

APPLICATION FORM

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PERSONAL DETAILS

Title: Mrs Miss Ms Mr Dr Other _____ Gender: Male Female

FAMILY NAME: _____ GIVEN NAMES: _____ Telephone: _____

DATE OF BIRTH: ____/____/____ NATIONALITY: _____ Mobile: _____

Overseas student*: Adult students only Local Student: Adult Under 18 years old Passport*/Licence no.: _____

Address in home country*: _____

Postal address: _____ State: _____ Postcode: _____
(Your certificate will be delivered to this address)

Email Address: _____

Occupation: _____ Industry: _____

How were you introduced to AFTA Travel & Tourism College NSW?

I wish to enrol for: Certificate III in Tourism (Retail Travel Sales) - SIT30207 or Diploma of Tourism - SIT50107

Proposed start date: _____ Photo ID provided (applies to all students) YES NO

EDUCATION DETAILS

Highest level of education completed

University College Secondary school

OVERSEAS STUDENTS

Your present level of English:

Beginner Elementary Intermediate Advanced

Do you intend to take any of these examinations in Sydney?

IELTS TOEFL Cambridge First Certificate

Provide details if you have taken any English proficiency exams:

Exam type _____ Result _____ Date ____/____/____

(Please provide certified copy of academic transcripts)

PAYMENT DETAILS

(Please refer to the costs detailed on the reverse side of this form)

Application Fee (non-refundable)

Instalment Plan Fee _____

Tuition Fee _____

Recognition of Prior Learning (RPL) or Credit Transfer Assessment

OVERSEAS STUDENTS

Accommodation Booking Fee (non-refundable)

Accommodation Fee _____ weeks

Airport pick-up Fee: arrival date ____/____/____

Overseas Student Health Cover (OSHC) _____ months

Other _____

RECOGNITION OF PRIOR LEARNING (RPL) or Credit Transfer

Depending on your previous studies and work experience, we are able to give you credit or exemptions from certain course modules. If you wish to apply for RPL or Credit Transfer assessment, please indicate below (at least 12 weeks prior to course commencement):

YES, I would like to apply for RPL or Credit Transfer from an Australian RTO (an application fee of AUD \$150 is applicable + \$50 per competency) – please submit all relevant documentation for assessment. The College will accept only original or certified documents for RPL or Credit Transfer assessment.

NO, I do not qualify for RPL or Credit Transfer assessment.

OVERSEAS STUDENTS ONLY

Are you applying for student visa? No YES

→ Please attach a copy of all current and future electronic Confirmation of Enrolments (eCOE)

DIAC Office: _____

HOME STAY AND AIRPORT PICK UP

Do you require airport pick-up? YES NO

Do you require APTT to arrange accommodation for you YES NO
(If YES, please complete Homestay Application Form)

ACKNOWLEDGEMENT

I/we acknowledge that I/we have read, understood and agree to the Conditions of Enrolment including the Cancellation and Refund Policy of AFTA Travel & Tourism College NSW.

Signature: _____

Parent/Guardian Signature: _____

Date (dd/mm/yyyy): _____

Name(s) of Parent(s)/Guardian(s): _____

Please send the Application Form to AFTA Travel & Tourism College NSW by mail: 1/100 Ebley St, Bondi Junction, NSW, 2022 or by Fax: (02) 93889626

GENERAL CONDITIONS OF ENROLMENT

(For International Students this is also forms part of your "Written Agreement" as defined under the ESOS Act 2000)

Entry into AFTA Travel & Tourism College NSW (the "College") - is dependent on the unqualified acceptance of the following terms and conditions and/or as determined by the College from time to time



Agent stamp:

A large, empty rectangular box with a thin black border, centered on the page. It is intended for an agent stamp.

Additional Information:

GENERAL CONDITIONS OF ENROLMENT

(For International Students this is also forms part of your "Written Agreement" as defined under the ESOS Act 2000)



Entry into AFTA Travel & Tourism College NSW (the "College") - is dependent on the unqualified acceptance of the following terms and conditions and/or as determined by the College from time to time

FEES

1. Application Fees:	Local students \$100	Internationals \$250;
	Instalment Plan Service Fee (locals only)\$250;	
2. Homestay (age 18 years+):	SINGLE 4 Weeks \$960	
	SHARED 4 Weeks \$880	
3. Overseas Students Health Cover (OSHC) (minimum 3 months):		
	\$32.40/month (single)	\$64.80 /month (family)
4. Accommodation Booking Fee:	\$175	
5. Airport Pickup Fee:	\$125/person	

ACCOMMODATION AND AIRPORT PICK-UP

If you require accommodation and/or airport pick-up you must: pay the appropriate fees and advise Australian Pacific Travel & Tourism Pty Ltd (APTT) of your arrival details (flight number, date and time of arrival) at least 2 weeks before you arrive in Australia. Otherwise, no refund or recourse will be available. APTT will then send you full details of your accommodation and confirmation of airport pick-up.

