

## CTIC COMMERCE APPLICATION FORM 2018

All questions must be answered and details filled in, if not applicable please mark N/A.

Email to [admissions@casstraining.com.au](mailto:admissions@casstraining.com.au) or [info@casstraining.com.au](mailto:info@casstraining.com.au)

CTIC will send a Letter of Offer confirming fees, dates, payment methods. Your Letter of Offer will state if a Genuine Temporary Entrant (GTE) assessment is required.

**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 \_\_\_\_\_

**VISA DETAILS**

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

Are you currently in Australia? Yes / No

If you are in Australia, what visa do you have now? (Please send a copy of your current visa) Student \_\_ W/H \_\_ Tourist \_\_ Other \_\_\_\_\_

If you are not in Australia, which country will you be applying for your visa from?  
\_\_\_\_\_

Will the Applicant be bringing any dependent(s) to Australia while studying at CTIC and/or authorised packaging partner institution?  
If yes, please provide details: \_\_\_\_\_

Are there any circumstances which CTIC should know of regarding your previous studies in Australia, eg. non-completion of courses, non-attendance, non-course progress or visa refusal? Yes / No If "Yes" please specify \_\_\_\_\_

**STUDENT CONTACT DETAILS**

Address in Australia \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Address in overseas \_\_\_\_\_

Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**AGENT DETAILS \*please fill out this section if you have an agent**

Do you have an Agent? Y / N

Agent's Name \_\_\_\_\_

Agent Phone Number \_\_\_\_\_

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

**ENGLISH PROFICIENCY**

Is English your first language? Y / N

Have you taken a recognised English language test? Y / N

Name of English Test \_\_\_\_\_ Result \_\_\_\_\_

Date Undertaken \_\_\_\_\_

CTIC accepts following English test results:  
IELTS, TOEFL, Pearson PTE, Cambridge FCE, Cambridge CAE  
\*All students complete a placement test on their first day.

**CURRENT STUDY (Onshore applications)**

Are you currently studying in Australia? Y / N

Name of the institution \_\_\_\_\_

Course Name \_\_\_\_\_

Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_

Are you transferring from another educational provider? Y / N  
If yes, please provide a release letter or deferred COEs.

**COURSE ENROLMENT DETAILS**

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

Course Name 1 \_\_\_\_\_

CRICOS Code \_\_\_\_\_ Session \_\_\_\_\_ Evening / Weekend \_\_\_\_\_

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

Course Name 2 \_\_\_\_\_

CRICOS Code \_\_\_\_\_ Session \_\_\_\_\_ Evening / Weekend \_\_\_\_\_

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

Course Name 3 \_\_\_\_\_

CRICOS Code \_\_\_\_\_ Session \_\_\_\_\_ Evening / Weekend \_\_\_\_\_

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

Course Name 4 \_\_\_\_\_

CRICOS Code \_\_\_\_\_ Session \_\_\_\_\_ Evening / Weekend \_\_\_\_\_

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

**RECOGNITION OF PRIOR LEARNING (RPL)**

Are you applying for RPL? \_\_\_\_  
If 'yes', please attach relevant documents and read our Recognition of Prior Learning policy and procedure in International Student Pre-Enrolment Information Handbook.  
If you have previous relevant qualifications and experience, you may apply for Recognition of Prior Learning of Current competencies

**FURTHER STUDIES IN AUSTRALIA**

Are you planning further studies in Australia after you finish your course?  
Y / N If 'yes', please provide follows:

Name of the institute \_\_\_\_\_ Course \_\_\_\_\_

Start date \_\_\_\_\_ Finish date \_\_\_\_\_

**ADDITIONAL SERVICES**

Do you suffer from any medical /physical condition which CTIC should be advised?  
If 'yes', please specify \_\_\_\_\_ Y / N

Will you require any assistance within the learning environment as a result of this condition?  
If 'yes', please specify \_\_\_\_\_ Y / N

