

Enrolment Application Form



Personal Information (as appears in your passport)

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Gender: ☐ Female ☐ Male ☐ Other
Family Name: _____ Middle Name: _____
Given Name: _____
Date of Birth: _____ Country of Birth: _____
Passport No: _____ Nationality: _____
USI Number: _____ (You can apply online at www.usi.gov.au)

Contact Details

Are you currently in Australia? ☐ Yes ☐ No Arrival date in Australia: _____ / _____ / _____

Australian Residential Address (if applicable)

Flat/Unit No.: _____ Street No.: _____ Street Name: _____
Suburb: _____ Post Code: _____ State/Territory: _____
Mobile: _____ Email: _____

International Student Address In Home Country

Flat/Unit No.: _____ Street No.: _____ Street Name: _____
Suburb: _____ Post Code: _____ State/Territory: _____
Mobile: _____ Email: _____

Emergency Contact

Surname: _____ Given Name: _____
Relationship: _____ Phone: _____
Email: _____

Visa Details

☐ Student Visa ☐ Working Holiday ☐ Visitor ☐ Other
How will you lodge your visa application? ☐ offshore ☐ onshore
Do you need Overseas Student Health Cover (OSHC)? ☐ Yes → ☐ Single ☐ Couple ☐ Family
☐ No

Under 18 Student Visa Holders Only

Will the student be accompanied in Australia by a parent or guardian?
☐ Yes, Full Name: _____ Relationship: _____
☐ No, I need guardianship service arrangement from RBIT (fees apply)

English Language Proficiency

☐ Yes, Test type: _____ Overall Result: _____

☐ No, I require to do RBIT Internal English Placement Test

Course Selection

English Language Intensive Course For Overseas Students (ELICOS)

☐ General English CRICOS Course code 097446A

(Elementary, Pre-Intermediate, Intermediate, Upper Intermediate and Advanced: Total 60 weeks)

☐ 12 weeks ☐ 24weeks ☐ 36weeks ☐ 48weeks ☐ 60weeks

☐ English for Academic Purpose CRICOS Course code 097447M (EAP)(Total 26 weeks)

☐ EAP1-14 weeks ☐ EAP2-12 weeks ☐ EAP1 & EAP2- 26 weeks

Vocational Education Training (VET) Courses

Advanced Diploma (82 Weeks full-time)

☐ BSB60215 Business

☐ SIT60316 Hospitality Management

Diploma (54Weeks full-time)

☐ BSB50215 Business

☐ BSB51918 Leadership & Management

☐ SIT50116 Travel and Tourism Management

☐ SIT50416 Hospitality Management

Certificate (54 Weeks full-time or 26 Weeks full-time)

☐ SIT20316 Hospitality II

☐ SIT30616 Hospitality III

☐ SIT40416 Hospitality IV

☐ BSB20115 Business II

☐ BSB30115 Business III

☐ SIT20116 Tourism II

☐ SIT30116 Tourism III

Fee Schedule			
Course	CRICOS	Duration	Tuition
General English (GE)	097446A	60	\$18,000
English for Academic Purposes (EAP)	097447M	26	\$10,500
Advanced Diploma of Business	088028E	82	\$20,000
Diploma of Leadership and Management	098705A	54	\$15,000
Diploma of Business	087173D	54	\$15,000
Certificate III in Business	086821G	54	\$13,733
Certificate II in Business	086777F	26	\$4,200
Advanced Diploma of Hospitality Management	091097K	82	\$28,000
Diploma of Hospitality Management	091005G	54	\$18,000
Certificate IV in Hospitality	090964B	54	\$15,000
Certificate III in Hospitality	091438E	54	\$12,733
Certificate II in Hospitality	090920C	26	\$4,500
Diploma of Travel & Tourism Management	093484E	54	\$16,000
Certificate III in Tourism	093482G	54	\$12,733
Certificate II in Tourism	090914A	26	\$4,500

How did you hear about RBIT/RBIC?

☐ Exhibition / Seminar

☐ Newspaper / International Language magazine

☐ Internet

☐ Agent

☐ Friend

☐ Other eg Facebook

Commencement Date

Commencement Date: _____ / _____ / _____

Duration: _____ Weeks

Agent please stamp here

Please note: the terms of PTO and condition upon which your enrolment has been accepted by RBIT constitutes a contract between you and RBIT and may be referred at law where there is a breach or nonperformance in any conditions assentation confirmed offer of enrolment which you have signed.