APPLICANTS DISCLOSURE

Applicants must disclose to APTT any information or condition that may impede the learning process. Failure to provide APTT with information about any condition that may impede the learning process could result in the applicant being disadvantaged. There will be no refund of APTT fees or deferment of courses should an applicant fail to notify APTT of the above.

ATTENDANCE

- It is a condition of enrolment that all students maintain full (100%) attendance. Additionally, it is a condition of the Australian Department the Department of Immigration and Citizenship (DIAC) for international students to maintain a minimum attendance level of 70-80% to remain in Australia on a Student Visa. Continuous breach of this condition will lead to expulsion without recourse and be reported to DIAC.
- Where a Doctor's Certificate is not provided to the College, any absences of a student under 18 years of age must be explained by providing a letter from a parent or legal guardian outlining the reason(s) within 7 days of the absence.

CHANGE OF ADDRESS

International students are obliged to notify the College of a change of address while enrolled at the College. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address.

COLLEGE POLICIES

As a condition of enrolment, the student agrees to abide by all College policies, which are all subject to change from time to time, for the duration of their enrolment. Current policies are available at www.nswcollege.afta.edu.au and include:

- Complaints and Appeals Policy
- Course Progress and Attendance Policy
- Discipline Policy/Code of Conduct
- Student Transfer Request Assessment Policy
- Deferment, Suspension and Cancellation Policy.

COURSE ENTRY REQUIREMENTS

All applicants must meet the following minimum prerequisites to be able to apply for the

1. Academic: The Higher School Certificate (HSC) or equivalent (eg. Certificate III or IV level qualification); and
2. English Language Proficiency:

In the case of international student applicants, the successful completion of an English language proficiency level equivalent to IELTS (International English Language Testing System) proficiency level of 5.5 or above (or equivalent, eg. TOEFL)

DISCIPLINE AND BEHAVIOUR

- Any misconduct or breach of College guidelines may result in detentions, suspension and expulsion.
- The possession and/or use of drugs, alcohol or any other illegal substance will lead to immediate expulsion.
- Violent behaviour or sexual misconduct is not tolerated and could lead to expulsion. It is a policy of the College to not allow any sexual relationships between students and may lead to suspension or expulsion.
- Smoking is not permitted and may lead to suspension or expulsion.

STUDENTS UNDER THE AGE OF 18 (LOCAL STUDENTS ONLY)

Students under the age of 18 are required to provide contact details of their parents or legal guardian. International students must be 18 years of age or older to apply to AFTA Travel and Tourism College NSW.

INDEMNITY AND RELEASE

In consideration of the college accepting this application for enrolment providing tuition, I/we, the parent(s)/legal guardian, agree that I/we will not hold it, and/or its employees, and/or agent responsible or liable for

and will not make any claim against any of them for any loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of:

1. my child's attendance at any premises owned, operated or controlled by the college, and/or,
2. my child's attendance at any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the college at any activity of which the college has any knowledge, and/or
3. any accommodation whether short term or long term arranged for our child by the college, and/or in any way whatsoever my association with the college.

On behalf of our child/ward, myself, my executors, administrators and assigns I/we hereby release the college and/or its employees, and/or agents from loss, damage, death or injury and from any actions, claims and demands which, if I/we had not entered into this Agreement, I/we might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify the college, and/or its employees, and/or agents against any such liability.

REFUND POLICY

Please refer to the attached Refund Policy V1.2. All applications for refund must be sent to info@nswcollege.afta.edu.au.

