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CTIC COMMERCE APPLICATION FORM 2019

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

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 for course information and intake dates.		
COURSE *Please tick.	CRICOS	Session
<input type="checkbox"/> BSB42015 Certificate IV in Business Administration	087025E	WKND
<input type="checkbox"/> BSB50415 Diploma of Business Administration	087288D	WKND
<input type="checkbox"/> BSB42015 Certificate IV in Leadership and Management	093529G	WKND
<input type="checkbox"/> BSB51918 Diploma of Leadership and Management	098682C	WKND
<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication	093531C	EVE
<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication)	093532B	EVE
<input type="checkbox"/> FNS40615 Certificate IV in Accounting	091258J	EVE
<input type="checkbox"/> FNS50215 Diploma of Accounting	091259G	EVE
<input type="checkbox"/> FNS60215 Advanced Diploma of Accounting	091260D	EVE
PREFERRED STARTING DATE		
SESSION PREFERENCE <input type="checkbox"/> WKND (Weekend) <input type="checkbox"/> EVE (Evening)		
PURPOSE OF STUDY		
*Please attach a Purpose of Study giving reasons for undertaking your selected course at CTIC Commerce. Please include each of the following points		
1. How did you select CTIC Commerce from all the other institutions to do the selected courses?		
2. How will the CTIC course selected help to develop your career goals?		
3. If you already hold a qualification in the same or similar area of study how will the selected course help?		
4. Details of your employment or study prior to your application to CTIC.		
RECOGNITION OF PRIOR LEARNING (RPL)		
Are you applying for RPL? ____ If 'yes', please attach relevant documents. 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		
<input type="checkbox"/> Airport pick-up		
Flight Number		Airline
Arrival Date/Time		
<input type="checkbox"/> Accommodation Placement		
Accommodations Type		<input type="checkbox"/> Shared Accommodation <input type="checkbox"/> Homestay
Room Type		<input type="checkbox"/> Single <input type="checkbox"/> Double
Duration weeks		
What Language do you speak?		
Are you allergic to pets		
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 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, airport pick-up fees and textbook 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.
- 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.
- 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

- 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).
- 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.
- 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

- Accepted students who subsequently withdraw after course commencement will not have their tuition fees refunded except under exceptional circumstances.
- An administration charge of \$AUD350 will apply for withdrawals after course commencement.
- 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. Disenrollment

- a. 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.
- b. 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.
- c. 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 Signature **Date** **(DD/MM/YY)**