



APPLICATION FOR ADMISSION

PERSONAL DETAILS

Family name

Given names

Address (in Australia)

 Post Code

E-mail

Telephone (Mobile) Telephone (Home)

Date of Birth
 Male Female

Is English your first language, if not which other language do you speak at home?
 Yes No

Marital status Place of birth

Are you an Australian Citizen, if Yes, do you have a Commonwealth Higher Education Student Support Number (CHESSN)? If so please insert this number below.
 Yes No CHESSN #

Passport number Date of expiry

Medical conditions

Contact in an emergency

Family name

Given names

Address (in Australia)

 Post Code

Telephone (Mobile) Telephone (Work)

Telephone (Home)

EDUCATION DETAILS

(Please attach all supporting documentation required)

Have you previously been a student of Southern Cross University or the Australian School of Tourism and Hotel Management?
 Yes No

Secondary Studies

Name of institution you last attended

State/Country

Highest level achieved Year you left school

Tertiary and Postgraduate Studies

Name of institution you last attended

Name of course

Year of last enrolment Is Qualification complete? Certified docs. attached
 Yes No

Exemption Request form (recognition of prior learning, credit transfer or advanced standing) completed:
 Yes No

ENROLMENT DETAILS

Name of course

Length of course
 Full time Part time

Course commencement date: / / 20

Course completion date: / / 20

COURSE FEES

(Refer to Timetable and Fee Schedule)

Application fee:	AU \$
Total course tuition fee:	AU \$
Accommodation fees:	AU \$
O/S health cover fees:	AU \$
Total balance payable:	AU \$
Less deposit paid:	AU \$
Date deposit paid:	<input type="text"/> / <input type="text"/> / 20

APPLICATION FOR ADMISSION (CONT.)

ACCOMMODATION DETAILS

Do you wish ASTHM to arrange temporary accommodation for you?

Yes No

Indicate your preference: Hostel Homestay Other:

Do you require airport pickup? Yes No Cost \$95.00

EMPLOYMENT HISTORY

(Please attach all supporting documentation and your resumé)

Employer	From / to	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

How were you introduced to ASTHM / SCU?

Education agent School Expo Other

Name of Education Agent or Agent Stamp (Where applicable) or other:

OVERSEAS STUDENTS ONLY

Permanent address (in Home Country)

Country Post Code

E-mail

Telephone

LANGUAGE SKILLS

L (Lower Intermediate), I (Intermediate), U (Upper Intermediate)

	English	Indonesian	Cantonese	Japanese	French	Other
Listening	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Speaking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reading	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Writing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXPLANATORY NOTES

1. EDUCATION DETAILS AND ADMISSION REQUIREMENTS

1.1 To be considered for direct admission to either the ASTHM Certificate III of Hospitality (Commercial Cookery) or the Certificate III of Hospitality (Patisserie) which lead to the ASTHM Diploma the applicant must:

- Have completed an educational qualification deemed to be at least equivalent to completion of Year 10 in Australia, and;
- Achieved the equivalent of the minimum entry grade for the program for which they have applied and / or attended a selection interview to assess overall suitability.

1.2 To be considered for direct admission to the ASTHM Diploma or any of the SCU Undergraduate programs offered at ASTHM the applicant must:

- Have completed an educational qualification deemed to be at least equivalent to completion of Year 12 in Australia, and;
- Achieved the equivalent of the minimum entry grade for the program for which they have applied.

2. LANGUAGE SKILLS

Students who list English as not being their first language will be required to provide proof of English language proficiency. Accepted standards include:

2.1 For the Certificate III of Hospitality (Commercial Cookery) or the Certificate III of Hospitality (Patisserie) which lead to the ASTHM Diploma:

- IELTS 5.5 overall (minimum 5.5 in each band), or
- TOEFL 525, or
- 195 (Computer Based Score), or
- CEFR B2, or
- Eurocentres Level 6, or
- General English Upper Intermediate or higher

2.2 For direct admission to the ASTHM Diploma or any of the SCU Undergraduate programs offered

- IELTS (Academic) 6.0 with no less than 5.5 in any band. An IELTS Examination Centre can be found at Curtin University, Bentley, WA. or;
- TOEFL 550 with no less than 4.5 in the test of written english, or Computer based TOEFL 213 with no less than 4.5 in the essay rating or equivalent or;
- General English Advanced Band of Upper Intermediate in all bands.

3. PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1988

Pursuant to Section 10 of the above act you are advised that:

- The information requested in this application is being collected for the purpose of assessing your qualifications for admission to ASTHM / SCU;
- If you are successful in gaining admission this information, together with any statistical or other data collected on or subsequent to enrolment, will form part of your personal record for administrative and academic purposes;
- Supply of information is voluntary, however, failure to provide all of the information relevant to you may jeopardise your application;
- Information provided may be used by ASTHM / SCU to advise and inform applicants of updates or changes in courses, application requirements and related school/university events and information;
- Subject to the normal convenience of ASTHM / SCU you have a right to access any personal information relating to you held by ASTHM / SCU and to request correction of any patent error or inaccuracy.

4. SUPPORTING DOCUMENTATION

Take time to read this section carefully. You will have to provide documentation with your application. If you fail to supply documentation that meets the requirements outlined below, you could jeopardise your application which may result in your application being unsuccessful.

4.1 What is documentation and why do you have to provide it?

Documentation is proof of the qualifications and experience you enter on your application. You have to provide documentation in order for us to assess your application and determine whether to make you an offer of a place in the course of your selection. The type of documentation you have to provide may vary depending on the types of qualifications and experience you have.

4.2 Certified copies of documentation

ASTHM / SCU will not return the documents you submit with your application. It is therefore important that you DO NOT submit original documents with your application. You should only submit certified copies of documents. A certified document has been witnessed and declared to be a true and correct copy of the original. The following people can certify documents: Justice of the Peace, a Postal Manager, a Bank Manager, a School Principal, a Solicitor, or an Accountant.

4.3 Documents not certified or not certified correctly:

ASTHM / SCU WILL NOT process documents that are photocopies or documents that have not been correctly certified.

4.4 What type of documentation should you provide?

- Secondary Study Results
- Tertiary and other Post Secondary Studies Academic Statements
- International English Language Testing results (if applicable)
- Employment Experience – Statement of Service
- Resumé

4.5 International Students and overseas documents

Documentation of studies taken in a language other than English must be accompanied by a certified English translation. Certified copies of the following documents must be provided:

- The original language transcript of studies showing subjects and results
- The original language award certificate (if a qualification has been completed)
- An English translation of those documents

5. SUBMITTING YOUR APPLICATION

Complete all sections on the application and ensure you have attached all of the requested and any other supporting documentation.

6. DECLARATION

You must read the declaration and sign this form in order for your application be processed. Unsigned applications will not be considered.

TERMS AND CONDITIONS

1. AGREEMENT BETWEEN THE APPLICANT AND AUSTRALIAN SCHOOL OF TOURISM AND HOTEL MANAGEMENT "ASTHM"

- (a) Upon your acceptance of an offer of a place at either ASTHM or any of the Southern Cross University "SCU" courses offered by ASTHM in Perth, a binding contract is formed between the Applicant and Perth Hospitality Professionals Pty Ltd ACN 58 009 369 797, trading as Australian School of Tourism and Hotel Management hereafter referred to as ASTHM.
- (b) The applicant acknowledges that ASTHM and SCU have a formal "Collaboration Agreement" approved by the Minister for Education enabling ASTHM to enroll students into approved SCU Degree programs on behalf of SCU, and to teach these SCU Degree programs in Western Australia.
- (c) The applicant acknowledges that ASTHM is not an agent, servant, partner or joint venture partner of SCU and only collaborates with SCU pursuant to the terms of the Collaboration Agreement.
- (d) The applicant acknowledges that ASTHM / SCU terms and conditions will also apply to this contract.
- (e) The applicant undertakes to observe the Terms and Conditions contained herein and to pay all fees and charges as is applicable during the period of the applicants enrolment at ASTHM / SCU.

