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 E-mail: info@acah.edu.au  
 RTO Provider Code: 21316 CRICOS Provider Code: 02494A

## INTERNATIONAL STUDENT APPLICATION FORM

### Section A: Student Status

- I am a new student in this course who has **not** previously studied at ACAH.
- I am a new student in this course who has previously studied at ACAH.
- I am a continuing student in this course.

Ref No:	
ID #	

### Section B: Personal Details

Please insert your personal details as shown in your passport

<b>Family Name:</b>
<b>First Given Name:</b>
<b>Middle Name:</b>

Date of Birth: 

Day:	Month:	Year:
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 Gender: Male  Female  Other

Your address in Australia (if applicable):


Home Phone:

Work Phone:

Mobile:

Email:

Your address in your home country (other than Australia)\*:


Your emergency contact details (next of kin) –  
Name / Phone # / Email:


Your ACAH representative/agent contact details or company stamp:


Phone:

Fax:

Email:

### Section C: Course Preference

Please indicate the courses you wish to enrol in:

Course Code	Course Name	Campus

When do you wish to study?      Month\* \_\_\_\_\_ Year\* \_\_\_\_\_

## INTERNATIONAL STUDENT APPLICATION FORM

*\*Please check with ACAH for other available start dates throughout the year.*

### Section D: Visa Details

<b>Nationality:</b>	<b>Passport#:</b>
<b>Are you already in Australia?</b> No <input type="checkbox"/> Yes <input type="checkbox"/>	
<b>Visa Category:</b>	<b>Visa Expiry Date: (Day/Month/Year)</b>
<b>Immigration grant Number:</b>	

If you hold a visa category other than 'student', you must include a certified copy of your visa with your application.

Have you ever been excluded (or are you facing expulsion) from a course on academic or other grounds in Australia?\*

No  Yes

▶ **Attach details on a separate sheet**

Have you ever been reported to DoHA for **breach** of any **VISA CONDITIONS**?\*

No  Yes

▶ **Attach details on a separate sheet**

### Section E: AVETMISS Information

In which country were you born?

Australia

Other – please specify \_\_\_\_\_

Do you speak a language other than English at home?

No, English only

Yes, other – please specify \_\_\_\_\_

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

YES

No

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

- |   |  |
|---|--|
| <input type="checkbox"/> Hearing/deaf   | <input type="checkbox"/> Physical                  |
| <input type="checkbox"/> Intellectual   | <input type="checkbox"/> Learning                  |
| <input type="checkbox"/> Mental illness | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Vision         | <input type="checkbox"/> Medical condition         |
| <input type="checkbox"/> Other          |  |

## INTERNATIONAL STUDENT APPLICATION FORM

Are you :

- Aboriginal       Torres Strait Islander  
 Neither           Aboriginal and Torres Strait Islander

Are you still attending High School?    Yes     No

What is your highest completed school level?

- |  |   |
|--|---|
| <input type="checkbox"/> Completed Year 12<br><input type="checkbox"/> Completed Year 11<br><input type="checkbox"/> Completed Year 10 | <input type="checkbox"/> Completed Year 9 or Equivalent<br><input type="checkbox"/> Completed Year 8 or Lower<br><input type="checkbox"/> Did Not Go to High School |
|--|---|

In which year did you complete that school level: \_\_\_\_\_

Have you successfully completed any of the following qualifications?

- |  |   |
|--|---|
| <input type="checkbox"/> Bachelor Degree or Higher Degree<br><input type="checkbox"/> Advanced Diploma or Associate Degree<br><input type="checkbox"/> Diploma or Associate Diploma<br><input type="checkbox"/> Certificate IV or Advanced | <input type="checkbox"/> Certificate/Technician<br><input type="checkbox"/> Certificate III or Trade Certificate<br><input type="checkbox"/> Certificate II<br><input type="checkbox"/> Certificate I<br><input type="checkbox"/> Certificates Other Than the Above |
|--|---|

Are you available for government / regulator-based surveys?     Yes       No

If you have completed a prior qualification was this completed;

- In Australia  
 Overseas, Country \_\_\_\_\_  
 Overseas & Assessed as Australian equivalent by \_\_\_\_\_ (assessing body)

## INTERNATIONAL STUDENT APPLICATION FORM

Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)

- |  |  |
|--|--|
| <input type="checkbox"/> Full-time Employee<br><input type="checkbox"/> Part-time Employee<br><input type="checkbox"/> Self Employed - Not Employing Others<br><input type="checkbox"/> Employer | <input type="checkbox"/> Employed - Unpaid Worker in a Family Business<br><input type="checkbox"/> Unemployed - Seeking Full-time Work<br><input type="checkbox"/> Unemployed - Seeking Part-time Work<br><input type="checkbox"/> Not Employed - Not Seeking Employment |
|--|--|

If you are employed, which BEST describes your occupation? (Tick ONE box only.)

