

International Student Application Form

Velocity Education & Training
 ABN NO: 53 603 874 460
 RTO NO.: 41270 CRICOS Provider NO.:03585A
 Address:
 Level 1, 616-620 Harris Street, Ultimo NSW 2000
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Velocity Education & Training



INTERNATIONAL STUDENTS - APPLICATION FORM

SELECT COURSE	VOCATIONAL COURSES	COURSE DURATION	TUITION FEE
	BSB40520 Certificate IV in Leadership and Management	52 Weeks	A\$6,000
	BSB50420 Diploma of Leadership and Management	52 Weeks	A\$6,000
	BSB50120 Diploma of Business	52 Weeks	A\$6,000
	BSB60120 Advanced Diploma of Business	52 Weeks	A\$6,000
	HLT52015 Diploma of Remedial Massage	52 Weeks	A\$8,800
	PSP60816 Advanced Diploma of Translating	52 Weeks	A\$7,000

INTAKE

Student Current Location

Australia Overseas

Campus

Sydney Hobart

Class Timetable

Day Class: Mon to Fri Evening Class: Mon to Fri Weekend: Sat and Sun

Year 2021:

11/Jan 15/Feb 05/Apr 10/May 05/Jul 09/Aug 04/Oct 08/Nov

Year 2022:

10/Jan 14/Feb 04/Apr 09/May 04/Jul 08/Aug 03/Oct 08/Nov

Year 2023:

09/Jan 23/Feb 03/Apr 08/May 03/Jul 07/Aug 02/Oct 07/Nov

PERSONAL DETAILS

Family Name Given Name(s)

Nationality Male Female Date of Birth /..... /.....

Country of Birth USI (Unique Student Identifier)

Passport Number Email

Have you previously been enrolled at Velocity Education and Training?

NO
 YES - Student Number.....

Australian Contact Details (if known)

Address

.....

Telephone Mobile.....

Home Country Contact Details

Address

.....

Telephone Mobile.....

PERSON TO CONTACT IN AN EMERGENCY

Name Relationship.....

Address

.....

Telephone Mobile.....

EDUCATION AND EXPERIENCE

Have you **SUCCESSFULLY** completed any of the following Qualifications?

- NO
- YES - *Tick ANY applicable boxes (you may indicate more than one)*
 - Bachelor Degree or Higher Degree
 - Advanced Diploma or Associate Degree
 - Diploma (or Associate Diploma)
 - Certificate IV (or Advanced Certificate/ Technician)
 - Certificate III (or Trade Certificate)
 - Certificate II
 - Certificate I
 - Certificate other than these

Please List any Qualifications or Work Experience you have completed and the Year of completion. (attach resume if appropriate)

Qualification or Work Experience	Completion Year
1.	
2.	
3.	
4.	

Is English your First Language?

- YES
- NO - *Please Answer Question Below*

Do you wish to apply for course credit through recognition of qualifications and statements of attainment issued by another Australian RTO (National Recognition) or credit transfer?

- NO
- YES - *Certified copies of transcripts from previous qualifications must be provided with this form.*

Do you wish to apply for course credit through Recognition of Prior Learning?

- NO
- YES - *You will be contacted to discuss this further.*

Do you speak a language other than English at home? *If more than one language, indicate than one that is spoken most often.*

- NO, English only
- YES, please specify.....

How well do you speak English?

- Very well
- Well
- Not well
- Not at all

Have you completed a degree or diploma with in the last 2 years where the sole language of was instruction in English?

- NO
- YES, please state degree and institution

1.

2.

3.

Have you undertaken English Language test within the last 2 years?

- IELTS
- TOEFL
- PTE
- CAE
- Other, please specify.....

Score.....

Date of Test.....

Tell us the reason(s) you want to take this course

- Career
- Academic
- Personal
- Other, please specify.....

Where did you hear about us?.....

Do you have any disability that will affect in your learning environment?

- NO
- Yes - Please indicate the area of disability, impairment or long-term condition. (*tick as many as apply*)
 - Hearing
 - Learning
 - Visual
 - Mental Illness
 - Intellectual
 - Chronic Illness
 - Physical
 - Acquired brain injury
 - Other, please specify.....

Do you request for any special needs / support?

- NO
- YES, please specify.....

Please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the student information section of the Handbook.

Do you require pick up from Airport to your place accommodation?

- NO
- Yes - AUD 200 (one way) *fees are subject to change.

Do you hold a current Australia Visa?

- NO
- Yes - Visa Type..... Expiry Date.....

Have you been refused a visa from any country including Australia for any reason?

- No
- Yes - *You will be asked to provide full details and copies of any documents.*

Do you require OSHC cover service from us?

- Yes - Please provide me with the service. Single Couple Family
- OSHC Start Date.....
- No - I already have OSHC or I will provide my own

Document Check List

ONSHORE Application

Please make sure you have every box ticked off for timely processing of an application.

