



Enrolment Form

1. Student Details

Agency name: _____

Family Name	<input type="text"/>	Passport No.	<input type="text"/>
Given Name	<input type="text"/>	Country of Birth	<input type="text"/>
Date of Birth	<input type="text"/> DD / <input type="text"/> MM / <input type="text"/> YYYY	Male <input type="checkbox"/> Female <input type="checkbox"/>	Nationality <input type="text"/>
Visa Type	<input type="checkbox"/> Student <input type="checkbox"/> Working Holiday <input type="checkbox"/> Tourist <input type="checkbox"/> Other	Visa Expiry Date	<input type="text"/> DD / <input type="text"/> MM / <input type="text"/> YYYY
Visa Application	<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore	Unique Student Identifier (USI) Number	<input type="text"/>

2. Contact Details in Australia (if applicable)

Number and Street	<input type="text"/>
Suburb / Town / City	<input type="text"/> Postcode <input type="text"/>
Home Phone Number	<input type="text"/> Mobile Phone Number <input type="text"/>
Student Email Address	<input type="text"/>

3. Contact Details Overseas (Home Country)

Number and Street	<input type="text"/>
Suburb / Town / City	<input type="text"/> Postcode <input type="text"/>
Country	<input type="text"/> Phone Number + <input type="text"/>
Student Email Address	<input type="text"/>

4. Courses

Qualification(s)	CRICOS Code	Course Duration
<input type="checkbox"/> BSB30115 Certificate III in Business	086816D	40 weeks (9 months)
<input type="checkbox"/> BSB40215 Certificate IV in Business	086897J	40 weeks (9 months)
<input type="checkbox"/> BSB50215 Diploma of Business	091160G	52 weeks (12 months)
<input type="checkbox"/> BSB60215 Advanced Diploma of Business	091161G	52 weeks (12 months)
<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication	095088A	52 weeks (12 months)
<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication	095089M	78 weeks (18 months)
<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication	095090G	78 weeks (18 months)

	2018	2019	2020	2021
Intake Date (first course)	<input type="checkbox"/> 22 January	<input type="checkbox"/> 29 January	<input type="checkbox"/> 28 January	<input type="checkbox"/> 25 January
	<input type="checkbox"/> 26 February	<input type="checkbox"/> 04 March	<input type="checkbox"/> 02 March	<input type="checkbox"/> 01 March
	<input type="checkbox"/> 16 April	<input type="checkbox"/> 23 April	<input type="checkbox"/> 20 April	<input type="checkbox"/> 19 April
	<input type="checkbox"/> 21 May	<input type="checkbox"/> 27 May	<input type="checkbox"/> 25 May	<input type="checkbox"/> 24 May
	<input type="checkbox"/> 16 July	<input type="checkbox"/> 15 July	<input type="checkbox"/> 13 July	<input type="checkbox"/> 19 July
	<input type="checkbox"/> 20 August	<input type="checkbox"/> 19 August	<input type="checkbox"/> 17 August	<input type="checkbox"/> 23 August
	<input type="checkbox"/> 08 October	<input type="checkbox"/> 08 October	<input type="checkbox"/> 06 October	<input type="checkbox"/> 11 October
	<input type="checkbox"/> 12 November	<input type="checkbox"/> 11 November	<input type="checkbox"/> 09 November	<input type="checkbox"/> 15 November

5. Are you applying for RPL (Recognition of Prior Learning) or CT (Credit Transfer)?

 Yes No

If yes, please provide copies of Statements of Attainment or Qualifications and other relevant details of work experience and training.

6. Education and English Proficiency Level

Highest Qualification Attained:	<input type="checkbox"/> High School	<input type="checkbox"/> College	<input type="checkbox"/> University	<input type="checkbox"/> Other: _____
English Proficiency Level:	<input type="checkbox"/> Native Speaker	<input type="checkbox"/> IELTS Score: _____	<input type="checkbox"/> Other (please specify): _____	

7. Accommodation and Airport Pick-Up

Do you Require airport pick-up?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require Magill College Sydney to arrange accommodation for you? (If yes, please contact the Administration Office)	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Overseas Student health Cover

Do you have OSHC at the moment? Yes No

Do you require Magill College Sydney to arrange OSHC for you?

If yes, what type of cover do you require? Single Dual Family (couple) Multi Family (partner + child)**I have read and understood the information in the Student Refund and Cancellation Policy overleaf and agree to be bound by it.**

Signature of Applicant: _____

Date: _____ / _____ / _____

Please read the Magill College Pre-enrolment Information Pack and the Student Handbook prior to enrolment.

ENROLMENT STEPS

1. Complete and sign the Enrolment Form and return it to the College with copies of your passport/visa, English results (IELTS 5.5 or TOEFL iBT 46 or equivalent), HSC Year 12 or equivalent and relevant work experience, or completed training resulting in satisfactorily achieving all entry pathways. Documents not in English should be provided with an English translation.
2. Once you receive & sign the Letter of Offer and Student Agreement, fees are to be forwarded to the following account. All fees are in Australian Dollars (AU\$).

