

Enrolment Form (International Students)

Please complete the details and return to Federation Academy by email or by post with supporting documents

1. PERSONAL DETAILS	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other
Given Name(s):	<input style="width: 100%;" type="text"/>
Middle Name	<input style="width: 100%;" type="text"/>
Family Name	<input style="width: 100%;" type="text"/>
Preferred Name	<input style="width: 100%;" type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary
Date of Birth	<input style="width: 100%;" type="text"/>
Residential Address: <input style="width: 90%;" type="text"/>	
Suburb <input style="width: 100%;" type="text"/>	
State	<input style="width: 100%;" type="text"/>
Postcode	<input style="width: 100%;" type="text"/>
Country	<input style="width: 100%;" type="text"/>
Telephone	<input style="width: 100%;" type="text"/>
Mobile	<input style="width: 100%;" type="text"/>
Email: <input style="width: 100%;" type="text"/>	
Citizenship (as per Passport)	<input style="width: 100%;" type="text"/>
Passport Number	<input style="width: 100%;" type="text"/>
Country of Birth <input style="width: 100%;" type="text"/>	
Next of Kin Details: Name:	<input style="width: 100%;" type="text"/>
Relationship:	<input style="width: 100%;" type="text"/>
Mobile/Telephone: (Country Code)	<input style="width: 100%;" type="text"/>
Mobile:	<input style="width: 100%;" type="text"/>
Relationship Status	<input type="checkbox"/> Single <input type="checkbox"/> Engaged <input type="checkbox"/> Married <input type="checkbox"/> Other <input style="width: 50px;" type="text"/>
2. RESIDENCY OR VISA DETAILS	
Do you hold a current Australian VISA? <input type="checkbox"/> YES, Specify <input style="width: 150px;" type="text"/> <input type="checkbox"/> NO	
If no, what type will you be applying for? <input style="width: 100%;" type="text"/>	
Where will you lodge your visa? <input type="checkbox"/> In Australia <input type="checkbox"/> Outside Australia	
Have you ever had an Australian visa refused or cancelled? <input type="checkbox"/> NO <input type="checkbox"/> YES: VISA Type: <input style="width: 100px;" type="text"/>	
If NO. Please provide the reason below and include a copy of the decision Record Letter:	
Do you have a valid Overseas Student Health Cover (OSHC)? <input type="checkbox"/> YES <input type="checkbox"/> No	
3. EDUCATION	
What is your highest COMPLETED school level? (Tick ONE box only)	
<input type="checkbox"/> YEAR 10 <input type="checkbox"/> YEAR 11 <input type="checkbox"/> YEAR 12	In which YEAR did you complete your highest school Level? <input style="width: 50px;" type="text"/>
Are you still attending secondary school? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you SUCCESSFULLY completed any of the following Qualifications in Australia? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III (or Trade Certificate)	
<input type="checkbox"/> Certificate IV (or Advanced Certificate / License) <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma or associate degree	
<input type="checkbox"/> Bachelors / Higher Degree <input type="checkbox"/> Other Education (including certificate or overseas qualifications not listed above)	
From 1 January 2015, Federation Academy is 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.	
Do you currently have a valid USI number? please specify: <input style="width: 100%;" type="text"/>	
If you do not have a USI, please go to www.usi.gov.au and create your USI	
4. LANGUAGE REQUIREMENTS	
Student needs to satisfy, and provide proof of, at least one requirement as stipulated under 4.1 and 4.2	
4.1. I have completed one of the following English tests within the past 2 years:	
<input type="checkbox"/> IELTS <input type="checkbox"/> Pearson Test of English (PTE) <input checked="" type="checkbox"/> TOEFL IBT (Internet Based) <input checked="" type="checkbox"/> Federation Academy English Test	
4.2. I am exempt from providing English language proficiency requirements, as per the Department of Home Affairs.	
See https://www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements	
Please provide reason(s) below and attach support documents.	

