

STUDENT APPLICATION FORM

Complete all sections and attach relevant documentation (see applicant checklist).
Read and understand the terms and conditions and sign the Student Declaration.



CHAMBERS
INSTITUTE
RTO No: 40585 CRICOS No: 03346E

PERSONAL DETAILS

*Please attach a copy of your valid passport / Write your personal details as shown in your passport

Family name: _____ Given name: _____ Date of birth: ___/___/___
 Gender: Male Female Country of birth: _____ Nationality: _____
 Passport number: _____ Expire date: ___/___/___
 Visa Type: Student Tourist Working Holiday Resident Other (please specify): _____
 Do you suffer from any medical conditions or disabilities? No Yes (please specify): _____

CONTACT DETAILS

Address: _____ / City: _____
 Country: _____ Postcode: _____ Phone: _____ Email: _____
 Emergency contact*: Name: _____ Relationship: _____ Phone: _____

*Person to contact if any emergency

EDUCATIONAL BACKGROUND

* Please attach certified copy of qualification

Highest level of study*: _____ Year of completion: _____ Total number of years of study: _____
 Are you studying now? No Yes (please specify): Course name: _____ Institute
 name: _____ State/Country: _____ Start date: ___/___/___ End date: ___/___/___

CURRENT ENGLISH LEVEL

Please specify your current English Level:

Beginner Elementary Pre-Intermediate Intermediate Upper-Intermediate Advanced
 Have you ever completed any of the following English Tests: IELTS, TOEFL, TOEIC, PET No Yes (please specify):
 Test name: _____ Results: _____ Year: _____

COURSE SELECTED

Please specify the course(s) you wish to study:

Course	Number of Weeks	Start date	Part Time GE course:
<input type="checkbox"/> General English (CRICOS NO: 078160F)			* specify the days you wish to attend <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri
<input type="checkbox"/> General English (IELTS) (CRICOS NO: 078160F)			* GE Part time options not available for International Students
<input type="checkbox"/> EAP1 (CRICOS NO: 078161E)			Study Break: <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____ weeks
<input type="checkbox"/> EAP2 (CRICOS NO: 078162D)			Payment Instalment: <input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) <input type="checkbox"/> 25% or <input type="checkbox"/> 50%
<input type="checkbox"/> Certificate IV in Business (CRICOS NO:078158M)			* 5% Administration Fee may apply when paying in instalments
<input type="checkbox"/> Diploma of Business (CRICOS NO: 078159K)			

OSHC, ACCOMMODATION & AIRPORT TRANSFER

Do you require any of the following options? * Extra fees apply for all of them

OSHC: No Yes, select one of the following options: Single Multi Family Dual Family
 HOMESTAY: No Yes, specify: Number of weeks: _____ Start date: ___/___/___
 AIRPORT TRANSFER: No Yes, specify: Arrival date: ___/___/___ Arrival time: _____ Flight number: _____

OTHER INFORMATION

How did you learn about us?

Agent, specify: _____
 Other, specify: _____

Agent Stamp

I authorise the following mentioned agent to receive information
 applicable to my studies at Chambers Institute: Yes No

TERMS & CONDITIONS

REFUND POLICY

Chambers Institute will ensure that all students are treated fairly and with integrity when applying for refunds. A copy of the Refund Policy and Procedure is displayed on the Chambers Institute website. All applications for refund must be made in writing to the Managing Director, by completing a 'Refund Request Form' available from reception or the Chambers Institute website. Refunds are made in Australian currency (AUD). Refunds will only be made payable to the person, or entity, who made the original payment. Full Refund (including the application fee) is paid when a student's initial visa has not been granted. The refund will be made within 14 days of receiving a student's refund application together with evidence from DIBD of their visa refusal. The refund will be accompanied by the statement outlining the total refunded amount.

Full Refund (including the application fee) is paid when Chambers Institute withdraws the offer or is unable to proceed with the program applied (if the program is discontinued after it starts and before it is completed). The refund will be made within 14 days from the day that a program has ceased.

Partial Refund If the application for a refund is received more than 28 days before the enrolment date of the program, 80% of the tuition fee is paid (excluding the application fee). The refund will be paid within 28 days of receiving a student's refund application.

Partial Refund If the application for a refund is received less than 28 days before the enrolment date of the program, 55% of the tuition fee is paid (excluding the application fee). The refund will be made within 28 days of receiving a student's refund application.

No Refund is paid if (a) the program has commenced; (b) the student has breached their visa conditions and their visa has been cancelled; (c) the student is excluded on the grounds of unacceptable behaviour; (d) the student has not paid outstanding fees.

Special Circumstances may apply to refund requests which do not comply with the above points. Examples may include severe medical conditions, political, civil or natural events necessitating the return of the student to their home country.

FEES AND CHARGES

It is the student's responsibility to read the information about Chambers Institute, including entry requirements, fees and expenses associated with living and studying in Australia. The student is responsible for payment of associated study expenses including stationery, additional study material fees and other personal expenses throughout the duration of their program. Extra fees will be charged for replacing any lost documents.

Fees may incur for some excursions. Any payments made by credit card will incur a surcharge. Services, materials and/or academic results, statements of attainment and course completion certificates may be withheld from students with overdue fees.

