRPORT RECEPTION & ACCOMMODATION

Do you need to be received at the airport\*?  Yes  No

Do you need help arranging accommodation\*?

Yes  No If yes, then extra fees apply.

We understand navigating in a new country can be overwhelming, so we urge you to take advantage of our Airport Welcome and Lodging Placement Facility. You can be assured of receiving the best service as soon as you arrive in Australia. For more information, please view [www.skillsaustralia.au](http://www.skillsaustralia.au)

## EMPLOYMENT STATUS

Please select the option that fits your current employment status:

- Full-time employee
- Employer
- Not employed not seeking work
- Unemployed – looking for full-time work
- Unemployed – looking for part-time work
- Self-employed, not employing others
- Employed in the family business
- Part-time employee

## REASON FOR STUDYING FURTHER

Tick the option that best fits your study reason for taking up the course (only one)

- To get a job  To start my own business
- To get a better job or promotion
- For personal interest or self-development
- I wanted extra skills for my job
- To develop my existing business
- To try for a different career
- It was a requirement of my job
- To get into another course of study
- Other (please specify)

## HOW DID YOU KNOW ABOUT SKILLS AUSTRALIA INSTITUTE

- Authorized Agent
- Skills Australia Website
- Exhibition/Seminar  Internet
- SAI Student
- Magazines /Newspaper
- Other

## OVERSEAS STUDENT HEALTH COVER (INSURANCE)

Do you have an Overseas Student Health Cover (OSHC) currently?  Yes  No

If yes, please mention the following details:

Name of the Provider

Membership No

Date of Expiry

If no, then do you want Skills Australia Institute to organize OSHC on your behalf?  Yes  No

If yes, then please select one of the following:

Type of Insurance

Tenure of the Cover  years  months

\*P.S. As you hold a Student Visa, you need to have a VISA LENGTH insurance, which means the OSHC must be valid for the whole tenure of your student visa, and NOT just the course period.

Note: All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. It is the responsibility of the student to ensure that their OSHC is up to date.

## STUDENT DECLARATION

I,  confirm that the details given in this application form and other secondary documents are accurate and true. I affirm that I have read and consent to be bound by the Enrolment conditions, rules and processes of the Skills Australia Institute. I accept that the Skills Australia Institute has the right to change or reverse any resolution about an admission accepted on the basis of incorrect, partial or false information.

This Application Form contains inquiries to allow the Skills Australia Institute to assemble and deliver AVETMISS compliant records to fulfil the National VET Provider Collection Data Requirements. Any other information about AVETMISS Records and the Skills Australia Institute's Privacy Policy is available at the Reception, and through the Skills Australia Institute website [www.skillsaustralia.com.au](http://www.skillsaustralia.com.au)

The Skills Australia Institute identifies and respects your privacy. The Institute gathers, maintains records and uses personal information to administer current and potential student admissions, acceptance and education. The records are confidential and will not be revealed to third parties without your permission, except to fulfil government, legal or other regulatory requirements and/or to validate details provided to us as part of our application process. The Skills Australia Institute's Privacy Policy mirrors the National Privacy Principles set out in the Privacy Act 1988. Any other information about our Privacy Policy is available on request.

I acknowledge that Skills Australia Institute will apply for my Unique Student Identifier (USI), on my behalf, lest one is provided. I recognize that they will use the USI I have provided as part of my application procedure. Additionally, I know that my Skills Australia Institute email account will be used for registration purposes and that I need to validate my USI myself and can update my contact details at any time. To know more about USI requirements check on [www.usi.gov.au](http://www.usi.gov.au).

I allow the Skills Australia Institute to use photographs, testimonials and videos taken of me for advertising or marketing purposes.

Yes  No

Applicant's Signature

Date (dd/mm/yyyy)

Parent/Guardian's Signature  
(If applicant is below 18 years of age)

Date (dd/mm/yyyy)

## AGENT DECLARATION (IF APPLICABLE)

I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Immigration and Border Protection as per [www.border.gov.au](http://www.border.gov.au) to the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed on this application. I have made every effort to verify the authenticity and validity of the documents which form part of this application. I am satisfied that the applicant has genuine access to the total funds required while in Australia to cover all travel, OSHC, tuition and living costs for themselves and any dependents. I recommend that SAI proceed with the assessment for admission of this applicant. I confirm that the applicant has signed this application form. I have verified the student's listed email address and residential address. I declare that I will forward all correspondence related to this application to the student.

Agent's Signature

Date (dd/mm/yyyy)

## ENROLMENT CONDITIONS

Students must inform Skills Australia Institute of any changes to their residential address and/or contact details within 7 days of the change.

