

## INTERNATIONAL STUDENTS APPLICATION FORM

### PREVIOUS VICTORY INSTITUTE STUDIES

Have you previously been enrolled at Victory Institute?

No

Yes ▶ Please provide your student ID number:

### PERSONAL DETAILS

Mr Miss Ms Mrs Other:

Gender: Male Female Indeterminate

First Name:

Middle Name(s):

Last Name:

Date of Birth:

Nationality:

Place of Birth (City):

Country of Birth:

Passport Number:

**ADDRESS:** *If you are currently living outside Australia, please provide your overseas address.  
 If you are already living in Australia, please provide your Australian address.*

Building Name:

Unit Number:

Street Number:

Street Name:

City/Town/Suburb:

State/Province:

Country:

Postcode:

Phone:

Mobile:

Email:

### VISA & OVERSEAS STUDENT HEALTH COVER (OSHC) STATUS

Do you hold a current Australia Visa?

No

Yes ▶ Visa Type:

Expiry Date:

Where will you lodge your student visa application?

Australia

Outside Australia

Have you been refused a visa from any country including Australia for any reason?

No

Yes ▶ You will be asked to provide full details and copies of any documents

Do you require OSHC cover service from us?

No ▶ I already have OSHC or I will provide my own

Provider:

Expiry Date:

Yes ▶ Please provide me with the service:

How many months?

 Months

Single ▶ Start Date:

Couple ▶ Start Date:

Family ▶ Start Date:

### ABORIGINAL AND TORRES STRAIT ISLANDER STATUS

Are you of Aboriginal or Torres Strait Islander origin?

No

Yes ▶ Please specify:

### UNIQUE STUDENT IDENTIFIER (USI) COLLECTION

Have you registered your USI number?

No ▶ Please go to [www.usi.gov.au/students/](http://www.usi.gov.au/students/) to create your own USI and provide your USI to Victory Institute as soon as possible.

Yes ▶ Please provide your USI number:

### ENGLISH LANGUAGE PROFICIENCY

Is English your first language?

No

Yes

Do you speak a language other than English at home?

*If more than one language, indicate that one that is spoken most often.*

No ▶ English only

Yes ▶ Please specify:

## INTERNATIONAL STUDENTS APPLICATION FORM

How well do you speak English?

Very well                  Well                  Not well                  Not at all

Have you completed a degree or diploma within the last 2 years where the sole language of instruction was English?

No

Yes ▶ Please state degree and Institution

Have you undertaken any formally-recognised English Language tests within the last 2 years?

No

Yes ▶ Indicate below:

IELTS                  TOEFL                  PTE                  CAE

Other:

Date of test:

Score:

Please attach certified copies of documents of your English proficiency

### EDUCATION BACKGROUND

Have you completed at least four years of secondary schooling equivalent to the Australian Record of School Achievement (RoSA) level?

No

Yes

In which YEAR did you complete that school level?

What is your highest COMPLETED school level (tick one box only)

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent

Year 8 or below

Never attended school

Are you still attending secondary school?

No

Yes ▶ Expected year of completion:

### PREVIOUS QUALIFICATIONS

Have you SUCCESSFULLY completed any of the following qualifications?

No

Yes ▶ Tick ANY applicable boxes (you may indicate more than one)

Bachelor Degree or Higher Degree

Advanced Diploma or Associate Degree

Diploma (or Associate Diploma)

Certificate IV (or Advanced Certificate/Technician)

Certificate III (or Trade Certificate)

Certificate II

Certificate other than these

Please list any qualifications or work experience you have completed and the year of completion. (attach resume if appropriate)

|  |       |
|--|-------|
|  | Year: |
|  | Year: |
|  | Year: |

Do you wish to apply for course credit through recognition of qualifications and statements of attainment issued by another Australian RTO (National Recognition) or credit transfer?

No

Yes ▶ Certified copies of transcripts from previous qualifications, and RPL/RCC & Credit Transfer Application form are attached to this application

Do you wish to apply for course credit through Recognition of Prior Learning?

No

Yes ▶ You will be contacted to discuss this further.

### DISABILITY DETAILS

Do you consider yourself to have a disability, impairment or long term condition?

No

Yes ▶ Please indicate the area of disability, impairment or long-term condition.

(tick as many as apply)

Visual

Hearing

Physical

Learning

Intellectual

Mental illness

Chronic illness

Acquired brain injury

Other:

Do you request for any special needs / supports?

