



# Enrolment Application Form

PLEASE USE BLACK PEN AND WRITE IN BLOCK LETTERS

## 1. Personal Details \*(please read enrolment conditions)

Family Name \_\_\_\_\_  
Given Name \_\_\_\_\_  
Gender M / F Date of Birth (DD/MM/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_  
Passport Number \_\_\_\_\_

Under which visa type do you intend to study at Cass Training International College? Student\_\_ W/H\_\_ Tourist\_\_ Other\_\_

Which Australian Embassy/High Commission (DIBP-Department of Immigration and Border Protection) will you lodge your visa application?  
City \_\_\_\_\_ Country \_\_\_\_\_

## 2. Student Contact Details

Australian Address \_\_\_\_\_  
Home Phone Number \_\_\_\_\_  
Mobile Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

## 3. Overseas Address/ Emergency Contact

Overseas Address \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Home Phone Number \_\_\_\_\_  
Mobile Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

## 4. Agent Details

Do you have an Agent? Y / N  
Agent's Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Agent Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

Do you authorise the above agent to receive information applicable to your application and studies at CTIC? Y / N

## 5. Education Details

Highest Qualification (e.g. Bachelor) \_\_\_\_\_  
Course Name (e.g. Science) \_\_\_\_\_  
Year Awarded \_\_\_\_\_  
Institution Name \_\_\_\_\_  
City/ State \_\_\_\_\_ Country \_\_\_\_\_

## 6. English Proficiency

Is English your first language? Y / N  
Have you taken a recognised English language test in the last 24 months? Y / N Name of English Test \_\_\_\_\_  
Result \_\_\_\_\_ Date Undertaken \_\_\_\_/\_\_\_\_/\_\_\_\_

## 7. Course Enrolment Details

Please refer to our website at [www.ctic.com.au](http://www.ctic.com.au) for course information and intake dates.

### 1<sup>st</sup> Course

CRICOS Code \_\_\_\_\_ Course Name \_\_\_\_\_  
Preferred Start Date (DD/MM/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Course Length \_\_\_\_\_ weeks Session: Morning / Evening

### 2<sup>nd</sup> Course

CRICOS Code \_\_\_\_\_ Course Name \_\_\_\_\_  
Preferred Start Date (DD/MM/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Course Length \_\_\_\_\_ weeks Session: Morning / Evening

### 3<sup>rd</sup> Course

CRICOS Code \_\_\_\_\_ Course Name \_\_\_\_\_  
Preferred Start Date (DD/MM/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Course Length \_\_\_\_\_ weeks Session: Morning / Evening

## 8. Current Study (Onshore applications)

Are you currently studying in Australia? Y / N  
Name of the institution \_\_\_\_\_  
Course Name \_\_\_\_\_  
Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Are you transferring from another educational provider?  
Y: Please attach release letter

## 9. Additional Services

Do you suffer from any medical /physical condition which CTIC should be advised -Y/ N please specify \_\_\_\_\_

Will you require any assistance within the learning environment as a result of this condition? Y / N

Do you require Overseas Student Health Cover? Y / N  
Duration \_\_\_\_\_ months Family \_\_\_\_\_ Dual \_\_\_\_\_ Single \_\_\_\_\_

## 10. Accommodation & Pickup Service

Airport pick-up Y / N Airline \_\_\_\_\_ Flight Number \_\_\_\_\_  
Arrival Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Arrival Time \_\_\_\_\_ am/pm  
Accommodation Placement Y / N Duration \_\_\_\_\_ weeks  
Type (Please circle) Homestay / Shared Accommodation  
Arrival Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Arrival Time \_\_\_\_\_ am/pm  
What Language do you speak? \_\_\_\_\_  
Are you allergic to pets? \_\_\_\_\_  
Special request \_\_\_\_\_

## Student Application Declaration

I declare that all information provided in this application form is correct, and that I have read and understood, and agree to be bound by the Terms and Conditions contained within this document.

I understand that acceptance into any courses at Cass Training International College is subject to meeting the course entry requirements and submitting full payment of fees a minimum of 14 days prior to the commencement date of the course, and that the issuance of any offer of admission from Cass Training International College constitutes a written agreement between me the applicant and Cass Training International College in accordance with the Terms and Conditions contained within this document.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date (DD/MM/YY)



## Cass Training International College Terms and Conditions of Enrolment

### Weekly Course Hours

I understand that the weekly course hours are 20 hours for the course I am enrolled in.

### Application Fee

I understand that all CTIC course applicants must pay a non-refundable application fee of AUD\$300. This fee can be paid along with tuition fees. If Application/Enrolment Fees are waived due to special conditions/offers, all refunds will attract an administration charge of AUD\$300.

