



Student Details

Surname/Family Name _____

Given Name(s) _____

Gender Male Female **Date of Birth** / / dd/mm/yyyy

Nationality _____

Current Address _____

Suburb/Town/City _____ **State** _____

Postcode/Zipcode _____ **Country** _____

Telephone/Mobile Number _____

Email _____
(Email address must be provided if you have nominated Greenwich to arrange your OSHC)

How did you hear about Greenwich Management College?
 Agent Advertising Internet Facebook Friend Education Fair
 Student (ID Number _____) Other _____

Visa

Passport Number _____

Which visa type do you plan to study under at Greenwich Management College?
 Student* Working Holiday Tourist Other _____

***Which city will you lodge your visa application in?** _____

Overseas Student Health Cover (OSHC)

The Australian Government requires all overseas students studying on a student visa to have Overseas Student Health Cover (OSHC) for the total duration of your stay in Australia.

Do you want Greenwich Management College to arrange your OSHC?
 No Yes (Please complete the following questions)

OSHC Duration _____ Months

OSHC Cover Type Single Couple Family
(Couple & Family Cover: Please attach passport copies of partners and family members)

Course

Which course(s) do you want to study at Greenwich Management College?
Please note that student visa applicants cannot apply for part-time courses.
 Certificate IV in Business Certificate IV in Leadership and Management
 Diploma of Business Diploma of Leadership and Management

Certificate Courses
Lectures: Tuesday evening & Wednesday evening **Skills Development:** Friday

Diploma Courses
Lectures: Saturday **Skills Development:** Friday

When would you like to commence your course:
 25 January 2016 11 July 2016
 21 March 2016 5 September 2016
 16 May 2016 31 October 2016

Which campus would you like to study at?
 Sydney Melbourne

Credit Transfer / Recognition of Prior Learning

Are you applying for Credit Transfer or Recognition of Prior Learning
 No Yes (If yes, please provide certified copies of transcripts and details of the course)

English Language Proficiency

Please indicate which of the following English Language Test you have taken
 IELTS CAE FCE PET TOEIC TOEFL BULATS

Result: _____ **Year:** _____

Students who cannot provide a certificate to demonstrate their English proficiency, may need to take an English Assessment Test. Students who do not meet the required English Language entry requirements may enrol in an approved English course at Greenwich English College or another provider approved by Greenwich Management College.

Accommodation and Airport Transfer

Do you want Greenwich Management College to arrange your Airport Transfer?
 No Yes (Please complete the following questions)

Arrival Date / / dd/mm/yyyy **Arrival Time** _____ am/pm

Airline _____ **Flight No.** _____

Do you want Greenwich Management College to arrange Homestay accommodation?
 No Yes (Please complete the following questions)

Accommodation Type (Please check our brochure or website for details)
 Single \$295pw Twin share* \$260pw Self catered \$245pw
*Twin share is only available for 2 students booking at the same time

Start Date / / dd/mm/yyyy **Arrival Time** _____ am/pm

Homestay Accommodation Duration _____ Weeks / Days

What languages do you speak? _____

Do you suffer from any medical conditions?
Asthma No Yes **Diabetes** No Yes **Epilepsy** No Yes

Other (Please describe) _____

Do you smoke? No Yes

Do you follow a special food diet? No Yes (Please describe) _____

Do you mind staying with a family with pets? No Yes

Do you mind staying with a family with children? No Yes

Additional comments _____

You must provide this information (including your arrival details) at the time of application, or a minimum of 14 days prior to arrival date.

Special Needs

Do you have any special learning or physical needs? (e.g. hearing or vision impaired)
 No Yes Details: _____

What extra support do you require? _____

Document Checklist

- Completed all required sections of this form
- Provided copies of your Passport and Australian Visa (if applicable)
- Provided copies (and translation in English if applicable) of your previous studies
- Provided evidence of your English Language Proficiency

Declaration

I declare that all information provided in this application form is correct and that I have read and understood, and agree to be bound by the Terms and Conditions contained within this document (including on the reverse page).

I understand that acceptance into any course(s) at Greenwich Management College is subject to meeting the course entry requirements and making payment of required fees a minimum of 14 days prior to the commencement date of the course, and that the issuance of any offer of admission from Greenwich Management College constitutes a written agreement between me, the applicant, and Greenwich Management College in accordance with the Terms and Conditions contained within this document.

_____/_____/_____dd/mm/yyyy
Signature of Applicant _____ **Date** _____

Representative Details

TERMS AND CONDITIONS OF ENROLMENT

Entry Requirements

Greenwich Management College enrolls students who are 18 years of age and over. All learners must have completed:

- Australian Year 10 or equivalent at minimum or
- Have relevant vocational experience

Learners who have completed the majority of their qualifications in language other than English must have:

- IELTS 5.5 OR
- TOEFL 540 OR
- Direct entry from a college approved by Greenwich Management College

Credit Transfer

Greenwich Management College recognises and accepts qualifications and Statements of Attainment issued by other registered training organisations under the AQTF Framework.

