

STAFF-IN-CONFIDENCE
(WHEN COMPLETE)

Application for Enrolment Form

Note: Information contained in this document is utilised in accordance with Superior Training Centre Privacy Policy

1. Personal Details <i>(Please choose by placing an X in the boxes that apply to you)</i>					
Title:	Mr	Mrs	Ms	Miss	Other:
Gender:	Male	Female	Date of Birth:		
Surname:					
Given Names:					
Nationality:					
2. Contact Details					
Address (Home Country)					
Address:					
Phone:		Fax:			
Email:					
Address (Australia)					
Address:					
Suburb:					
State:		Postcode:			
Phone (Home):		Phone (Work):			
Mobile:		Fax:			
Email:					
Guardian Details (If Applicable)					
Name:					
Relationship:					
Address:					
Suburb:					
State:		Postcode:			
Phone (Home):		Phone (Work):			
Email:					
Correspondence Address					
Correspondence Address:	Home Country	Australia	Agent Address (Part 5)		
3. Passport Details					
Passport Status:	Issued		Pending		
Passport Issued By:					
Passport Number:					
Passport Expiry Date:					

A certified true copy of your original documents must be provided as part of your application				
Verified By (Print Name):				
Date:				
Signed:				
4. VISA Details				
VISA Type (If Held)				
<input type="checkbox"/>	Student	<input type="checkbox"/>	Working	
<input type="checkbox"/>	Visitor	<input type="checkbox"/>	Bridging	
VISA Status:	Issued	<input type="checkbox"/>	Pending	<input type="checkbox"/>
VISA Number:				
VISA Expiry Date:				
Are you in Australia now:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you do not currently hold a valid VISA please complete the following:				
Location of Lodgement:	Country	<input type="checkbox"/>	City	<input type="checkbox"/>
Date of Intended Application:				
A certified true copy of your original documents must be provided as part of your application				
5. Education Agents				
Education Agent:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Name:				
Address:				
Phone (Home):	<input type="checkbox"/>	Phone (Work):	<input type="checkbox"/>	<input type="checkbox"/>
Mobile:	<input type="checkbox"/>	Fax:	<input type="checkbox"/>	<input type="checkbox"/>
Email:				
6. Overseas Student Health Cover				
OSHC Arranged	Yes (Part A)	<input type="checkbox"/>	No (Part B)	<input type="checkbox"/>
Part A – Insurer Details				
Name of Insurer:				
Member Number:				
Date of Expiry:				
Part B - Superior Training Centre to arrange				
Cover Type – Single:	3 Months	6 Months	9 Months	12 Months
Cover Type – Family:	3 Months	6 Months	9 Months	12 Months
<ol style="list-style-type: none"> The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC). The length of your OSHC MUST cover the total length of your course(s) 				
7. English Language Proficiency (Please choose by placing an X in the boxes that apply to you)				
Assessment Type	Score		Date Achieved	
IELTS				

TOEFL			
Other			
Not Required. English is my first language:	Yes	No	
Do you need any additional support?	Yes	No	
Specify:			
8. Disability Status (Please choose by placing an X in the boxes that apply to you)			
Do you suffer from any physical / mental disability that may affect your participation in the course?			
Yes	No – Go to Question 9		
Disability, Impairment or Long-Term Condition			
	Hearing / Deafness		Acquired Brain Impairment
	Physical		Vision
	Intellectual		Medical Condition
	Learning		Other
	Mental Illness		Not Specified
9. Qualification Selection (Please choose by placing an X in the boxes that apply to you)			
Qualification / Course Name	Yes	No	Intake #
<i>Note: Details of Intake Numbers can be obtained from our Course Schedule or by visiting our website: www.mysite.com.au</i>			
10. Recognition of Prior Learning / Credit Application			
Would you like to make an application for RPL / Credit:	Yes	No	
<i>Note: You can download an RPL / Credit Application Kit by visiting our website: www.mysite.com.au</i>			
11. Education Details			
What is the last School / College / University that you attended?			
What is your highest level of education COMPLETED?			
12. Accommodation Requirements			
Do you require Superior Training Centre to arrange accommodation:	Yes	No	
What type of accommodation arrangements would you like:	Shared	Private	
Do you require Superior Training Centre to arrange for Airport pickup:	Yes	No	
Any other additional information:			
13. Payment Details			
Applications submitted to Superior Training Centre must be accompanied by a NON REFUNDABLE Application Fee of AUD200.			

