

# Application Form

**For office use only:**

File No \_\_\_\_\_

Tag \_\_\_\_\_

## Section 1: NAME AND CONTACT INFORMATION

Family Name \_\_\_\_\_ Given Names \_\_\_\_\_  
*as stated in passport*

Date of Birth Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

*if under 18 years of age at program commencement date, please complete 'Guardianship Form' at [www.rmit.edu.au/international/guardianship](http://www.rmit.edu.au/international/guardianship)*

Gender  Male  Female

### Address in

Home Country \_\_\_\_\_ Number and Street name \_\_\_\_\_ City/Suburb \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

Area Code \_\_\_\_\_ Tel \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address (if different from above)

Number and Street name \_\_\_\_\_ City/Suburb \_\_\_\_\_  
c/o IEC Online; Marienstrasse 19-20 Berlin

State Berlin \_\_\_\_\_ Postcode 10117 \_\_\_\_\_ Country Germany \_\_\_\_\_

Area Code +49 (0)30 \_\_\_\_\_ Tel 20458687 \_\_\_\_\_ Fax 20458688 \_\_\_\_\_

Mobile \_\_\_\_\_ Email [info@ieconline.de](mailto:info@ieconline.de)

## Section 2: RESIDENCY AND OTHER INFORMATION

Country of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_ Passport Number (if available) \_\_\_\_\_

Are you currently living in Australia?  Yes  No

If no, which country are you applying from? \_\_\_\_\_

If you have an Australian visa, please indicate visa type:

Student  Visitor  Spouse  Other (please specify class type and subclass number) \_\_\_\_\_

If you hold a current passport and/or an Australian visa, please include a copy with this application.

Are you currently covered by Overseas Student Health Cover (OSHC)?  Yes  No

If yes, please provide Provider Name \_\_\_\_\_ Membership No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

Have you been awarded a scholarship or sponsorship?  Yes  No If yes, please provide a letter from your sponsor?

Scholarship/Sponsor provider name: \_\_\_\_\_

Are you applying through an RMIT Representative?  Yes  No If yes, Representative's name \_\_\_\_\_

Tick the type of program you are applying for:

### English Program Only

General English  English for Academic Purposes  IELTS Preparation 125

Academic

General

Start Date: \_\_\_\_\_ Number of Weeks: \_\_\_\_\_

Please note:

It is important that we have evidence of your language level in order to be able to offer a suitable program for the correct number of weeks you wish to study. REW may advise the number of weeks required for English for Academic Purposes (EAP) depending on your English language proficiency level.

Please refer to [www.rmitenglishworldwide.com](http://www.rmitenglishworldwide.com) for information about these programs.

## How to Apply

1 Complete this form in

**BLOCK letters using a black or blue pen.**

2 Attach one certified A4 copy (do not include originals) of IELTS or TOEFL score.

3 Return completed form to RMIT University International Services (see address below) or to your RMIT accredited agent.

### Where to submit your application

RMIT University  
International Services

Postal Address:

GPO Box 2476v

Melbourne

Victoria 3001 Australia

Street Address:

Level 4, 239 Bourke Street

Melbourne, Victoria 3000

Australia

Tel: +(61 3) 9925 5156

Fax: +(61 3) 9663 6925

Email: [ISapplications@mit.edu.au](mailto:ISapplications@mit.edu.au)

[www.rmit.edu.au/international](http://www.rmit.edu.au/international)

RMIT University CRICOS

Provider Code 00122A

RMIT English Worldwide

CRICOS Provider Code

01912G



OFFICE USE ONLY

Interviewed by:

Date:

Form submitted at:

Exhibition/interview

ISSC/info Corner

Representative office visit

### Section 3: ENGLISH LANGUAGE PROFICIENCY

English test Score  
(IELTS, TOEFL or REW)

Have you taken an English test in the last 6 months?  Yes  No  
If yes, complete details below

If no, do you plan to take a test?  Yes  No

Test Date

Test Name

Test Report Number

Result

If not known, please submit as soon as possible

### Section 4: SPECIAL CIRCUMSTANCES

Do you have a disability, impairment or long-term medical condition which may affect your studies?  Yes  No

If you do, you need to provide extra information so that RMIT can assist you during your study program. More information about RMIT support services is available on [www.rmit.edu.au/disability](http://www.rmit.edu.au/disability)

### Section 5: ATTACHMENTS

#### Compulsory Attachments

- Evidence of English proficiency – IELTS, TOEFL scores or result from an RMIT English Worldwide Placement Test
- Letter from scholarship or sponsorship provider
- Guardianship form (for applicants under 18 years of age). The guardianship form is found at [www.rmit.edu.au/international/guardianship](http://www.rmit.edu.au/international/guardianship)

### Section 6: DECLARATION

I understand that:

- RMIT University reserves the right to discontinue or alter any of my program, course/subject, fee, admission requirement, staffing or other arrangements without prior notice.
- Under the ESOS Act 2006, National Code Standard 3, personal information I have provided may be made available to Commonwealth and State agencies and the ESOS Assurance Fund.
- I may access my own student records, subject to privacy legislation. (For more information on RMIT University's privacy policy, please visit: [www.rmit.edu.au/privacy](http://www.rmit.edu.au/privacy).)
- Tuition fees do not include the Overseas Student Health Cover (OSHS), or the cost of class excursions.
- The OHSC fee is non-refundable by RMIT English Worldwide. Students must apply directly to Medibank Private for possible refund of OSHC.