Recognition of Prior Learning (RPL)

This is an assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual's application for credit. This is achieved through completing the application form and forwarding this along with relevant evidence and required fees. Refer to the Student Handbook for more information on RPL

Enrolment Procedure

- Send a completed application form to Greenwich Management College or enrol online at www.greenwichcollege.com.au
- Greenwich Management College will send you a Letter of Offer. Please take a moment to read through the Letter of Offer document (which includes the Letter of Offer, Student Invoice, and Course Acceptance Agreement). Once you have confirmed that all of the details are correct, and agree to the Greenwich Management College Terms and Conditions of Enrolment, please sign and return the Course Acceptance Agreement along with payment
- Arrange payment of fees due immediately or at least 14 days prior to the commencement date of the course. Greenwich Management College recommends early payment as places in some courses are limited and subject to availability at time of payment. Please note that your place in the course will not be confirmed until receipt of the required payment and confirmation by Greenwich Management College
- For the dates of all payments refer to the due dates for fees on the Student Invoice. All fees are incurred on a term by term basis and need to be paid prior to the commencement date of each particular term.
- Upon payment of fees, Greenwich Management College will issue you the necessary documents for you to study at Greenwich Management College
- All applicants who want to travel, work, and/or study in Australia must obtain a valid visa
- In addition to study related expenses, the Australian Government suggests that students have access to at least AU\$18,610 per annum for living related expenses in Australia
- For information on visa requirements to come to Australia, contact the Australian Embassy, Consulate or High Commission in your country, or the Department of Immigration and Border Protection DIBP website www.immi.gov.au

Terms and Conditions of Enrolment

- Greenwich Management College is bound by the legislation of the Australian Government in their responsibilities to overseas students. Details of this legal framework, the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012, and other associated legislations can be found at aei.gov.au
- Greenwich Management College is not bound to accept any application. If Greenwich Management College rejects the application, then fees paid will be refunded in accordance with the Terms and Conditions of Enrolment
- All fees are payable to Greenwich Management College in Australian dollars only. A credit card transaction fee (2%) applies to all payments made by credit card
- Greenwich Management College Terms and Conditions of Enrolment (and Cancellation and Refund Policy) may differ from that of a Representative of Greenwich Management College. You are advised to confirm with the Representative the Terms and Conditions relating to fees paid for their services
- Greenwich Management College is closed for the following public holidays 1/1/2016, 26/1/2016, 25/3/2016, 26/3/2016, 28/3/2016, 25/4/2016, 13/5/2016, 13/6/2016, as well as 3/10/2016 in Sydney and 14/03/2016, 1/11/2016, in Melbourne. Compensation will not be made for weeks comprising these dates. The school will also be closed for Christmas break from 26/12/2016 to 2/1/2017. Courses over this period will be suspended during that week and resume on the 3/1/2017.
- Course and/or course fees paid cannot be transferred to another student
- Greenwich Management College reserves the right to change its schedule of fees, Terms and Conditions of Enrolment, course schedule, and/or class locations at any time without notice
- All fees paid are subject to the Cancellation and Refund Policy. It is the responsibility of the student to notify Greenwich Management College of any circumstances that may affect an enrolment as early as possible. Cancellation and/or change fees may apply in accordance with the Terms and Conditions of Enrolment
- All course cancellation requests must be made in writing and be accompanied by supporting documentation. Requests are to be forwarded to the Admissions Department at Greenwich Management College
- Where a refund is due, Greenwich Management College will provide the student or the Representative of Greenwich Management College with a Refund Statement. The Refund Statement will list the amount and reasons for the refund, clearly explaining how the amount has been calculated with specific reference to the Terms and Conditions of Enrolment
- All refunds will be paid to the account from which the original payment was received in so far as this is practicable
- Refunds will be processed within 28 days once confirmed by Greenwich Management College. Refunds will be paid in Australian dollars only
- Any school-aged dependants accompanying overseas students to Australia will be obliged to attend either a government or non-government school. Enrolment must be maintained whilst in Australia and fees may apply
- Greenwich Management College is subject to the Privacy Act which regulates how your personal information is collected, handled, and used. The information provided by you (including but not limited to your contact details) in all forms of correspondence between you and Greenwich Management College may be shared between Greenwich Management College and the Australian Government and designated authorities. The information may also be used for general communication with you and for promoting compliance between you and Greenwich Management College. The ESOS Act further outlines circumstances in which this information may be shared
- This agreement, and the availability of Greenwich Management College complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws

