

## CTIC COMMERCE APPLICATION FORM 2020

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

|                  |   |                |  |
|------------------|---|----------------|--|
| Title            | <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other |                |  |
| Family Name      |   |                |  |
| Given Name       |   |                |  |
| Gender           | Male / Female   | DOB (DD/MM/YY) |  |
| Country of Birth |   | Nationality    |  |
| Passport Number  |   | USI Number     |  |

### VISA DETAILS

Under which visa type do you intend to study at Cass Training International College?

Student  Working Holidays  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  Working Holidays  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 Overseas     |  |              |  |
| Contact Name         |  | Relationship |  |
| Phone Number         |  |              |  |
| Email                |  |              |  |

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

Do you have an Agent?  Yes  No

Agency Name

Agent Phone Number

Do you authorise the above agent to receive information applicable to your application and studies at CTIC?  Yes  No

### ENGLISH PROFICIENCY

Is English your first language?  Yes  No

Have you taken a recognised English language test?  Yes  No

|                      |  |        |  |
|----------------------|--|--------|--|
| Name of English Test |  | Result |  |
| Date Undertaken      |  |        |  |

| CURRENT STUDY (Onshore applications)  |   |  |                                     |                                     |        |
|---|---|--|-------------------------------------|-------------------------------------|--------|
| Are you currently studying in Australia?  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                     |                                     |        |
| Name of the Institution   |   |  |                                     |                                     |        |
| Course Name   |   |  |                                     |                                     |        |
| Start Date  |   | Finish Date  |                                     |                                     |        |
| Are you transferring from another College? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide a release letter or deferred COEs.</i>  |   |  |                                     |                                     |        |
| COURSE ENROLMENT DETAILS  |   |  |                                     |                                     |        |
| Please refer to our website at <a href="http://www.ctic.com.au">www.ctic.com.au</a> for course information and intake dates.  |   |  |                                     |                                     |        |
| Course *Please tick.  |   | Duration   |                                     |                                     |        |
| <input type="checkbox"/> BSB42015 Certificate IV in Leadership and Management (CRICOS 093529G)  |   | 52 weeks   | Weekend, Morning, Evening           |                                     |        |
| <input type="checkbox"/> BSB51918 Diploma of Leadership and Management (CRICOS 098682C)   |   | 78 weeks   | Weekend, Morning, Evening           |                                     |        |
| <input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication (CRICOS 093531C)  |   | 52 weeks   | Evening                             |                                     |        |
| <input type="checkbox"/> BSB52415 Diploma of Marketing and Communication (CRICOS 093532B)<br>(Certificate IV in Marketing and Communication is pre-requisite)   |   | 78 weeks   | Evening                             |                                     |        |
| <input type="checkbox"/> FNS40217 Certificate IV in Accounting and Bookkeeping (CRICOS 0101336)   |   | 52 weeks   | Evening                             |                                     |        |
| <input type="checkbox"/> FNS50217 Diploma of Accounting (CRICOS 0101337)<br>(Certificate IV in Accounting and Bookkeeping is pre-requisite)   |   | 78 weeks   | Evening                             |                                     |        |
| <input type="checkbox"/> FNS60217 Advanced Diploma of Accounting (CRICOS 0101338)<br>(Diploma of Accounting is pre-requisite)   |   | 78 weeks   | Evening                             |                                     |        |
| PREFERRED INTAKE  | <input type="checkbox"/> 06/01/2020           | <input type="checkbox"/> 02/03/2020                      | <input type="checkbox"/> 06/04/2020 | <input type="checkbox"/> 01/06/2020 |        |
|   | <input type="checkbox"/> 06/07/2020           | <input type="checkbox"/> 31/08/2020                      | <input type="checkbox"/> 06/10/2020 | <input type="checkbox"/> 30/11/2020 |        |
| SESSION PREFERENCE  | <input type="checkbox"/> Weekend              | <input type="checkbox"/> Evening                         | <input type="checkbox"/> Morning    |                                     |        |
| 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)   |   |  |                                     |                                     |        |
| If you have previous relevant qualifications and experience, you may apply for Recognition of Prior Learning of Current competencies. Are you applying for RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If 'yes', please attach relevant documents.</i> |   |  |                                     |                                     |        |
| FURTHER STUDIES IN AUSTRALIA  |   |  |                                     |                                     |        |
| Are you planning further studies in Australia after you finish your course? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If 'yes', please provide follows:</i>   |   |  |                                     |                                     |        |
| Name of the institute   |   |  |                                     |                                     |        |
| Course  |   |  |                                     |                                     |        |
| Start date  |   | Finish date  |                                     |                                     |        |
| ADDITIONAL SERVICES   |   |  |                                     |                                     |        |
| Do you suffer from any medical /physical condition which CTIC should be advised?<br><i>If 'yes', please specify _____</i>   |   |  |                                     |                                     | Y / N  |
| Will you require any assistance within the learning environment as a result of this condition?<br><i>If 'yes', please specify _____</i>   |   |  |                                     |                                     | 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 N                                      |  | Airline                             | Arrival Date/ Time                  |        |
| <input type="checkbox"/> Accommodation Placement  | Duration weeks                                |  |                                     |                                     |        |
| Accommodations Type   | <input type="checkbox"/> Shared Accommodation |  | <input type="checkbox"/> Homestay   |                                     |        |
| Room Type   | <input type="checkbox"/> Single               |  | <input type="checkbox"/> Double     |                                     |        |
| Special requests  |   |  |                                     |                                     |        |