- Completed an application form with ensuring of provided valid email address/ current contact detail, Australian address and answer all relevance questions.
- Provided a certify copies of the main application's passport, and every dependent who is included in the application.
- Provided detail of academic history record and a certify copies of transcripts which you have taken in Australia.
- Provided a certify copies of English language proficiency evident such as IELTS, TOEFL, PET, or CAE test result or proved of an offer enrollment as package course with other ELICOS providers.
- Provided a certify copies of completion of Australian Year 12 or international equivalent.
- Provided signed of Financial Declaration form by the student and the agent.

OFFSHORE Application

Please make sure you have every box ticked off for timely processing of an application.

- Completed an application form with ensuring of provided valid email address/ current contact detail, Australian address and answer all relevance questions.
- Provided a certify copies of the main application's passport, and every dependent who is included in the application.
- Provided detail of academic history record and a certify copies of transcripts which you have taken in your home country or other countries outside Australia.
- Provided a certify copies of English language proficiency evident such as IELTS, TOEFL, PET, or CAE test result or proved of an offer enrollment as package course with other ELICOS providers.
- Provided signed of Financial Declaration form by the student and the agent with a certify copies of the bank account balance or funding sources such as bank loan letter or Australian sponsor funding source detail support letter.
- Provided a current bank statement. When another person or business is providing funds, show evidence of the relationship and any history of financial support provided to the student or any other students.

Please note that Velocity Education and Training cannot issue any offer letter without above documents.
COE will only be issued if the following documents are in place:

→Evidence of minimum payment - receipt from the bank.

→Signed Student Agreement to confirm acceptance an enrollment offer with agree term and condition which attached to the offer letter

All documents must certify English Language translation and please email to: admin@velocity.edu.au

Signed of Checklist Confirmation completion

Date / /.....

Signed of Counselors/Agent's name:

Date / /.....

FEES

Tuition Fee (from first page of application)	A\$
COE Re-issuance Charges (Excepting Visa rejection)	A\$ 50
Application Fee (not refundable)	A\$ 200
Admin. Processing fee for visa rejection case	A\$ 250
RPL fee (not refundable)	A\$ 500
Repeat unit fee	A\$ 400
Material fee (per course) – Business / Leadership & Management	A\$ 100
Assessment resit fee	A\$ 100
Late payment fee	A\$ 100
Homestay Assistant fee - optional (not refundable)	A\$ 250
Airport meeting – optional (not refundable)	A\$ 150
OSHC	A\$
Total Fees	A\$.....

Please make your payment by Bank Draft to VELOCITY EDUCATION & TRAINING PTY LTD, no obligation is created on VELOCITY EDUCATION & TRAINING PTY LTD until funds are cleared and an official receipt is issued.

Acceptance Procedure:

1. As soon as decision is made on your eligibility you will be informed of the outcome
2. If your application is successful you will receive a copy of this countersigned Student Written Agreement and a Letter of Offer stating the course, for which you have been accepted, courses fee to be paid, commencement date and Overseas Student Health Cover information.

When you have paid your fees a Confirmation of Enrolment will be sent to you, and VELOCITY EDUCATION & TRAINING PTY LTD will have DIBP advised within 14 days.

REFUNDS

- 1 The Applicant confirms that all the information provided in this application is complete and correct.
- 2 The Applicant agrees to be bound by VELOCITY EDUCATION & TRAINING PTY LTD rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
- 3 All fees and charges must be paid in full prior to course commencement unless a “payment plan” is arranged with VELOCITY EDUCATION & TRAINING PTY LTD. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- 4 Refund application form must be completed and submitted to VELOCITY EDUCATION & TRAINING PTY LTD. Refunds will be refunded within 28 days of receipt of a refund application form and will include a statement explaining how the refund was calculated.

4.1 Tuition Fee & Material fee

- Visa refused
- Withdrawal notified in writing and received by VELOCITY EDUCATION & TRAINING PTY LTD 28 days or more prior to course commencement
- Withdrawal notified in writing and received by VELOCITY EDUCATION & TRAINING PTY LTD less than 28 days prior to course commencement and before the commencement date
- Withdrawals notified in writing and received by VELOCITY EDUCATION & TRAINING PTY LTD on the commencement date or after the course commences OR material fee In case of deferment of course by the student

Refund of tuition fee less A\$200
Admin. Processing fee
(Refer Part C) 100% refund
of material fee
70% refund of
100% refund of

50% refund of tuition fee

100% refund of material fee
No refund of current semester
No refund of current semester

- 5 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.

6 In the unlikely event that VELOCITY EDUCATION & TRAINING PTY LTD is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by VELOCITY EDUCATION & TRAINING PTY LTD at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If VELOCITY EDUCATION & TRAINING PTY LTD is unable to provide a refund or place you in an alternative course the Tuition Protection Service (TPS) will be responsible for providing refunds or providing assistance to locate an alternative.

7 Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.

8 Students wishing to defer the commencement of studies or suspend their studies must complete deferral or suspension form and submit to VELOCITY EDUCATION & TRAINING PTY LTD. VELOCITY EDUCATION & TRAINING PTY LTD may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIBP and may affect the status of a student visa

9 Students must notify VELOCITY EDUCATION & TRAINING PTY LTD of changes of address, telephone number, email address and fax number within 7 days they occur. Failure to do this may mean student do not receive important information which may affect their course, their enrolment or the visa.

Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at VELOCITY EDUCATION & TRAINING PTY LTD. Information is collected on this form and during your enrolment in order to meet VELOCITY EDUCATION & TRAINING PTY LTD obligations under the ESOS Act and the National Code 2007; and to ensure 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 Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. 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 Protection Service (TPS). In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

GENUINE TEMPORARY ENTRANT (GTE) ASSESSMENT

1. How did you find our VELOCITY EDUCATION AND TRAINING? Please provide the details.

2. What are the reasons for choosing the undertake selected course(s)?

3. Please explain how the course you have chosen will benefit to your future plan.

4. What are the reasons for choosing VELOCITY EDUCATION AND TRAINING over other providers in Australia?

5. What are the reason for choosing to study in Australia rather than in your home country?

6. How many years since you last studied? If there is a hap in your studies, please explain what you have been doing during this gap.

7. Have you previously studied any courses in Australia?

8. Relationship Status

Single Engaged De Facto Separated
 Divorced Widowed Married - How Long?YearsMonths

9. Do you have dependents?

NO
 YES - How Many?.....

Will any dependents:

Travel to Australia
 Remain at home

10. Have you or your dependents had any previous visa application rejections?

NO
 Yes - Please provide the reasons:

TERMS AND CONDITIONS - INTERNATIONAL STUDENTS

Conditions of Enrolment – International Students

1. Unique Student Identifier (USI)

All students studying nationally recognised training in Australia from 1 January 2015 will be required to have a Unique Student Identifier (USI). A USI is an account (or reference number) made up of numbers and letters. The USI will allow students online access to their training records and results (transcript) through their online USI account. Each student will need a USI to obtain their certificate or qualification from their registered training organisation when studying nationally recognised training in Australia. For more information visit www.usi.gov.au or ask at Reception. You can either apply yourself for your USI or ask at Reception and we can do it on your behalf or assist.

2. Orientation

In order to complete your enrolment successfully, you must attend orientation. International Students will receive an orientation information which explaining the orientation process as part of their COE package.

3. Overseas Students Health Cover (OSHC)

When you enrol with Velocity Education and Training, you are required by law to have Overseas Student Health Cover (OSHC). For more information visit: www.nib.com.au/overseas-students.

4. Tuition Protection Services (TPS)

The Tuition Protection Service (TPS) is initiative of the Australian Government to assist International Students whose education providers are unable to fully deliver their course study.

5. Code of Conduct

Students must abide by the Institute rules at all times. This includes conduct during time spent on the Institute premises, in class and in accommodation arranged by Velocity Education and Training. We reserve the right to discipline or expel students.

Student Declaration

I am aware of the extent of the tuition and living costs associated with studying in the course and I am prepared to meet these costs. I have read and understood my responsibilities regarding the Overseas Student Health Cover and my student visa requirements.

I will be bound by the rules and procedures of Velocity Education and Training, (as varied from time to time), and to pay the prescribed tuition fees for which I am liable. I am aware that failure to pay the charge when it becomes due could lead to suspension from the course and the cancellation of my student visa.

I understand that my personal information may be shared with the Australian Government, designated authorities and the Tuition Protection Services. This information may include personal and contact details, course enrolment details and changes and circumstances of any suspected breach by the student of a student visa condition.

I understand that if my attendance is not satisfactory and does not improve after being warned, The Institute is required to inform the appropriate government departments of this and my visa may be cancelled.

I accept that as an international student, I am only allowed to defer commencement or suspend my studies for medical reasons (in which case a doctor's certificate will be required) or in the case of exceptional compassionate circumstances.

I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment.

I understand that I am obliged to notify Velocity Education and Training within seven days of any change of address while I am enrolled in the course.

I have read, understood and agree to abide by the conditions of the agreement outlined above and acknowledge and understand Velocity Education and Training's Refund Policy.

I acknowledge Velocity Education and Training's right to change its fees and conditions cancel or defer courses, and to alter course timetable at any time without notice.

I am aware that school aged dependents accompanying me will be required to pay full fees at a private government school in Australia.

I understand that Velocity Education and Training reserves the right to change any terms or conditions under the Australia Legislative and Sate Acts.

I understand that by completing this application, I am giving written consent for Velocity Education and Training to independently verify the information supplied by me and any agents in this form and provide further documents as required.

I declare that I am a Genuine Temporary Entrant and Genuine Student. (See detail on <http://www.homeaffairs.gov.au/Trav/Stud/More/Genuine-TemporaryEntrant>).

I certify that all information I have provided on this form is true and correct.

"This agreement, and the availability of complaints and appeals processes, does not remove the right of the students to take action under Australia's consumer protection laws"

Student's Signature Here:

Date / /

Agent Declaration

As an authorization of Velocity Education and Training agent, I/We take full responsibility for verifying any of the information provided in this application on behalf of Velocity Education and Training and that Velocity Education and Training may take action under that agreement, including the cancellation of the agreement for any false or misleading information or breach of the Code of Conduct.

Student's Signature Here:

Date / /



Velocity Education and Training

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Thank you for your application