Student Code of Conduct

- You agree to be bound by and comply with the Greenwich Management College Terms and Conditions of Enrolment, the student code of conduct, the conditions pertinent to your visa, and all relevant government legislation
- You must hold a valid visa to study at Greenwich Management College and ensure that you comply with the requirements of that visa. You must notify Greenwich Management College of your residential address and any change to your residential address within 7 days while enrolled at Greenwich Management College
- Greenwich Management College recommends all students have appropriate insurance whilst in Australia to cover any incident, injury, loss or similar. Student visa holders must hold the appropriate health insurance as required by their visa.
- Greenwich Management College will not be held responsible for any loss, accident, mishap or damage related to your personal belongings.
- You agree to follow all lawful and reasonable instructions given by Greenwich Management College staff while on College premises and/or while participating in excursions, extracurricular activities and/or events organised by Greenwich Management College
- You agree to behave in a safe, responsible and appropriate manner at all times, and will not undertake any activity or action that may be deemed dangerous and/or beyond your ability to carry out safely, while on College premises and/or while participating in excursions, extracurricular activities and/or events organised by Greenwich Management College
- You agree to take sole responsibility for your own safety and actions while on College premises and/or while participating in excursions, extracurricular activities and/or events organised by Greenwich Management College. You understand that neither Greenwich Management College, its teachers, management, nor staff are responsible for your actions or safety. You will not hold Greenwich Management College, its teachers, management, or staff responsible for any mishap, loss, accident, or injury
- Photographs, videos, testimonials and/or course work provided by you and/or taken by or on behalf of Greenwich Management College may be used by or on behalf of Greenwich Management College for marketing and promotional purposes
- Failure to comply with any of the Terms and Conditions of Enrolment may result in you being dismissed and/or suspended from your course and/or Greenwich Management College
- Where the student has breached a condition of their visa, fails to pay an amount payable to Greenwich Management College for the course, and/or fails to comply with the Student Code of Conduct or Terms and Conditions of Enrolment resulting in dismissal and/or suspension from a course at Greenwich Management College, no refund of fees will be made. You may also be required to pay for any damages and/or disruptions caused, and/or reported to the relevant government authorities, which could result in the cancellation of your visa

CANCELLATION AND REFUND POLICY - STUDENT DEFAULT

- The student will be deemed to have defaulted where a student cancels their course, does not start on the course commencement date, and/or fails to notify Greenwich Management College of any circumstances that may affect the enrolment or their ability to comply with the Terms and Conditions of Enrolment
- Where the student defaults, Greenwich Management College will refund fees paid in accordance with the Cancellation and Refund Policy within 28 days of the effective notice date
- All requests must be made in writing and must be accompanied by supporting documentation. Requests are to be forwarded to the Admissions Department at Greenwich Management College and are not deemed effective until confirmed by Greenwich Management College.
- If you cancel your enrolment more than 28 days prior to the course commencement date, Greenwich Management College will refund tuition and material fees paid less \$250 cancellation fee.
- If you cancel your enrolment between 28 days and 14 days prior to the course commencement date, Greenwich Management College will refund 75% of tuition fees and material fees paid.
- If you cancel your enrolment between 14 days and 1 day prior to the course commencement date, Greenwich Management College will refund 50% of tuition fees and material fees paid
- If you wish to defer your course start date you must notify Greenwich Management College 14 days or more before the course commencement date or charges will apply. Where you are granted a course deferral and later cancel, any refund amounts or cancellation fees will be calculated based on the original course commencement date. Student visa holders should note that any deferral will require a change of eCoE and may impact on their visa status.
- If you cancel your enrolment on or after your course commencement date, fail to notify of any circumstances that may affect the enrolment and/or if you fail to commence the course on the agreed upon date, no refunds whatsoever will be given
- If you are enrolled in more than one Greenwich Management College and/or Greenwich English College course, the Cancellation and Refund Policy will apply based on the proposed or actual commencement date of your earliest course.
- If you are on an instalment plan, then any subsequent payments must be paid by the due date. If your instalment plan falls under the Tuition Protection Service regulations you must make any subsequent payments on the due date and not before. If you fail to make payment by this due date, Greenwich Management College may immediately cancel your enrolment and notify Immigration of your course cancellation. If you fail to make a payment by the due date and/or cancel your course without completing all instalment payments, a cancellation charge will apply to adjust your initial tuition payments to match the actual tuition amount.
- Under the ESOS Act, Greenwich Management College must notify the TPS Director of the default within 5 business days of the default occurring
- In all cases under the Cancellation and Refund Policy, the enrolment fee, instalment fee, credit card transaction fee, and accommodation placement fee are non-refundable
- All other fees are subject to the Cancellation and Refund Policy