PRIVACY

Information is collected on this form and during your enrolment in order to meet our obligations under the Education Services for Overseas Students (ESOS) Act and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the "Code"); to ensure international student compliance with the conditions of their visas and their obligations under Australian Immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2001 and the Code. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

For more information on privacy, please refer to the college's Privacy Policy available at www.nswcollege.afta.edu.au

PAYMENT OF FEES

- Upon receipt of all enrolment, tuition and other fees, AFTA Travel & Tourism College NSW will send a successful applicant a Letter of Offer & Confirmation of Enrolment (COE). These will need to be presented to the Australian Consulate General, High Commission or Embassy to obtain a Student Visa.
- Payment of fees must be in Australian dollars and all bank fees paid by the applicant.

Account Name: Australian Pacific Travel and Tourism Pty Ltd

Bank: Westpac Banking Corporation

BSB: 032134

Account: 156154

SWIFT: WPACAU2S

- All major Credit Cards (Master/Visa/Amex/Diners/JCB) and Electronic Funds Transfer (EFT) cash cards are accepted – please enquire.
- Personal cheques are NOT accepted by AFTA Travel & Tourism College NSW except by prior arrangement
- All fees (monies) due to AFTA Travel & Tourism College NSW will be deemed to have been paid only when all the funds have been cleared and transferred to AFTA Travel & Tourism College NSW from the financial institution and/or AFTA Travel & Tourism College NSW representative (agent) and a receipt issued by AFTA Travel & Tourism College NSW.

DECLARATION

All students and parent(s)/legal guardian (if student is under 18 years of age) must read and agree to this written agreement. Payment of any of the College fees and/or course commencement is deemed to be your express confirmation to have read and agreed to all of the College's policies and this written agreement, whether or not you have signed below or otherwise:

I, the student (or parent/guardian if student is under 18 years of age), confirm that I have read and understood all the above conditions of this written agreement and agree to abide by them:

Name of Student: _____

Student Signature: _____

Date: ____/____/____ (DD/ MM / YYYY)

Entry into AFTA Travel & Tourism College NSW (the "College") - is dependent on the unqualified acceptance of the following terms and conditions and/or as determined by the College from time to time

REFUND POLICY V1.2

Purpose of this policy

The purpose of this Refund Policy is to set out the procedures which a student must follow to withdraw from a course and to get a refund. Please note that refunds will only be paid in the circumstances set out in this Refund Policy.

This Refund Policy is also made in accordance with the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 ("ESOS Act and Regulations") and the National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students 2007 (refer to <http://www.dest.gov.au/esos/> for more information).

Definitions

1. In this Refund Policy and as the context permits,
 - a. "Application Fee" means the fee payable to us to process your application to enrol in a course with us.
 - b. "us", "we" or "our" means Australian Pacific Travel and Tourism Pty Ltd trading as AFTA Travel and Tourism College NSW (AFTA College NSW).
 - c. "you" or "your" means the Student and as the context permits includes the Student's legal guardian.
 - d. "Cancellation Fee" means an amount equal to 20% of the total Tuition Fee for the Course or in a Package of Courses for each Course.
 - e. "College" means AFTA College NSW.
 - f. "Course" means a course of education in which you are enrolled in.
 - g. "Course Money" is made up of the following components:
 - i. Application Fee;
 - ii. Administration Fee;
 - iii. Services Fees; and
 - iv. Tuition Fee.
 - h. "Course Start Date" means the date the Course is scheduled to start at the time you submit your application to enrol in the Course. For clarity, where the Course is to be taught over more than one term, the Course Start Date is the first day of the first term that the Course is scheduled to start at the time you submitted your application to us.
 - i. "Non-refundable Fees" means the fees listed in clause 12.
 - j. "Notice to Withdraw" means a written notice from you, or, if you are under the age of 18 years, your legal guardian, withdrawing from or cancelling your enrolment in the Course.
 - k. "Package of Courses" means 2 or more Courses which you have enrolled in as a package and where you will study the Courses either consecutively or simultaneously.
 - l. "Services Fees" include, but are not limited to, guardian arrangement fee, suitability of accommodation inspection fee, airport pick-up Fee, accommodation booking fee, further studies placement fee, ISC/other provider reporting fee and any other fee for services ordered by you which are not refundable.
 - m. "Student Default" includes circumstances where:
 - i. you failed to pay an amount you are liable to pay to us, directly or indirectly, in order to undertake your Course;
 - ii. you breached a condition of your student visa;
 - iii. you have behaved in a manner which is inconsistent with the General Conditions of Enrolment or which amounts to misbehaviour;
 - n. "withdraw from the Course" includes circumstances where you cancel your enrolment in a Course.
 - o. "Tuition Fee" means the price of tuition for a Course.

