



Enrolment Form 2018

PERSONAL DETAILS (as per passport)

Family Name: _____ Given Name: _____

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

Country of Citizenship: _____ Country of Birth: _____

Country of Passport: _____ Passport Number: _____

Australian Address: _____

Suburb: _____ Postcode: _____

Address Overseas: _____

Mobile: (Overseas or Australia-Mandatory) _____

Email (Mandatory): _____

VISA

Are you currently in Australia?

Yes / No

If yes, what type of visa are you holding?

Student Working Holiday

Visitor Dependent

Other _____

(Visa Expiry Date) _____

If no, which type of visa will you apply for?

Student Working Holiday

Dependant Visitor

Other: _____

CONFIRMATION OF ENROLMENT

Do you require a CoE?

Yes. Which immigration office (DHA) will you submit your visa application? _____

No. Reason _____ (please attach documentary evidence)

ENGLISH PROFICIENCY (Please attach documentary evidence)

Have you taken IELTS/TOEFL/ISLPR test in the last 12 months?

Yes (Please attach your results e.g. IELTS results, academic transcripts or Certificates)

No (It is mandatory to contact QAT to arrange an Entry Test)

OVERSEAS STUDENT HEALTH COVER (OSHC) (Please provide passport copy of spouse and children if applicable)

Do you want QAT to arrange your OSHC for you?

Yes. Single Couple Family OSHC Start Date (dd/mm/yyyy): _____

No. Applying by myself (I acknowledge that I am responsible for my own insurance)

COURSE INFORMATION

ELICOS	Duration (weeks)	Day / Eve	Start Date
057609G General English		<input type="checkbox"/> D	
062787B IELTS Preparation		<input type="checkbox"/> D <input type="checkbox"/> E	
062787B IELTS Preparation (Part Time, Evening only) Mon/Tue: Writing & Reading Wed/Thu: Speaking & Listening		<input type="checkbox"/> Mon/Tue <input type="checkbox"/> Wed/Thu	
078830F Cambridge English First Preparation		<input type="checkbox"/> D	
QAT Gateway Program*	24 36 48 (Weeks)		

For Gateway Program, please specify the course duration and start date for each program. Please read below "QAT Gateway Program Terms and Condition" for more information.

*QAT Gateway Program Terms and Condition

QAT Gateway is the Pass for students to study any of our English programs. Student must enrol into General English, IELTS Preparation and Cambridge English First Preparation for this program. Student must enrol minimum six weeks per program. \$50 administration fee may applied for change of study plan.

Community Services and Individual Support and Courses

Course Name	Duration (weeks)	Start Date
097084M Certificate III in Community Services	39 weeks	
097085K Certificate III in Individual Support	40 weeks	
097086J Diploma of Community Services	74 weeks	

Early Childhood Education and Care Courses

082223F Certificate III in Early Childhood Education and Care	40 weeks	
082222G Diploma of Early Childhood Education and Care	92 weeks	
082222G Diploma of Early Childhood Education and Care (when packaged with Certificate III in ECEC)	68 weeks	

Business and Management Courses

097632K Certificate II in Retail Services	35 weeks	
097633J Certificate III in Retail	35 weeks	
087038M Certificate IV in Business Administration	25 weeks	
095912G Diploma of Business – Specialising in Project Management	40 weeks	
089982K Diploma of Leadership and Management - General (Evening)	52 weeks	
089982K Diploma of Leadership and Management – Majoring in Social Media and Digital Marketing (Daytime)	52 weeks	
089983J Advanced Diploma of Leadership and Management	40 weeks	

Cookery and Hospitality Courses

097081C Certificate I in Hospitality	17 weeks	
097083A Certificate II in Kitchen Operation	32 weeks	
094609M Certificate IV in Commercial Cookery	76 weeks	
091024E Diploma of Hospitality Management	24 weeks	
097082B Advanced Diploma of Hospitality Management	35 weeks	
091024E Diploma of Hospitality Management*	59 weeks	
097082B Advanced Diploma of Hospitality Management*		

*Note: Prerequisite of Certificate IV in Commercial Cookery for Diploma of Hospitality Management and Advanced Diploma of Hospitality Management

COURSE SUITABILITY

I have considered this course sincerely and agree that it is suitable for my needs
 I have an employment background and/or plans that fit this course
 I have included a statement of purpose, please find attached (offshore mandatory)

Note: What is your main reason to enroll this course: _____

EDUCATION

Are you currently enrolled at another institution in Australia?