I declare that to the best of my knowledge the information supplied in this application and the documentation supporting my application is correct and complete.

I have read and understood the REW Student Refund Policy.

If sponsored by a government body or private corporation, I give RMIT permission to provide this sponsor with information about my academic progress.

I have completed all sections of the application form and read and understood the declaration.  Yes  No

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ day/month/year

Please refer to [www.rmitenglishworldwide.com](http://www.rmitenglishworldwide.com) for RMIT's refund policy for international students.

#### Bank Draft

Draft should be payable to "RMIT University" in Australian dollars and to an Australia bank. Write your student number (if known) on the back of the draft.

#### Credit Card (Visa or MasterCard)

Please complete details below:

Please tick one <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Name on credit card
Card number
Expiry Date
Signature

#### Telegraphic transfer

Paid in accordance with the following details:

**Payee:** RMIT University  
**Bank:** Commonwealth Bank of Australia  
**Account No.:** 1000-6953  
**BSB no.:** 063-262  
**Branch:** RMIT University  
360 Swanston Street,  
Melbourne, Australia 3000

A copy of the telegraphic transfer, including your full name and contact details, must be attached to your application form.

# Tuition Fee Refund Policy\*

RMIT English Worldwide will refund:

1. If the Australian Government has refused to grant a visa:
  - a) The refund amount will be tuition fees in full (excluding the enrolment fee).
  - b) The refund will be made within 28 days (or 4 weeks) of receiving a student's written claim and certified evidence of DIAC's rejection of the visa application.
2. If RMIT English Worldwide is unable to proceed with the course\*\* applied for (i.e. if the course does not start on the agreed starting day or if the course is stopped after it starts and before it is completed):
  - a) The refund amount will be tuition fees in full (plus the enrolment fee).
  - b) The refund will be made within 14 days (or 2 weeks) after the agreed course commencement date in such cases.
3. If the application for a refund is received more than 28 days (or 4 weeks) before the enrolment date of the course:
  - a) The refund amount will be all fees less the enrolment fee and a cancellation fee of \$200.
  - b) The refund will be made within 28 days (or 4 weeks) of receiving a student's written claim.
4. If the application for a refund is received less than 28 days (or 4 weeks) before the enrolment date of the course:
  - a) The refund amount will be all fees less the enrolment fee and a cancellation fee equivalent to 50% of the total course tuition fee (or no more than 12 weeks' tuition fee).
  - b) The refund will be made within 28 days (or 4 weeks) of receiving a student's written claim.

No refund will be granted once the enrolment period has commenced in relation to points 3 and 4 above.

\*This agreement does not remove a student's right to take further action under Australia's consumer protection laws. Whilst all applications for refunds will be dealt with according to the stated policy and the National Code of Practice (ESOS Act 2006), this does not remove a student's right to pursue legal remedies.

\*\*For the purposes of this policy "course" is intended as the total study program applied for at RMIT English Worldwide.

## Refund Procedure

1. All applications for refunds must be made in writing to the Director, Melbourne Language Centre and made by the person requesting the refund.
2. Refunds will be made by an RMIT cheque in Australian currency (AUD) and refunded to the person who originally paid the fee (evidence must be provided).
3. Refunds will be sent to the payer's home country address unless RMIT English Worldwide is unable to proceed with the course applied for. In this circumstance, the refund may be sent to the payer's address in Australia upon written request by the student.
4. No refund will be granted if a student is reported to DIAC for a breach of visa conditions and has his/her visa cancelled.

## Transfer Policy

1. No transfers of tuition fees will be made to another English language centre unless RMIT English Worldwide is unable to proceed with the study program applied for.
2. Students may transfer to a formal award program at RMIT University or another formal award institution if:
  - a) The transfer conditions are in accordance with government requirements, and,
  - b) The student produces evidence of a non-conditional offer letter and written notice is given 28 days prior to the commencement of the next ELICOS module of the course.
3. If students are approved for transfer to RMIT or another formal award institution, an administration fee of 20% of the portion of tuition fees to be transferred will apply.
4. Transfer of fees will occur within 28 days of written notice.

## Deferring, suspending or cancelling of a student's enrolment

As defined in the National Code (for Registration Authorities and Providers of Education and Training to Overseas Students 2007 – Standard 13) a provider can defer, temporarily suspend or cancel a student's course of studies only on the grounds of compassionate or compelling circumstances or misbehaviour by the student. Deferring or suspending a course must be reported to DEEWR and may affect the students' student visa.