5. GENUINE TEMPORARY ENTRANT (GTE) AND GENUINE STUDENT REQUIREMENTS. (ONLY FOR OFFSHORE APPLICANTS)

The Genuine Temporary Entrant (GTE) requirement, set by the Department of Home Affairs (DHA) as part of the student visa application process, ensures that the student visa programme is not used as a way for international students to maintain ongoing residency, but rather to temporarily enter and stay in Australia. Furthermore, a Genuine Student is someone who intends to obtain a successful education outcome by possessing the language, educational and material background to have a reasonable chance of achieving this.

In addition to submitting a complete course enrolment form, with necessary supporting documents, Federation Academy requires applicants to submit a separate Statement of Purpose Letter. Before we begin assessing your eligibility for entry into Federation Academy course(s), you will undergo an initial screening process (based on your Statement of Purpose Letter) which will help us determine whether you would potentially satisfy DHA GTE and Genuine Student criteria. The screening process may include speaking with a Federation Academy representative about your Statement of Purpose Letter.

Please refer to DHA website at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant> for detailed information about GTE and Genuine Student criteria that may be taken into account by Federation Academy, when assessing your Statement of Purpose.

Federation Academy reserves the right to request a new Statement of Purpose Letter for all deferred applications if there has been a change in your circumstances. If your student visa-grant is refused by DHA, you will not be eligible for admission to Federation Academy for a period of 2 years (at Federation Academy's discretion) from the date of the DHA refusal.

6. PROGRAM CHOICE (YOU CAN SELECT MORE THAN ONE OPTION)

INTAKE

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> RII60520 Advanced Diploma of Civil Construction Design (CRICOS Code 113935B) | <input type="checkbox"/> Nov 2023 |
| <input type="checkbox"/> ICT60220 Advanced Diploma of IT (Telecommunication Network Engineering & Cyber Security) (CRICOS Code 113936A) | <input type="checkbox"/> Jan 2024 |
| <input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management (CRICOS Code 109620M) | <input type="checkbox"/> Feb 2024 |
| <input type="checkbox"/> SIT50422 Diploma of Hospitality Management (CRICOS Code 113464F) | <input type="checkbox"/> Mar 2024 |
| - Specialising in <input type="checkbox"/> Culinary <input type="checkbox"/> Operations | <input type="checkbox"/> May 2024 |
| | <input type="checkbox"/> Jun 2024 |

I have read and understood the Information contained in the Course Outline for the program/s I have chosen above. YES NO

Campus Brisbane Adelaide

Do you want to apply for RPL? YES NO

Do you want to apply for Credit Transfer? YES NO

Do you require any special learning support? YES NO

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

- | | | |
|---|---|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To start my own business |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> To get another course of study | <input type="checkbox"/> For self-development |
| <input type="checkbox"/> To get skills for community/voluntary work | | <input type="checkbox"/> Other reasons |

7. ACCOMMODATION, AIRPORT TRANSFERS

Do you wish Federation Academy to organise any of the following: Homestay Airport transfer
(Application forms to be sent out with your Letter of Offer)

8. FINANCE / FEE PAYMENT

I confirm I have access to sufficient funds to cover the full cost of my stay in Australia for the duration of my studies. Full cost includes tuition fees, school fees, living costs, OSHC (including dependents). Refer to www.immi.gov.au for more information.

