



# Enrolment Form 2017

## PERSONAL DETAILS (as per passport)

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_  
 Date of Birth (dd/mm/yyyy): \_\_\_\_\_ Gender: Male Female  
 Country of Citizenship: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
 Country of Passport: \_\_\_\_\_ Passport Number: \_\_\_\_\_  
 Australian Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Address Overseas: \_\_\_\_\_  
 Mobile: (Overseas or Australia-Mandatory) \_\_\_\_\_  
 Email (Mandatory): \_\_\_\_\_

## VISA

Do you already have a visa?

Yes / No

Which type of visa do you have:

- Student  Working Holiday  
 Visitor  Dependant  
 Other \_\_\_\_\_  
 (Visa Expiry Date) \_\_\_\_\_

If no, which type of visa will you apply for?

- Student  Working Holiday  Visitor  
 Dependant  
 Other: \_\_\_\_\_

## CONFIRMATION OF ENROLMENT

Do you require a CoE?

- Yes. Which immigration office (DIBP) will you submit your visa application? \_\_\_\_\_  
 \_\_\_\_\_  
 No. Reason \_\_\_\_\_ (please attach documentary evidence)

## ENGLISH PROFICIENCY (Please attach documentary evidence)

Have you taken IELTS/TOEFL/ISLPR test in the last 12 months?

- Yes (Please attach your results e.g. IELTS results, academic transcripts or Certificates)  No (It is mandatory to contact QAT to arrange an Entry Test)

## OVERSEAS STUDENT HEALTH COVER (OSHC) (Please provide passport copy of spouse and children if applicable)

Do you want QAT to arrange your OSHC for you?

- Yes.  Single  Couple  Family

OSHC Start Date (dd/mm/yyyy): \_\_\_\_\_

- No. Applying by myself (I acknowledge that I am responsible for my own insurance)

## COURSE INFORMATION

ELICOS	Duration (weeks)	Day / Eve	Start Date
057609G General English		<input type="checkbox"/> D	
062787B IELTS Preparation		<input type="checkbox"/> D <input type="checkbox"/> E	
062787B IELTS Preparation (Part Time, Evening only) Mon/Tue: Writing & Reading Wed/Thu: Speaking & Listening		<input type="checkbox"/> Mon/Tue <input type="checkbox"/> Wed/Thu	

Course Name	Duration (weeks)	Start Date
10362NAT Certificate I in Spoken and Written English	30 weeks	
10363NAT Certificate II in Spoken and Written English	25 weeks	
10364NAT Certificate III in Spoken and Written English	25 weeks	
10365NAT Certificate IV in Spoken and Written English - Further Studies	25 weeks	

## Early Childhood Education and Care Courses

CHC30113 Certificate III of Early Childhood Education and Care	40 weeks	
CHC50113 Diploma of Early Childhood Education and Care	92 weeks	
CHC50113 Diploma of Early Childhood Education and Care (when packaged with Certificate III of ECEC)	68 weeks	

## Business and Management Courses

BSB40515 Certificate IV in Business Administration	25 weeks	
BSB50215 Diploma of Business – Specialising in Project Management	40 weeks	
BSB51915 Diploma of Leadership and Management - General (Evening)	52 weeks	
BSB51915 Diploma of Leadership and Management – Majoring in Social Media and Digital Marketing (Daytime)	52 weeks	
BSB61015 Advanced Diploma of Leadership and Management	40 weeks	

## Cookery and Hospitality Courses

SIT40516 Certificate IV in Commercial Cookery	76 weeks	
SIT50416 Diploma of Hospitality Management (packaged)	24 weeks	

## EDUCATION BACKGROUND

Are you currently enrolled at another institution in Australia?

Yes. Which institute: \_\_\_\_\_ Program: \_\_\_\_\_

Duration: \_\_\_\_\_ Do you require a release letter?  Yes  No

No.

Previous Educational Institution: \_\_\_\_\_ Program: \_\_\_\_\_

Duration: \_\_\_\_\_

Highest Educational Attainment: \_\_\_\_\_

Do you require Credit Transfer/Recognition of Prior Learning (RPL)  Yes  No  
Supported documents must be attached for credit transfer/RPL to be considered

## QAT PATHWAY PROGRAM (More information in brochure and our website)

Do you want to study at one of our pathway institutions after completion of your course at QAT?