### REFUND AND CANCELLATION POLICY - INTERNATIONAL STUDENTS

Refund and Cancellation Policy Overview

This policy covers the process and calculation of REFUND AND CANCELLATION FEES, in the event of a Student Default or Skills Australia Default. These calculations are based on Federal Legislation and Regulations, the **Education Services for Overseas Students Act 2000** and the National Code

#### Refund for fees paid in advance

Refer to Table 1 for refund calculation applicable for fees paid in advance

#### Cancellation fees

Refer to Table 1 for cancellation charges by Skills Australia Institute where a course of study is canceled before the agreed Completion Date.

#### DEFINITIONS

**Course:** Refers to the chosen study option a student enrolls in as defined in the signed Offer Letter and the Written Agreement.

**Course Commencement Date:** Refers to the fixed opening date of a course, as specified in the signed Offer Letter and the Written Agreement.

**Course Completion Date:** Refers to the fixed closing date of a course, as specified in the signed Offer Letter and the Written Agreement.

**Study Period:** Refers to the period of Your Study as defined in your Offer Letter/Written Agreement with Skills Australia Institute.

1 Term = 10 weeks study period and an additional 3 weeks holiday = Total 13 weeks

1 Semester = 20 weeks study period and an additional 6 weeks holiday = Total 26 weeks

**Course Duration:** Refers to the total length of your course of study including holidays.

## FEES AND CHARGES

The fees payable by Students may include the following:

**Application Fee:** It is a fee that all applicants have to pay for an evaluation of their application and supportive documents to enroll in a course of study. The Application Fee is **NON-REFUNDABLE**.

**Tuition Fees:** It is a fee that is payable to Skills Australia Institute for undertaking a course. The Refund & Cancellation Policy terms and conditions mentioned below are meant for TUITION FEES only.

**Materials Fee:** It is a fee that is paid for course materials and other resources needed to finish your course at Skills Australia Institute. Materials Fee is **NON-REFUNDABLE**, in the case of cancellation of enrolment less than 4 weeks before the course commences.

**Administration Fee:** This fee covers the administrative costs incurred to evaluate and process the documents the student requires to obtain the required visa to study in Australia. The Administration Fee is **NON-REFUNDABLE** and charged only if the Student Visa Application is refused.

## FEES AND CHARGES (CONTINUED)

**Accommodation Placement Fee** (optional): This fee is payable only if a student needs the Skills Australia Institute to arrange for lodging in Australia. The Accommodation Placement Fee is **NON-REFUNDABLE** unless more than two weeks' notice is provided to Skills Australia Institute.

**Overseas Student Health Cover (OSHC):** This insurance cover is compulsory and has to be continued during the course of your stay in Australia. Students are free to choose any approved Australian Overseas Student Health Cover provider. The OSHC fees are payable to Skills Australia Institute only for those Students who select a Skills Australia Institute's recommended insurance provider. To know more refer to the OSHC brochure, and terms and conditions on Skills Australia Institute website. The OSHC Fee included in the Offer Letter is based on OSHC Providers' scheduled fee, which is subject to change each calendar year. The Student is required to pay for changes in insurance fees, on receipt of an invoice from the OSHC Provider.

**Other Fees:** It refers to fees that may be defined in your Skills Australia Institute agreement. The fees may change, and students will be notified about any changes accordingly. Other Fees are **Non-Refundable**.

## GENERAL INFORMATION

Course Fees and Charges are as per our Skills Australia Institute Course Fee List. Details of instalments are included in the Payment Agreement. Any requests for Refunds & Cancellations should be submitted using the Course Variation Form and the Refund Application Form either of which is available at the Reception Desk or can be downloaded via the Skills Australia Institute website [www.skillsaustralia.edu.au](http://www.skillsaustralia.edu.au). VERBAL notices to Skills Australia Institute staff or agents **ARE NOT VALID**

The day the Skills Australia Institute receives the written notice will be The Default Date, which will be considered while calculating the refund and/or cancellation fee.

In the case of a cancellation by the student or Skills Australia Institute, any outstanding fees to Skills Australia Institute becomes due within 7 (seven) days of receiving the application for cancellation. (If Skills Australia cancels the enrollment how will there be any outstanding fees?)

Skills Australia Institute calculates Refunds and Cancellation fees based on a SEMESTER Fee (20 weeks study period plus 6 weeks holidays = 26 weeks). For short courses, the Refunds and Cancellation fees will be calculated on the Course Fees.

Students will have to bear any costs incurred by Skills Australia Institute to recover outstanding fees.

Unpaid fees will be considered debt and will be recovered in a court of competent jurisdiction.

