

Please complete this form and attach certified copies of all documents required, otherwise your application cannot be considered.

Have you attached certified copies of? Current Passport Qualifications Proof of English



Student Details

Title:	First Name:		Family Name:	
Nickname:				
Date of Birth:	___/___/___	Birth place:	Age:	Gender: Male Female
Country of Birth:			Nationality:	
Address (Overseas):				
Telephone:			Office hours:	Mobile:
Email:				
Address in Australia				
Passport number	Expiry Date	Domestic	Onshore	Offshore

Course Details

Course name	CRICOS Code	Start Date
FNS50215 Diploma of Accounting	089992G	___/___/___
FNS60215 Advanced Diploma of Accounting	089989C	___/___/___
BSB40515 Certificate IV in Business Administration	087042D	___/___/___
BSB50215 Diploma of Business	087223K	___/___/___
BSB60215 Advanced Diploma of Business	087497F	___/___/___
PSP50916 Diploma of Interpreting	094884C	___/___/___
PSP60816 Advanced Diploma of Translating	096031K	___/___/___
MEM80112 Graduate Diploma of Engineering	096925E	___/___/___
ICT 50115 Diploma of Information Technology	096659G	___/___/___
ICT 80415 Graduate Diploma of Telecommunications Network Engineering	096658G	___/___/___
Other _____		___/___/___

Campus

Sydney Melbourne Brisbane

Education History

University/Institution:			
Course name	Start Date	___/___/___	Completion Date: ___/___/___

English Proficiency

Is English your first language? Yes No			
If yes, go to the next section. If no, provide English proficiency score and attach documentation			
IELTS (Score)	TOEFL (score)		
What is your first language?			
If you have studied in Australia, please provide details.			
Institution/University:	USI number:		
Course Name:	Number of weeks:	Year:	

If you do not have an English Language ranking equivalent to IELTS 5.5 and you wish to apply for ECA Graduate Institute vocational course you may be required to undertake a learning needs assessment at ECA Graduate Institute which may require the undertaking of an English language preparatory course.

Agent Details

Did an Agent assist you with the enrolment	YES	NO	Agent Stamp
Agency Name			
What is the name of the counsellor?			
Email			

Visa Background

Do you have any previous visa refusals for Australia or any other country?	YES (please attach evidence)	NO
Have you visited Australia previously (including if you are still in Australia)?	YES (please attach evidence)	NO

Visa and Insurance details

Put (x) in the box for the Visa you are currently holding or will travel on:			
Student	Visitor (tourist)	Working Holiday	Other
Visa expiry date:			
If you are travelling on a Student Visa, the Australian Government requires you to have Overseas Student health Cover (OSHC).			
Do you have OSHC:	YES	NO	Cover required: Single Family
If you require family cover, please list your dependant(s) name(s)			
Name:	Male	Female	DOB: ____/____/____
Name:	Male	Female	DOB: ____/____/____
Name:	Male	Female	DOB: ____/____/____

Accommodation

Do you require accommodation?	YES (\$209 placement fee, non- refundable)	NO
Homestay	Student Accommodation	
How many weeks?	Do you have any special needs?	
Do you like pets?	YES	NO
Do you smoke?	YES	NO
Do you have any medical conditions/allergies?		
Airport pick up	YES	NO

Homestay \$250
Bookings will not be made until payment is received
A minimum 2 weeks notice is required prior placement
A minimum 2 weeks notice is required for changes to homestay requests

Under federal legislation, students must notify the college of any changes to local addresses immediately.

