



2019 IONA COLUMBA COLLEGE STUDENT APPLICATION FORM

All fields must be completed in English clearly using BLOCK LETTERS.
Tick boxes where appropriate.

COURSE SELECTION (a non-refundable application fee of \$150 applies)

<input type="checkbox"/> 10742NAT Certificate IV in Christian Ministry and Theology	CRICOS Code 099651B	12 months (4 terms)	\$5,100
<input type="checkbox"/> 10743NAT Diploma of Christian Ministry and Theology	CRICOS Code 099652A	12 months (4 terms)	\$5,700
<input type="checkbox"/> 10744NAT Advanced Diploma of Christian Ministry and Theology	CRICOS Code 099653M	18 months (6 terms)	\$7,500

COURSE INTAKE (please tick one)

Term commencement dates:	<input type="checkbox"/> 28 January 2019	<input type="checkbox"/> 22 April 2019	<input type="checkbox"/> 15 July 2019	<input type="checkbox"/> 7 October 2019
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HOMESTAY ARRANGEMENT

<input type="checkbox"/> Airport pick-up: \$140	<input type="checkbox"/> Homestay placement: \$250	<input type="checkbox"/> Homestay (weekly): \$300
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PERSONAL DETAILS

Title:
Family name:
Given names/s:
Date of birth (DD/MM/YYYY):
Place of birth (city & country):
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified

CONTACT DETAILS

Address:
State: Postcode:
Telephone number:
Mobile number:
E-mail address:

For international students only

Overseas address:
Telephone number:
Mobile number:
E-mail address:

EMERGENCY CONTACT DETAILS

Name:
Relationship to you:
Address:
Contact number:

SPECIAL NEEDS

Details of any medical conditions, allergies, disability, impairment or long term condition:
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INTERNATIONAL STUDENTS

Current location: <input type="checkbox"/> Australia (onshore) <input type="checkbox"/> Other (offshore)
Passport number:
Passport expiry date (DD/MM/YYYY):
Current visa type (if onshore):

Overseas Student Health Cover (OSHC)

Do you currently have OSHC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require ICC to arrange OSHC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify the cover type:	<input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family

DOCUMENT CHECKLIST

Please ensure you have attached the following documents to this application. All documents that are not in English must be translated into English.

Documents for all students:

- A copy of passport and visa (if onshore)
- Certified copies of English proficiency (must be obtained within the last 2 years, if required)
- Certified copies of Academic Transcripts and Certificates

PAYMENT

Students are not to make payment on conditional offer until all required documents are provided. Signed International Student Acceptance Agreement Form must be submitted with payment to ICC.

Payment is to be made by EFT direct bank deposit:

Account name: Iona Columba College
BSB number: 082-923
Account number: 13-803-9100
Bank: National Australia Bank (NAB)

Please provide student number or name for EFT direct bank deposit.

TERMS & CONDITIONS

Overseas students are required to have adequate health insurance, generally defined as Overseas Health Cover (OSHC), while they are in Australia. It is the student's responsibility to check the conditions of this health cover. ICC may arrange OSHC for students upon request. The costs associated with OSHC will vary depending on individual insurers and their policies, the type of cover required and the duration.

Overseas students consent to ICC checking their study entitlements on the Department of Home Affairs' Visa Entitlement Verification Online (VEVO) service database and making regular checks of their study entitlements with VEVO throughout their enrolment.

Overseas students must notify ICC of any changes to their contact details and emergency contact details within 7 days while enrolled in their course. This includes, but is not limited to, residential addresses, contact numbers and e-mail addresses.

Fees:

- On accepting the offer students must pay the first payment instalment of tuition fees listed in the payment schedule in the Letter of Offer.
- Fees must be paid in order to obtain an eCoE and to secure a place prior to course commencement date.

- The remaining tuition fees must be paid by the due date as listed in the Payment Instalment Schedule.

Tuition fees may only be paid by EFT direct bank deposit payable to Iona Columba College Pty Ltd. ICC will not be responsible for any monies paid to an agent or third party. Tuition fees only cover the charges for tuition. Tuition fees DO NOT cover the charges for application fee, accommodation placement, airport pickup, transport, living expenses, textbooks, stationery, and equipment. Individual payment plans can be organised upon request on an individual student basis. If fees are not paid by the due date, a late fee of AU\$100 per instalment may be charged. Students are required to pay additional fees for a missed assessment and assessment re-sit.