Yes. Which institute: _____ Program: _____

Duration: _____

No. _____ Do you require a release letter? Yes No

Previous Educational Institution: _____

Duration: _____

Highest Educational Attainment: _____

Do you require Credit Transfer (CT) / Recognition of Prior Learning (RPL) Yes No

Note: If you are applying for RPL or CT you will be required to attach the CT/RPL to this form.

QAT PATHWAY PROGRAM (More information in brochure and our website)

Do you want to study at one of our pathway institutions after completion of your course at QAT?

Yes No

HOMESTAY (Minimum 4 weeks-Payable upon acceptance of Offer)

Do you want QAT to arrange homestay for you? Yes No

<http://qat.qld.edu.au/international/forms-policies>

VET COURSE INTAKE DATES-From January 2018, please refer to QAT website for full details

<http://qat.qld.edu.au/international/forms-policies>

OSHC DETAILS

All students on a student visa are required by the Department of Immigration and Border Protection to have Overseas Student Health Cover (OSHC) for the duration of your visa. Please refer to QAT website for details

<http://qat.qld.edu.au/international/forms-policies>

ENTRY REQUIREMENTS-Please refer to QAT website for full details

<http://qat.qld.edu.au/international/forms-policies>

PAYMENT INFORMATION

1. Telegraphic Transfer or Direct Deposit (please email the proof of payment to enrol@qat.qld.edu.au)

Bank Name: Bendigo Bank Ltd

Account Name: Australia Moreton Education Group Pty Ltd **BSB:** 633-000 **A/C Number:** 1254-07528

Swift Code: BENDAU3B

2. Bank Cheque: Australia Moreton Education Group Pty Ltd

3. Visa Card and MasterCard

4. Cash Payment (ONLY at QAT Reception)

1. Payment must quote the proposal number.
2. For overseas payments please include an **extra AUD\$25** to cover the International Bank transfer fee. The student is responsible for paying the bank transfer fee being charged by the overseas bank.
3. For **student visa holders**:
 - a. Student can pay full fees if they wish to, but they are not required to pay more than 50% up front.
 - b. In the event of **early termination**, all unpaid fees for the specific course need to be paid before the termination will be considered. Late payment and non-payment of fees are against Australian law and are reportable to the Department of Immigration and Border Protection (DHA) five days after the appeals process has been completed.

TERMS AND CONDITIONS

For Student Visa Holders:

1. If you are coming to Australia on a student visa, we will send you a Confirmation of Enrolment (CoE). You will need to take this CoE to your nearest Australian Embassy or Consulate with your visa application form. Be sure to leave enough time for the Embassy or Consulate to issue your visa.
 2. You cannot change provider during the course without a written letter of release from QAT.
 3. For ELICOS program students, you are to maintain satisfactory attendance level (over 80%). For VET program students you are to maintain a satisfactory course progress (minimum 50%). Any breach of these conditions may result in you being reported to the Department of Immigration and Border Protection (DHA). QAT has an Appeals & Complaints process, which you can access if QAT intends to report you to DHA for any reason.
 4. You should always inform QAT of any changes to your enrolment or start date at least a week prior in writing. Fill out a "Special Consideration Form" which is available from QAT's website and email to enrol@qat.qld.edu.au. Please note, if you fail to attend the school on your course start date without contacting us in advance, QAT has 14 days to report the cancellation of your enrolment to DHA. You are entitled to natural justice under ESOS Act subsection 4A (1) (a) (i).
 5. You must attend orientation, since it is a legal requirement and falls within your CoE's study plan. Failing to do so is reportable to DHA. Your Orientation date and time will be emailed to you prior to course commencement.
 6. If you are enrolled at another provider on a student visa, you need to provide QAT a release letter before we can issue your CoE.
 7. You must provide QAT with proof of your English language proficiency level before we can issue you with an unconditional CoE.
- Courses, Fees and Timetables: From time to time, QAT may change its courses or course fees. Always be sure to check the very latest course enrolment information. You can do this by emailing us or by checking our web site.

CONDITIONS OF ENROLMENT

1. 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. Even if the student has discussed refunds with QAT, the student will always have the right to get legal help to solve any problems. QAT regards the transparent and clear communication of this policy to the students in a language which is understandable as being a high priority. As well as, on this form, refund procedures are outlined in the QAT grievance flow chart displayed in the Student Orientation Handbook and on notices in every classroom.

2. Books and Equipment

The student will return any books or equipment lent to them by QAT

3. Excursions

The student understands that weekly excursions and activities are a valuable part of their language learning experience. While most of these activities will be free, sometimes there may be a small (\$2-\$20) charge for some outside activities. The student agrees to pay these costs if they occur and of the student decides to participate.