### Tuition Fees

I understand that Tuition Fees DO NOT include charges for accommodation, living expenses, stationary, uniforms (if applicable), equipment and external examinations and that local excursions, course materials and equipment are separate additional costs that must be paid for and paid by myself.

Late Payment Fee I agree that Tuition fees are payable in advance and I understand that a late payment of fees may incur an additional 5% as a fee. Not paying on time may restrict or withhold services or materials.

### Refund Policy

1. Refunds Application Process – All Requests for refund to be made in writing to the Registrar using the Application for Refund Form (CASS-QA-ARF01).

2. Non-Refundable Fees – Application/Enrolment Fees, accommodation booking fees, airport pick-up fees and textbook fees are non-refundable.

3. Other fees and charges apply as listed under the other fees/services segment on page 7 of this document.

4. An administration charge of AUD\$200 is incurred to vary an application. An administration charge of \$100 is incurred to change course sessions.

5. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student. This policy does not remove the right to take further action under Australia's Consumer Protection Laws ([http://www.australia.gov.au/Consumer\\_Protection](http://www.australia.gov.au/Consumer_Protection)).

6. Refund – Visa Rejection

a. Tuition fees and OHSC are refunded in full, only if the student visa application is rejected. Students must submit written notification and copies of documents as evidence of the refusal, including a certified copy of the letter from the Australian Embassy, High Commission or immigration Office.

b. If a visa application is rejected for a student applying for enrolment from offshore, then the tuition fees will be refunded in full provided that sufficient evidence of visa refusal is given to the institute by the refusing Australian Embassy, High Commission or Immigration Office. The application enrolment fee of AUD\$300 is not refunded. An administration charge of AUD\$300 will apply if Application/Enrolment Fees are waived due to special conditions/offers.

c. If a visa application is rejected for a student applying for enrolment from onshore, before the date of the course commencement as indicated on the eCoE, then the tuition fees will be refunded in full provided that the rejection is certified. The Application/Enrolment Fee will not be refunded.

d. If a visa application is rejected for a student applying for enrolment from onshore, if CTIC is not notified in writing and the course has already commenced as indicated on the eCoE (Confirmation of Enrolment), the current semester tuition fees paid will be forfeited. The Application/Enrolment Fee will not be refunded.

e. Please note that the refund does not apply where the Australian Government has cancelled a visa as a result of a breach of visa conditions or rejected a renewal of a visa.

7. Refund – Withdrawals Prior to Course Commencement

a. If a student withdraws from a course 10 weeks before the course start date a full refund is given (excluding the non-refundable Application/Enrolment Fee).

b. Students must give written notice of their intention to withdraw from a course a minimum of 28 calendar days prior to the course commencement date. Within this period, tuition fees will be refunded less a cancellation fee of 25% of the total tuition fees already paid.

c. Tuition fees for students who withdraw from their course less than 28 days prior to the course commencement date will only be refunded 50% of the total course tuition fees already paid.

8. Refund – Withdrawals after Course Commencement

a. Accepted students who subsequently withdraw after course commencement will not have their tuition fees refunded except under exceptional circumstances.

b. An administration charge of \$AUD350 will apply for withdrawals after course commencement.

9. Refund – Students Enrolled in Packaged Courses

No refunds will be made after the commencement date, of the course. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.

10. Refund – Courses Cancellations

No refunds will be made if a student cancels his/her course due to non-compliance with the conditions in the Enrolment Agreement at CTIC or any breach of the visa requirements of his or her visa imposed by the Australian Government. No refunds will be given to students who give false or misleading information to CTIC.

11. Refund – Provider Default, Reschedule or Cancelled

a. In the unlikely event that CTIC is unable to deliver its course in full; CTIC will refund all tuition fees paid within 14 days of the course ceasing to be provided.

b. Alternatively, students may be offered enrolment in an alternative and suitable course within CTIC at no extra cost. Students will have the prerogative to choose whether they will accept a full refund of course fees or accept a place in another course. Course and other fees are not transferable to another student.

c. If a student accepts placement in another course, the student will sign a new Enrolment Agreement with CTIC, and a new eCoE will be created.

d. In the unlikely event that CTIC is unable to provide a refund or place the student in an alternative course offered by CTIC, Tuition Protected Scheme (TPS) administered by the Commonwealth will place the student in a suitable alternative course at no extra cost to the student.

e. Finally if in the event the Commonwealth managed Tuition Protection Scheme (TPS) cannot place the student in a suitable alternative course, or this is not possible the student will be eligible for a refund as calculated by the TPS Fund Manager. Please refer to [www.aei.gov.au](http://www.aei.gov.au) for more information on the TPS.