- |   |  |
|---|--|
| <input type="checkbox"/> Manager<br><input type="checkbox"/> Professionals<br><input type="checkbox"/> Technicians and Trade Workers<br><input type="checkbox"/> Community and Personal Service Workers<br><input type="checkbox"/> Clerical and Administrative Workers | <input type="checkbox"/> Sales Workers<br><input type="checkbox"/> Machinery Operators and Drivers<br><input type="checkbox"/> Labourers<br><input type="checkbox"/> Other |
|---|--|

If you are employed, which BEST describes your industry of employment? (Tick ONE box only.)

- |  |   |
|--|---|
| <input type="checkbox"/> Agriculture, Forestry and Fishing<br><input type="checkbox"/> Mining<br><input type="checkbox"/> Manufacturing<br><input type="checkbox"/> Electricity, Gas and Water Services<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Wholesale Trade<br><input type="checkbox"/> Retail Trade<br><input type="checkbox"/> Professional, Scientific and Technical Services<br><input type="checkbox"/> Administrative and Support Services<br><input type="checkbox"/> Public Administration and Safety<br><input type="checkbox"/> Education and Training<br><input type="checkbox"/> Health Care and Social Assistance<br><input type="checkbox"/> Arts and Recreation Services | <input type="checkbox"/> Accommodation and Feed Services<br><input type="checkbox"/> Transport, Postal and Warehousing<br><input type="checkbox"/> Information, Media and Telecommunications<br><input type="checkbox"/> Financial and Insurance Services<br><input type="checkbox"/> Other |
|--|---|

## INTERNATIONAL STUDENT APPLICATION FORM

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only.)

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- Other reasons

Enter your Victorian Student Number (VSN) if applicable:

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I am new to the Victorian Education System. I have never attended a school, TAFE or other VET training provider in Victoria.

Leave both the VSN and the above tick box blank if you HAVE previously attended a Victorian school, TAFE or vocational education and training provider.

From 1 January 2015, we ACAHA 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). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

Enter your Unique Student Number (USI) if applicable:

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If you do not have a USI you must create a USI prior to enrolment with ACAHA. Please visit <http://www.usi.gov.au/Pages/default.aspx> or contact Student Administration for more Information.

### Section F: Course Credit /Recognition of Prior Learning (RPL)

A student may apply for exemption from a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes recognition of current competency, recognition of informal learning and recognition of prior learning.

Do you believe you should be considered for exemption from a particular part of the course as a result of previous study, experience or recognition of a current competency held?

No  Yes

If yes complete request a "Course Credit Application".

100% course credit will be granted for similar units of competency, completed at another training provider.

## INTERNATIONAL STUDENT APPLICATION FORM

### Section G: Supporting Statement: (Genuine Student)

Enrolment at ACAH requires you to submit a personal Statement of Intention in support of your application. Please state why you wish to study at ACAH the, course you have nominated, and how it will benefit you and your career in the future.

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**\*Signature of Person making the declaration:**

**Date:**

**END OF STATEMENT**

### Section H: Other details

Have you ever been offered a place at another Australian Provider?      No      Yes

No       Yes  
 If  Yes, please provide details:

Do you already hold an Overseas Student Health Cover Card / have you already made arrangements for OSHC in Australia?

No       Yes       Membership Number

Do you need ACAH to make arrangements for OSHC in Australia for you?      No       Yes       (ACAH uses the services of OSHC Allianz)

Would you require Family OSHC, if you are bring your spouse / partner?      No       Yes

### Section I: Finding out about ACAH:

How did you find out about ACAH? (Please tick)

<input type="checkbox"/> Education Exhibition	<input type="checkbox"/> Magazine or newspaper
<input type="checkbox"/> ACAH International Office	<input type="checkbox"/> Australian Embassy
<input type="checkbox"/> Friends or relatives	<input type="checkbox"/> ACAH Seminar
<input type="checkbox"/> Internet	<input type="checkbox"/> Other _____
<input type="checkbox"/> ACAH registered Representative/Consultant/Agent	

**Agent's Details:**

Agency stamp (if applicable)

## INTERNATIONAL STUDENT APPLICATION FORM

### Section J: STUDENT INFORMATION HANDBOOK\*

All conditions of enrolment are outlined in the pre-enrolment information handbook and the student handbook, available on the ACAH website, [www.acah.edu.au](http://www.acah.edu.au).

