

# Terms and Conditions of Enrolment

## REFUND POLICY FOR NMIT/LA TROBE UNIVERSITY PACKAGED OFFERS

Note: Tuition fees paid to both NMIT and La Trobe University (LTU) as deposit include a \$200 administration fee, which is non-refundable and non-transferable.

### NMIT Refund Policy:

- All applications for refund should be made in writing on the Application for Refund Form available on request from the International Office
- Upon approval the International Office will make refunds in accordance with the ESOS regulation
- If, after the full payment of fees a student withdraws an application the following will apply:
  - > If written notice is received by NMIT more than 28 days before the commencement of the course a cancellation fee of 25% will be deducted from fees received.
  - > If written notice is received by NMIT up to 28 days but more than 14 days prior to the course commencing a cancellation fee of 35% will be deducted from fees received.
  - > If a student withdraws within 14 days of the course commencing, no refund will be made.

Full details of NMIT refund policy can be found at:

[www.nmit.vic.edu.au/course\\_info/international\\_students/policies\\_forms/refund](http://www.nmit.vic.edu.au/course_info/international_students/policies_forms/refund)

### LTU Refund Policy in relation to packaged offers and COEs with NMIT:

Where a student:

Does not successfully complete the program at NMIT;

Transfers to another institution;\* or

Returns home upon completion of the NMIT program;

The \$1,200 deposit will not be refunded and will be retained by LTU.

Once a student has commenced studies at LTU the University's Refund policy will apply should a student terminate enrolment during their course of study at LTU as outlined at: [www.latrobe.edu.au/international/fees/tuition](http://www.latrobe.edu.au/international/fees/tuition)

### Joint arrangements

Where a student is unable to commence either NMIT or LTU program due to inability to obtain a Student Visa, a full refund of the deposit to both NMIT and LTU will be provided, minus the \$200 administration fee paid to each institution.

## TRANSFERS

Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first 6 months of the principal course, without permission from NMIT and LTU (LTU is the principal provider under packaged offer arrangements with NMIT).

All applications to transfer to another course at either NMIT or LTU should be made of the relevant form available from the International Office at either NMIT or LTU.

Transfers will be subject to meeting entrance requirements/prerequisite studies, and the availability of places in the desired course.

Transfer to other courses will be granted at the discretion of the NMIT and LTU International Offices in consultation with the relevant teaching departments.

Where a transfer is granted students must pay any additional administration fee (\$200 at NMIT) plus any additional tuition fees applicable to the new course before starting the new course.

