



APPLICATION FORM

All Fees are in Australian Dollars (AUD)

Student Instructions

- Please fill the application form in block letters
- Please sign and enter the date legibly
- The following documents need to be attached with the application form:
 - All prior academic qualifications
 - Copy of passport
 - Copy of the current visa
 - Evidence of English proficiency (IELTS, PTE etc...)
 - Vet Academic transcript if applying for credit transfer along with duly filled credit transfer form
 - USI Number provided
 - Copy of Health Insurance

1. Personal Details

Family name: _____

Given names: _____

Date of birth: / / (day/month/year)

Gender: Male Female Other

Passport No: _____

Nationality: _____

Marital status: _____

2. Contact Details

Address: _____

Suburb: _____

Postcode: Country: _____

Home phone: _____

Mobile phone: _____

Email address: _____

3. Current DHA Location

Offshore Onshore (Please specify current Visa)

Visa Type: Student Working Holiday Tourist Other

Visa Expiry Date: / /

Are you applying for a Student Visa: Yes No

4. English Proficiency

IELTS Score: _____

PTE Score: _____

Other Score: _____

Staff Instructions

- All evidences cited must be stamped verified along with date
- PTR Form must be reviewed, signed and dated before issuing offer letter YES NO
- Has the student applied for a package of English and VET courses?
If 'Yes', has the student met the Academic requirements for the first VET course?
- Has the student applied for single/ package of VET courses?
If 'Yes', has the student met the entry requirements (Academic & English) for single/first course in the package (VET) courses?

5. Health Insurance

Health Insurance Cover Yes No

Overseas Student Health Cover (OSHC)
Please tick the relevant option

Single Couple Family

6. Medical Disability

Do you consider yourself to have a disability, impairment or long-term condition?
Yes No

If yes, please indicate the area (s) of disability, impairment or long-term conditions
(you may indicate more than one area)

7. Victorian Student Number (VSN)

If you are aged 25 or below at time of enrolment, enter your VSN. If you are new to the Victorian Education system or do not have your VSN, then tick the "No Number" box:

VSN: _____ No Number

8. RPL or Credit Transfer

Are you applying for a credit transfer? Yes No

Are you applying for Recognition of Prior Learning? Yes No

Copies of your transcripts and unit syllabus must be certified and attached.

9. Previous Visa

Have you previously applied for any type of Australian visa?
Yes No

If yes, please provide details below:
Visa type: _____ Granted or refused?

If visa was refused, please provide a copy of the visa refusal letter.

10. Unique Student Identifier (USI)

If you have a Unique Student Identifier (USI) please specify the number:
No Yes Number: _____

Office Use - Staff Check List

- | | |
|--|--|
| <p>YES</p> <ol style="list-style-type: none"> 1. Personal Details - Check with Passport copy, Passport copy is attached, stamped and verified 2. Contact Details - Entered legibly. 3. For Onshore Applicants Only - Visa copy attached and verified VEVO Check in a student file 4. English Proficiency- English language evidence attached, stamped and verified 5. Health Insurance - Evidence attached, stamped and verified 6. Medical Condition - Evidence attached. | <p>YES</p> <ol style="list-style-type: none"> 7. Victorian Student Number (VSN) - Entered legibly. 8. RPL or Credit Transfer - Credit transfer/RPL application form along with copies of transcripts certified and attached or evidence of work experience attached. VET Academic manager has reviewed and approved. 9. Previous Visa - Grant evidence attached. May include Visa refusal letter. 10. Unique Student Identifier (USI) - Entered legibly. |
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11. Student Pre-Training Review

Introduction

The Pre-Training Review (PTR) is a two-way platform between IMC and the prospective student to determine the most appropriate qualification for the student to enroll in. It ensures that IMC understands your objectives for undertaking the course, recognises competencies previously achieved and determines the proposed learning strategies and materials are suitable before you commence the course. At the conclusion of the PTR, IMC will make an assessment and the outcomes will be known to the student prior to commencing the course. It is advised that you read the Student Handbook found at www.imc.vic.edu.au prior to attempting this PTR.