**Skills Australia Institute will release any testaments or awards to students only if outstanding course fees are paid in full.**

All the necessary fees to be paid in Australian Dollars (AUD)

If the CEO approves a refund, and it is not due to College default, Skills Australia Institute will refund the amount due within 28 days of receipt of the refund application. The amount will be deposited into the student's bank account only, as mentioned on the Refund Application Form.

All refunds will be paid in Australian Dollars, where this is not possible refunds will be paid in US Dollars.

The refund amount will not be paid to a third party (a person other than the student) unless mentioned by the student on the Refund Application Form.

The Refund and Cancellation application **WILL NOT** be processed if the signature on the Course Variation and/or Refund Application Form **DOES NOT** match the student's signature on other documents provided by the student for admission to Skills Australia Institute.

Skills Australia will furnish a Statement of Refunds explaining how refund was calculated, where a Refund fee has been applied; and a Statement of Cancellation outlining how the Cancellation Policy was applied.

This agreement and the availability of the complaints and appeals processes do not eliminate the Students' right to take further action under Australia's Consumer Protection Laws. The Refund and Cancellation Fee Policy is subject to review from time to time.

**TABLE 1 - REFUND AND CANCELLATION POLICY**

REASON FOR REFUND/ CANCELLATION	NOTIFICATION PERIOD	REFUND	CANCELLATIONS
Application for visa is unsuccessful	Before Semester/Course Commences	Full refund less <b>cancellation fee</b>	\$250 administration expenses
	After Semester/Course Commences	Calculated refund less <b>cancellation fee</b>	\$250 cancellation administration fee + Pro-rata of tuition fee used calculated on a weekly basis
Student Default Student with a student visa withdraws Or Student Enrolment is cancelled for a breach of College or Student visa rules	More than 10 weeks before semester/course commences	Full refund less <b>cancellation fee</b>	10% of a semester fee
	More than 4 weeks and up to 10 weeks before semester/course commences	70% of a semester fee	30% of semester fee
	4 weeks or less before semester/course commences	40% of a semester fee	60% of a semester fee
	After semester/course commences	No Refund	100% of the semester fee

**Note:**

- Skills Australia Institute delivers courses based on terms. One Term = 10 weeks study period + 3 weeks holidays =13 weeks.
- Two Terms = One Semester = 20 weeks study period + 6 weeks holidays = 26 weeks
- Skills Australia Institute’s Refund and Cancellation Policy refers to a semester and NOT a term

If a student who has paid fees for more than two semesters in advance, withdraws during a semester and more than four weeks before the beginning of the next semester, will not receive a refund of fees for the current semester. The student will get at least 70% of the following semester’s fees and a full refund of fees paid for any subsequent semester; less cancellation fees.

**Student Default occurs when:**

- the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed starting day); or
- the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:
  - the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
  - the student breached a condition of his or her student visa;
  - breach of Skills Australia Institute Code of Conduct.

**Refunds on Skills Australia Institute Default**

In the unlikely event of Skills Australia Institute default, within 14 days of the default, Skills Australia Institute will:

- Either offer you an alternative place at Skills Australia Institute’s expense, that is accepted by you in writing; or
- Refund you the unused portion of the prepaid fees.

If Skills Australia Institute is unable to provide a refund or place you in an alternative course, then the student shall be referred to the Tuition Protection Service (TPS: [www.tps.gov.au](http://www.tps.gov.au)), who will place you in a suitable alternative course or if a suitable course cannot be found, pay a refund as calculated by the TPS Administrator.

**PAYMENT**

Fees may be subject to change. Skills Australia Institute will inform students of any changes to fees at least 30 days in advance. The new fees will be applicable from the next semester/s. Note, all amounts mentioned are in AUD. Course Fees may be paid in the form of a bank draft or bank cheque payable to Skills Australia Institute. Fees can also be paid by electronic funds transfer (EFT) to:

**Bank: Commonwealth Bank of Australia (CBA)**

**Address: 413 Albany Highway,  
Victoria Park, WA 6100 Account**

**Name: Skills Australia Institute**

**Bsb: 066 128**

**Account Number: 1062 6125**

**SWIFT Code: CTBAU2S**

**APPLICATION CHECKLIST**

- Completed and signed application form
  - Read and understand the Conditions of Enrolment including the Refund and Cancellation Fee Policy
  - If you have a current Student Visa and/or an OSHC, please attach certified document/s
  - If applying Credit Transfer / RPL, please provide completed application with supporting documents
- Attach certified/translated copies of:
- English proficiency test results
  - Academic records/qualification certificates
  - A copy of your Passport

**PLEASE COMPLETE THIS FORM AND SEND IT TO**

Email: [admissions@skillsaustralia.edu.au](mailto:admissions@skillsaustralia.edu.au)

Web: [www.skillsaustralia.edu.au](http://www.skillsaustralia.edu.au)