



# Stott's Colleges

... An Australian tradition since 1883

## Application for Enrolment - International Students

**This application is not valid unless the declaration on page two is signed and dated**  
**Students under 18 years of age require the signature of a parent or guardian**

### Personal Information

Family Name: \_\_\_\_\_ Given Names (in full): \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (day/month/year) Gender: Male Female  
Address in Australia (if known) \_\_\_\_\_  
Telephone: AH: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Emergency Contact/Guardian (in Australia): \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Telephone: BH: \_\_\_\_\_ AH: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Address Overseas: (must be applicant's address not agents): \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Passport Information

Passport No: \_\_\_\_\_  
Type of Visa: Student Tourist Working Holiday Other \_\_\_\_\_

### Overseas Student Health Cover (OSHC) (Required for length of visa)

Do you have overseas health cover? Yes No (If yes, a copy should be forwarded with this application)

If yes, what is the name of your provider? \_\_\_\_\_

Membership Number: \_\_\_\_\_ Membership Expiry Date: \_\_\_\_\_

### For Students Under 18 Years and ALL VCE STUDENTS

Full Name of Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Telephone: BH: \_\_\_\_\_ AH: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

### Educational Background - Highest Level Achieved

Name of Qualification: \_\_\_\_\_  
Institution: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Have you enrolled in a similar course elsewhere? Yes No  
(If you have you may be eligible for a Credit Transfer or Recognition of Prior Learning. The form is available on website)

Have you been employed in the area covered by the course applied for? Yes No  
(If you have you may be eligible for a Credit Transfer or Recognition of Prior Learning. The form is available on website)

### Own assessment of English Language Elementary Intermediate Advanced

Language spoken at home \_\_\_\_\_ Other languages spoken \_\_\_\_\_  
English exams completed and score \_\_\_\_\_

### Please attach certified evidence of English language ability (eg. IELTS test score) and Academic results

Agent's No and Name	Student's Victorian Student Number (VSN) (please tick)
Agent's Phone and Fax number	YES, specify: _____
Agent's Email	YES but the VSN is unknown
Why did you choose Stott's?	NO
Where did you hear about Stott's?	

### Important Information

- Stott's Colleges reserves the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice. This will constitute a provider default and all tuition fees will be handled in accordance with Stott's Colleges' Refund Policy.
- Interest will not be credited to Student Fees or disbursements and therefore no interest will be recovered by students in the event of cancellation.
- Applicants for Australian student visas are required to declare or demonstrate they are able to cover living expenses while in Australia, at A\$18,610 per year.
- Students must maintain valid Overseas Student Health Care insurance throughout their enrolments.
- Applicants are encouraged to visit Stott's College's website and to download the Student Prospectus or Handbooks to help them make an informed decision.

Course Selection and Fee Information (please tick) (More information is available on <a href="http://www.stotts.vic.edu.au">http://www.stotts.vic.edu.au</a> )				
Select Course	CRICOS Code	Qualification	Course Duration	Tuition Fee
	032533F	Year 11 & 12 VCE	2 years	\$32,000 \$16,000 per year
	068301C	BSB30412 Certificate III in Business Administration	20 weeks	\$3,500
	068303A	BSB40507 Certificate IV in Business Administration	20 weeks	\$3,500
	072257A	BSB50207 Diploma of Business	22 weeks	\$3,500
	082502K	FNS60210 Advanced Diploma of Accounting	92 Weeks	\$20,300
	057075K	Bachelor of Business	3 years	\$42,000 \$1,750 per unit (Total of 24 units)
	069334G	Bachelor of Business (Accounting)	3 years	\$42,000 \$1,750 per unit (Total of 24 units)
	063246A	Bachelor of Business (Community Services Management)	3 years	\$42,000 \$1,750 per unit (Total of 24 units)
<b>Other Fees</b>				
	Enrolment Fee (not applicable for Bachelor of Business)			\$200
	Administration Fee (Bachelor of Business only)			\$200
	Study Materials (Diploma of Hospitality only)			\$700
	Study Materials (Diploma of Business)			\$200
	Study Materials (Certificate courses)			\$200
	Study Materials (VCE, Yr 11, 12)			\$800 per year
	Overseas Student Health Cover (for length of visa)			Up to 12 months - \$548
	Airport Transfer – Arrival & Departure/ Arrival only (Tullamarine)			\$190/\$109
	Airport Transfer – Arrival & Departure/Arrival only (Avalon)			\$320/\$180
	Homestay Placement – Under 18 years or English for Secondary School students *			\$300 per week
	Homestay Placement – Over 18 years*			\$250 per week
	Homestay Placement / Approval Fee			\$200
	<i>Also refer to your Letter of Offer for other possible fees such as resit/resubmission/secondary placement *includes breakfast, lunch and dinner</i>			