Yes \_\_\_\_\_  No

## HOMESTAY (Minimum 4 weeks-Payable upon acceptance of Offer)

Do you want QAT to arrange homestay for you?  Yes  No

<http://qat.qld.edu.au/international/forms-policies>

## VET COURSE INTAKE DATES-From 5/1/16, please refer to QAT website for full details

<http://qat.qld.edu.au/international/forms-policies>

## OSHC DETAILS

All students on a student visa are required by the Department of Immigration and Border Protection to have Overseas Student Health Cover (OSHC) for the duration of your visa. Please refer to QAT website for details

<http://qat.qld.edu.au/international/forms-policies>

## ENTRY REQUIREMENTS-Please refer to QAT website for full details

<http://qat.qld.edu.au/international/forms-policies>

## PAYMENT INFORMATION

### 1. Telegraphic Transfer or Direct Deposit (please email the proof of payment to admin@qat.qld.edu.au )

**Bank Name:** Bendigo Bank Ltd  
**Account Name:** Australia Moreton Education Group Pty Ltd **BSB:** 633-000 **A/C Number:** 1254-07528  
**Swift Code:** BENDAU3B

### 2. Bank Cheque: Australia Moreton Education Group Pty Ltd

### 3. Visa Card and MasterCard

### 4. Cash Payment (ONLY at QAT Reception)

1. Payment must quote the proposal number.
2. For overseas payments please include an **extra AUD\$25** to cover the International Bank transfer fee. The student is responsible for paying the bank transfer fee being charged by the overseas bank.
3. For **student visa holders** :
  - a. Student can pay full fees if they wish to, but they are not required to pay more than 50% up front.
  - b. In the event of **early termination** , all unpaid fees for the specific course need to be paid before the termination will be considered. Late payment and non-payment of fees are against Australian law and are reportable to the Department of Immigration and Border Protection (DIBP) five days after the appeals process has been completed.

## TERMS AND CONDITIONS

### For Student Visa Holders:

1. If you are coming to Australia on a student visa, we will send you a Confirmation of Enrolment (CoE). You will need to take this CoE to your nearest Australian Embassy or Consulate with your visa application form. Be sure to leave enough time for the Embassy or Consulate to issue your visa.
2. You cannot change provider during the course without a written letter of release from QAT.
3. For EUCOS program students, you are to maintain satisfactory attendance level (over 80%). For VET program students you are to maintain a satisfactory course progress (minimum 50%). Any breach of these conditions may result in you being reported to the Department of Immigration and Border Protection (DIBP). QAT has an Appeals & Complaints process, which you can access if QAT intends to report you to DIBP for any reason.
4. You should always inform QAT of any changes to your enrolment or start date at least a week prior in writing. Fill out a "Special Consideration Form" which is available from QAT's website and email to enrol@qat.qld.edu.au. Please note, if you fail to attend the school on your course start date without contacting us in advance, QAT has 14 days to report the cancellation of your enrolment to DIBP. You are entitled to natural justice under ESOS Act subsection 4A (1) (a) (i).
5. You must attend orientation, since it is a legal requirement and falls within your CoE's study plan. Failing to do so is **reportable to DIBP**. Your Orientation date and time will be emailed to you prior to course commencement.
6. If you are enrolled at another provider on a student visa, you need to provide QAT a release letter before we can issue your CoE.
7. You must provide QAT with proof of **your English language proficiency level** before we can issue you with an unconditional CoE.

**Courses, Fees and Timetables:** From time to time, QAT may change its courses or course fees. Always be sure to check the very latest course enrolment information. You can do this by emailing us or by checking our web site.

## CONDITIONS OF ENROLMENT

### 1. The Student's Rights as a Consumer

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. Even if the student has discussed refunds with QAT, the student will always have the right to get legal help to solve any problems. QAT regards the transparent and clear communication of this policy to the students in a language which is understandable as being a high priority. As well as, on this form, refund procedures are outlined in the QAT grievance flow chart displayed in the Student Orientation Handbook and on notices in every classroom.

### 2. Books and Equipment

The student will return any books or equipment lent to them by QAT

### 3. Excursions

The student understands that weekly excursions and activities are a valuable part of their language learning experience. While most of these activities will be free, sometimes there may be a small (\$2-\$20) charge for some outside activities. The student agrees to pay these costs if they occur and of the student decides to participate.