### Section K: Refund Policy

#### Full refund of tuition fees

**Important:** If the student is represented by an ACAH Representative, then all refunds will be made to the respective ACAH Representative via Telegraphic Transfer for distribution to the student. If the student is not represented by an ACAH Representative, then refunds will be made to the student via cheque, for collection at the ACAH Swanston Street office within 14 days of the approval of the refund. If the student is off-shore and not represented by an agent, then refunds will be made via Telegraphic Transfer to the student's nominated bank account.

The Provider (ACAHA) will make a full refund of the tuition fees (*including the Enrolment Administration fee of \$550.00*) under the following circumstances, in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2019.

- The Provider cancels or doesn't offer a course anymore
- The Provider stops its activity

The Provider will pay the amount within 2 weeks after the default day.

#### Partial refund of tuition fees

In the event of a written cancellation of enrolment by the student, the following arrangements will apply;

- If the potential student is refused a Student Visa for Australia then the maximum amount that can be deducted from the course refund money is AUD\$560.00 (Enrolment Administration Fee).
- If notice of cancellation is received from the student more than 28 days prior to the commencement date of the course (eCoE Date), a cancellation fee of AUD\$560.00 is payable to Rabarl Pty Ltd, trading as Australian College of Agriculture & Horticulture (ACAHA).
- If notice of cancellation is received from the student between 7 and 27 days prior to the commencement date of the course (eCoE Date), a cancellation fee of AUD\$1,250.00 is payable to Rabarl Pty Ltd, trading as Australian College of Agriculture & Horticulture (ACAHA).
- If notice of cancellation is received from the student less than 7 days prior to the commencement date of the course, the full fees for the semester are payable to Rabarl Pty Ltd, trading as Australian College of Agriculture & Horticulture (ACAHA) **No refund applies**.
- Where the student has paid fees to Rabarl Pty Ltd, trading as Australian College of Agriculture & Horticulture (ACAHA) the cancellation or course fees will be deducted from the payment received from the student and the remaining money refunded to the student.
- Where the student has not paid fees for the semester, Rabarl Pty Ltd trading as Australian College of Agriculture & Horticulture (ACAHA) reserves the right to recover the cancellation of course fees as detailed above, by informing Debt Recovery Services with any associated costs borne by the student.
- Any refunds due to the student will be paid within 2 weeks of receiving notice of cancellation / request for refund from the student. (Please note that offshore refunds can take up to 4 weeks).

#### Non-refundable fees

**The following fees are non-refundable:**

Once a student has started a course at ACAH, the following fees are non-refundable:

- Enrolment fee (except in the case of Institution default)

- Airport pick-up, placement and settlement services fees.
- Agents commissions
- Deposits toward higher education packaged programs with other university's or other courses at ACAH.
- OSHC Health Insurance fees are non-refundable from ACAH. Students must personally seek refunds from the OSHC provider as this is an arrangement between the individual student and the OSHC provider.

#### No refunds apply to:

- leave taken during a course (i.e. have commenced the course as per eCoE, and applied for leave during the course)
- cancellation requests/advice received less than seven (7) days before course commencement
- cancellation requests submitted AFTER the commencement (start) of the course
- a student who is reported to DOHA for a breach of visa conditions or has their visa cancelled.