Section A – Prospective Learner

(Please tick YES or NO to the best of your knowledge)

YES NO

1. Have the requirements of the course been read?
2. Do you know the Entry requirements for your proposed course?
3. Do you know the duration of the course?
4. Do you know the Delivery Method?
5. Do you know the requirement for you to undertake an assessment of your language, literacy and numeracy (LLN) skills before enrolment to determine any support needs you may have during your study?
6. Do you know that you must attend 20 hours face-to-face classes as per your timetable?
7. Do you use MS Office applications, e.g. Microsoft Word, Power-Point etc.?
8. Do you find it easy to use search engines such as Google and using internet in general?
9. Have you completed any qualification in Australia?
10. Are you currently working in the industry related to your chosen course?
11. Are you aware of IMC plagiarism policy and its repercussions?
12. Are you aware how to properly do referencing while conducting research from various information sources?
13. Do you require additional special assistance in undertaking the course?
If Yes, please specify:

14. Why do you want to do this course? Pick only one option

- a. This qualification suits my background and interest
- b. It will help me get a job
- c. I need it to do the higher-level VET course
- d. I need it to enter a higher education course

15. What is your preferred learning style? Pick only one option

- a. I learn through seeing
- b. I learn through listening or being told what and how to do things
- c. I learn through doing, moving, touching, and practicing
- d. All the above

16. What is the reason for your study? Pick only one option

- a. To get a job
- b. To start my own business
- c. For personal interest

17. Which specified assessment methods do you think would be most challenging to you? Pick only one option

- a. Projects
- b. Written exams
- c. Report writing
- d. Journal writing
- e. No assistance required

Office Use

Has the Student's PTR response reviewed using Pre-Training Review Assessment form AF-24?

Note: If additional assistance/recommendation for support or adjustment is identified, please ensure proper processing to the student Services Academic Department.

Recommendation by the Admissions Office

YES NO

Admission to proceed?

Admissions Officer Name

Admissions Officer Signature

Date
Day / Month / Year

12. Enrollment and Material Fee

Item	Amount	Frequency
Application Fee: All courses (Non-refundable)	\$250	Once
Material Fee:	\$250	Per Course
Scholarship: (If eligible)		

13. All Possible Fee

Fee Type	Amount	Notes
RPL per unit (minimum)	\$500	Negotiated per Application
Re - Enrolment fees	\$250	Minimum
Late assessment submission	\$100	Minimum per Unit
Late payment fee	\$50	Each Instalment
Unit Re-enrolment Fee	\$250	Minimum per Unit
Charge for Lost ID card	\$10	Once
Charge for Lost Certificate	\$50 + postage	Once
Change of course	\$250	Each change
Request for transcripts	\$20	Once

14. Course

Please tick the relevant courses	Course Fee	Duration	Start Date
BSB50120 - Diploma of Business	\$10,000	52 weeks	
BSB60120 - Advanced Diploma of Business	\$10,000	78 weeks	
BSB50420 - Diploma of Leadership & Management	\$10,000	52 weeks	
BSB60420 - Advanced Diploma of Leadership & Management	\$10,000	78 weeks	

15. Educational Details (Highest Level First)

Qualification or Program Title	Institution Name	Location Country/State	Completed	Date Started	Date Finished
			Yes No		
			Yes No		
			Yes No		

Office Use - Staff Check List

15. Educational Details - Evidence attached, stamped and verified

YES

Refund Policy

The full refund policy is available on the website (www.imc.vic.edu.au) or can be requested from IMC Administration. The key events that will cause a refund are identified below. Please ensure you read this and the notes below before signing this application. The enrollment fee is non-refundable in all situations (except first 2 situations in number 1 below)