No

Yes ▶ Please specify:

**NEXT OF KIN / EMERGENCY CONTACT**

|                   |                      |                 |                      |
|-------------------|----------------------|-----------------|----------------------|
| First Name:       | <input type="text"/> |                 |                      |
| Middle Name(s):   | <input type="text"/> |                 |                      |
| Last Name:        | <input type="text"/> |                 |                      |
| Relationship:     | <input type="text"/> |                 |                      |
| Building Name:    | <input type="text"/> | Unit Number:    | <input type="text"/> |
| Street Number:    | <input type="text"/> | Street Name:    | <input type="text"/> |
| City/Town/Suburb: | <input type="text"/> | State/Province: | <input type="text"/> |
| Country:          | <input type="text"/> | Postcode:       | <input type="text"/> |
| Phone:            | <input type="text"/> | Mobile:         | <input type="text"/> |
| Email:            | <input type="text"/> |                 |                      |

**SERVICES**
**Homestay**

Would you like Victory Institute to arrange homestay for you?

No

Yes ▶ Accommodation Placement Fee – available upon request. *(Please submit a completed and signed Homestay Booking Form)*

**Airport Pickup and Transfer on Arrival**

Do you require pick up from Sydney Airport to your place of accommodation?

No

Yes ▶ Airport Pick Up Service Fee – available upon request.

**SELECT YOUR COURSE**

**ENGLISH** *Intake date is every Monday.*

|  |            |  |              |  |
|--|------------|--|--------------|--|
| <b>General English</b> CRICOS. 067733J                   | Start Date |  | No. of weeks |  |
| <b>IELTS Preparation</b> CRICOS. 067734G                 | Start Date |  | No. of weeks |  |
| <b>EAP</b> English for Academic Purposes CRICOS. 088071B | Start Date |  | No. of weeks |  |

**SCREEN & MEDIA**

|  |          |
|--|----------|
| <b>CUA41220 Certificate IV in Screen &amp; Media</b><br><i>(Animation and Visual Effects) CRICOS. 107570K</i>  | 78 weeks |
| <b>CUA51020 Diploma of Screen &amp; Media</b><br><i>(Animation, Gaming and Visual Effects) CRICOS. 107571J</i> | 78 weeks |

**MARKETING & COMMUNICATION**

|   |          |
|---|----------|
| <b>BSB40820 Certificate IV in Marketing and Communication</b><br><i>CRICOS. 106994E</i>   | 52 weeks |
| <b>BSB50620 Diploma of Marketing and Communication</b><br><i>CRICOS. 106995D</i>          | 78 weeks |
| <b>BSB60520 Advanced Diploma of Marketing and Communication</b><br><i>CRICOS. 106991H</i> | 78 weeks |

**BUSINESS**

|   |          |
|---|----------|
| <b>BSB30120 Certificate III in Business</b><br><i>CRICOS. 106339C</i>             | 52 weeks |
| <b>BSB40120 Certificate IV in Business (Operations)</b><br><i>CRICOS. 106336F</i> | 52 weeks |

DIP Business

|  |           |
|--|-----------|
| <b>BSB50120 Diploma of Business (Operations)</b><br><i>CRICOS. 106337E</i> | 104 weeks |
|--|-----------|

ADV Business

|   |           |
|---|-----------|
| <b>BSB60120 Advanced Diploma of Business</b><br><i>CRICOS.106338D</i> | 104 weeks |
|---|-----------|

**INTAKE DATE**

| 2024 INTAKE | 2025 INTAKE | 2026 INTAKE |
|-------------|-------------|-------------|
| 08 January  | 06 January  | 05 January  |
| 12 February | 10 February | 09 February |
| 08 April    | 07 April    | 06 April    |
| 13 May      | 12 May      | 11 May      |
| 08 July     | 07 July     | 06 July     |
| 12 August   | 11 August   | 10 August   |
| 07 October  | 06 October  | 05 October  |
| 11 November | 10 November | 09 November |

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## **TERMS AND CONDITIONS – INTERNATIONAL STUDENTS**

### **REFUND POLICY**

Our refund policy is included in the Letter of Offer and Written Agreement that you are required to sign prior to commencement of your course to indicate acceptance of the offer of enrolment and the terms and conditions specified.