**This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia's Consumer Protection Laws.**

#### Application for Refund & Payment of Refunds

- Applications for refund must be made in writing by the student using the *Request for Refund form (ACAHA-F-074)* available from Student Administration, free of charge.
- Refunds will only be authorised by the General Manager and Acting Head of School, according to the ACAH Refund Policy, available to students in the pre-enrolment information, Application for Enrolment, Student Handbook, on the ACAH web site, or from Student Administration.
- For students still living on -shore (no ACAH representative), a standard letter to the student will be sent to the student notifying them of collection arrangements for the refund cheque. If Students were referred to ACAH by a nominated representative then the refund will be forwarded to the ACAH representative (education agent) for disbursement to the student.
- For students living off-shore (no ACAH representative), a receipt of Telegraphic Transfer (TT) of funds will be sent. *Note: if the student is represented by an Agent, Telegraph Transfer of refunds will be made to the Agent for disbursement to the student.*
- All account details must be provided accurately by the student. ACAH chooses to bank with ANZ Bank (ANZ), who may not have money transfer links to the bank of the student's choice. The student will need to nominate an alternate transfer bank as required by the *Request for Refund Form*. ACAH takes no responsibility for lost funds once the transfer has been made as per the details provided by the student.
- Any additional work done to trace TT's reported as not arrived to the nominated account will require a standard administration fee of \$100.00AUD. The ANZ, under their Code of Practice, chooses to fine account holders for dishonoured or returned TTs. Bank fees will be charged, as set by ANZ.
- Refunds for students who are studying in Australia with a confirmed CoE from another provider, will be processed only for students who have registered and enrolled the other provider and satisfy visa requirements. Refunds will be payable as per the contact details on the student's ACAH file.
- Cheques reported as lost by the student will incur a fee of \$150.00AUD.
- Refunds for students who are studying in Australia with a confirmed CoE will only be processed for students who have registered and enrolled with ACAH and satisfy visa requirements. Refunds will not be made to students who are in Australia and do not enrol.



## INTERNATIONAL STUDENT APPLICATION FORM

- Please refer to sections 27, 28, and 29 of the ESOS Act 2000 for relevant definitions.

**This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further**

Have you (please tick the check boxes):

- Completed all sections of this application?
- Enclosed certified copies of Passport, English tests, qualifications and work experience, OSHC cover (if pre-arranged)?
- Completed and signed the supporting Statement of Intention?
- Read and understood the Conditions of Enrolment, Refund Policy, and Student Information Handbook

**action under Australia's Consumer Protection Laws.**

### Late payment of fees

Australian College of Agriculture & Horticulture (ACAHA) will apply a late payment fee if fees are not received by the initial due date as outlined in the "Condition of Enrolment". If the fees are overdue for more than 14 days, a penalty fee of \$150.00 will be charged. Should fees remain overdue for more than 20 days, ACAHA reserves the right to cancel the student's enrolment and notify DoHA of breach of mandatory Student Visa Condition 8516, and report to debt collection agency for reference.

### Section L: Privacy Statement\*

Information provided by the student to Australian College of Agriculture & Horticulture, will be used by ACAHA to process your application and enrolment. This information will be treated as confidential and is available for your review, subject to the provisions of the Information Privacy Act 2000 (Victoria) or relevant act in QLD. The personal information about the student may be shared between the registered provider and the Australian Government and designated authorities such as ASQA, Overseas Student Ombudsman and the Tuition Protection Service (TPS). This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of student visa conditions.

It is the student's obligation to keep their address and other personal details up to date with the provider, whilst enrolled at ACAHA.

### Section M: Conditions of Enrolment\*

By signing this application form, you are agreeing to the following conditions of enrolment as a student with Rabar Pty Ltd trading as Australian College of Agriculture & Horticulture (ACAHA):

I agree that I will not hold ACAHA, and/or its employees, and/or agents liable for and will not make any claim against them for any loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of:

- My attendance at any premises owned, operated or controlled by Australian College of Agriculture & Horticulture
- My attendance at any activity that Australian College of Agriculture & Horticulture (ACAHA) has any knowledge of (whether work experience, sporting, Cultural, social, educational, recreational or otherwise) that is organised by, or on behalf of, or with the assistance of ACAHA.

I am aware that any school aged dependants accompanying me to Australia will be required to pay full fees should they enrol in either a government or non – government school.

On behalf of myself, executives and administrators, I hereby release and indemnify Australian College of Agriculture & Horticulture, and/or its employees, and/or agents against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted within the laws of the State of Victoria in the Commonwealth of Australia.

### Section N: Checklist\*

### Section O: Declaration and Signature\*

- I certify that I have read this form thoroughly and agree to the conditions stated herein.
- I understand that within 7 days of arrival in Australia I will notify ACAHA of my contact details and complete an enrolment form.
- I certify that I have read the Conditions of Enrolment and the Student Information Handbook thoroughly and agree to the conditions stated.
- I understand that enrolment is accepted under the condition that my tuition and other fees are paid in full prior to the commencement of each term.
- I have supplied copies of relevant documentation.
- All information provided by me is correct and complete as at the date of enrolment.
- Understand that images taken off me as an enrolled student may be used by ACAHA for marketing and promotional purposes.
- Incomplete and unsigned applications will not be accepted.
- Your ACAHA representative cannot sign this Application Form on behalf of the Student.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(I hereby acknowledge and agree to the terms and conditions of this contract)**