12. Payment of Refunds

a. CTIC undertakes to effect payment for refunds within 28 working days of receipt of the written application or claim for refund.

b. CTIC will deduct Bank charges for refunds made by bank draft or electronic transfer from the refund amount.

c. Prior to any refunds the student will receive a statement that explains how the refund amount has been worked out.

d. The Refunds Statement will be sent by email to the student. The statement will be written in clear, plain English, detailing:

- The circumstances for refund
- How the calculations will be made
- The timelines for processing refunds
- The student's rights to pursue other legal action

13. Fees Paid to Third Party/ Agent

a. CTIC will not authorise the transfer of fees or payment of refunds to other institutions or any student's bank account other than the applicant's.

b. Fees paid by the student to a third party/person or education agent, who retains any portion of the payment for acting on the student's behalf or charges any additional fees, will not be refunded by CTIC, except the portion of prepaid tuition fees paid by the student to the Approved Education Agent.

14. Complaints Relating to Refunds

a. If students have any complaints in relation to refund claims, they may take up the matter using CTIC's Complaints and Appeals Procedures.

b. This agreement, and the availability of CTIC's Complaints and Appeals Processes, does not remove the right of the student to take action under Australia's consumer protection laws ([http://www.australia.gov.au/Consumer\\_Protection](http://www.australia.gov.au/Consumer_Protection)).

15. Other

a. If a student completes the course early, the full tuition fees and additional fees must be paid before a certificate can be issued.

b. If a student extends their course, they will be required to pay additional fees before the commencement of the extended course.

c. If a student changes courses after commencement of the course in which they were originally enrolled, they will be required to pay the fees that apply to such a course at that time.

16. Disenrollment

a. The College reserves the right to disenroll a student for breaching the Rules of the College. Should this occur, fees for the current semester would be retained by (or due to) the College.

b.

I understand that the course durations and locations of course delivery displayed in promotional material are a guide only and program timing and location may change depending on the structure of timetable at time of enrolment.

I understand that the Australian law requires student visa holders to inform Cass Training International College if any changes of address within 7 days and other changes thereafter.

I understand that my personal student details may be made available to Commonwealth State agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code. The provider is required, under S19 of the ESOS Assurance Fund to tell the department of (i) certain changes to the student's enrolment (ii) any breach by the student of the student visa condition relating to attendance or satisfactory academic performance.

I acknowledge that Cass Training International College is committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001.

I am aware and agree that any photos or testimonies of me which are used by the institute are the property of Cass Training International College and may be used in promotional materials with my consent.

I understand that I must be enrolled in a full time course.

I acknowledge that it is my responsibility to seek independent advice prior to submitting this application and enrolment agreement.

Application Fee	AU\$ _____
Course Fee - Tuition (Course 1)	AU\$ _____
Course Fee - Tuition (Course 2)	AU\$ _____
Course Fee - Tuition (Course 3)	AU\$ _____
Course Fee - Non Tuition (Int/CAL/Ins)	AU\$ _____
Textbooks / Materials	AU\$ _____
OSHC - Single/Double/Family Month	AU\$ _____
Others.....	AU\$ _____
<b>TOTAL</b>	<b>AU\$ _____</b>

\*Application/ Enrolment Fee, accommodation booking fee, airport pick-up fee and textbook fee are non refundable.

Student Signature \_\_\_\_\_

Date (DD/MM/YY) \_\_\_\_\_

**Payment Method**

Bank Transfer	International Money Order / Electronic Transfer	Cheque/Cash Deposit
Bank	Bendigo Bank	Commonwealth Bank
Account Name	Cass Training Pty Ltd	
SWIFT Code	BENDAU3B	
Branch No.	633 000	062 521
Account No.	128893062	10275997

Credit Card Payment	Please request a form - 2% Surcharge applies
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**Typical enrolment example:**

Amy Lee enrolls for the 36 weeks General English program with CTIC.

Her total fees charged by CTIC are calculated as:

Application Enrolment Fee	\$300.00
Course Fees - Tuition (\$245 x 36weeks)	\$8,820.00
Course Fees - Non Tuition (\$105 x 36)	\$3,780.00
Textbook Fees (more than 21 weeks - \$210)	\$210.00
OHSC -11months (Single)	\$510.00
<b>Total</b>	<b>\$13,620.00</b>

Note: These prices are subject to change without prior notice.