Do you consider yourself to have a disability, impairment or long term condition? YES NO NOT stated/prefer not to say

Fees and charges	Price
Registration/Enrolment fee	\$
Overseas Student Health Cover	\$
Tuition Instalment Fee for ____ months	\$
Course Materials Fee	\$
Course Credit Processing Fee	\$

Fees and charges	Price
Other Fees	\$
Airport Pick-up	\$
Accommodation Placement Fee	\$
Accommodation Fee	\$

ECA Graduate Institute - Enrolment Terms and Conditions

If you apply for any EGI course and are offered a position it will be conditional. You will have to read and agree to a number of conditions of acceptance. These conditions relate to our obligations under the Education Services for Overseas Students (ESOS) Act 2000, the ESOS Regulations 2001, and National Code of Practice 2007. They cover cancellation of enrolment and change provider; attendance and academic performance requirements; non-commencement; fees and charges; recognition of prior learning; complaints and appeals; and visa conditions. Before you submit this application Form you must read these conditions which you can find on the EGI website at www.EGI.nsw.edu.au/conditions_of_acceptance.html

Refund for International Student - Policy and Procedures

The ESOS National Code Part D, Standard 3.1.c requires that

The registered provider must enter into a written agreement with the student (which) must ... provide information in relation to refunds of course money

The policy applies to all EGI commencing and re-enrolling students and to students seeking to and withdrawing from a course or courses for which they have paid fees. It also applies to those students whose CoEs for courses for which they have paid fees are cancelled.

This policy applies to all tuition fees paid including those collected by education agents on behalf of EGI and its associated registered providers; plus non-tuition Materials Fees and Overseas Students Health Cover fees.

Other non-tuition fees are excluded and thereby non-refundable. They are the Enrolment Fee, the CoE Processing Fee, the Change of Course Fee, and the Airport Pick-up Fee.

The statement should be read in relation to policies and procedures relating to: National Standard Code 8, Complaints and Appeals; and National Code Standard 13, Deferment, Suspension or Cancellation of Study During Enrolment in relation to Compassionate and Compelling Circumstances.

Neither this policy nor a student's right to submit internal and external (to the Overseas Students Ombudsman) complaints and appeals removes that student's right to take action under Australia's consumer protection laws.

Refund Policies

If an applicant accepts a place offered by EGI, pays the stipulated fees and signs the Acceptance Agreement, and is subsequently issued with a Confirmation of Enrolment (CoE), a binding contract has been created between the student and EGI.

Refunds and Visa Issues

If a student's visa application is rejected the student will be entitled to a Full Refund of Course Tuition Fees OR CoE Security Deposit plus Non-tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the visa application refusal date or \$500.; and a Full Refund of the Overseas Student Health Cover Fee.

The student will need to notify EGI, apply for a refund of Fees and send a verified copy of the original visa rejection letter from the Australian Embassy/Consulate or Immigration Office.

EGI will process the application and refund the approved amount to the student.

If a student withdraws their visa application on request from EGI, the student will be entitled to a Full Refund of Course Tuition Fees OR CoE Security Deposit plus Non-tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the visa application refusal date or \$500.; and a Full Refund of the Overseas Student Health Cover Fee.

The student will need apply for a refund of Fees, and EGI will process the application and refund the approved amount to the student.

If a student cannot start their course on time because the Visa Application processing is delayed by circumstances beyond the student's control EGI will defer the student's enrolment and provide documentation for the next commencement date if an Application for Deferral of Enrolment is submitted before the Census date with documentary evidence relating to the delay in visa processing.

ECA will provide no refund if the student fails to submit an application for deferral of enrolment by the required date.

If a student cannot start their course on time because the Visa Application processing is delayed by circumstances beyond the student's control: EGI will defer the student's enrolment and provide a new CoE for the next commencement date if an Application for Deferral of Enrolment is submitted before the Census date with documentary evidence relating to the delay in visa processing. EGI will provide no refund if the student fails to submit an application for deferral of enrolment by the required date.

If a student's visa is cancelled because they fail to comply with enrolment conditions or breach their visa conditions: there will be no refund of unspent tuition fees and materials fees for their current course and any subsequent package course for which tuition fees have been pre-paid.

Refunds and Provider Default

If ECA or one of its associated providers cancels a course for which it has issued a CoE and does not offer an equivalent alternative course the affected student will be entitled to a Full Refund of Course Tuition Fees or CoE Security Deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500.; and a Full Refund of the Overseas Student Health Cover Fee.

