



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"/> / <input type="text"/> / <input type="text"/>	Nationality	<input type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Specified	Visa Expiry Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Visa Application	<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore	Visa Type	<input type="checkbox"/> Student <input type="checkbox"/> Working Holiday <input type="checkbox"/> Tourist <input type="checkbox"/> Other
VEVO Check	<input type="checkbox"/> Yes, I permit Magill College to conduct a Vevo Check		

Magill College Sydney uses Visa Entitlement Verification Online (VEVO) to check on your entitlement to live, work and study in Australia. To obtain this information we require your permission for us to conduct a VEVO check on yourself on your behalf.

2. Contact Details (if in Australia please provide Australian contact details only)

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. Do you have a Unique Student Identifier (USI)?

YES, My USI is YES, But I do not know it NO/Not Sure

I give my permission to Magill College to search, verify or create a USI on my behalf after Confirmation of Enrolment (CoE) is issued.
I declare that I have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

I hereby attach a copy of one form of Personal Identification as detailed below:

Passport Visa for International Students Driver's Licence Medicare Card Other

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)

	2019	2020	2021	2022
Intake Date (first course)	<input type="checkbox"/> 29 January	<input type="checkbox"/> 28 January	<input type="checkbox"/> 25 January	<input type="checkbox"/> 31 January
	<input type="checkbox"/> 04 March	<input type="checkbox"/> 02 March	<input type="checkbox"/> 01 March	<input type="checkbox"/> 07 March
	<input type="checkbox"/> 23 April	<input type="checkbox"/> 20 April	<input type="checkbox"/> 19 April	<input type="checkbox"/> 26 April
	<input type="checkbox"/> 27 May	<input type="checkbox"/> 25 May	<input type="checkbox"/> 24 May	<input type="checkbox"/> 30 May
	<input type="checkbox"/> 15 July	<input type="checkbox"/> 13 July	<input type="checkbox"/> 19 July	<input type="checkbox"/> 18 July
	<input type="checkbox"/> 19 August	<input type="checkbox"/> 17 August	<input type="checkbox"/> 23 August	<input type="checkbox"/> 22 August
	<input type="checkbox"/> 08 October	<input type="checkbox"/> 06 October	<input type="checkbox"/> 11 October	<input type="checkbox"/> 10 October
	<input type="checkbox"/> 11 November	<input type="checkbox"/> 09 November	<input type="checkbox"/> 15 November	<input type="checkbox"/> 14 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: Year 12 or equivalent Vocational Qualification Higher Education Other _____

English Proficiency Level: Native Speaker IELTS Score _____ Other _____

7. Accommodation and Airport Pick-Up

Do you require airport pick-up? Yes No

Do you require Magill College Sydney to arrange accommodation for you? (If yes, please contact the Administration Office) Yes No

8. Overseas Student Health Cover (OSHC)

Do you currently have OSHC? Yes No

Do you require Magill College Sydney to arrange OSHC for you? Yes No

If yes, what type of cover do you require? Single Dual Family (couple) Multi Family (partner + child)

9. Do you consider yourself to have a disability, impairment or long term condition?

If yes, please specify on the Student Individual Needs Survey Yes No

I have received, read and understood the Magill College Sydney pre-enrolment information and the contents of the Student Handbook including the information in the Student Refund and Cancellation Policy overleaf and agree to be bound by it.

Signature of Applicant: _____

Date: _____ / _____ / _____

ENROLMENT STEPS

1. Complete and sign the Enrolment Form and return it to the College along with the “*Student Individual Needs Survey*” form and provide 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 and sign the Letter of Offer and Student Agreement, fees are to be forwarded to the following account. All fees are in Australian Dollars (A\$).

Electronic Funds Transfer					
BSB Number	032135	Bank Name	Westpac	Bank Address	2 Park Street
Account Number	261992	SWIFT Code	WPACAU2S		Sydney NSW 2000

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) as well as their successors and, if relevant to the enquiry, 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) 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 the default day (section 47E (3) of the ESOS Act 2000) and after receiving a written claim from the student.** This 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 A\$ 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 A\$ 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** after the default date to the end of the period to which payment was made in relation to their refusal/rejection of their **on-shore** student visa application will be granted to the student after receiving a written claim from the student. However, the Enrolment Fee of A\$ 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 47A (1) of the ESOS Act 2000. 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 A\$ 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 A\$ 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 46A (1) of the ESOS Act 2000. Reimbursement in the case of provider default is within two (2) weeks of the default day occurring to the student (section 46D (2) of the ESOS Act 2000) 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.