### 4. Medical Insurance

Overseas Student Health Cover (OSHC) is compulsory for students on student visas. If QAT is not arranging OSHC, student must provide proof of currency.

### 5. Indemnity

When the student signs this form, the student understands that they release and indemnify QAT and all of its staff and agents from any responsibility for any loss, damage or injury to themselves or any of their property. Neither the student nor any of my executors or administrators will make any claims against QAT or its staff for any loss, damage, physical injury or death that occurs at the premises rented by QAT or on any transfer or recreational, sporting or educational excursion conducted or arranged by QAT.

### 6. Communication of Personal Information

QAT will only use this information for the purposes of enrolling the student in their courses. Any information about the student which QAT has will be made available for them if they ask for it. However, the student understands that this information may also be given to Australian State or Federal departments or agencies, such as DIBP, and to the Fund Manager of the ESOS Assurance Fund, if it is required by Australian law. At all times, QAT is bound to abide by the requirements of the Privacy Act (1988)

### 7. Change of Address and Contact Details

The student understands that they must advise QAT within 48 hours of any change in their address or contact details during their course.

### **PENALTY FOR CHANGE OF ENROLMENT**

**Revising Confirmation of Enrolment (COE) information such as the course, start date, course length, OSHC & DIBP Office will be subject to a \$50 administration fee per program. "No charge will be made if it is caused by the immigration (i.e. delayed processing of student visa), family circumstance or medical issue. Supporting evidence must be provided where necessary. Administration fee will be paid upfront before revised CoE is finalised."**

## Sponsored Students (SACM students AND DAYTIME COURSES ONLY)

### Are you applying for Financial Guarantee?

- Yes (Please present your Financial Guarantee on commencement day)**
- No (Please make payment on commencement day)**

#### Payment Options (All courses except Diploma ECEC and Cookery)

- Pay In Full**
- Standard Payment Plan**
- Flexible Payment Plan (\$50 service fee per enrolment)**

#### Payment Options (Diploma ECEC and Cookery ONLY)

- Pay in full**
- Flexible Payment Plan A (\$50 service fee per enrolment)**
- Flexible Payment Plan B (\$100 service fee per enrolment)**

**Note: Once an offer is accepted, revising instalment plan will be subject to a \$50 administration fee per enrolment.**

## REFUND POLICY (Please ✓ the box)

Please access our International Refund Policy from the QAT Policies menu at [www.qat.qld.edu.au](http://www.qat.qld.edu.au)

- I have read and understood the Conditions of Enrolment and International Refund Policy on the QAT website / handout**

## CHECKLIST

- Completed ALL sections of this application**
- Read and understood the Terms and Conditions**
- Read and understood the Refund Policy**
- Provided evidence of English proficiency, if applicable**
- Attached certified copies of academic record, if applicable**
- Attached passport and visa**
- OSHC arrangement request (Provide passport of spouse and children if applicable)**

### REPRESENTATIVE'S STAMP

International Communication Japan Pty Ltd  
T/A ICN JAPAN  
Suite702/233 Castlereagh St, Sydney, NSW,  
2000, Australia  
Tel)+61-9267-3318  
Email)Info@johokan.jp

### STUDENT DECLARATION

I have carefully read and understood the Terms and Conditions on Page 3. I agree with all of the cancellation, refund and other conditions listed. If I am a parent or guardian of a student who is enrolling, then I agree that all of the conditions are acceptable.

#### If using an education agent:

- I give my agent authorisation to act on my behalf on all matters related to study and finance

#### Student's Signature

\_\_\_\_\_

Date (dd/mm/yyyy)

\_\_\_\_\_

## ENROLMENT PROCESS

1. Complete QAT Enrolment Form
2. Email Enrolment Form and Passport along with English proficiency if applicable to [enrol@qat.qld.edu.au](mailto:enrol@qat.qld.edu.au)
3. Receive your offer, invoice and Written Agreement (acceptance of offer / instalment plan) within 48 hours
4. Sign and return your *completed* Written Agreement / proof of payment / English proficiency evidence to [admin@qat.qld.edu.au](mailto:admin@qat.qld.edu.au) **within 45 days from the date of offer.**
5. Receive your ECoE within **48 hours** (CoE must be requested **at least 2 weeks prior** to commencement of the course)

OR

**5 days prior** to the expiration of an existing visa (**whichever is earlier**)