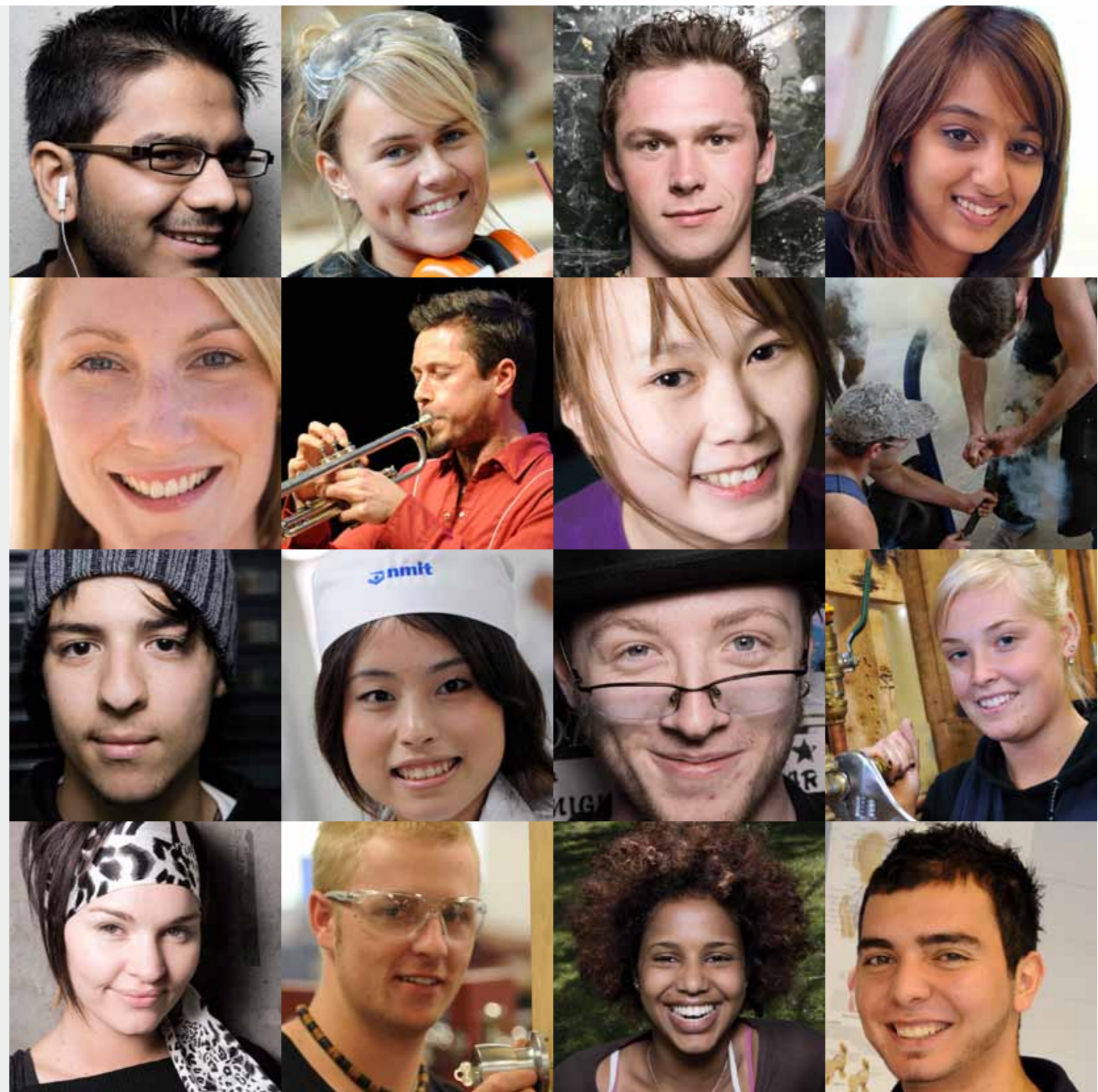
- \* If a student applies to transfer to another institution on the completion of the NMIT program and meets the entry requirements of the LTU degree, LTU will not provide the student with a Letter of Release to provide to the Australian government Department of Immigration and Citizenship (DIAC). A Letter of Release will only be provided to those students who are not eligible to commence at LTU.

## ESOS FRAMEWORK

Australia has a reputation as a safe, progressive and dynamic place of study; and NMIT and LTU help maintain this reputation by providing quality education and consumer protection specifically developed for overseas students on a student visa.

The Education Services for Overseas Students (ESOS) Act 2000 and associated legislation is the legal framework governing the responsibilities of NMIT and LTU towards overseas students. The ESOS Act can be accessed at: [http://aei.gov.au/AEI/ESOS/Easyguide\\_ESOS.htm](http://aei.gov.au/AEI/ESOS/Easyguide_ESOS.htm)

CRICOS PROVIDER NUMBERS: NMIT 00724 La Trobe University 00115M



# Joint Pathways Application Form



Opt 3

# Joint Pathways Application Form

## PERSONAL DETAILS

Family Name: ..... Title: (Mr, Miss, Ms, etc.) .....

Given Name: ..... Male  Female

Known as: .....

Date of Birth: ..... / ..... / ..... Country of Birth: .....

dd mm yy

Country (where you were living when you filled out this form): .....

Are you a permanent resident of Australia? Yes  No

## STUDENT CONTACT DETAILS (compulsory)

Address (number and street): .....

Suburb / Town / Country: .....

Postcode / Zipcode: ..... Email: .....

Telephone: ..... Mobile: .....

## AGENT CONTACT DETAILS (if applicable)

Address (number and street): .....

Suburb / Town / Country: .....

Postcode / Zipcode: ..... Email: .....