If EGI or one of its associated providers cancels a course for which it has issued a CoE, offers an alternative equivalent course at no extra cost to the student, and a student accepts that offer, the student will be issued with a LoO for the alternative course; and the pre-paid tuition fees will be fully refunded and the student will be invoiced for the alternative course fees, or on the student's request, the pre-paid fees will be transferred from discontinued course to alternative course; and the student will be issued with a CoE for the equivalent alternative course.

EGI will notify the student of the default and offer the alternative course. Student will notify EGI of decision to accept the offer. EGI will issue a new LoO for the alternative course at no extra cost to student, and issue an CoE for that course upon transfer or payment of the fees.

If EGI or one of its associated providers cancels a course for which it has issued a CoE, offers an alternative equivalent course at no extra cost to the student, but a student rejects that offer and seeks a release to pursue an equivalent alternative courses with another provider, there will be no refund of unspent tuition fees for the student's current course nor of any pre-paid tuition fees for any subsequent courses in their course package, subject to Appeal.

Refunds and Student Withdrawal, Package Courses

If a student's CoE is cancelled as a result of their enrolment cancellation/withdrawal before or after the commencement date of a course which is part of a package program, they are entitled to no refund of Course Tuition Fees or CoE security deposit, nor the Materials Fee for the course withdrawn from and any subsequent package courses; and a full refund of their Overseas Student Health Cover Fee if the cancellation/withdrawal is before the course commencement date.

The student will submit their Discontinuation/Withdrawal Application and Refund Application, and EGI will process application and complete all processing and reporting of cancellation.

If a student's CoE is cancelled for a breach of their student visa conditions, conditions of enrolment and/or National Code Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.), they are entitled to no refund of Course Tuition Fees or CoE security deposit, nor the Materials Fee for the course withdrawn from and any subsequent package courses; and no refund of their Overseas Student Health Cover Fee.

If a student's CoE is cancelled due to demonstrated compassionate and/or compelling circumstances, they are entitled to a full refund of Tuition Fees OR CoE Security Deposit for the cancelled course and any subsequent package courses plus associated non-tuition fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500, if the withdrawal is before course start date; or a part refund of Unspent Tuition Fees for current course at time of withdrawal, if the withdrawal is after the commencement date of their initial package course).

The student will receive a full refund of their Overseas Student Health Cover Fee if they withdraw before the commencement date of their first package courses; or no refund of their Overseas Student Health Cover Fee if they withdraw after the commencement date of their first package course.

Refunds and Student Withdrawal, Non-package Courses

If a student's CoE is cancelled as a result of their enrolment cancellation/withdrawal more than 8 weeks (56 days) before the commencement date of their non-package course, they are entitled to a full refund of their pre-paid course tuition fees or CoE Security Deposit plus Enrolment and Materials Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500; and a full refund of their Overseas Student Health Cover Fee.

If a student's CoE is cancelled as a result of their enrolment cancellation/withdrawal more than 4 weeks (28 days) but less than 8 weeks before the commencement date of their non-package course, they are entitled to a 75% refund of their pre-paid course tuition fees or CoE Security Deposit plus Enrolment and Materials Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500; and a full refund of their Overseas Student Health Cover Fee.

If a student's CoE is cancelled as a result of their enrolment cancellation/withdrawal more than 2 weeks (14 days) but less than 4 weeks before the commencement date of their non-package course, they are entitled to a 50% refund of their pre-paid course tuition fees or CoE Security Deposit plus Enrolment and Materials Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500; and a full refund of their Overseas Student Health Cover Fee.

If a student's CoE is cancelled as a result of their enrolment cancellation/withdrawal less than 2 weeks (14 days) before, or after the commencement date of their non-package course, they are entitled to no refund of their pre-paid course tuition fees or CoE Security Deposit and Materials Fee a full refund of their Overseas Student Health Cover Fee if cancellation is before the official commencement date; or no refund of their Overseas Student Health Cover Fee if cancellation is after the official commencement date.