This fee applies to all applications directly to Superior Training Centre or through Superior Training Centre's agents. Payment details must be included with this application form.

Credit Card Payment for AUD200

VISA	MasterCard	AMEX	Diners	Other													
Credit Card Number:																	
Cardholder Name:																	
Cardholder Signature																	
Expiry Date:																	

Bank Cheque for AUD200 made payable to Superior Training Centre

Bank Transfer for AUD200 made payable to Superior Training Centre

Account Name:																
Account Number:																
Bank Name:																
Branch:																
Bank Address:																
SWIFT Code:																

14. Declaration

I understand the Terms and Conditions, the Privacy Policy and the Cancellation and Refund Policy of Superior Training Centre and confirm that I have been fully advised of the fees, cancellation and refund conditions and conditions of enrolment and I agree to be a student at Superior Training Centre.

I declare that to the best of my knowledge, the information I have supplied is accurate and complete in every detail.

Name:																
Signature:																
Date:																

15. Application Checklist

Have you:

Completed all sections of this application	Attached certified true copies of your English Proficiency
Attached certified true copies of your VISA	Attached any other relevant documentation
Attached certified true copies of your Passport	Completed the payment details
Attached certified true copies of your qualifications	Read and signed the declaration

TERMS AND CONDITIONS

Fees and Charges

- A NON REFUNDABLE application fee of AUD200 is processed as part of your Application for Enrolment
- Payment of fees must be made by the due date, otherwise penalties may apply.

Refunds

- Refunds are only available under certain conditions
- To apply for a refund you must submit a Refund Request Form and any other supporting documentation
- Course Fees are not transferrable to another provider
- All processed refunds will be paid to the nominated bank account in Australian Dollars only
- A full detail of Refunds can be obtained by requesting a copy of the Refunds Policy
- You have the right to appeal any decision made regarding the refund process

Table of Refunds

Type	Timeframe	Amount Refunded	Documents
VISA Refusal	At any time	All FEES minus the NON REFUNDABLE application fee of AUD200	Refund Request Proof of VISA Refusal
VISA Renewal Refusal	After course has commenced	Nil	Refund Request Proof of VISA Refusal
VISA Breach	At any time	Nil	Refund Request Proof of VISA Refusal
Withdrawal, Transfer or Enrolment Cancellation	Greater than 28 days before commencement of the course	All FEES minus the NON REFUNDABLE application fee of AUD200 minus AGENT Commissions Paid	Refund Request Letter of Offer DSC Form
	Less than 28 days before commencement of the course	50% of FEES minus the NON REFUNDABLE application fee of AUD200 minus AGENT Commissions Paid	Refund Request Letter of Offer DSC Form
	After the course has commenced	Nil	Nil
Default by Superior Training Centre		Full Refund	Nil

COMPLAINTS AND APPEALS

- Whilst studying at Superior Training Centre you have the right to access the Complaints and Appeals process at any time.
- You shall be afforded 20 days to access this process, otherwise any Complaint or Appeal will be taken as being accepted by you

VISA REQUIREMENTS

- The Australian Government has specific guidelines for the issue and management of student VISA's. The failure to comply with these conditions may result in your VISA being revoked at you returned home.
- As an education provider, Superior Training Centre has the responsibility to ensure you maintain a satisfactory rate of Course Completion and Attendance.

- Superior Training Centre will monitor this and advise you if you are failing to meet to the minimum requirements.
- Superior Training Centre is required to report any issues relating to this to DIAC.

Deferral, Suspension or Cancellation of Course

- Superior Training Centre has specific guidelines that meet the requirements of the National Code and ESOS Act of the Deferral, Suspension and Cancellation of student enrolments.
- If a student's enrolment is Deferred, Suspended or Cancelled for any reason, then Superior Training Centre is required to inform DIAC of this at the earliest available opportunity.
- The student is also required to contact DIAC to ascertain any changes in their VISA conditions.

Credit Transfer / Recognition of Prior Learning

- Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application kit where necessary:
 - Where Credit Transfer or RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE),
 - Where Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.
- Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Credit Transfer or RPL formerly assessed.

Privacy

- We will not disclose any information that we gather about our students to any third party. We use the information collected only for the services we provide. No student information is shared with another organisation. If student information is required by a third party we will obtain written consent from the relevant student prior to release of any information
- Should students seek access to their information we have a documented procedure requiring authorisation before this can occur.