If the applicant is under the age of 18 at the time of application please provide parent/guardian consent:

**NOTE: YOU MUST BE 18 YEARS OF AGE ON THE DAY YOU COMMENCE YOUR COURSE TO MEET ENTRY REQUIREMENTS.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Section P: WHERE TO SEND YOUR FORM



Email to: [info@acah.edu.au](mailto:info@acah.edu.au) (preferred) Size limit 10MB per email

Post to:

Student Registrar, ACAHA  
PO Box 1105, Werribee Plaza VIC 3030 AUSTRALIA

OR

Student Registrar, ACAHA

Suite 2, Level 11, 55 Swanston Street, Melbourne VIC 3030 AUSTRALIA  
**Hand deliver to:**  
Student Registrar, ACAHA  
Suite 2, Level 11, 55 Swanston Street, Melbourne VIC 3030 AUSTRALIA  
**OR**

Student Registrar, ACAHA  
Level 3, 67 Lake Street, Cairns QLD 4870 AUSTRALIA





## INTERNATIONAL STUDENT APPLICATION FORM

**ACAHA OFFICE USE ONLY / MUST BE COMPLETED BY AUTHORISED REP**

**Campuses / and description of facilities**  
 Student has been advised of the multiple campuses and that he/she may be required to study at either location depending on course circumstances  
 Comments:  
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**Timetable**  
 Students timetable has been discussed and is aware that the need for flexibility may be required  
 Comments:  
 -----

**Accommodation requirements**  
 Discussed as follows: (e.g Agent has made arrangements)

- Has accommodation been arranged? Yes  No
- Is your agent arranging accommodation? Yes  No
- Do you require accommodation to be arranged? Yes  No
- Other.....

**Public Transport**  
 Student has been advised as to the public transport options available in relation to suburb of arranged accommodation and how to access further information  
 Comments:  
 -----

**Living Expenses**  
 Student has been provided with information pertaining to basic cost of living in Australia.  
 Comments:  
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**Deferment, Cancellation and Withdrawal**  
 Student understands the grounds on which this can occur.  
 Comments:  
 -----

**Course(s) Content, duration, qualification offered, modes of study and assessment methods**  
 Student has been advised of a basic contents of course selected and relevant units.  
 Comments:  
 -----

**Welfare**  
 Student has been advised of the welfare services available and responsible ACAHA personnel to contact should there be a need.  
 Comments:  
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## INTERNATIONAL STUDENT APPLICATION FORM

**Career Options/Student understands why they want to complete their course of Study**

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job<br><input type="checkbox"/> Develop my existing business<br><input type="checkbox"/> Start my own business<br><input type="checkbox"/> Try for a different career<br><input type="checkbox"/> Get a better job or promotion | <input type="checkbox"/> It was a requirement of my job<br><input type="checkbox"/> I wanted extra skills for my job<br><input type="checkbox"/> To get into another course or study<br><input type="checkbox"/> For personal interest or self-development |
|---|--|

Comments:

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**Course related fees, and potential changes to fees during the course and refund policies.**

Student understands the about fees payment, changes and refunds.

Comments:

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**ESOS Framework is made electronically available on AEI/DE website.**

Student understands where to located the ESOS Framework.

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>

Comments:

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**Past experience in field of study**

Comments:

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**Choice to ACAH**

Student has received the appropriate advice from Agent or other source re the specialy of ACAH and faculty experience and qualifications.

*How did you make your decision to study at ACAH?*

- Introduced by Agent     Searched on the net  
 Recommended by friend     Advertisement  
 Researched my options     Other.....

Comments.....

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## INTERNATIONAL STUDENT APPLICATION FORM

Please tick (✓)

	Poor	OK	Good	Excellent
<i>The clients showed displayed knowledge of Australian culture and living in Australia</i>				
<i>The client showed awareness of course materials and course structure, assessment outcomes and training needs, repeating units (costs), policies regarding plagiarism</i>				
<i>The client is aware of college locations, refund policy and other pre-enrolment information</i>				
<i>The client understands the career outcomes, and that there are no immigration links between studying in Australia and applying for immigration.</i>				
<i>Agent Monitoring</i> <i>Agent has explained information client</i> <i>Agent Name: _____</i>				

If client has achieved a poor level in any of the above the client is NOT be enrolled with ACAHA.

Client offered a position to be an enrolled student at ACAHA?

YES / NO

Interviewer Name: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Completed: \_\_\_\_\_