The student will not be allowed to commence or continue their course until all fees are paid in full including all late fees, administration charges and outstanding fees from all previous enrolments. Course fees will not be transferred to another educational institution. The course fees stated by Chambers Institute at the commencement of the course are subject to change.

Late or non-payment of fees is a matter of misconduct which attracts the following:

- A warning letter or email for misconduct will be issued to students with fees overdue more than seven (7) days;
- Seven (7) days after a warning letter has been issued regarding overdue fees, an intention to report for misconduct letter will be issued to students advising that if they do not pay the outstanding fees their enrolment will be cancelled and they have twenty (20) days in which to appeal via the Complaints and Appeals Policy, if they wish;
- Subject to the outcome of any appeal, if fees remain unpaid after twenty (20) days, the student will be cancelled and reported to DIBP.

TERMS AND CONDITIONS

General information

Chambers Institute reserves the right to change its fees, cancel or offer courses, and to alter course timetable at any time without notice. This agreement is made in accordance with the ESOS Act 2000, ESOS Regulations 2001 and National Code 2007. This agreement, and the availability of complaints and appeal processes, does not remove the right of the student to take action under Australia's consumer protection laws. The student must meet the following DIBP student visa conditions:

- Achieve satisfactory academic performance and attendance and ensure that the student is able to complete their course within the specified timeframe;
 - Maintain payment of tuition fees (requests for temporary suspension of studies may be denied if fees are outstanding);
 - Maintain Overseas Student Health Cover (OSHC);
 - Notify the school within 7 days if the student changes their Australian residential address;
 - Remain enrolled at Chambers Institute for the first 6 months of their primary course.
- The student's enrolment may be deferred, suspended or cancelled if:
- The student does not maintain satisfactory course progress or attendance;
 - The student fails to inform Chambers Institute of any change to their personal contact details, including Australian residential address and contact telephone number/s;
 - Their fee payment is not up-to-date;
 - The student takes leave without obtaining written permission from Chambers Institute;
 - The student fails to follow the standards of conduct and behaviour in accordance with the rules of their Student Visa.

The student must read the ESOS Framework information displayed on the Chambers Institute website.

The Education Services for Overseas Student Act (ESOS) and regulations set out the legal framework governing delivery of education to overseas students studying in Australia on a student visa. It is the student's responsibility to seek independent advice prior to signing the agreement with Chambers Institute. In the event of an urgent medical circumstance when a

student requires medical attention, Chambers Institute will seek appropriate medical care, on behalf of the student.

Dependants of student visa holders

Any school age dependants accompanying an international student must attend school and may be required to pay full fees.

Transfer between providers

A student must remain enrolled at Chambers Institute for the first 6 months of their primary course. The student may only transfer to another provider within the first six (6) months of the principle course by obtaining a formal agreement in writing from Chambers Institute in certain limited circumstances.

Orientation

A student must understand that an Orientation Program (detailing course content, assessment requirements and course outcomes etc) is compulsory on their first day of study.

English Language proficiency

An English Language proficiency assessment is compulsory for students enrolling at Chambers Institute.

Attendance

Students must maintain a satisfactory attendance of 80% minimum or the student places their Student Visa at risk. In certain limited circumstances the student may defer or temporarily suspend their studies during the course by obtaining a formal agreement in writing from Chambers Institute. Student can apply for a break after 12 weeks of study (subject to study break conditions and prior approval by Chambers Institute) and the period of breaks will be pre-arranged in the Letter of Offer.

Completion Requirements for English Courses

A student must receive grades no lower than 70% in all skills of the course and demonstrate a satisfactory performance & attendance of 80% or higher. If a student fails the following requirements, only the End-of-Course Report will be issued at the end of the course.

Complaints and appeals

Students may access the Complaints and Appeals process should any issues arise during the enrolment or at any point of studies at Chambers Institute.

PERSONAL INFORMATION

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 to ensure student compliance with the conditions of their visas and the obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment 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 your enrolment can be disclosed without your consent where authorized or required by law. This information includes, but is not limited to student's personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. The students agree that Chambers Institute may contact them by email or text message (SMS) to the contact details supplied by the students for any information Chambers Institute deems necessary. The student agrees that Chambers Institute will release information related to their enrolment (excluding academic records), attendance and account details to their education agent. Student's personal information will not be disclosed to any third party without their consent, unless authorised or required by law. The student has a right to access personal information that Chambers Institute holds about them, subject to legislation. The student agrees that any photos or testimonials are the property of Chambers Institute and may be used in printed and digital promotional material. The student agrees automatically to become Chambers Institute alumni upon graduating and agrees to be emailed from time to time to provide feedback to Chambers Institute as to their career progression and further study.

CHECKLIST & STUDENT DECLARATION

➔ APPLICANT CHECKLIST

Before submitting your application to Chambers Institute or its representatives, please ensure that you have completed all sections of this Application Form and have attached the following (if applicable):

- Evidence of your English language level
- Evidence of study in Australia
- Certified copy of your passport
- Copy of your eCOE
- Copy of your valid visa
- Copy of your valid OSHC
- Certified copies of your academic qualifications

➔ STUDENT DECLARATION

I declare that the information I have supplied in this application and supporting documentation is true and correct. I have read, understood and agree to the terms and conditions outlined on this form.

Signature

Date