CANCELLATION AND REFUND POLICY - VISA REJECTION

- If your application for a visa to study in Australia is rejected before the commencement date of the course, and Greenwich Management College receives notification in writing and a copy of the Australian Embassy rejection letter at least 48 hours prior to the commencement date, Greenwich Management College will refund in full all tuition fees paid. If Greenwich Management College receives the notification and the rejection letter less than 48 hours prior to the commencement date, a full refund of all pre-paid tuition fees, minus the lesser of \$500 or 5% of the total prepaid tuition fees will be paid
- If your application for a visa to study in Australia is delayed, and Greenwich Management College is notified in writing accompanied by supporting documentation at least 48 hours prior to the commencement date, Greenwich Management College will allow you to defer your course
- If you commence a course at Greenwich Management College and subsequently your visa application is rejected, a refund, of the portion of tuition fees which you have paid but for which tuition has not yet been received, will be paid
- In all cases under the Cancellation and Refund Policy, the enrolment fee, instalment fee, credit card transaction fee, and accommodation placement fee are non-refundable
- All other fees are subject to the Cancellation and Refund Policy

CANCELLATION AND REFUND POLICY - COLLEGE DEFAULT

- Greenwich Management College reserves the right to cancel a course and/or enrolment prior to the commencement date of a course. This will be classed as 'College Default'.
- Greenwich Management College will be deemed to have defaulted where a course does not start on the agreed date, or if a course is not delivered in full
- Where Greenwich Management College defaults, a refund, of the portion of tuition fees paid but for which tuition has not yet been received, will be paid within 14 days of the date of default. Alternatively, you may be offered enrolment in an alternative comparable course offered by Greenwich Management College at no extra cost
- You must submit a formal request to indicate the preference of either a full refund of unexpended pre-paid tuition fees or to accept a place in another course
- Where Greenwich Management College is unable to provide a refund or offer you an alternative course, the Tuition Protection Service (TPS) operated by the Australian Government will assist you in finding an alternative course or to get a refund if a suitable alternative is not found. For more information visit the TPS website www.tps.gov.au
- In all cases under the Cancellation and Refund Policy the enrolment fee, instalment fee, credit card transaction fee, and accommodation placement fee are non-refundable
- All other fees are subject to the Cancellation and Refund Policy

Accommodation and Airport Transfer Terms and Conditions

- All accommodation and airport transfer requests must be made on this application form
- Accommodation and airport transfer requests will only be processed by Greenwich Management College upon receipt of full payment and final confirmation of your arrival details. Greenwich Management College cannot guarantee any accommodation and/or airport transfer request will be met unless full payment and arrival details are received a minimum of 14 days prior to your arrival date
- Greenwich Management College will endeavour to place you in accommodation that best matches your request, however, accommodation is subject to availability and Greenwich Management College cannot guarantee that such requests can be met
- You are required to give a minimum of 14 days' notice to Greenwich Management College before moving out of and/or changing your arranged accommodation. Additional fees may apply
- If you wish to extend your accommodation arrangements (subject to availability) then accommodation fees for the duration of the extra stay must be paid in advance
- You are required to live in accordance with the guidelines set by the accommodation provider. Contact Greenwich Management College for a copy of the guidelines
- Accommodation and Airport Transfer fees are subject to the Cancellation and Refund Policy

CANCELLATION AND REFUND POLICY - STUDENT DEFAULT

- If you cancel your accommodation more than 14 days prior to the accommodation commencement date, Greenwich Management College will refund all accommodation fees paid
- If you cancel your accommodation between 14 days and 1 day prior to the accommodation commencement date, Greenwich Management College will refund 50% of accommodation fees paid
- If you cancel your accommodation booking on or after the accommodation commencement date, Greenwich Management College will charge a cancellation fee equivalent to 4 weeks accommodation or 100% of accommodation fees paid if less than 4 weeks
- If you cancel your airport transfer more than 7 days prior to the accommodation commencement date, Greenwich Management College will refund all airport transfer fees paid.
- If you cancel your airport transfer 7 days or less prior to the accommodation commencement date or if you fail to arrive at the specified date and time, no refund of airport transfer fees paid will be given
- All other fees are subject to the Cancellation and Refund Policy

CANCELLATION AND REFUND POLICY - COLLEGE DEFAULT

- Where Greenwich Management College defaults, a refund, of the portion of accommodation fees paid but for which accommodation has not yet been received, will be paid within 14 days of the date of default
- Where Greenwich Management College defaults, a refund, of the unexpended airport transfer fees paid, will be paid within 14 days of the date of default
- If you receive an airport transfer and subsequently Greenwich Management College defaults, no refund whatsoever will be given
- All other fees are subject to the Cancellation and Refund Policy