The following tuition and non-tuition fees are not refundable under any circumstances, including visa rejection:

- Enrolment application fee: \$200 (required to process your application)
- Airport pick-up service fee
- Homestay accommodation placement fee

### **Homestay accommodation**

The homestay accommodation placement fee is available upon request and non-refundable. All homestay accommodation fees must be paid to the agent unless otherwise advised by the agent. Requests for refunds of homestay accommodation fees must be made to the agent. Victory Institute does not guarantee or refund any homestay accommodation fees.

### **Education agents**

If you use an education agent and that agent charges their own fees to students (in addition to Victory Institute's tuition and non-tuition fees), those fees remain the responsibility of the agent. Victory Institute is not responsible for the agent's own fees and does not protect or refund those fees under any circumstances. Students who wish to seek a refund or have the amount they owe on their fees reduced must apply to Victory Institute using the Refund Application Form. If your refund is approved, you can have it paid to you or you can nominate another trusted person to receive the money if you prefer. You are asked to specify the recipient (yourself or someone else) and provide the recipient's contact and bank details on the Refund Application Form.

### **Victory Institute will:**

- Assess your request fairly and in accordance with the Fees and Refunds Policy and Procedures.
- Issue you with the decision in writing, using the Notice of Refund Decision letter within 10 working days of receipt of the Refund Application Form
- If the refund is approved, detail how the refund was calculated and issue the refund within 10 working days of providing the outcome to the students.
- If the refund was not approved, explain the reason for the decision and your right to lodge an appeal of the decision within 20 working days of the date of the Notice of Refund Decision letter, in accordance with Victory Institute's Complaints and Appeals Policy and Procedures.
- Require you to accept the decision in writing and give you a copy of the decision for your records.
- Maintain our records of the decision, the acceptance and any refunds paid to you for at least 2 years after you ceases to be an accepted student.

### **Refund prior to course commencement**

- 100% refund where student is refused a visa
- 100% refund where Victory Institute cancels the course prior to commencement
- 80% refund where a student withdraws 29 days or more before course commencement
- 0% refund where a student withdraws less than 28 days before the course commencement.

### **Refund after course commencement**

- A full refund will be paid in the event of Victory Institute default.
- If a student is refused a visa but has already commenced their course, non-tuition fees will not be refunded. However,
  - For ELICOS course, tuition fees will be refunded from the day of the student default as per Section 7 of the ESOS Act (Calculation of Refund) Specification 2014. The student will be refunded the weekly tuition fees multiplied by the number of weeks the student is in default.
  - For VET course, fees will not be refunded.

### **Other circumstances where no refund (0%) will be provided**

- If a student is refused a visa and the reason for the refusal is:
  - Did not start the course at the location on the agreed starting day or;
  - Withdraws from the course at that location or;
  - Did not pay the tuition and non-tuition fees due
- Victory Institute terminates a student's enrolment because of a failure to comply with Victory Institute's policies, unsatisfactory academic progress or attendance
- If a student is in breach of their student visa conditions
- If a student has supplied incorrect, false or misleading information.

Victory Institute may consider written requests for refunds due to compassionate and compelling circumstances as indicated above and may increase the refund amount.

### **Outcomes of refund decisions**

Within 10 working days of receipt of your completed Refund Application Form, Victory Institute will review the application and supporting documents, and issue you with a Notice of Refund Decision that will explain:

Whether or not the refund was approved.

- If it was approved, the amount of the refund and a detailed explanation of how the refund was calculated.
- If it was not approved, the reasons for the refusal and your right to appeal the decision in accordance with Victory Institute's Complaints and Appeals Policy and Procedures.

If the refund was approved, Victory Institute will Issue the refund or adjustment notice within 10 working days of providing the outcome to the students.

You are responsible for keeping a copy of the signed Enrolment Application Form and the Letter of Offer and Written Agreement, as well as receipts of any payments for tuition fees or non-tuition fees.

**WRITTEN AGREEMENT – INTERNATIONAL STUDENTS**

In signing this Enrolment Application Form, you agree:

- That the information you have provided on this form is true, correct and complete.
- That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
- That you have read and understood Victory Institute’s Privacy Policy.
- Information concerning students, including information submitted on the Enrolment Application Form may be shared among Victory Institute, the Commonwealth, the Australian Government and designated authorities, and, if relevant, the Tuition Protection Service (TPS) and the ESOS Assurance Fund Manager This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.
- The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or other authorised agencies and departments. In certain circumstances information collected during your enrolment can be disclosed without your consent where authorised or required by law, as described above.
- The provision of this information is necessary for both enrolment and re-enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting Victory Institute.
- For VET applicants only, that you have read and understood Victory Institute’s Student Handbook.
- That you have been provided with detailed information about the tuition fees and non-tuition fees associated with your course enrolment including information on all tuition fees and non - tuition fees, payment terms, and the applicable Refund Policy.
- That you have the financial capacity to meet all tuition fees and non - tuition fees, and agree to pay them as they become due.
- To provide Victory Institute with current and accurate contact details and notify Victory Institute within 7 days if anything changes.
- To be bound by Victory Institute’s Student Code of Conduct and other student policies and procedures, as well as National and State legislation and regulations including any variations that are made from time to time
- That you have included certified documents to meet the conditions of your offer (if applicable).
- “This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.”