The Refund Policy

This refund policy is provided in full to all students prior to any payment being made and is contained IN FULL in the formal Letter of Offer and Written Student Agreement Contract. The refund policy can also be found on our website.

This refund policy applies to all fees paid to RBIT/RBIC. All fees should be paid directly to RBIT/RBIC. Education Agents are not authorised to collect money on behalf of RBIT/RBIC.

Any additional fees requested by an agent should firstly be queried directly with RBIT/RBIC before payment.

NOTE FOR INTERNATIONAL STUDENTS:

It is a requirement of your student visa that you attend full time study in Australia.

You MUST attend a minimum of 20 face-to-face scheduled course contact hours per week.

FEES AND REFUND POLICY (POL12_08_7_5.2)

Policy The RBIT/RBIC fees and refunds policy exists for the fair and equitable handling of student payments and requests for refund. This policy is directly linked to Standard 3 of the National Code and is informed by the ESOS Framework including the ESOS Act 2000 (as amended). The changes to the ESOS Act 2000 in 2015 have further strengthened the rules about receiving money from international students.

RBIT/RBIC defines a study period as a Semester (2 terms) of study. RBIT/RBIC Census date is 2 weeks prior to the semester start date.

1. FEE PAYMENTS

1.1. Fees cannot be accepted from potential students unless they have signed a Letter of Offer and Student Agreement with RBIT/RBIC.

1.2. Students must pay non-refundable fees, which include the enrolment fee and course/teaching material fee in full and arrange for Overseas Student Health Cover either through RBIT/RBIC or independently, prior to a new Confirmation of Enrolment (CoE) being created.

1.3. Initial payment:

a) International students, for all courses of a duration of more than 25 weeks up to 50% of total course fees or more than 50% if student chooses to pay more, inclusive of training material fee and non-refundable fees and 100% of the total course fees for courses of 25 weeks or less inclusive of training material fee and non-refundable fees must be made after the student signs the Acceptance of Offer or Written Agreement with RBIT/RBIC in order for RBIT/RBIC to issue Confirmation of Enrolment (CoE); and must be paid prior to the course commencement date, or Confirmation of Enrolment, whichever comes first.

b) Domestic Students up to \$1,500 prepaid course fees, inclusive of training material fee and non-refundable fees must be made after the student signs the Letter of Offer and Student Agreement with RBIT/RBIC.

c) RPL student's full payment of all fees must be made after the student signs the Letter of Offer Student Agreement with RBIT/RBIC.

1.4. Students will be required to pay the remaining tuition fees two weeks before second term commencement or according to your signed Letter of Offer and Student Agreement. The student 'Letter of offer & Student Agreement' will state all payments and due dates for each study period (semester).

1.5. Payments must be paid directly into RBIT/RBIC trust account and can be in the form of cash, bank transfer, T/T or Credit card. T/T and credit card payments are available for payers transferring the money from overseas. Copy of the T/T document must be forwarded to help desk via email and payers wishing to pay via credit card from overseas must fill out the credit card payment form and email it to the help desk representative for processing. Email address: ado@rbit.qld.edu.au

RBIT/RBIC Trust Account details for direct payments

Account Name: Royal Brisbane International College Trust Account

Account No.: 10961588

BSB: 064000

SWIFT CODE: CTBAU25

Commonwealth Bank Australia, 240 Queen Street Brisbane QLD 4000 Australia

Student MUST include the student ID and Name in the payment record; a copy of the T/T document must be forwarded to the accounts. Payers wishing to pay via credit card from overseas must fill out the credit card payment form and forward it to the marketing representative for processing.

1.6. All fees are held in a designated independent account until students commence study. Student fees will be placed into this account no later than 5 business days after receipt.

1.7. A late payment fee of AUD\$30 per week is payable on accounts which remain unpaid after the due date in Letter of Offer and Student Agreement.

1.8. The student 'Letter of Offer and Student Agreement' will state all payments and due dates for each study period (semester).

1.9. Students under financial difficulty should request a meeting with the Student Support Officer.

1.10. Tuition fees are not transferable to another Student.

1.11. RBIT/RBIC will not issue a Certificate or Statement of Attainment until all Tuition Fees for the course are paid in full.

1.12. Additional fee(s) may be incurred if the students change their enrolment.

1.13. For additional fees please refer to Summary of fees and charges 2018.

2. GENERAL REFUND CONDITIONS

2.1 All refunds reimbursed to students will incur a \$275 cancellation fee for each course cancelled which will be withheld from the refund amount.