Telephone: ..... Facsimile: .....

## NMIT COURSE PREFERENCE

ELICOS: start date ..... / ..... / ..... Number of Weeks: .....

dd mm yy

Preference	Name of Course	Majoring in (e.g. Accounting)
1		
2		

Intake: February/March  July  Other  (please state) Year: .....

### La Trobe UNIVERSITY COURSE PREFERENCE

Preference	Name of Course	Majoring in (e.g. Accounting)	Campus*
1			
2			

\*Campus: B = Melbourne (Bundoora), BE = Bendigo, A-W = Albury-Wodonga

Intake: February/March  July  Other  (please state) ..... Year: .....

## ENGLISH LANGUAGE PROFICIENCY

(please tick the appropriate box and provide documentary evidence)

- English is my first language
- English has been the language of instruction in my previous studies
- IELTS – I have an overall band score of at least 6.0 or equivalent
- ELICOS – I have completed an ELICOS course in Australia
  - Name of institute: .....
  - Level attained: .....
- Studied English overseas: I have completed an English program overseas:
  - Country: .....
  - Name of institute: .....
  - Level attained: .....

## PREVIOUS STUDIES

Please attached original or original certified copies of all academic transcripts.

Name of Qualification (e.g. A Levels)	Institution / School	Language of Instruction	Country	Commencement date dd/mm/yyyy	Year completed

## OVERSEAS STUDENT HEALTH COVER

As a condition of a student visa, all international students must have Overseas Student Health Cover (OSHC) before they accept their offer. Please indicate cover required:

- Single Cover     Family Cover     No cover required – already insured (evidence required)

## DECLARATION AND AGREEMENT

I declare that the information provided on this form is true and complete in every detail. I authorise NMIT, LTU or their agents to obtain further information about me from educational and other institutions which I have attended, and from Australian government authorities such as DIAC and DEEWR.

I acknowledge that NMIT and La Trobe University reserves the right at any stage to vary or reverse any decision regarding admissions or enrolment which has been made on the basis of incorrect or incomplete information.

I am aware of the conditions relating to my admissions and agree to pay all fees for which I am liable, and have read and agree to the conditions relating to the Refund Policy and Privacy Statement as set out on the NMIT and La Trobe University website at

[www.nmit.vic.edu.au/course\\_info/international\\_students/policies\\_forms/refund](http://www.nmit.vic.edu.au/course_info/international_students/policies_forms/refund) and,

[www.latrobe.edu.au/international/apply](http://www.latrobe.edu.au/international/apply)

This agreement does not remove any right to take further action under Australia's consumer protection laws.

I consent to:

- (a) NMIT and La Trobe University using and disclosing my personal information in accordance with Refund Policy and Privacy Statements; and
- (b) disclosing my personal information to an authorised third party, to enable the third party to contact me for the purposes of providing me with information about NMIT and the University; and
- (c) NMIT releasing my final NMIT results to La Trobe University in order to satisfy conditions outlined in my Letter of Offer from La Trobe University.

I accept that this application and supporting documentation become the property of NMIT and La Trobe University and are not returnable.

Giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Australia)

Signature: ..... Date: ..... / ..... / .....

dd mm yy

## CHECK LIST

- Have you answered all questions?
- Have you attached original or certified copies of all necessary documents?
- Have you attached certified English translations of documents not in English?
- Have you signed and dated the application?
- Have you kept a copy for yourself?

## CONTACT DETAILS:

Please return your completed application form to:

NMIT (Northern Melbourne Institute of TAFE)

20 Otter Street,

Collingwood, Victoria, AUSTRALIA, 3066

Telephone: 61 3 9269 1666

Facsimile: 613 9269 1669

Email: [international@nmit.vic.edu.au](mailto:international@nmit.vic.edu.au)

Please refer to the following useful websites for more information on NMIT and La Trobe University

[www.nmit.vic.edu.au](http://www.nmit.vic.edu.au)

CRICOS PROVIDER NO: NMIT 00724G

[www.latrobe.edu.au/international](http://www.latrobe.edu.au/international)

CRICOS PROVIDER NO: La Trobe University 00115M