9. ADDITIONAL INFORMATION

Do you have any long-term disabilities or impairments that could affect your studies? YES NO

If yes, please indicate

- | | | |
|--|--|--|
| <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 |

Details:

10. CHECKLIST: INTERNATIONAL STUDENTS MUST ATTACH CERTIFIED COLOUR COPIES OF THE FOLLOWING:

- Passport title page
- Last academic qualification from home country or Australia (section 3.1 & 3.2)
- Evidence of English proficiency (section 4.1 & 4.2)
- Statement of Purpose (section 5)
- Financial Document (If requested)

11. HOW DID YOU FIND OUT ABOUT OUR COLLEGE & COURSES?

- Friend Website Internet Brochure Advertisement

Agent - Education/MARA Agent's name:

I authorise for to my agent to act on my behalf with all correspondence from Federation Academy YES NO

12. STUDENT DECLARATION

I declare that the information I have provided on this form is complete and accurate. I understand that my enrolment is subject to my compliance with all Federation Academy policies and procedures, which I have read and understood. I have read and understood information related to Federation Academy courses, fees, location, policies and procedures and other relevant information available in the Student Handbook available from the Federation Academy website. I will pay all the applicable fees as they become due and accept that non-payment of fees may result in a cancellation of my enrolment and trigger a debt-recovery process through a third party. I agree that I will be liable for any costs associated with debt-recovery and any associated legal costs if I fail to pay my Federation Academy fees as they become due. I understand that information collected on this form may be used by Federation Academy in accordance with the Federation Academy Privacy Policy. I agree to abide by the policies, rules, and regulations of Federation Academy as relevant to my enrolment as a student of Federation Academy.

Student Signature

Date

Click or tap to enter a date.

FEES AND CHARGES

All fees must be paid prior to the commencement of the course or as per an agreed payment plan accepted in writing by the student. All ongoing fees must be paid as invoiced for the course. All fees are payable in Australian dollars. Students will not be permitted to commence or continue their course until all outstanding fees have been paid. Federation Academy reserves the right to cancel a student's enrolment for non-payment of fees. Any cancellation of enrolment due to non-payment of fees will be reported to the Department of Home Affairs as prescribed under Section 19 of the Education Services for Overseas Students Act 2000 (ESOS Act). Federation Academy reserves the right to change fees at any time, subject to the relevant authority's approval.

REFUND AND CANCELLATION POLICY

- All refund requests are conditional on the following.
 - Federation Academy must have received funds in order for any refunds to be made available (i.e. cheques cleared, bank transfers have been received).
 - Any debts to Federation Academy must be paid in full before outstanding amounts will be deducted from the refund.
- Institute Default
 - In the unlikely event that Federation Academy is unable to start or deliver the course (known as institute default), the student can choose to accept either:
 - A refund of course fees, which will be issued to the student within 14 days.
 - Or be placed in an alternative course with Federation Academy or another provider. If the student chooses this option, they must sign a new written agreement to indicate they have accepted the placement.
- If the student chooses to receive a refund of course fees, Federation Academy will calculate the unspent portion of tuition fees paid to date (i.e. tuition the student has paid for, but which has not been delivered by Federation Academy). The refund will be paid within 14 days of cessation of course.
- Course Withdrawal: When written notice of withdrawal is received before the start date of the course or term, Federation Academy will refund the fees, as per the below table.

TABLE OF REFUNDS			
Type	Timeframe	Amount Refunded	Documents
VISA Refusal	Before course commencement	Course fees paid minus \$500 application fees paid.	Refund Request Proof of VISA Refusal
VISA Refusal	After course commencement	Unspent Portion of tuition fee received by the institute i.e. the product of the weekly tuition fees for the course and the number of weeks remaining in the paid portion of the course, after the day on which the relevant default occurred.	Refund Request Proof of VISA Refusal
VISA Removal for breach of conditions	At any time	Nil	Refund Request Proof of VISA Refusal
Withdrawal, Transfer or Enrolment Cancellation	Greater than 28 days before commencement of the course	All fees minus the non-refundable application of AUD \$500.00.	Refund Request Letter of Offer
	Less than 28 days before course commencement	50% of the Course fee minus application fee of AUD \$500.00.	Refund Request Letter of Offer
	After the course has commenced	Nil	Nil
Default by Federation Academy	At any time	Full Refund	Nil

- Where the student defaults, including withdrawing from a course, after the course/term start date, there will be no refund of paid tuition fees.
- If the refund application is approved, refunds will be made available within 20 working days of written notification being received.
- Special Circumstances: Where a student withdraws from the course because of exceptional and extenuating circumstances of a compassionate nature, such as a death or severe illness in the immediate family, 100% of all the unspent fees paid, will be refunded.