2.2 No refund can be made for accommodation placement, non-refundable fees, or airport pick-up fees.

2.3 If your visa application has been denied, a refund of fees will be made less the non-refundable fees plus International Money Transfer fee (where applicable) and 5% of course fees up to max \$500.

2.4 If the course is fully booked or cancelled, a full refund of all fees will be made.

2.5 Refunds will only be paid to the enrolled student as per the application form. There will be no refunds to third parties.

2.6 No refunds will be given under any circumstances to students who do not abide by the conditions of their visa.

2.7 If one or more courses in a package offer are cancelled, a course price for the single course applies.

3. REFUND OF TUITION FEES

No refunds will be given after your studies have commenced.

3.1 If your visa application has been denied, a refund of fees will be made less the non-refundable fees plus International Money Transfer fee (where applicable) and 5% of course fees up to max \$500.

3.2 If the course is fully booked or cancelled, a full refund of all fees will be made.

3.3 Refunds will only be paid to the enrolled student as per the application form. There will be no refunds to third parties.

3.4 Refunds to overseas bank accounts will incur overseas transfer fees of \$30 at the student's expense.

3.5 Cancellation penalty and fee applies even if a course has not commenced. Cancellation penalties are as outlined in the table below:

Notice Period given by, or on behalf of student	Refund (% of Tuition)	Cancellation (% of Tuition)	Total
121 days or more, prior to course commencement	100%	0%*	100%*
71-120 days, prior to course commencement	90%	10%	100%
28-70 days, prior to course commencement	70%	30%	100%
28 days or less, prior to course commencement	0%	100%	100%

*Government fees and charges (CoE) and enrolment fees are non-refundable after the CoE has been issued. A cancellation fee of \$275.00 will be levied for each course cancellation.

3.6 If a student enrolls in a course which RBIT/RBIC is unable to offer and notice of course cancellation is provided by RBIT/RBIC before course commencement, any fees paid will be fully refunded.

3.7 If a student enrolls in a course which RBIT/RBIC cancels before a student has completed all the course requirements, any fees payable for the uncompleted portion of the course will be fully refunded. Alternatively, RBIT/RBIC may arrange for another course, or part of the course, to be provided at RBIT/RBIC expense. If the student agrees to accept this arrangement, RBIT/RBIC is no longer liable to refund any tuition fees.

3.8 If a student obtains permanent resident status after enrolling in a course, the student will be liable to pay the tuition fees applying to international students for that semester in which the permanent resident status was granted.

3.9 If there is a genuine reason for wishing to withdraw from the program at any time, careful consideration will be given to ensure that there is fair and reasonable treatment of both the student and the RBIT/RBIC.

3.10 However, enrolment and CoE fees are non-refundable in any of aforementioned circumstances.

4. INELIGIBILITY FOR FEE REFUND

Applications for fee refunds in the following circumstances will not normally be approved:

4.1 If false or misleading information or documents are provided prior to or at the time of enrolment.

4.2 If a student's visa is terminated because of non-compliance with student visa conditions.

4.3 No refund will be made if notice of withdrawal is given after course commencement.

5. APPLICATION FOR REFUNDS

5.1 Application for refund must be made by completing the relevant sections on the "Student General Request Form", and submitted in person, via email or post to:

The Help Desk

Royal Brisbane Institute of Technology

PO BOX 12998 George Street Post Shop

Brisbane 4003

Email: ado@rbit.qld.edu.au

5.2 Applications for refund must include the student's name, details of the course, amounts that have been paid and preferred method of payment for the refund. Your application must include bank name and address and Swift code for International banks. Please note that the bank account name must match the student's name in order for the bank to process the transfer of funds. If any information is missing this will delay your refund, please make sure you provide correct information.

5.3 Once the Student General Request form has been received it will be forwarded to the accounts department to calculate your refund. Refund authorisation form will be forward to the student for signing.

6. PAYMENT OF REFUNDS

6.1 Refunds due to cancellation of studies will be processed and paid within 20 working days (4 weeks) from receipt of refund authorisation form signed by the student that they agree to the refund calculation. OSHC refund will not be refunded until OSHC provider transferred to RBIT/RBIC trust account.

6.2 Refunds will only be paid to the enrolled student as per the application form. There will be no refunds to third parties.

6.3 RBIT/RBIC will seek to contact students who have not claimed a refund after 30 days of cessation at the student's last known contact address.