**STUDENT DECLARATION**

I certify that all information I have provided on this form is true and correct.

**AGENT DECLARATION**

As an authorization of Victory Institute agent, I/We take full responsibility for verifying any of the information provided in this application on behalf of Victory Institute and that Victory Institute may take action under that agreement, including the cancellation of the agreement for any false or misleading information or breach of the Code of Conduct.

**STUDENT**

Printed name:

Signature:

Date:

**AGENT DETAILS (if applicable)**

Name:

Contact details:

Signature:

Date:

Stamp:

**FINANCIAL FUND**

Do you have access to sufficient funds to support you and your dependants (if any) for the total period of your stay in Australia to ensure that you meet course progress? This includes tuition fees, travel costs, living costs as outlined on the Department of Home Affairs website: <https://www.immi.homeaffairs.gov.au/>

Please indicate your source of funding:

Self-Funded                  Parent                  Relative                  Bank Loan                  Employer                  Scholarship

| Expenses                     | Per Person                                 | Amount Required in AUD               | Do You Have These Fund? |    |     |
|------------------------------|--|--------------------------------------|-------------------------|----|-----|
|                              |  |                                      | YES                     | NO | N/A |
| Travel                       | If applying outside Australia              | \$2,000 (anywhere else) or           |                         |    |     |
|                              |  | \$2,500 (East or Southern Africa) or |                         |    |     |
|                              |  | \$3,000 (West Africa)                |                         |    |     |
|                              | If applying in Australia                   | \$1,000 (anywhere else) or           |                         |    |     |
|                              |  | \$1,500 (Africa)                     |                         |    |     |
| Tuition                      | Applicant                                  | Course Fees for one academic year    |                         |    |     |
|                              | School-age-children aged 5 -18             | \$13,502 per year for each child     |                         |    |     |
| Living                       | Applicant                                  | \$29,710 per year                    |                         |    |     |
|                              | Partner                                    | \$10,394 per year                    |                         |    |     |
|                              | Each Child                                 | \$4,449                              |                         |    |     |
| Overseas Health Cover (OSHC) | Single                                     | Visa length cover.                   |                         |    |     |
|                              | Couple (No Children)                       | Visa length cover.                   |                         |    |     |
|                              | Family                                     | Visa length cover.                   |                         |    |     |
| Personal Annual Income       | If there is no member of the family        | \$87,856                             |                         |    |     |
|                              | Where there is a member of the family unit | \$102,500                            |                         |    |     |

**GENUINE TEMPORARY ENTRANT (GTE) ASSESSMENT**

**About this section:**

This section helps Victory Institute assess whether you meet the Australian Government's Genuine Temporary Entrant (GTE) Criteria. It is important that the section is correctly completed and that all required documentation is attached.

See [www.homeaffairs.gov.au/StudyinginAustralia/Documents/direction-no-69.pdf](http://www.homeaffairs.gov.au/StudyinginAustralia/Documents/direction-no-69.pdf) (If the space provided below is not enough please provide your answers on a separate sheet)

1. How did you find out about Victory Institute?

Agent

Other

2. What are the reasons for choosing to undertake selected course(s)?

3. Please explain how the course you have chosen will benefit you in the future.

4. What are the reasons for choosing Victory Institute over other providers in Australia?

5. What are the reasons for choosing to study in Australia rather than in your home country?

6. When did you last study? If there is a gap in your studies, please explain what you have been doing during this gap.



7. Have you previously studied any courses in Australia?

No                      Yes - Please list them

8. Relationship status:

Single                      Engaged                      De Facto                      Separated  
Divorced                      Widowed                      Married

9. Do you have any dependants?

No  
Yes ▶ How many? \_\_\_\_\_ ▶ Will any dependants:    Travel to Australia    Remain at home

10. Have you or your dependants had any previous visa refusals?

No                      Yes - Please provide the reasons