If a student's CoE is cancelled as a result of a breach of student visa conditions, conditions of enrolment and/or National Code Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.), they are entitled to no refund of their pre-paid course tuition fees or CoE Security Deposit and Materials Fee; and no refund of their Overseas Student Health Cover Fee.

If a student's CoE is cancelled due to demonstrated compassionate and/or compelling circumstances, they are entitled to a full refund of Tuition Fees OR CoE Security Deposit for the cancelled course plus associated non-tuition fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500, if the withdrawal is before course start date.

If the withdrawal is after the course commencement date, the student is entitled to a part refund, being the Unspent Tuition Fees at time of withdrawal, a full refund of their Overseas Student Health Cover Fee if they withdraw before their course commencement date; or no refund of their Overseas Student Health Cover Fee if they withdraw after their course commencement date.

Accommodation Refunds

If a student cancels their accommodation more than two weeks (14 days) before their arrival date they are entitled to a full refund of their pre-paid rent for both Homestay and CossyStay accommodation.

If a student cancels their accommodation more than two days (48 hours) but less than two weeks (14 days) before their arrival date they are entitled to: a part refund of their pre-paid Homestay rent (they forfeit their Placement Fee and 2 weeks rent); and a part refund of their CossyStay rent (they forfeit \$350.00).

If a student cancels their accommodation less than 2 days (48 hours) before their arrival date they are not entitled to any refund. (they forfeit all their pre-paid rent).

OSHC Refunds

If a student cancels or withdraws from a course after the commencement date they may submit a refund application directly to the OSCH fund.

Agents' Fee Refunds

Agents will forfeit all rights to Agent Commission payment for courses students fail to commence.

Refund Procedures

On-shore students may apply for a refund by completing and submitting on-line an ECA Refund/Withdrawal Form.

If the applicant is enrolled in a package course the application for withdrawal will be transferred to the provider of the student's Principal Course for determination: If the Principal Course provider's determination is in the negative the application for withdrawal from the EGI feeder courses will similarly be rejected and the student will be notified, such notification including advice relating to the right to and mode of submitting an Internal Appeal.

If the Principal Course Provider's determination is to approve withdrawal, the application for withdrawal from the EGI feeder courses will be approved and the student will be informed.

Applications for withdrawal from the EGI courses and refunds will be processed within two weeks (ten working days) and, if successful, progressed with recommendations to the Accounts Manager for determination of the refund application.

Applications may be made for the refund of fees and charges on the ground of exceptional circumstances which provide compassionate and compelling reasons for withdrawal from a course. Such applications will be considered on a case by case basis.

All Applications for a Refund will be determined by the Accounts Manager and will normally be processed within twenty working days (four weeks) of the Application being made. Where this is not possible the student will be informed.

On determination of the application the student will be informed in writing and, if the determination rejects a full refund, information will be provided informing the student of their right to make an Internal Appeal against the decision and the means of submitting such an appeal.

If a student is not satisfied with the outcome of an application for a refund of fees, the student may appeal within 20 working days (four weeks) by submitting a completed Student Appeal Form with full supporting documentation to the Accounts Manager.

All Internal Appeals relating to the refund of fees, will normally be processed by the Accounts Manager within twenty working days (four weeks) of the Appeal being made. Where this is not possible the student will be informed.

On determination of an Internal Appeal the student will be informed in writing and, if the determination rejects the Internal Appeal, the student will be informed of their right to, and the means of submitting an External Appeal to the Overseas Student Ombudsman.

All Approved Refunds will be paid within two weeks (10 working days) of their being approved.

Refunds will be made in Australian dollars and the College reserves the right to make refunds payable in the country of origin. Agency fees, if applicable, will not be refunded.