7. APPEALS

7.1 All refunds are subject to the Royal Brisbane International College/ Royal Brisbane Institute of Technology Complaints and Appeals Policy. Any appeals against the Refund Decision must be lodged in writing on the 'Student General Request Form' to the Registrar reg01@rbit.qld.edu.au within 20 working days of the disputed decision.

8. COURSE CANCELLATION BY PROVIDER DEFAULT

8.1 If the course does not start on the notified starting date students will be offered a full refund by RBIT/RBIC or placed in an alternate course if acceptable to the student.

8.2 Refunds due to provider default will be paid within 14 working days.

8.3 In the unlikely event that RBIT/RBIC does not meet its obligations under provider default, International students on an Australian student visa are protected under an Australian Commonwealth Government Tuition Protection Service (TPS).

8.4 If TPS is implemented, students will be offered a place with an alternate provider. If this is not possible, a refund will be given for UNEXPENDED tuition fees already paid.

NB: Nothing in the above policy removes the rights of the student to take further action under Australia's Consumer Protection Laws or to pursue other legal remedies as necessary.

9. STUDENT DEFAULT

9.1 The above Refund Procedures will also be applied in the event of a student's default;

9.2 If the course starts on the Agreed Starting Day, but the student does not start the course on that day (and has not previously withdrawn);

9.3 The student withdraws from the course, either before or after the agreed starting day OR

9.4 RBIT/RBIC refuses to provide, or continue providing the course to the student because of the following events:

a) The student failed to pay an amount he or she was liable to pay to RBIT/RBIC, directly or indirectly, in order to undertake the course

b) If the balance of fees as outlined on your Letter of Offer and Student Agreement are not received on the due date RBIT/RBIC reserves the right to suspend or cancel any and all associated CoEs immediately, resulting in a late payment fee and CoE reissue fee

c) The student breached a condition of his or her student visa; OR

d) Misbehaviour by the student.

9.5 Under the legislation, there are a number of circumstances where a student may be in default. In the situation where a student has breached their visa conditions or does not pay fees or in cases of student misbehaviour, a student default situation is triggered when the provider refuses to provide or continue providing the course to the student. However, in terms of the student default notification and reporting obligations under the ESOS Framework including the ESOS Act (as amended), the student default is not confirmed until any internal or external complaints and appeals process is completed. Additionally, a provider cannot cancel a student's CoE without giving the student access to the complaints and appeals processes.

- 9.6 Once any complaints and appeals processes are complete and the student default is confirmed, the provider has
- 5 business day to notify the Secretary and the TPS Director (via PRISMS) of the student default
 - 14 days to report cancellation of the student's enrolment to DHA (via PRISMS) (i.e. a section 19 report)
 - 28 days to finalise the student default obligations as set out in the Letter of Offer and Student agreement with the student and
 - A further 7 days to report the outcome of the student default (via PRISMS)

ELICOS Applicants Only:

- I understand some courses at RBIT require a prerequisite level of English for entry and that on or before commencement RBIT will test my English language ability and place me in an appropriate level according to my English ability.
- I understand the RBIT Statement of Achievement will state that my "Overall attendance was unsatisfactory" if my attendance is below 80%.
- I understand the RBIT Statement of Attainment may include a statement pertaining to my use of English on campus if I breach the English Only Rules.

Student Visa Holders Only:

- I understand RBIT has an obligation to monitor my course progress and attendance throughout my enrolment. Failure to make satisfactory progress and/or failure to maintain a minimum attendance percentage of 80% may result in RBIT notifying the Department of Education through PRISMS of my failure to meet the conditions of my Student Visa.
- I understand that temporary suspensions or deferments will only be granted under compassionate/compelling circumstances after I commence in my enrolment.
- I understand I cannot transfer to another provider within the first 6 months of my principle course of study without a written letter of release from RBIT.
- I understand any school-age children or other dependents who accompany me will be required to attend school and pay full fees at an Australian private or government school.
- I understand I must have a current Overseas Student Health Cover (OSHC) policy for the entire duration of my visa and any other applicants involved in my VISA application.
- I understand I must notify RBIT within seven (7) days of any change of address or contact details in Australia. I also understand that RBIT will notify this change to the Department of Home Affairs.

Disclaimer: I understand that RBIT has the right to alter its fees, terms and conditions, defer its courses and alter class timetables in line with applicable regulation and legislation. Any such changes will be provided to me in writing.