4. Medical Insurance

Overseas Student Health Cover (OSHC) is compulsory for students on student visas. If QAT is not arranging OSHC, student must provide proof of currency.

5. Indemnity

When the student signs this form, the student understands that they release and indemnify QAT and all of its staff and agents from any responsibility for any loss, damage or injury to themselves or any of their property. Neither the student nor any of my executors or administrators will make any claims against QAT or its staff for any loss, damage, physical injury or death that occurs at the premises rented by QAT or on any transfer or recreational, sporting or educational excursion conducted or arranged by QAT.

6. Communication of Personal Information

QAT will only use this information for the purposes of enrolling the student in their courses. Any information about the student which QAT has will be made available for them if they ask for it. However, the student understands that this information may also be given to Australian State or Federal departments or agencies, such as DHA, and to the Fund Manager of the ESOS Assurance Fund, if it is required by Australian law. At all times, QAT is bound to abide by the requirements of the Privacy Act (1988)

7. Change of Address and Contact Details

The student understands that they must advise QAT within 7 days of any change in their address or contact details during their course.

ADDITIONAL COSTS FOR CHANGE OF ENROLMENT

Revising Confirmation of Enrolment (COE) information such as the course, start date, course length, OSHC & DHA Office will be subject to a \$50 administration fee per program. "No charge will be made if it is caused by the Immigration (i.e. delayed processing of student visa), family circumstance or medical issue. Supporting evidence must be provided where necessary. Administration fee will be paid upfront before revised CoE is finalised."

Sponsored Students (SACM students AND DAYTIME COURSES ONLY)

Are you applying for Financial Guarantee?

- Yes (Please present your Financial Guarantee on commencement day)
- No (Please make payment on commencement day)

Payment Options (All courses except Diploma ECEC and Cookery)

- Pay In Full
- Standard Payment Plan
- Flexible Payment Plan (\$50 service fee per enrolment)

Payment Options (Diploma ECEC and Cookery ONLY)

- Pay in full
- Flexible Payment Plan A (\$50 service fee per enrolment)
- Flexible Payment Plan B (\$100 service fee per enrolment)

Note: Once an offer is accepted, revising instalment plan will be subject to a \$50 administration fee per enrolment.

REFUND POLICY (Please ✓ the box)

Please access our International Refund Policy from the QAT Policies menu at www.qat.qld.edu.au

- I have read and understood the Conditions of Enrolment and International Refund Policy on the QAT website /handout

Unique Student Identifier (VET student ONLY)

Do you have a registered USI number?

- Yes Please provide your USI number:
- No Please complete the below section for further process

(visit www.usi.gov.au to apply for USI)

From 1 January 2015, we, Queensland Academy of Technology can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>.

If you would like us, Queensland Academy of Technology to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://qat.qld.edu.au/QAT-International/for-students/forms/>

I [NAME] _____ authorise Queensland Academy of Technology to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://qat.qld.edu.au/QAT-International/for-students/forms/>

SIGNATURE: _____

DATE (dd/mm/yyyy): _____

CHECKLIST

Completed ALL sections of this application
Read and understood the Terms and Conditions
Read and understood the Refund Policy

Provided evidence of English proficiency, if applicable
Attached certified copies of academic record, if applicable
Attached passport and visa
OSHC arrangement request (Provide passport of spouse and children if applicable)

REPRESENTATIVE 'S STAMP

STUDENT DECLARATION

I have carefully read and understood the Terms and Conditions on Page 3. I agree with all of the cancellation, refund and other conditions listed. If I am a parent or guardian of a student who is enrolling, then I agree that all of the conditions are acceptable.

If using an education agent:

I give my agent authorisation to act on my behalf on all matters related to study and finance

Student's Signature: _____

Date (dd/mm/yyyy): _____

ENROLMENT PROCESS

1. Complete QAT Enrolment Form
2. Email Enrolment Form and Passport along with English proficiency if applicable to enrol@qat.qld.edu.au
3. Receive your offer, invoice and Written Agreement (acceptance of offer / instalment plan) within 48 hours
4. Sign and return your completed Written Agreement / proof of payment / English proficiency evidence to enrol@qat.qld.edu.au within 45 days from the date of offer.
5. Receive your ECoE within 48 hours (CoE must be requested at least 2 weeks prior to commencement of the course)

OR 5 days prior to the expiration of an existing visa (whichever is earlier)