Refund Procedure

- The student must complete an Application for Refund form to apply for a refund and attach all evidence and supporting documents. Such documents may include, but are not limited to:
 - A complete Course Withdrawal Form provided by Federation Academy
 - Proof of extenuating circumstances of a compassionate nature
- For an institute default on the agreement, refunds will be made within 14 days of the default date.
- All other refunds will be made within 20 working days of the student's written notification being received.
- The PEO or a designated staff member must approve all student refunds.
- Details of refunds provided will be maintained in the student's file.

TERMS AND PRIVACY STATEMENT

1. Federation Academy reserves the right to change its fees and conditions, cancel or defer courses, and to alter course timetables at any time.
2. Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018 and for the purpose of operating as a Registered Training Organisation under the Australian Skills Quality Authority; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The authority to collect this information is contained in the ESOS Act, the ESOS Regulations 2019, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government Departments, Agencies, and designated authorities and, if relevant, the Tuition Assurance Scheme/TPS and the TPS Director. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.
3. Personal information collected as a result of your enrolment will be used by Federation Academy for general student administration and vocational education and training administration and regulation, as well as planning, reporting, communication, research, evaluation, financial administration, auditing and marketing. Only authorised Federation Academy officers and other authorised persons (e.g. service providers) have access to this information.
4. It is a requirement of AQF that students can access personal information held by Federation Academy and may request corrections to information that is incorrect or out of date. This agreement is made in accordance with the ESOS Act, ESOS Regulations 2019 and the National Code 2018. This agreement and the availability of complaints and appeals processes does not remove the right of the student to take action under Australia's consumer protection laws.
5. Federation Academy is required, under s19 of the ESOS Act, to report certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or academic performance.
6. You agree that Federation Academy may use the email address supplied by the student as a point of contact for any information it deems necessary.
7. You agree that Federation Academy will access Visa Entitlement Verification Online (VEVO) services at any time to confirm their visa status, work and study rights.
8. You consent to the collection, use and disclosure of my personal information in accordance with the Privacy Policy
9. You understand Federation Academy is 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 verified Unique Student Identifier (USI).
10. You agree that Federation Academy will release information pertaining to their enrolment (excluding academic records), attendance and account details to their education agent.
11. Photographs, videos and testimonials taken by Federation Academy may be used for marketing and promotional purposes, unless the student advises Federation Academy in writing that they do not wish their images would be used for the above purposes.
12. All students on student visas must always maintain satisfactory course progress (attending at least 80% of their course whilst on a formal Intervention Strategy). Failure to do so may result in a cancellation of enrolment and the student being reported to the Department of Home Affairs. Sick days, whilst on and Intervention Strategy, are noted as absences and students are advised to present medical certificates for any absences due to sickness.
13. Student visa holders must keep Federation Academy always informed regarding their current residential address and contact phone numbers.
14. All students must adhere to Federation Academy's code of conduct and Federation Academy policies, rules and regulations. Details are available in the Student Handbook that can be downloaded from the Federation Academy website: <https://federationacademy.edu.au>. It is a condition of enrolment that students read, understand, and follow Federation Academy rules and code of conduct. Students are advised to familiarise themselves with the details in the Student Handbook. Aggressive behaviour, bullying, racism, vandalism and/or conduct that threaten others is not tolerated. Failure to follow Federation Academy Code of Conduct may result in the student being: asked to leave the campus; reported to appropriate authorities; required to pay for any damages; suspended from Federation Academy for a specific period without refund of fees; or expelled for serious breaches. It is the student's responsibility to read and understand the information provided in the Student Handbook. The Student Handbook and other relevant information is publicly available on Federation Academy's website.