



ELITE EDUCATION INSTITUTE

CRICOS Provider Code: 03390A

POSTGRADUATE STUDENT APPLICATION FORM

Please read this form carefully and complete all relevant sections.
Please keep a copy for your reference.

PERSONAL DETAILS

Have you studied at Elite Education Institute before? No Yes

FamilyName: _____ Given Names: _____

Date of Birth (dd/mm/yyyy): _____ Gender: Male Female

Citizenship: _____ Country of Birth: _____

Are you a citizen or permanent resident of Australia? No Yes

Australian Residential Address: _____

Postcode: _____

International Students only

Passport No.: _____

Visa No.: _____

Do you have OSHC (Overseas Students Health Cover)? No Yes

Permanent Address in Home Country: _____

Postcode: _____

Telephone No.: _____ Mobile No.: _____

E-mail: _____ Fax No.: _____

ACADEMIC PROGRAM SELECTION

I wish to enroll in the:

Graduate Certificate in Business
(CRICOS Code: 099229E, 26 weeks)

Commencement Dates

I wish to begin on: 18 March 2019 29 July 2019 18 November 2019
 16 March 2020 27 July 2020 16 November 2020

English Language Proficiency

Please attach relevant documents showing your current English language level:

IELTS score _____ TOEFL score _____ Other (please specify) _____

Do you require an English language course before commencement? Yes No

If "Yes" please specify how many weeks: _____

Are you seeking Recognition of Prior Learning on the basis of your previous studies or work experience?

Yes No If "Yes", you must complete the RPL Application Form available at the Administration Office or at www.ee.edu.au.

EDUCATION BACKGROUND DETAILS

Highest level of education completed. Attach certified photocopies of institute certificates.

Name of examination	Year	Name of Institute
_____	_____	_____
_____	_____	_____

REFUND OF TUITION FEES

Extract from the Institute's Tuition Fees Payment & Refund Policy:

Tuition fees will be refunded only in the following circumstances:

- a. If the Institute makes an offer on the basis of incorrect or incomplete information being supplied by the applicant/student, the offer will be withdrawn and any refund will occur at the Institute's discretion.
- b. Where a student, after accepting an offer of a place, gives written notice more than 1 month before commencement of the teaching period, that they will cancel their place in the course, the tuition fees paid for the trimester are refundable in full. However, an administrative fee of 10% of the tuition fee for one trimester may be charged, as applicable.
- c. Where a student, after accepting an offer of a place, gives written notice less than 1 month before commencement of the teaching period, that they will cancel their place in the course, 70% of the tuition fees for that trimester are refundable.
- d. Where a student gives a written notice after the commencement of the teaching period, but before the relevant census date, that they will cancel their place in the course, 50% of the tuition fees for that trimester are refundable.
- e. Where a student gives a written notice after the commencement of the teaching period and after the relevant census date, that they will cancel their place in the course, no tuition fees for that trimester are refundable.
- f. Where the Institute refuses to provide, or continue providing, a course to the student because the student:
 - i. has failed to pay an amount he or she was liable to pay the Institute, directly or indirectly, in order to undertake the course, then the student is not eligible for a refund.
 - ii. breached a condition of his or her student visa or misbehaved, if:
 - a) before the relevant census date, the tuition fees paid for the trimester are refundable but incurring an administrative fee of 10% of the tuition fee for one trimester;
 - b) after the relevant census date, the student shall not be eligible for a refund.
- g. A student who withdraws or defers from a course for whatever reason after the census date shall not be eligible for a refund.
- h. A student who has his/her visa cancelled after the census date shall not be eligible for a refund, other than as required under related laws, including the ESOS Act. If a student is refused a student visa for the reasons set out in section 28(4) of the ESOS Act, then the provisions of the ESOS Act apply regarding any refund, and not this procedure.

International Students Fees are protected by the Australian Government's Tuition Protection Service (TPS)

Domestic Students Fees are protected by membership of ACPET'S ASTAS scheme.

More details on all of EEI's Policies and to view the Tuition Fees Payment & Refund Policy in full, visit www.ee.edu.au.

AGREEMENT

I have read and understood the prospectus and the conditions of enrolment set out in the application form. I have read and agree to the attached fee schedule. I acknowledge and agree to the conditions of enrolment relating to Refund of Tuition Fees.

I declare that all information given is true and complete. I authorise Elite Education to obtain further official records if necessary, from any educational institution I have attended.

Student Signature: _____ Date: _____ Day/ _____ Month/ _____ Year.

OFFICE USE ONLY

Date: _____ Student Number: _____

Accept Reject Other

Placement Offer _____ Letter Sent _____ Assessed by: _____

Information collected on the 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 condition of their visa and their obligation under Australian immigration laws generally. The authority to collect the information is contained in the Education Services for Overseas 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. Information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.