Where an international student requests that the refund is made payable to a relative or other person in Australia, this will only be granted if documentary evidence proves that the relative or other person paid the tuition fees.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

EGI REFUNDS POLICY, PROCEDURES AND ACTIONS: Student Guide

Schedule A, Visa Issues: Visa Application Rejection or Processing Delay; Visa Cancellation or Breach; Change of Visa Status

Situation	Refund
Student's visa application is rejected. (We will need to sight a verified letter from the Australian Embassy/ Consulate rejecting the application).	Full Refund: Tuition Fees * for cancelled course/s Full Refund: OSHC Fee.
Student withdraws their visa application on request from ECA.	Full Refund: Tuition Fees* for cancelled course/s Full Refund: OSHC Fee.
Student cannot start their course on time because the Visa Application processing is delayed by circumstances beyond the student's control.	No Refund: ECA will defer enrolment and provide new documentation for the next Commencement Date if Application for Deferral of Enrolment is submitted.
Student's visa is cancelled because they fail to comply with enrolment conditions or breach their visa conditions.	No Refund of Unspent Tuition and Materials Fees for current course and any subsequent package course for which fees have been pre-paid. No Refund: OSHC Fee.

Schedule B. Provider Default: ECA/APIE/EGI/EGI Fails to Start the Agreed Course or is Unable to Deliver it in Full

Situation	Refund
ECA cancels a course and does not offer an equivalent alternative course at no extra cost.	Full Refund: Tuition Fees * Full Refund: OSHC Fee.
ECA Cancels the Agreed Course but offers an alternative equivalent course at no extra cost to the student. Student chooses to Accept the offer of the alternative course.	No Refund: Student issued LoO for the alternative course. The pre-paid tuition fees will be fully refunded and the student will be invoiced for the alternative course fees, or on the student's request, the pre-paid fees will be transferred from discontinued course to alternative course. Student issued CoE for the equivalent alternative course.
ECA Cancels the Agreed Course but offers an equivalent alternative course at no extra cost to the student. Student Rejects Offer. Student chooses to pursue an alternative course with another provider.	No Refund of Unspent Tuition Fees for current course and any subsequent package course for which fees have been pre-paid, subject to Appeal.

Schedule C, Student Default: Course Withdrawal/Release Package Program Courses

Situation	Refund
Cancellation/Withdrawal before or after the Commencement Date of a course which is part of a package program.	No Refund: Paid Course Tuition and Non-tuition Fees for the course withdrawn from and any subsequent package courses. Full Refund: OSHC Fee if withdrawal is before course commencement date. No Refund: OSHC Fee if withdrawal is after course commencement date.
Cancellation of CoE and Reporting for breach of student visa conditions, conditions of enrolment and/or National Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	No Refund: Paid Course Tuition and Non-tuition Fees for the course withdrawn from and any subsequent package courses. No Refund: OSHC Fee.
Cancellation/Withdrawal due to demonstrated Compassionate and/or Compelling Circumstances, and approved by EGI.	Full Refund (if withdrawal is before course start date): Tuition Fees * Part Refund: Unspent Tuition Fees for current course at time of withdrawal if withdrawal is after course commencement date. Full Refund: OSHC Fee if withdrawal is before course commencement date. No Refund: OSHC Fee if withdrawal is after course commencement date.

Schedule D, Student Default: Course Withdrawal/Release Non-Package Courses

Situation	Refund
Cancellation/Withdrawal more than 8 weeks (56 days) before the commencement date for a non-package course CoE.	Full Refund: Tuition Fees * Full Refund: OSHC Fee.
Cancellation/Withdrawal more than 4 weeks (28 days) but less than 8 weeks before the commencement date for a non-package course CoE.	75% Refund: Tuition Fees * Full Refund: Materials Fee and OSHC Fee.
Cancellation/Withdrawal more than 2 weeks (14 days) but less than 4 weeks before the commencement date for a non-package course CoE.	50% Refund: Tuition Fees * Full Refund: Materials Fee and OSHC Fee.