## School aged dependants of intending students

Dependent children of intending students, between the ages of 5 (before April 30th) and 16, are required to attend school and payment in full of school fees will be required. Parents may apply to enrol their children at government or private schools, including schools with religious or cultural affiliations.

# Course Dates & Fees

## General English and English for Academic Purposes

Enrolment Date	Start Date	End Date	Duration
Thursday, 30 Apr 2009	Monday, 04 May 2009	Friday, 05 Jun 2009	5 weeks
Thursday, 04 Jun 2009	Tuesday, 09 Jun 2009	Friday, 10 Jul 2009	5 weeks
Thursday, 09 Jul 2009	Monday, 13 Jul 2009	Friday, 14 Aug 2009	5 weeks
Thursday, 13 Aug 2009	Monday, 17 Aug 2009	Friday, 18 Sep 2009	5 weeks
Thursday, 17 Sep 2009	Monday, 21 Sep 2009	Friday, 23 Oct 2009	5 weeks
Thursday, 22 Oct 2009	Monday, 26 Oct 2009	Friday, 27 Nov 2009	5 weeks
Thursday, 26 Nov 2009	Monday, 30 Nov 2009	Friday, 08 Jan 2010	5 weeks
Thursday, 07 Jan 2010	Monday, 11 Jan 2010	Friday, 12 Feb 2010	5 weeks
Thursday, 11 Feb 2010	Monday, 15 Feb 2010	Friday, 19 Mar 2010	5 weeks
Thursday, 18 Mar 2010	Monday, 22 Mar 2010	Friday, 23 Apr 2010	5 weeks
Thursday, 22 Apr 2010	Tuesday, 27 Apr 2010	Friday, 28 May 2010	5 weeks
Thursday, 27 May 2010	Monday, 31 May 2010	Friday, 02 Jul 2010	5 weeks
Thursday, 01 Jul 2010	Monday, 05 Jul 2010	Friday, 06 Aug 2010	5 weeks
Thursday, 05 Aug 2010	Monday, 09 Aug 2010	Tuesday, 10 Sep 2010	5 weeks
Thursday, 09 Sep 2010	Monday, 13 Sep 2010	Friday, 15 Oct 2010	5 weeks
Thursday, 14 Oct 2010	Monday, 18 Oct 2010	Friday, 19 Nov 2010	5 weeks
Thursday, 18 Nov 2010	Monday, 22 Nov 2010	Friday, 24 Dec 2010	5 weeks
Thursday, 30 Dec 2010	Tuesday, 04 Jan 2011	Friday, 04 Feb 2011	5 weeks

### RMIT University Semester Commencement Dates

		2009	2010	2011
Higher Education	Semester 1	2 Mar	1 Mar	28 Feb
TAFE	Semester 1	9 Feb	8 Feb	7 Feb
Higher Education	Semester 2	20 Jul	19 Jul	18 Jul
TAFE	Semester 2	6 Jul	5 Jul	4 Jul

Event	2009	2010	2011
New Year's Day	Thursday 1 January	Friday 1 January	Monday 3 January *in addition to Saturday 1 January
Australia Day	Monday 26 January	Tuesday 26 January	Wednesday 26 January
Labour Day	Monday 9 March	Monday 8 March	Monday 14 March
Good Friday	Friday 10 April	Friday 2 April	Friday 22 April
The Saturday before Easter Sunday	Saturday 11 April	Saturday 3 April	Saturday 23 April
Easter Monday	Monday 13 April	Monday 5 April	Monday 25 April
ANZAC Day	Saturday 25 April No day in lieu for 2009	Monday 26 April *substitute for Sunday 25 April	Tuesday 26 April *substitute for Monday 25 April
Queen's Birthday	Monday 8 June	Monday 14 June	Monday 13 June
Melbourne Cup Day	Tuesday 3 November - *Check Non-Metropolitan Public Holiday Dates for regional/rural councils	Tuesday 2 November	Tuesday 1 November
Christmas Day	Friday 25 December	Monday 27 December *substitute for Sunday 25 December	Tuesday 27 December *substitute for Sunday 25 December
Boxing Day	Saturday 26 December and Sunday Monday 28 December (additional day)	26 December and Tuesday 28 December (additional day)	Monday 26 December

Fees (AUD\$)	2009	2010	2011
ELICOS course fees	\$380 per week	\$390 per week	\$400 per week
Enrolment Fee	\$220	\$220	\$220
Airport pick-up fee	TBA	TBA	TBA
Homestay placement fee	TBA	TBA	TBA

\* 2010 fees will apply from the course commencing 11 January 2010 for all enrolments. Students commencing prior to 11 January 2010 will pay 2009 fees up until that date.

\* 2011 fees will apply from the course commencing 4 January 2011 for all enrolments. Students commencing prior to 4 January 2011 will pay 2010 fees up until that date.

A note about Homestay: Students usually budget for about AUS\$250 per week, which includes most meals

CRICOS Provider No. 01912G  
RMIT Training Pty Ltd.