How you may withdraw from a Course

2. To withdraw from a Course you must provide us with a Notice to Withdraw. We may prescribe the form of the Notice to Withdraw from time to time and you shall use the form we prescribed.
3. For the purposes of making refunds, the date that we receive your Notice to Withdraw is the date that you are taken to have withdrawn from a Course.

Refund where you withdraw before the Course Start Date

4. Except for Courses that are part of a Package of Courses, if you withdraw from a Course before the Course Start Date (other than for reason of student visa refusal) we will refund to you the Course Money less:
 - a. any unpaid Application Fee;
 - b. any unpaid Administration Fee;
 - c. the Services Fees; and
 - d. the Cancellation Fee.
5. In the case of a Package of Courses, if you withdraw before the Course Start Date of the first Course in a Package of Courses (other than for reason of student visa refusal), we will refund to you the Course Money for each Course in the Package of Courses less:
 - a. any unpaid Application Fee;
 - b. any unpaid Administration Fee;
 - c. the Services Fees; and
 - d. the Cancellation Fee.

Refund in the case of student visa refusal (applicable to international students only)

6. If you require a student visa to attend the Course or a package of Courses and your application for a student visa is refused by the Immigration Department, we will refund to you the Course Money less the following (as provided in the ESOS Act and Regulations):
 - a. administration expenses totalling no more than the lesser of:
 - i. \$250; and
 - ii. 5% of the total amount of course money that the provider received in respect of the student for the course before the default day;
 - b. the part of expenses for travel, accommodation and other domestic services that cannot be offset by providing the services to someone else;
 - c. the amount of compulsory union fees;
 - d. the cost of books, equipment and other materials needed for the course; and
 - e. the proportion of the course money that the provider received in respect of the student before the default day that is equal to the proportion of the course that was provided to the student before the default day.
7. If your visa has been refused, you must provide evidence of the refusal before we make any refund of the Course Money.

Refund where we cancel the Course

8. If before you withdraw from a Course we:
 - a. do not start the Course by the Course Start Date or such later date as agreed between you and us; or
 - b. stop providing the Course at any time after it starts but before it is completed,we will refund to you the Course Money we have received from you, provided that no refund of Course Money will be made to you if:
 - c. we arrange for an alternative course to be provided to you (at our expense), whether by us or another provider; and
 - d. you accept the alternative course.

When you will not receive a refund

9. No refund will be made to you (other than for reason of student visa refusal) in the following circumstances:
 - a. Where you withdraw from the Course after the Course Start Date;
 - b. Where you withdraw from any Course that is part of a Package of Courses after the Course Start Date of the first Course in the Package of Courses;
 - c. Where we cancel, suspend or terminate your enrolment as a result of Student Default; or
 - d. In any other circumstances not referred to in clauses 4, 5, 6 and 8.

Payment of refunds

10. Refunds made under clauses 4, 5, 6 and 8 will be paid directly to you (or if you are under the age of 18 years, your legal guardian). We may also pay your refund in accordance with any direction you provide to us by are not obligated to do so. All refunds will be paid in accordance with the provisions of the ESOS Act and Regulations.
11. We may pay refunds by bank draft or by direct credit (in case of refund within Australia) or by telegraphic transfer (in case of refunds outside of Australia) at our option. We may require you to provide evidence of the existence of your bank account.

Non-refundable Fees and charges

12. If provided in this Refund Policy we may deduct the following Non-refundable Fees from the Course Money:
 - a. Application Fee;
 - b. Services Fees; and
 - c. Administration Fee.

Payment of Course Money by instalments

13. Where you pay Course Money by instalments and you withdraw from the Course, you are required to pay us:
 - a. all unpaid Non-refundable Fees; and
 - b. where you withdraw from Your Course before the Course Start Date, the Cancellation Fee; or
 - c. where you withdraw from Your Course on or after the Course Start Date, all unpaid Tuition Fees for Your Course.

Refunds in Australia Currency

14. All refunds will be made in Australian currency only. We are not responsible for currency exchange rate fluctuations and/or delays or loss of refund in transit (mail, courier, telegraphic transfer or otherwise).

IMPORTANT

No refunds are possible unless AFTA College NSW procedures are followed. AFTA College NSW reserves the right to change its procedures without notice, according to its own requirements, or Australian Government regulations. 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.