Electronic Funds Transfer	
BSB Number	032135
Account Number	261992
Bank Name	Westpac
SWIFT Code	WPACAU2S
Bank Address	591 George Street Sydney NSW 2000

Credit Card Payment	
Cardholder's Name:	
Card Number:	
CVC No:	Expiry Date: / <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Payment Amount:	AU\$
Signature of Cardholder:	Date: / /
Please note: 2% surcharge applies to payments made by Credit Card.	

Student Refund and Cancellation Policy – Refunds of Tuition Fees

Magill College policy on the refunds of tuition fees has been determined in accordance with the ESOS Act 2000 (as amended), and its accompanying regulations, and it applies to all commencing overseas students. This and other information may be provided to the Australian Government (ASQA, Department of Education and Training, DHA) and, if relevant, the Tuition Protection Service (TPS) Director in relation to administering the ESOS Act 2000, the National Code 2018 and/or the Migration Act (as amended). **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 laws.**

All requests for a refund must be made in writing by the student(s) or their legal guardian(s) and submitted to Magill College Sydney together with any supporting documentation, if applicable. In the case of a student visa refusal and/or student default, refunds will be made within four (4) weeks after receiving a written claim from the student and will include a statement explaining how the refund was calculated.

1. Student Visa refusal – Written documentation of the student visa refusal must be provided by the course applicant to Magill College Sydney.

- 1(a) Tuition fees at the time of cancellation will be refunded in full if a student visa application lodged overseas is rejected. However, the Enrolment Fee of AU\$ 200.00 is non-refundable.
- 1(b) If a student is off-shore and for whom a student visa has not been issued in time to commence a course at the agreed starting date, and the student contacts Magill College in writing to agree to a deferred starting date, another commencement date would be arranged without additional fees. Should the deferred starting date be unacceptable, the tuition fees will be refunded in full at the time of cancellation. However, the Enrolment Fee of AU\$ 200.00 is non-refundable.
- 1(c) A student who is on-shore must commence a course on the agreed commencement date, even though a decision for their student visa application may still be awaiting a decision from Department of Home Affairs (DHA). A pro-rata refund of the unused portion of the tuition fees at the time of their refusal/rejection of their on-shore student visa application will be granted to the student after the course commencement date has passed. However, the Enrolment Fee of AU\$ 200.00 is non-refundable.

2. Student default – Occurs where an overseas student does not commence a course, or withdraws from a course as defined in section 27(2) of the ESOS Act. The student is required to provide written notice to Magill College Sydney for the course cancellation. The course cancellation charges are as follows:

- 2(a) 25% of the tuition fees at the time of cancellation with more than 28 days' written notice prior to the course commencement date. However, the Enrolment Fee of AU\$200.00 is non-refundable.
- 2(b) 50% of the tuition fees at the time of cancellation with less than 28 days' written notice prior to the course commencement date. However, the Enrolment Fee of AU\$200.00 is non-refundable.
- 2(c) 100% of the tuition fees at the time of cancellation on or after the course commencement date (including Package Courses). To avoid any doubt, no refund will be paid to the student if the student withdraws from the course (including Package Courses) either on or after the agreed commencement date.
- 2(d) No refund is granted where Magill College Sydney terminates an enrolment due to a student failing to satisfy course requirements relating to course progress and academic performance, in accordance with the obligations of the student under the student visa regulations.
- 2(e) No refund is granted where Magill College Sydney terminates an enrolment due to a student failing to pay an amount he/she was liable to pay the College, directly or indirectly, to undertake the course.
- 2(f) No refund is granted where Magill College Sydney terminates an enrolment due to a student misbehaving (i.e. consuming drugs, alcohol or smoking anywhere on campus) and causing problems for other students, staff, the College's reputation and its relationship with other organisations (such as building management) or for breaking laws in New South Wales and elsewhere in Australia. This does not affect the student's rights to access the College's complaints and appeals processes.

3. Provider default – Occurs where the registered education provider fails to provide a course or ceases to provide a course to an overseas student in accordance with section 27(1) of the ESOS Act. Reimbursement in the case of provider default is within two (2) weeks of the default day occurring to the student and will include a statement explaining how the refund was calculated.

- 3(a) In the unlikely event that Magill College Sydney is unable to deliver a course in full; a student will be offered a refund of the unused portion of the tuition fees that they have paid to the College.
- 3(b) Alternatively, a student may be offered enrolment in an alternative course by Magill College Sydney at no extra cost to the student. A student has the right to choose whether he/she would prefer a refund of the unused portion of the tuition fees, or to accept a place in another course at the College. If a student chooses placement in a new course, Magill College Sydney will ask the student to sign a new Letter of Offer and Student Agreement to indicate that he/she accepts the placement in the new course.
- 3(c) If Magill College Sydney is unable to provide a refund, or place a student in an alternative course, the Tuition Protection Service (TPS) will assist the student in finding an alternative course. If a registered education provider of an alternative course offers the student a place in the course, the student may accept the offer in writing within thirty (30) days of the provider obligation period ending, unless the period is varied by the TPS Director. The TPS will transfer any unused portion of the tuition fees to the new registered education provider.
- 3(d) If there are no suitable alternative courses or course offers, the student may apply for a refund to TPS for the amount of any unused portion of the tuition fees that the student has paid to Magill College Sydney. These fees are any tuition fees that the student has already paid and that are directly related to the course for which the tuition has not yet been received by the student.