

Application for enrolment 2010: La Trobe University International College

To enrol (please see How to Enrol on page 17 of the brochure, or at www.latrobe.edu.au/icollege/apply)

- Please complete all sections, printing clearly in block letters
- Return this form and any attachments to: **La Trobe University International College Victoria, 3086 Australia, Fax: +613 9479 3676, Tel: +613 9479 2417, Email: icollege@latrobe.edu.au**
- Read and understand the conditions, declarations and policies before submitting your application.
- Students under 18 years of age on a student visa must have an approved guardian/carer in Australia. See page 17, or go to www.latrobe.edu.au/icollege/apply/18yrs, for further details.

Personal Details (use block letters)

Family Name _____ Sex M or F

Given Name(s) _____

Date of Birth (dd/mm/yy) * if you are under 18 please see page 17, Step 1. Country of Birth _____

Citizenship _____ Country (Where you were living when you filled out this form) _____

Passport Number _____ Type of Visa _____

At which diplomatic post do you intend to apply for your student visa? _____

Are you a citizen or permanent resident of Australia? Yes No (If Yes, please provide evidence of citizenship or residency, e.g. a certified copy of your birth certificate, passport, citizenship certificate or visa).

Is your Spouse accompanying you? Yes No If Yes, is your partner intending to study at LTU? Yes No

Will you be applying for Single or Family Overseas Student Health Cover (OSHC see page 13).

Home Address _____

_____ Email _____

Telephone _____ Fax _____

English Level / Proficiency

Have you undertaken an international English test in the last two years? Yes No

If Yes please indicate your results*: TOEFL score: _____ IELTS score overall: _____ bands: L R W S

I have satisfactorily completed at least one year of a senior Secondary/Post-Secondary program where English was the language of instruction* (This must have been completed within the last two years, and at an academic level acceptable to the International College.) * You must provide certified copies of your results with your application.

English Language Programs

General English (CRICOS: 011113M) Business English (CRICOS: 016963F) English for Further Studies (EFS 'EAP') (CRICOS: 016959B)

IELTS Preparation Professional Experience-Internship (up to 12 weeks, non-student visa holders only)

Weeks of study: 5 10 15 20 25 30 35 40 45 50

When do you wish to commence the course? (see page 13) Start Date ____ / ____ / ____

Do you intend, or have a conditional offer, to study at La Trobe University? Yes No

If Yes, Undergraduate Postgraduate Name of course: _____

Foundation Studies

Year _____ Semester: February June September/October

Are you seeking credit/recognition for prior learning for Semester 1? Yes No (if YES please attach certified copies of your results)

Diploma Program

Business Administration Information Systems

Year _____ Semester: February June September/October Entry Level: Standard Accelerated

Are you seeking credit/recognition for prior learning for Semesters 1 and 2? Yes No (if YES please attach certified copies of your results)

Do you intend, or have a conditional offer, to study an **Undergraduate** program at La Trobe upon successful completion of your

Foundation or Diploma program? Yes No Please note: this form can not be used for direct applications to Undergraduate or Postgraduate study at La Trobe University

1st preference _____ 2nd preference _____

Commencing ____ / ____ / ____ (Please attach a copy of the letter of offer)

A Letter of Offer and a Conditional Letter of Offer for your preferred degree course will be issued to you. If you wish to apply for a package visa, you will need to pay a non-refundable deposit for the degree course, and also the deposit or fees for your English, Foundation Studies or Diploma program.

Qualifications

Name of present or last school/college/university _____

Country _____ Duration _____ Full Time Part Time Date Completed ____ / ____ / ____

Language of Instruction: _____ Highest or most relevant qualification(s) _____

Are you seeking recognition for prior learning? Yes No

Please provide certified copies of your results and subject outlines. English translations are required for documents not in English.

Accommodation and airport transfer

On arrival in Melbourne do you require;

- assistance with finding either Homestay* (min. 4 weeks) Yes No or temporary* accommodation (up to 4 weeks)? Yes No
- to be met at Melbourne Airport*? Yes No

*Links to Accommodation and Airport Transfer Service forms will be provided with your Confirmation of Enrolment, or can be found at www.latrobe.edu.au/apply, and must be returned at least 2 weeks before arrival. Fees apply for these services.

How did you hear about us?

Even if you have engaged an agent for your application please indicate where you FIRST heard about La Trobe University International College.

Education Exhibition* Internet* Family/friends Article/advertisement in a newspaper/magazine* Australian Embassy

Travel Agent Education Agent Other* _____

* Please write the name of the Exhibition, publication, website or other

Is your application being made through an education agent? Yes No

If Yes, which agent? _____

Agent's email (for correspondence): _____ Agent's stamp: _____

Disability Declaration

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

If yes, please indicate the area of impairment to enable LTUIC to provide assistance: Hearing Learning Mobility Vision Medical

Other Please indicate: _____

Declaration and Signature

Applicant Declaration and Agreement

I declare that the information provided on this form is true and complete in every detail. I authorise La Trobe University or its agent to obtain further information about me from educational and other institutions which I have attended, and from Australian government authorities such as DIAC (Department of Immigration and Citizenship) and DEEWR (Department of Education, Employment and Workplace Relations).

I acknowledge that La Trobe University reserves the right at any stage to vary or reverse any decision regarding admission or enrolment which has been made on the basis of incorrect or incomplete information. I have read and agreed to the conditions on which I may be deferred, suspended or cancelled on www.latrobe.edu.au/college/policies

I am aware of the conditions relating to my admission and agree to pay all fees for which I am liable, and have read and agree to the conditions relating to the Refund Policy and Privacy Statement as set out on the University's website at: www.latrobe.edu.au/college/policies

I understand that the process for claiming a refund will be available on request. Under the University's Refund Policy, the La Trobe University International College may refund tuition fees (in whole or in part) where:

- The College can no longer provide the course being offered;
- The College ceases to provide the course after it starts but before it is completed;
- The Australian Government refuses to grant a student an initial student visa before the commencement of his or her course;
- The College withdraws an offer of a place;
- A student withdraws from his or her course prior to commencement or completion (the amount of refund, if any, will depend on when the withdrawal occurs in relation to the start of the course). If a student gives **less than twenty working days** written notice prior to the commencement date of the course, **no fees** will be refunded. If a student gives a **minimum of twenty working days** written notice prior to the commencement date of the course, **90%** of tuition fees will be refunded. The Enrolment and Orientation Fee will not be refunded.
- A student who received a packaged offer returns home after completing the pre-University course or transfers to another institution or simply fails to enrol in the Degree course; or
- There are exceptional circumstances that compel a student to withdraw from a course after the commencement date, such as illness or disability, death of a close family member, political or civil unrest or natural disaster in the student's home country.

I acknowledge that the foregoing is only a summary of the Refund Policy, full details of which can be viewed online at www.latrobe.edu.au/college/policies

I have read and understood the ESOS framework for overseas students available on aei.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf

I consent to the University;

- using and disclosing my personal information in accordance with the University's Refund Policy and Privacy Statement; and
- disclosing my personal information to a third party, authorised by the University, to enable the third party to contact me for the purposes of providing me with information about the University.

I accept that this application and supporting documentation become the property of La Trobe University and are not returnable.

I acknowledge that giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Australia).

This agreement does not remove my right to take further action under Australia's consumer protection laws.

Signature _____ Date ____ / ____ / ____

Parent/Guardian's Signature* _____ Date ____ / ____ / ____

(* If the student is under 18 years of age)

Check that you have attached: Certified copies of your academic qualifications Evidence of your English language proficiency