2. PAYMENT OF FEES AND CHARGES

- (a) Your Application Fee referred to in the Course Timetable and Fee Schedule included with the application form is not refundable if your application is accepted and you wish to cancel. The Application Fee covers the cost of registration and programming of courses for applicants.
- (b) All fees and charges for semester one are payable in Australian Dollars prior to the commencement of the course on the date specified by ASTHM.
- (c) Fees and charges for all subsequent semesters are also payable in Australian Dollars prior to each semester commencement date, as specified by ASTHM, or where approved in advance and in writing on an Approved Payment Plan, on the dates specified on the Payment Plan.
- (d) Subject to clause 2. (c) all approved Payment Plans requested following semester one will incur a \$210 administrative fee.
- (e) All late fees will incur a penalty interest charge of 8% calculated on the outstanding amount. Interest will be accumulated on a daily basis.

3. SAFEGUARDING TUITION FEES PAID IN ADVANCE

All tuition fees paid to ASTHM in advance are protected through membership of an Australian Government approved Tertiary Assurance Scheme (TAS).

4. REFUND POLICY

- (a) The Application Fee and Accommodation Booking Fees are non refundable.
- (b) Any notification of withdrawal must be in writing and in the case of where the student is under 18, a parent or guardian must sign the notification of withdrawal.
- (c) If the applicant applies for, but is unable to obtain a student visa through no fault of their own, all course fees paid will be refunded in full. Written confirmation from the Australian High Commission of visa refusal is required to be submitted to ASTHM prior to the refund of any fees.
- (d) A semester is considered to be no less than 15 weeks and no greater than 26 weeks in duration.
- (e) In the event that the applicant withdraws from a course the refund policy will apply as follows:
 - i) Notification more than 10 weeks before the commencement date, course fees paid will be refunded in full less \$470 for administrative expenses.
 - ii) Notification more than 4 weeks and up to 10 weeks before commencement date, 70% of a semester's fees paid less \$470 for administrative expenses will be refunded or 30% of unpaid fees plus \$470 for administrative expenses must be paid.
 - iii) Notification 4 weeks or less before commencement date, 40% of a semester's fees paid less \$470 for administrative expenses will be refunded or 60% of unpaid fees plus \$470 for administrative expenses must be paid.
 - iv) Notification after commencement date and during the first four weeks, 30% of a semester's fees paid less \$470 for administrative expenses will be refunded or 70% of unpaid fees plus \$470 for administrative expenses must be paid.
 - v) Notification after the 4th week, no refund will be paid and any outstanding fees for the semester will be payable to ASTHM on demand.
- (f) In the unlikely event that ASTHM is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in another suitable course by ASTHM at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.
- (g) If ASTHM withdraws an applicant from an education service because the applicant has seriously breached the international student visa conditions or the Rules of ASTHM / SCU, no refund of the semester's fees paid will be given.
- (h) The Grievance and Appeals policy of ASTHM does not circumscribe the applicant's right to pursue other legal remedies.
- (i) Any fees, costs or disbursements incurred in debt recovery for unpaid course fees will be the cost of the applicant or the applicants guarantor.
- (j) Any refund due will be processed within 10 working days either by cheque or funds transfer.

5. STUDENT OBLIGATIONS

- (a) The applicant will attend all lessons, assessments and examinations during the course and will abide by the rules and regulations of ASTHM / SCU at all times.
- (b) ASTHM reserves the right to require the applicant to leave a course or a course unit or subject at any stage if the applicant fails, without good reason, to meet the requirements of Clause 5(a) or if the conduct of the applicant is such that the continued presence would, in the opinion of ASTHM, be detrimental to the satisfactory conducting of the course. In such circumstances any refund of fees is entirely at the discretion of ASTHM.
- (c) You are required to inform ASTHM immediately should you change your address or telephone number.
- (d) You are required to meet all selection criteria for the "Intern Studies" prior to any placement into employment taking place.
- (e) If you wish to request Exemptions including: Recognition of Prior Learning, Credit Transfer or Advanced Standing you must complete the relevant exemption application form and submit this with your application. Once your enrolment has been accepted, no further exemptions will be granted.
- (f) Each subject/unit will be formally assessed and the nature and criteria of the assessment are specified in the applicant handbook and course introductory guide. Students who do not meet the minimum assessment criteria and who require a supplementary assessment may be granted the supplementary assessment by the Head of Department. All supplementary assessments are granted at a cost of \$50 per assessment.
- (g) In circumstances where the applicant requires urgent medical treatment and it is not possible to communicate with the parent/guardian of an applicant under 18 years of age, ASTHM / SCU is authorised to arrange appropriate medical treatment in accordance with the advice of qualified medical practitioners.