Cancellation/Withdrawal less than 2 weeks (14 days) before initial course start date or after the official course commencement date.	No Refund: Tuition Fees OR CoE Security Deposit & Materials Fee Full Refund: OSHC Fee if cancellation is before official commencement date. No Refund: OSHC Fee if cancellation is after official commencement date.
Cancellation of CoE and Reporting for breach of student visa conditions, conditions of enrolment and/or National Code Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	No Refund: Tuition Fees OR CoE Security Deposit & Materials Fee. No Refund: OSHC Fee.
Cancellation/Withdrawal due to demonstrated Compassionate and/or Compelling Circumstances.	Full Refund (if withdrawal is before course commencement date): Tuition Fees * Part Refund (if withdrawal is after course commencement date): Unspent Tuition Fees for course at time of withdrawal, Full Refund: OSHC Fee if withdrawal is before course commencement date. No Refund: OSHC Fee if withdrawal is after course commencement date..

Schedule E, Accommodation Problems

Situation	Refund
Cancellation more than 2 weeks (10 working days) before student's arrival date.	Full Refund: Pre-paid rent for Homestay and CozyStay.
Cancellation from 2 days (48 hours) to 2 weeks before student's arrival date.	Part Refund: Homestay forfeits Placement Fee and 2 weeks Rent. Part Refund: CozyStay: forfeits \$350.00.
Cancellation less than 48 hours before or after student's arrival date.	No Refund.
* Tuition Fees OR CoE Security Deposit plus Enrolment and Materials Fees for the cancelled course/s minus the lesser of 5% of the amount of Course Fees received before the default date or \$500.	

Compassionate and Compelling Circumstances

Compassionate and Compelling Circumstances are situations which are generally beyond the control of the student and which have an adverse impact on the student's capacity and/or ability to: commence their course on the scheduled start date, but within two weeks of that date; or to attend scheduled classes for a significant period of time during the enrolment period.

Such circumstances include, but are not limited to: Inability to begin studying at the scheduled date due to the late issue of a student's visa and consequent delay in travel to Australia; serious illness or injury, where a verified medical certificate states that the student was unable to attend on the commencement date and/or for a significant time through the course; bereavement of close family members such as parents, siblings or grandparents (where possible a death certificate should be provided); the student recently giving birth or a student's partner recently giving birth, thus preventing commencement on the published start date or attendance for some time through the course (with supporting documentation); major political upheaval or natural disaster in the home country preventing their departure for Australia, or requiring their emergency travel to their home country; and a traumatic experience.

Evidence

All applications for special leave must be supported by documentary evidence which will vary with regard to the specific circumstances, but could include: relevant DIBP visa documents; relevant travel documents; relevant media reports relating to a natural disaster impacting on a student's area of residence; a relevant medical, Death or birth Certificate; a police incident report; a social worker's report; and/or a psychologist's report.

Certificates not written in English must be translated into English by approved NAATI translators.

Payment of Colleges Fees: Payment Methods

Telegraphic Transfer(TT): If you elect to pay your tuition fees and your OSHC premium electronically, you can do so by transferring your money to the ECA Graduate Institute account:

Account Name: ECA Graduate Institute

Bank Name: Westpac

Branch: Market & Clarence Sts, Sydney, NSW 2000, Australia

Branch Number: 032016 Account Number: 347320

Swift Code: WPACAU2S

Copy of TT receipt must be sent to the College.

Bank draft: Payable to the ECA Graduate Institute.

Online Payment available in our website and Student Portal. (VISA and Master Credit Cards only) Note: 1% Credit Card Surcharge will be applied.

Bpay - You can use Bpay to pay for your tuition fees.

Bank Cheque: Copy the invoice and return it together with your cheque. Cheques to be made to "ECA Graduate Institute".

Reference: Please use your Student Number as the transaction reference. Upon receipt of fees, you will be issued with the College's Electronic Confirmation of Enrolment form and proof of payment of Health Insurance so that you can apply for a student visa. Further information regarding enrolment and orientation will also be sent to you at this time.

APPLICANT DECLARATION

(All applicants MUST sign this declaration)

I (Applicant Name)_____ have fully read and understood the college terms and conditions.

SIGNATURE:_____ Date:_____/_____/_____

If fees are being paid by another person(s) or company: I (name of person(s) / company paying fees – please print) declare that I have the financial capacity to meet course fees and agree to pay these fees as they become due and I have read, fully understood and accept the college s terms and conditions.