Situation	Refund of Course Fees	Refund of Enrollment Fee
1 IMC does not deliver the program for which the student has paid for the following reasons: • The course does not begin on the agreed commencement date. • The offer is withdrawn by the Institute. • The course ceases to be provided, at any time, after it commences but before it is completed. • The course is not provided in full to the student because a sanction has been imposed on the registered provider.	Full refund of unspent fees (if student does not accept alternative course offered by IMC)	Yes (only in first two situations)
2 Student (offshore or onshore) is refused an Australian Student Visa (copy of refusal letter required) or illness or disability prevents the student from taking up the course.	All prepaid fee less enrollment charges of Au \$250	No
3 Student default where the IMC has not entered into a written agreement that meets the requirements of section 47B of the Act (refer 47E (1)(b) (i) of the Act) with the student - that is, a compliant agreement.	All prepaid fees less Au \$250	No
4 Onshore student is refused an Australian Student Visa but student already commenced his/her course (copy of refusal letter required); includes visa extension & new applications.	Remaining unspent fees	No
5 Student defaults or withdraws from course during visa processing but already commenced his/her course.	Remaining unspent fees	No
6 Student withdraws from course 10 weeks (70 days) or more prior to eCoE commencement date. *	70% of All prepaid fees	No
7 Student withdraws from course 5 weeks (35 days) or more prior to eCoE commencement date. *	50% of All prepaid fees	No
8 Student withdraws from course less than 5 weeks, on the eCoE commencement date or after that date. *	No refund	No
9 If a student has also paid a deposit for future courses when enrolling in a package of courses other than ELICOS / EAP / GE.	All prepaid fee less \$500 of the future course	No
11 Student defaults due to one or more of the following acts and CoE(s) gets cancelled by institute; • The student failed to pay an amount payable to the provider for the course; • The student breached a condition of his/her student visa; including non-commencement of the course • Misbehavior by the student/ breach of code of conduct.	No refund for all courses including package	No
12 Student is granted permanent residency/obtains visa other than student visa, after the course commencement date.	No refund. Balance of course fees payable as per of student agreement	No

NOTE***: In the event student defers commencement date of the course and subsequently withdraws from the course, refunds would be calculated based on the original start date for 6, 7, & 8 situations.

Declaration

- I authorise the Institute of Management and Computing (IMC) to obtain enrollment and academic information from any of my previous or current education providers. I understand that IMC will take remedial and corrective measures if the information provided is false and misleading.
- I declare that I have genuine access to enough funds whilst in Australia, to meet my financial commitments to IMC and cover all tuition, Overseas Student Health Cover and living expenses for any dependents and myself.
- I understand that I may be contacted by an IMC representative and asked a series of questions in relation to this application and that the Australian Department of Home Affairs (DHA) will undertake their own determination of any criterion for visa purposes. I am aware that information relating to my application may be provided to DHA. I understand that upon accepting an offer of admission from IMC, that I am required to complete a minimum 6 months of study in the principal course.
- I declare that the information I have supplied on this form and any documentation supporting this form is true and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrollment. I have read and understood the published course information in the brochure or web site and I have sufficient information about the IMC fees and charges policy, its deferral, suspension and cancellation policy and its refund policy (either posted or downloaded from web site).
- I understand that information is collected on the application form and during my enrollment in order to meet the Institute's obligations under the Education Services for Overseas Students Act (ESOS Act) and the National Code 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 ESOS Act. Information collected about me on this form and during my enrollment 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 my enrollment can only be disclosed with my consent or required by law.
- I understand that if I have applied through an approved IMC agent, all correspondence relating to my application will go to that agent. I also understand that fees may rise. I accept liability for payment of all fees, and I agree to abide by the Fee Refund Policy which is current at the time of my studies at IMC. I have also read the section on the IMC website relating to costs of living and I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs. This agreement and the availability of a complaints and appeals processes does not remove the right to act under Australia's Consumer Protection Laws.

Student's Signature

Agency Name

This signature is my own signature and can be used as confirmation of enrolment at UIT.

Date: / / (day/month/year)

Parent's / Guardian's Signature (if under 18)

Name of Counsellor

Date: / / (day/month/year)

Office Use

Application outcome:

- Accepted
- Denied