Candidates are hereby informed that for each course they are enrolled in, they are limited to pay a maximum of 50% of the total course tuition fees prior to study commencement (unless the course is 24 weeks or less in which case full payment can be accepted).

**CTIC Price List 2015 (IN AUSTRALIAN DOLLARS)**

**Enrolment Fee - \$300 (Non Refundable)**

CRICOS Code	Course Name	Duration (weeks)	Fee /week
068574M	General English	4 - 60	\$350
068744J	IELTS Preparation	4 - 20	\$350
068743K	English for Academic Purposes	12	\$350
070883B	Real English	1 - 12	\$350

**Material Fee - \$10 per week, max \$210**

**Accommodation & Pickup Service /Fees**

<b>Homestay *Minimum Stay: 4 weeks</b>	
Placement Fee	\$250
Single Room	\$270 /week
Twin Room	\$245 /week
Airport Transfer for Homestay	\$71.50 / One Way
<b>Shared Accommodation *Minimum Stay: 4 weeks</b>	
Single Room	\$230 /week
Double Room	\$180/week
Airport Transfer for Shared Accommodation * Public Holiday \$300	\$49/ One Way
As at 12 December 2014 - Prices subject to change without notice	

**Intake Dates 2015 - English Programs**

Program	Intake Dates
General English	Every Monday
IELTS Preparation	Every Monday
EAP	19/01/15,23/02/15,30/03/15,04/05/15,08/06/15,13/07/15,17/08/15,21/09/15,26/10/15,30/11/15
Real English	Every Monday

**Timetable - English Programs**

Session	Time
Morning Session	08:45 - 14:30 Monday to Thursday
Evening Session	16:45 - 21:00 Monday to Friday

**Public Holidays 2015**

Date	Holiday
Thursday 1 January	New Year's Day
Monday 26 January	Australia Day
Friday 3 April	Good Friday
Monday 6 April	Easter Monday
Saturday 25 April	Anzac Day
Monday 8 June	Queen's Birthday
Monday 5 October	Labour Day
Friday 25 December	Christmas Day
Monday 28 December**	Boxing Day ** applies as Boxing Day falls on a weekend
<b>CTIC Holiday</b>	<b>28/12/2015 - 01/01/2016</b>

**Overseas Student Health Cover 2015 (Effective 1 January 2015)**

Months	Single Cover	Dual Cover	Family Cover
4	196	734	1,449
5	245	917	1,874
6	294	1,101	2,248
7	337	1,235	2,523
8	380	1,396	2,798
9	423	1,503	3,073
10	467	1,638	3,347
11	510	1,772	3,622
12	553	1,906	3,897
13	600	2,116	4,344
14	647	2,325	4,792
15	694	2,534	5,239
Prices subject to change without notice			

Please refer to the Website at <http://www.vision6.com.au/download/files/25133/1806625/OSHC%202015%20price%20selection%20by%20month%20-%20Standard%20cover%20FINAL.pdf> for more information.

**Application Checklist** Please attach to this application form

- 1 Copy of Passport pages with Personal Particulars
- 2 Copy of Australia Visa if applicable
- 3 High School Certificate (or Equivalent)
- 4 Academic Transcripts
- 5 Copy of IELTS/TOEFL results if applicable



**Student Application Declaration**

I am aware of the extent of the tuition and living costs associated with studying in the Course Program and I am prepared to meet these costs.

I have read, understood and agree to abide by the conditions of enrolment.

I have read my responsibilities regarding health cover and visas.

I understand that my personal information, including my personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of my student visa condition may be shared between Cass Training International College and the Australian Government and designated authorities and the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.

I agree to have my photograph used by Cass Training International College for promotional purposes and I understand I can withdraw this consent at any time.

I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment. I recognise that it is my responsibility to provide all necessary documentation to support this application.

I authorise Cass Training International College to obtain further information where necessary.

If I am admitted to the Course, I agree to abide by this application and other rules and conditions of the program.

I understand that I am obliged to notify Cass Training International College of any change of address and contact details while I am enrolled in the Course.

I hereby acknowledge that I have enrolled in the following Course(s).

CRICOS Code _____	Course Name _____	Start Date _____	_____/_____/_____
CRICOS Code _____	Course Name _____	Start Date _____	_____/_____/_____
CRICOS Code _____	Course Name _____	Start Date _____	_____/_____/_____

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date (DD/MM/YY)**

\_\_\_\_\_  
**Agent Signature**

\_\_\_\_\_  
**Date (DD/MM/YY)**

**Cass Training International College**

\_\_\_\_\_  
**Officer Signature**

\_\_\_\_\_  
**Date (DD/MM/YY)**