ICC reserves the right to change its fees, conditions, course commencement dates and course structure. Tuition fees are reviewed and subject to change on an annual basis. This applies to both current and prospective students.

CANCELLATION & REFUND POLICY – STUDENT DEFAULT

1. Student Default applies in the case where the course starts on the agreed start date but the student does not start on the agreed start date and has not previously withdrawn from the course or advised of visa cancellations in writing within an agreed time period prior to the course start date or the student cancels or withdraws from the course either before or after the agreed starting date. The following refund conditions apply:

- 100% refund of tuition fees paid if the student visa was refused by DHA
- 80% refund of tuition fees paid applies if the student cancels 28 or more days before the course starts
- 50% refund of tuition fees paid applies if the student cancels within 28 days
- 0% refund of tuition fees paid applies if the student cancels after the course commencement date

NOTE: In cases where visa refusal was a result of fraudulent, forged document(s) or misleading information, all course fees paid will be forfeited and no refund will be considered under any circumstances.

The agreed starting date is the date the course was scheduled to start or a later date agreed between ICC and the student.

2. ICC will make a refund in Australian Dollars only within 4 weeks of receiving a written claim by the student in accordance with the Terms and Conditions as outlined in this Student Application Form.

3. All refund considerations will be strictly limited to the total of monies which ICC has actually received. The refund calculation will not include:

- Application fee
- Overseas Student Health Cover (OSHC)
- Bank charges
- Accommodation and other domestic services that cannot be offset by providing the services to someone else
- Proportion of course money received for the proportion of the course provided to the student before the default date
- Agent's commission paid either directly by the student or through ICC on behalf of the student whether the commission was paid before or after monies were received by ICC

4. ICC will make the refund available to either the student or the student's representative as identified in the Application Form as per the ESOS Act National Code of Practice 2018, section 3.4.

5. When students are enrolled in package courses, in the event of a cancellation or withdrawal, a refund will be granted on the second course (treated as an independent course) as per the conditions above in point 1. If the student cancels or withdraws after the course commencement date of the first course, no refund of prepaid course fees will be made to any student who withdraws after the commencement date of a single course with ICC, or the first course within a packaged program composed of two or more ICC courses.

6. Course and other fees are not transferable to another student or institution.

7. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.

8. All applications for refund must be made by the student in writing using the Refund Request Form and submitted to the Administration Manager

9. If a student transfer to another provider is approved, he or she is subject to the normal refund policy conditions.

CANCELLATION & REFUND POLICY – PROVIDER DEFAULT

Refunds in situations of Provider Default are covered by the provisions of Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012 and apply if:

- ICC does not offer a course on the advertised start date
- Terminates a course after the course start date or before the course completion date
- Does not provide a course as advertised due to sanctions by any authority
- Does not provide a course in full

In such a case ICC will pay the student a refund which equals the amount of the total tuition fees paid for the remainder of the course not completed at the time of default if an alternative placement with another provider cannot be found to the student's satisfaction. Such refunds will be made within 2 weeks following the default date.

STUDENT DECLARATION

I have read, understood and accepted the Terms and Conditions on this Application Form and agree to be bound by all policies and conditions. I declare that all information provided within this application form is correct and complete and that I have read and understood and agree to be bound by the Terms and Conditions on this form.

These terms and conditions together with any offer letter and other documents sent by ICC in response to the application will, upon payment of fees, constitute a written agreement between myself and ICC for the purpose of the ESOS Act 2000 and the National Code of Practice 2018. I agree that in the event that false, inaccurate or misleading information is provided, ICC reserves the right to cancel the enrolment. I agree that when I am accepted for enrolment into ICC I must comply with the terms and conditions of enrolment.

I understand and consent to personal information provided by the myself to ICC to be available to the health insurance provider, Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2018 and to any contractors engaged by ICC to provide advice or services in connection with any aspect of ICC's international student program or operation. I hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I may at any time opt out of being contacted by any such electronic means by contacting the Administration Manager and so advising.

I agree that if there is any difference in meaning in the provision of an English version and any translated version of this form including the Terms and Conditions, the English version is to prevail.

This 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 signature:

Print name:

Date (DD/MM/YYYY):

EDUCATION AGENT DETAILS

Are you applying through an education agent? ☐ Yes ☐ No

Representative details:

PLEASE FORWARD COMPLETED APPLICATION TO:

Iona Columba College
PO Box 79
Concord West NSW 2138
AUSTRALIA

OR e-mail your application to: *info@iona.edu.au*