Proposed Intake: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**TOTAL FEES: \$** \_\_\_\_\_

#### Stott's Colleges Refund Policy

In accepting Stott's Colleges' offer through signing the current and valid Stott's Colleges' Student Acceptance Form (not this application form), the student enters into a legally binding agreement with Stott's Colleges, including agreement to be bound by the Stott's Colleges' Refund Policy. The policy is as follows:

1. A refund of 70% of tuition fee will be given if an enrolment is cancelled more than 28 days prior to commencement of the course.
2. No refund of tuition fee will be given if an enrolment is cancelled within 28 days of course commencement, or the student does not commence on the agreed date, or withdraws from the course once it has commenced. Students enrolling to commence courses within 28 days of application will not receive a refund if enrolment is cancelled more than seven (7) days after receipt of the application or within seven (7) days of course commencement.
3. No refund will be given to any student who has deferred their enrolment.
4. Early termination of homestay is subject to a 20% cancellation fee on monies paid.
5. Where proof of visa rejection is provided, refund will be calculated in accordance with ESOS Regulations 3.19(2) & (3). In accordance with the regulations, refund will be provided less:
  - a. any paid representative's fee;
  - b. \$250 administration fees;
  - c. 5% of the total tuition fee received for the course before the default day;
  - d. expenses for travel, accommodation and other domestic services that cannot be offset by providing the services to someone else;
  - e. the cost of books and other materials needed for the course; and
  - f. if the student has commenced study, refund will be provided less the proportion of the course money that Stott's Colleges has received in respect of the student before the default day that is equal to the proportion of the course that was provided to the student before the default day.
6. Stott's Colleges may grant no refund if a student's enrolment is cancelled or a student's visa or application for visa is cancelled or refused due to actions of the student.
7. Stott's Colleges reserves the right to cancel or not offer a program. If any program is cancelled and/or not offered, in accordance with sections 27 and 29 of the Education Services for Overseas Students Act 2000, and the ESOS regulations 2001 (as amended), one of the following options will be offered:
  - a. Any unused portion of tuition fees paid by the student will be refunded, within two (2) weeks from the date of default; or
  - b. An alternative course or part course can be arranged at the providers' expense. If accepted by the student the payment of course fees will be paid to the alternative provider within two (2) weeks from the date of notice of default.
8. Tuition fees are not transferable to another person.

This policy and the availability of Stott's Complaints and Appeals Policies do not remove from the student the right to take further action under Australian Consumer Protection laws or to pursue other legal remedies.

#### APPLICANT DECLARATION

- I, the applicant, declare that I have provided **all** the required information and that the information is true, reliable and accurate
- If enrolled at Stott's Colleges I will abide by all policies and procedures.
- I will inform Stott's immediately if my contact details change while I am a student.
- I have been fully advised of, understand and agree to abide by the terms of this Application, the fees, the refund conditions and other important information relating to my chosen course (through my education agent/Stott's brochures/Stott's website/the student prospectus as available on the website).
- I understand that the information I provide to Stott's Colleges may be made available to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other circumstances, information collected on this form or during my enrolment can be disclosed without my prior consent where authorised or required by law.
- I understand that Stott's Colleges is required, under s19 of the ESOS Act 2000, to report to the Department of Immigration and Border Protection about changes to students' enrolment, and any breach by students of student visa conditions relating to attendance or satisfactory academic progress.
- **All students under 18 years of age and all VCE Students are required to have a guardian in Australia as defined by the Department.**
- I hereby apply to become a student of Stott's Colleges.

Applicant Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent/Guardian Name \_\_\_\_\_