# CTIC TERMS AND CONDITIONS OF THE ENROLMENT

## English Entry Requirements

Students are required to provide evidence of having achieved an IELTS score of 5.5 or equivalent for direct entry into a VET course. For packaged course of ELICOS and VET the student is required to have achieved an IELTS score of at least 4.5 or equivalent.

## Arrival and Orientation

Students must attend **Orientation at 2:00pm** on the Friday before the start date of their course. Students must bring their passport to the Orientation. If a student needs to change the start date of the course, please contact the College via e-mail [admissions@casstraining.com.au](mailto:admissions@casstraining.com.au)

## Recognition of Prior Learning (RPL) Process

RPL allows a student to receive exemptions for the knowledge and skills they attained or who have had extensive work experience in some aspects. International students should apply for RPL prior to the enrolment.

## Course Progress

Student visa holders must academically progress throughout their period of enrolment. When a student does not meet the course progress requirements they may be reported to Department of Home Affairs via PRISMS as required under section 19 of the ESOS Act 2000 and this may result in their visa being cancelled.

## Attendance and weekly Course Hours

CTIC has implemented Course Progress Policy. However the attendance will be monitored to ensure students can achieve satisfactory course progress during their studies. Students should attend weekly 20 contact hours.

## Complaints and Appeals Processes

CTIC has procedures and processes in place for prompt and fair hearing and resolving student complaints and/or appeals. These procedures do not remove the right for the student to pursue outside legal remedies if deemed appropriate.

## Age

CTIC offers enrolment in courses to students over the age of 18 years

## Refund Policy

1. Student must pay a non-refundable Application/Enrolment 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.
2. Students must pay for the cost of textbooks/materials for VET courses if student wishes for the College to provide them. This must be paid with the initial tuition fees and is non-refundable once the student has commenced.
3. Other fees and charges apply as listed in the Pre-Enrolment Student Handbook under the Non-Tuition Fees and Charges segment.
4. Refunds Application Process – All Requests for refund to be made in writing to the Registrar using the Application Refund Form (CASS-QA-ARFO1)
5. Non-Refundable Fees – Application/Enrolment Fees, accommodation booking fees and airport pick-up fees are non-refundable
6. An administration charge of AUD\$200 is incurred to vary an application. An administration charge of AUD\$100 is incurred to change course sessions.
7. 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://www.accc.gov.au/consumers/consumer-rights-guarantees>).
8. Refund – Visa Rejection
  - a. 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.
  - b. 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.
  - c. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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
15. 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.
16. 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/>).
17. 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.
18. 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.

## DECLARATION

I understand that any misleading information that i have provided on this form and to the CTIC may result in the termination of this application and future enrolment and agreements with CTIC.

Furthermore, I permit CTIC to apply for an USI on my behalf if I do not have one.

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**Student Signature**

**Date (DD/MM/YY)**