Consent to Publication of Imagery: Students and/or parents/guardians (for those students under the age of 18) agree that a student's photos, video footage, testimony and/or achievements may be used for promotional purposes by RBIT. If a student does not agree, they must advise RBIT in writing.

DECLARATION

- I have accessed, read the RBIT International Student Handbook, understood and consent to the terms and conditions of enrolment, the fee payment and refund procedures, and the Complaints and Appeal procedure at RBIT/RBIC available at <http://www.rbit.qld.edu.au/copy-of-student-sop-forms>
- All information provided is correct and complete.
- I understand that information I have supplied may be made available to the Australian Commonwealth and State Government agencies in accordance with RBIT/RBIC's obligation under the ESOS Framework including the ESOS Act 2000 and ESOS Regulation 2001 as amended, The National Code 2018 and ELICOS Standards 2018, available from www.internationaleducation.gov.au

Name of Applicant: _____

Name of Parent/Legal Guardian (if under 18): _____

Signature of Applicant: _____

Signature of Parent/Legal Guardian (if under 18): _____

Date: _____ / _____ / _____

Family Name: _____ Given Name: _____

Proposed course of study in RBIT/RBIC: _____

1. Academic Qualifications:

<i>Qualification Detail</i>	<i>School</i>	<i>Completion Date</i>	<i>Location</i>

2. Employment History: (Attach a reference letter of applicable)

<i>Position</i>	<i>Company</i>	<i>Date to/from</i>	<i>Location</i>

3. Please list any family members accompanying you to Australia:

Name:		Occupation:	
Residence		Relationship:	
Address:		Contact No.:	
Name:		Occupation:	
Residence		Relationship:	
Address:		Contact No.:	
Name:		Occupation:	
Residence		Relationship:	
Address:		Contact No.:	
Name:		Occupation:	
Residence		Relationship:	
Address:		Contact No.:	
Name:		Occupation:	
Residence		Relationship:	
Address:		Contact No.:	

4. How does the RBIT course you have chosen relate to your current background and future academic and career goal? What are your plans at the completion of your studies at RBIT?

5. Have you ever been refused an Australia VISA or other country? ☐ No ☐ Yes, please state why:

6. Please give details of your financial support and indicate the amount of funds be available and accessible in \$AUD.

7. Are you aware of the subject/modules you will study in this course? Please check the RBIT/RBIC international student website for subject details <http://www.rbit.qld.edu.au/international>. ☐ Yes ☐ No

8. Do you need any individual support prior to or during enrolment? Please indicate below:

- ☐ Language, Literacy and Numeracy (LLN) support
- ☐ Assistive technology support
- ☐ Additional tutorials support, and/or
- ☐ Other mechanisms, such as assistance in using technology for online delivery components support
- ☐ No

9. Are you aware of the living costs associated with your studies in Australia? ☐ Yes ☐ No

Please visit <https://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds> Do you have access to sufficient funds to support you / your child and your dependents (if any) for the TOTAL period of your stay in Australia? This includes tuition fees, travel costs, living costs as outlined on the DHA website: <https://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds>

10. My source of funding will be as per my visa application:

- ☐ Self-Funded ☐ Parents/Legal Guardian ☐ Other relative(s) in home / other country ☐ Relative(s) in Australia
- ☐ Scholarship ☐ Parent-In-Law ☐ Brothers / Sisters

11.1 A) If you intend to work while studying in Australia, what are your WEEKLY salary expectations?

AUD \$_____ per week

11.1 B) Are you aware of the work limitations of Australian Student Visa conditions? ☐ Yes ☐ No

12.2 A) If you are sponsored by Parents/Legal Guardian/ Other relative(s) in home or other country /Relative(s) in Australia /Scholarship /Parent-In-Law /Brothers or Sisters, are the funds sufficient, available & accessible when you study in Australia?

☐ Yes ☐ No

12.2 B) If you are sponsored by Parents/Legal Guardian/ Other relative(s) in home or other country /Relative(s) in Australia /Scholarship /Parent-In-Law/ Brothers or Sisters, will they be using a bank loan to support your study?

☐ Yes ☐ No

13. Please indicate the type of accommodation you intend to live in while studying with RBIT

- ☐ Homestay ☐ Parent/Legal Guardian ☐ Relative ☐ Friend ☐ Shared Accommodation
- ☐ Other (Please specify) _____

If under 18 years old students can only stay with approved Parent/Legal Guardian or the Institute must accept the welfare of the student for the duration of their study where the student will be assigned to an approved homestay family.