6. GRIEVANCE AND APPEALS PROCEDURES

- (a) If you have a grievance relating to the school you should in the first instance consult your class lecturer in an effort to try and resolve your grievance. (Note, you may at any time nominate a representative to attend with you or take your place at any stage of the grievance process).
- (b) If your class lecturer cannot resolve your grievance, he/she will then consult with your Head of Department who will then also attempt to resolve your grievance with you.
- (c) If your Head of Department cannot resolve your grievance, he/she will then refer you to the Student Services Manager who will also attempt to resolve your grievance together with your Head of Department.
- (d) If your grievance still cannot be resolved, you must make a written statement, addressed to the Student Services Manager, outlining the details of your grievance.
- (e) The Student Services Manager will then table your written statement at the School's Management Committee Meeting who will meet within 7 working days of receipt of your statement.
- (f) Once the Management Committee has reviewed your grievance you will be advised of the decision in writing including the reasons for the decision.

7. COST OF LIVING

- (a) You are required to inform yourself in advance of the cost of living in Perth. There are many up to date sources of information to assist you in doing this, these include;
 - Information on accommodation costs <http://www.reiwa.com.au>
 - Living in Perth <http://www.livinginaustralia.com/livinginperth.htm>

8. DEFERMENT, SUSPENSION OR CANCELLATION

- (a) The School reserves the right to suspend or cancel the enrolment of any student whose performance or conduct are not of the high standards required by ASTHM / SCU, or whose tuition fees are not paid. The school may defer commencement of a course when a course is not offered.
- (b) A student can apply to defer commencement, temporarily suspend enrolment or cancel their course by submitting the required form. If your application is approved you will be notified in writing. If your application is not approved you can access the Complaints and Appeals process within 20 working days. http://www.asthm.com.au/student_services/a-z.php

9. EDUCATION SERVICES FOR OVERSEAS STUDENTS FRAMEWORK

- (a) You are also requested to familiarise yourself with the Australian Educational Services for Overseas Students Framework at; http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf

10. CONDITIONS OF ENROLMENT

- (a) I understand and accept the terms of the refund policy.
- (b) I understand that I require the prerequisite level of English language for entry.
- (c) I understand that ASTHM may vary these Terms and Conditions upon giving the applicant 10 day's prior notice in writing accordingly (Notice). If the applicant fails to give ASTHM a notification of withdrawal from their course within 20 days from the date of the Notice the applicant shall be deemed to have accepted such variation to the Terms and Conditions from the date specified in the Notice.
- (d) I understand that I must complete all class work, assessments, activities and examinations as scheduled in order to maintain satisfactory course progress.
- (e) I understand that the ASTHM grievance resolution policy can be found in the Student Handbook which is presented to applicants at Orientation and is available online at www.asthm.com.au.

Australian School of Tourism and Hotel Management

641 Wellington Street Perth Western Australia 6000

Telephone: (61) 8 9322 3202

Facsimile: (61) 8 9321 3698

Website: www.asthm.com.au

Email: info@asthm.com.au

Perth Hospitality Professionals Pty Ltd ABN 58 009 369 797

CRICOS Provider Code: 01303K

Southern Cross University

CRICOS Provider Code: 02621K

TERMS AND CONDITIONS (CONT.)