Do you require Overseas Student Health Cover? Y / N

Type \_\_\_\_\_ Single / Dual / Family \_\_\_\_\_ Duration \_\_\_\_\_ months

**ACCOMMODATION & PICKUP SERVICE Y/N**

Airport pick-up \_\_\_\_\_ Y / N \_\_\_\_\_ Airline \_\_\_\_\_

Flight Number \_\_\_\_\_ Arrival Date/Time \_\_\_\_\_ am/pm \_\_\_/\_\_\_/2018

Accommodation Placement \_\_\_\_\_ Y / N \_\_\_\_\_ Duration \_\_\_\_\_ weeks

Accommodations Type: Homestay / Shared Accommodation

Room Type: Single / Double

1. What Language do you speak? \_\_\_\_\_

2. Are you allergic to pets? \_\_\_\_\_

3. 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)

## CTIC 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 it should be noted that in all refunds a deduction equivalent to the Application/Enrolment Fee of AUD \$300 will be made.

### Pre-Course Information

I have read and understood the information detailing course content and vocational outcomes on CTIC's website and Pre-Enrolment Information Handbook.

### Complaints and Appeals Processes

Please refer to the Pre-Enrolment Information Handbook.

### 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.

I understand that tuition fees are payable in advance and should be paid no later than the due date. I note that late payment of fees will attract a penalty and that I shall be charged a late fee of \$110.00 per week. This late fee will be repeated each week that the tuition fees continue to be outstanding.

I also understand that if I have elected to pay in instalments and if I have not made payment by the due date, I will not be eligible to pay in instalments for the remainder of the course. Not paying on time may also restrict or withhold services or materials.

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

### Fees and Charges

I have read and understood the Fees, Charges and Refund Policy and the Deferral, Cancellation and Exclusion Policy in the International Student Pre-Enrolment Information Handbook.

### Transfers of Fees

I understand that if I complete the course at CTIC earlier than expected and enrol in another vocational course at CTIC, the remainder of paid fees will be transferred to that course only. No fees will be transferred to other external institutions or persons.

### Age

I understand that I must be over the age of 18 years to apply.

### 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-ARFO1).

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

3. Other fees and charges apply as listed.

4. If you wish to defer your course start date, you must notify CTIC more than 14 days prior to course commencement date or charges will apply. Where you are granted a course deferment and later cancel, any refund amounts or cancellation fees will be calculated based on the original course commencement date. Student visa holders should note that any deferral will require a change of eCoE and may impact their visa status.

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://consumerlaw.gov.au/>).

6. Refund – Visa Rejection

- 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.
- 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.
- 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 whilst onshore, if CTIC is not notified in writing and the course has already commenced as indicated on the eCoE (Confirmation of Enrolment), a refund of the portion of tuition fees which you have paid but for which tuition has not yet been received will be paid. Proof of refusal letter must be provided no later than 4 weeks after refusal date, otherwise normal cancellation fees may be charged. The Application/Enrolment Fee will not be refunded.

e. Please note that the refund does not apply where the Australian Government has cancelled or refused a visa due to fraudulent documentation, information or criminal activity or a breach of visa conditions.

### 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.

c. Commencement of the course is defined as the course start date in the first application form submitted by the student or agent and not subsequent changes to the starting date.

### 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.

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.

c. 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.

d. 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 <https://tps.gov.au> for more information on the TPS.

### 12. Payment of Refunds

a. CTIC undertakes to effect payment for refunds within 28 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://consumerlaw.gov.au/>).

### 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. Disenrolment

The College reserves the right to disenrol 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.

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.

## Student Application Declaration/Acceptance

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.

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	Start Date
1	1	1
2	2	2
3	3	3
4	4	4

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 - a surcharge of 2% will apply *4% on Amex	

Under TPS (Tuition Protection Scheme) Candidates can now pay 100% of the Tuition Fee if they choose to do so, candidates can also set up an instalment plan with the college.

#### Please note:

Tuition Fees are payable in advance and should be paid no later than the due date. Please note that late payment of fees will incur a penalty (late fee) of \$110.00 per week. This late fee will be repeated each week that the tuition fees continue to be outstanding.

Students electing to pay in instalments should clearly understand that if the payment is not made by the due date, the amount must be paid in full.

Student Signature

Date (DD/MM/YY)

## CTIC Price List 2018

Students must refer to current schedule of fees for information on Tuition and Non tuition fees on the following website:  
www.ctic.com.au

Agent Signature

Date (DD/MM/YY)