



Representative

APPLICATION FOR ENROLMENT (International Students)

PERSONAL DATA

Have you enrolled or attended a course at Perth Institute before? Yes No

PIWA Student Number

Title Mr Miss Ms Mrs Sex Male Female

Family name Given names

Date of birth (Date/Month/Year)...../...../..... Age Country of Birth Citizenship

CONTACT DETAILS (Australia)

Address

..... Post code

Telephone Mobile

Email

CONTACT DETAILS (Home country)

Address

..... Country

Telephone Mobile

Email

NEXT OF KIN (Emergency contact only)

Full name Relationship

Address Suburb/Town/City

State Post Code Home telephone

Work telephone Mobile

MEDICAL CONDITIONS

Do you have a disability, impairment or long term medical conditions which may affect your studies? Yes No

If yes, please specify

VISA TYPE Student Working holiday Tourist Other

Visa expiry date Visa No Passport No Expiry date

DIMA post for visa application

EMPLOYMENT HISTORY

Job title Year Job title Year

Organisation Organisation

ACADEMIC QUALIFICATIONS

What is your highest academic qualification? Country Year

English proficiency IELTS score Other (please specify)

COURSE DETAILS

Course name

Course duration Course start date Course end date

Course fee A\$ Registration fee A\$ OSHC A\$ Administration fee A\$

Payment plan Yes No 2 Semesters 3 Semesters 4 Semesters Other (please specify)

Accommodation service Homestay Hostel Airport pick-up service Yes No

Accommodation period required Homestay special request

Are you going to apply for credits / exemptions? Yes No

If yes, please supply details

Do you want packaged university offer? Yes, (which university?) Intake

HOW DID YOU HEAR ABOUT PERTH INSTITUTE?

Advertisement Internet Friend/Relative Exhibition Agent Other (please specify)

Please read and agree to our terms and conditions as stipulated on the back of this form. This contract is valid only after signing the declaration on the back of this form.

CONDITIONS OF ENROLMENT

IMPORTANT: PLEASE READ THESE BEFORE YOU SIGN THE APPLICATION FORM.

INSTITUTE POLICY

1. The Institute reserves the right to refuse a student's re-enrolment if accounts are not paid by the due date.
2. The Institute reserves the right to withhold certificates and results until payment of all fees and stationery has been made.
3. The Institute reserves the right to make the following variations: to vary a course timetable, to vary course content, to vary lecturing personnel, to vary the cost of a course and to cancel a course
4. The student must attend all classes, examinations and course excursions and abide by the Rules and Regulations of the Institute that are in force at all times.
5. The Institute reserves the right to withdraw any students whose conduct and/or behaviour is not acceptable to the Institute or failure to follow the rules and regulations or has excessive absenteeism. In this instance the respective refund policy stipulated below will apply.
6. Students are expected to find their own transport to and from excursions organised by the Institute.
7. By signing this contract, the student agrees to allow the Institute to use any comments/photos taken during their time at the Institute for marketing purposes, unless requested otherwise.
8. Dependants of international students are unable to enrol in government and non-government schools unless the dependant meets the criteria set by the Department of Education and Training or the non-government school respectively.
9. Please refer to the Student Handbook for all details of Conditions of Enrolment.

OVERSEAS STUDENT HEALTH COVER

The Australian Government requires that all students and any accompanying family member to pay a compulsory health insurance fee and this must be paid to the Institute with the course tuition fee.

CANCELLATION AND REFUND POLICY

1. The Registration fee of A\$150 is non-refundable.
2. Tuition fees and other charges paid in advance shall be refunded in full (less Registration fee of A\$150) if student is unable to obtain a visa. Notification in writing must be forwarded to the Institute within 14 days of the written visa refusal advice from the Australian High Commission, accompanied by a copy of the refusal advice letter.
3. Tuition fees and other charges paid in advance shall be refunded in full (less the Registration fee of A\$150), if the Institute withdraws an offer to place the student in any course of study or if the Institute is unable to provide the program offered in that course, unless the offer was based on incorrect or incomplete information supplied by or on behalf of the student. In this event the Institute will retain for administrative expense 10% of tuition fees for that course of study.
4. Refunds for Recognition of Prior Learning will not be given after course commencement.
5. All tuition fees and other charges paid in advance will be refunded in full, less a charge for administrative expenses of A\$550, if the student obtained a visa for the course and lodged a withdrawal from a course more than ten (10) weeks (more than 70 calendar days) prior to the commencement of the course.
6. Applications for refund must be accompanied by appropriate documentation regarding reason for withdrawing from the course.

REFUND POLICY

For courses longer than 10 weeks	Refund on fees paid	Administrative fee retained by the Institute
Notification in writing before course commencement		
More than 10 weeks	Full	A\$550
More than 4 weeks	80%	A\$150 registration fee
Less than 4 weeks	50%	A\$150 registration fee
Notification in writing after course commencement		
First 4 weeks	30%	10% or A\$1000 whichever is lesser
After 4 weeks	No refund	
	Second/subsequent semester - 40%	
	Third/subsequent semester - Full	
For courses less than 10 weeks		
More than 4 weeks notification	80%	A\$150
Less than 4 weeks and after course commencement	No refund	

7. Course fees are non-transferable except in cases of documented ill health and may only be transferred to other courses within the Institute approved by management. In this case, the Refund Policy applies and is at the discretion of management.
8. This agreement does not remove the right to take further action under Australia's consumer protection laws.

DECLARATION AND AGREEMENT

1. I/We confirm that all information provided in this application is complete and correct.
2. I/We understand that information about the enrolment at the Institute will be made available to Commonwealth and State agencies as requested.
3. I/We agree to be bound by the Institute rules and regulations in force at all times, and otherwise to follow acceptable codes of behaviour, attendance and academic performance, and show a concern for other students.
4. All fees and charges must be paid in full prior to course commencement unless a payment plan is arranged with the Institute. In case of termination of study for any reason, the full course fee becomes immediately due and payable to the Institute.
5. Changes or variations to this contract attract a A\$50 application fee.

I/We agree to the terms of this contract as set out on this form. I acknowledge that I have been fully advised of the fees and conditions of enrolment and agree to be a student at Perth Institute.

Signature of applicant

Date

Signature of parent/guardian
for students under 18 years
of age

Date

Signature of interviewer/
College representative

Date

APPLICATION

Application form with all supporting documents should be forwarded to our local representative, or to

The Admissions Officer
Perth Institute Western Australia
Level 14, Carillon City Office Tower 207 Murray Street, Perth
Western Australia 6000, Australia

Telephone: +61 8 9322 1919

Facsimile: +61 8 9322 1595

Email: info@perthinstitute.com.au

Website: www.perthinstitute.com.au

CRICOS Provider Code: 01362K

National Provider Code: 1968