10. CONDITIONS OF ENROLMENT (CONT.)

- (f) I understand that I must inform ASTHM / SCU immediately if I change my address.
- (g) I understand that I cannot change my education provider during the first six (6) months of my principal course of study without approval and a written letter of release from ASTHM. Please refer to the National Code 2007, Appendix A, Definitions and Acronyms for the definition of Principal Course of Study, also available at: <http://aei.dest.gov.au/AEI/ESOS/NationalCodeOfPractice2007/Default.htm>
- (h) I am aware that school aged dependents accompanying me will be required to pay full fees at a private or government school in Australia.
- (i) I understand that ASTHM / SCU reserves the right to vary the course curriculum and/or timetable without prior notice to me.
- (j) I understand that my personal information may be shared with the Australian Government, designated authorities, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of a student visa condition.
- (k) The applicant and guarantor agree that ASTHM / SCU may exchange information about the applicant and guarantor with a consumer credit reporting agency. A credit reporting agency in possession or control of a credit information file, or a credit provider or credit reporting agency in possession or control of a credit report, will take reasonable steps, by way of making appropriate corrections, deletions and additions, to ensure that the personal information contained in the file or report is accurate, up to date, complete and not misleading.
- (l) I understand that ASTHM may vary these Terms and Conditions as may be necessary to comply with any law or regulation or amendment thereof of the Commonwealth of Australia or the State of Western Australia.
- (m) I understand that this agreement and the availability of the complaints and appeals processes, does not remove the right of the applicant to take action under Australia's consumer protection laws.
- (n) I understand that upon acceptance of my Application for Admission I will receive a written Offer and Acceptance from ASTHM / SCU containing the details of my enrolment, a copy of any approved exemptions (where applicable) and an invoice for semester one tuition fees. I further understand that upon payment of semester one invoice, I accept the Terms and Conditions of Enrolment as outlined on this Application for Admission.
- (o) I understand that should I fail to make payment in accordance with the conditions outlined on the Offer and Acceptance, the Offer and Acceptance will be automatically revoked.
- (p) I understand that I will be bound by the Terms and Conditions from time to time issued by SCU and that I have read the Terms and Conditions on SCU website at www.scu.edu.au.

11. DECLARATION

- (a) I declare that the information I have provided is true and accurate in every detail.
- (b) I have read and fully understand the syllabus of the course for which I am applying.
- (c) I understand that upon acceptance of this application a binding contract exists between ASTHM and the applicant or the applicants guarantor, the terms of which apply to this and any subsequent course or semester.
- (d) I agree that ASTHM / SCU may disclose my personal information to registration authorities, service providers, affiliated education institutions or credit reporting agencies that perform services on our behalf.
- (e) I agree to ASTHM / SCU identifying and publishing my name and any of my images captured in any ASTHM / SCU promotional materials.
- (f) I understand that this agreement does not remove the right to take further action under Australia's consumer protection laws.
- (g) I confirm that I have read, understood and agree to the refund policy of ASTHM / SCU. I confirm that the terms and conditions of this offer have been explained to me and that copies of the documents were available to me in my own language on my request.

Signed	Date
<input type="text"/>	<input type="text"/>

Signed by Parent if applicant is under 18 years	Date
<input type="text"/>	<input type="text"/>

12. GUARANTEE

I, the undersigned, having read and understood the conditions stated herein, agree to guarantee payment of all course fees and course costs incurred by the applicant:

(print applicants name here)

in relation to the education and training services provided by the Australian School of Tourism and Hotel Management

Signature of applicant's Guarantor	Date
<input type="text"/>	<input type="text"/>

Name of applicant's Guarantor (Please print in full)

Address of Guarantor

Occupation of Guarantor

Application checklist

- Complete all sections of the Application for Admission form
- Read and understand all Conditions of Enrolment including the refund policy
You must also include:
 - Certified copies of your academic records / qualifications / employment details
 - Application fee of \$200

Application approved (office use)	Date
<input type="text"/>	<input type="text"/>

Please forward your completed application for admission to:

The Admissions Office
 Australian School of Tourism and Hotel Management
 641 Wellington Street, Perth Western Australia 6000
 International Telephone: (61) 8 9322 3202
 International Fax: (61) 8 9321 3698
 ASTHM Provider Code: 01303K
 Southern Cross University Provider Code: 02621K

Note: Please attach all supporting documentation to the application form. Please read the terms and conditions carefully and agree to these before signing this form.