



# SELUNA PTY LTD RTO21122 CRICOS 02254F

First Floor, 79-81 Moorabool Street, Geelong 3220; 79 Paisley Street, Footscray Vic 3011  
Tel: +61396896205

## APPLICATION FORM OVERSEAS STUDENTS

<b>PERSONAL DETAILS</b>		
		Please attach photograph
<b>FAMILY NAME</b>		
<b>GIVEN NAME</b>		
<b>DATE OF BIRTH(DD/MM/YYYY)</b>		
<b>GENDER</b>		
<b>NATIONALITY</b>		
<b>PASSPORT NUMBER</b>		
Issue place, Issue date, Valid to date.		Please attach certified copy
<b>IF OVERSEAS</b>		
Home Address		
Contact Number		
<b>IF IN AUSTRALIA, HOME ADDRESS</b>		
Contact Number		
Email		
<b>ENGLISH PROFICIENCY</b>		
Do you hold a certificate of English Proficiency (e.g., IELTS)	Yes/No	Please attach certified copy
Result - Please provide documentary evidence		
VSN Number if known		
<b>EDUCATION BACKGROUND SUMMARY</b>		

From	Institution	To

Please attach documentary evidence i.e., certified copies for above

### ACADEMIC COURSE PREFERENCE

Preference	Course CRICOS code	Course Name

### DO YOU WISH TO APPLY FOR CONSIDERATION DUE TO

RPL	TRANSFER CREDIT	MEDICAL CONDITION	LEARNING SUPPORT NEEDS
Please enter details here	Please enter details here	Please enter details here	Please enter details here



# SELUNA PTY LTD RTO21122 CRICOS 02254F

First Floor, 79-81 Moorabool Street, Geelong 3220; 79 Paisley Street, Footscray Vic 3011  
Tel:+61396896205

## APPLICATION FORM OVERSEAS STUDENTS

### REFUND POLICY

Our refund policy is listed on our website [www.ausitinst.com](http://www.ausitinst.com) and also attached as Schedule A  
*This Policy and the availability of the Institute's complaints and appeals processes, does not remove the right for a Student to take further action under Australia's Consumer Protection Laws.*

### PRE ENROLMENT DECLARATION

*The following form is to be completed by students wishing to study with Seluna Pty Ltd. All potential students must complete the following form to initiate their enrolment process.*

- I have read and understood the Application Form.
- I have read all the available information on institute's website including course details, handbook, policies and procedures and entry requirements.
- I am aware and have read the Student Agreement on institute's website [www.ausitinst.com](http://www.ausitinst.com) which will have to be entered into with the institute and understand all the conditions and requirements listed in the document.
- I understand that if my visa application is not granted, a full refund of tuition fees, less \$200.00 will be made, provided that sufficient evidence of visa refusal is provided to the institute.
- I have read and understand the institute's refund policy
- I understand that after joining, tuition fees are payable before start of semester unless a payment plan is arranged by the student with the institute.
- I understand that I must pay separate additional costs for textbooks, excursions and course materials, where applicable.
- I am aware that contact hour timetables are allocated on a term by term basis and at no time will preference be given
- I am aware and agree that any photos or testimonials of me which are used by the institute remain the property of the Institute.
- I am aware that I am enrolling in a full time course and must attend a minimum of 80% of classes and also comply with all other institute policies and visa regulations.
- I am aware that preferred timetables cannot be guaranteed and that classes are timetabled between the hours of 8.00 am and 7.00 pm

### Declaration:

I understand that by completing this form, I agree to the declaration as detailed above and have read and understood the information on institute's policies including refund policy, student enrolment agreement, information in the Student handbook and other information on the website [www.ausitinst.com](http://www.ausitinst.com). I certify that the information provided on this form is true and correct, and I agree to abide by the terms and conditions of enrolment, including the refund policy, of which I have read and understood. I also understand that a binding contract between the institute and the student will be signed before enrolment.

Student Name: .....

Signature: .....Date:



# SELUNA PTY LTD RTO21122 CRICOS 02254F

First Floor, 79-81 Moorabool Street, Geelong 3220; 79 Paisley Street, Footscray Vic 3011  
Tel:+61396896205

## APPLICATION FORM OVERSEAS STUDENTS

Agent Name: .....Signature:.....Date: .....

As the designated student's representative, I declare that I have endeavored to ensure that the student is aware of and understands all the conditions as outlined above.

*Any information provided to Seluna Pty Ltd may be made available to the Commonwealth and State agencies and ACPET as manager of the Tuition Assurance Scheme*



# SELUNA PTY LTD RTO21122 CRICOS 02254F

First Floor, 79-81 Moorabool Street, Geelong 3220; 79 Paisley Street, Footscray Vic 3011  
Tel: +61396896205

## APPLICATION FORM OVERSEAS STUDENTS

### SCHEDULE A

## Refund Policy

### Scope

Seluna's Refund Policy observes the principles outlined in the Education Services for Overseas Students Act 2000 (ESOS Act) and The National Code 2007 and applies to all new and re-enrolling students unless otherwise stated.

This Policy and the availability of the Institute's complaints and appeals processes, does not remove the right for a Student to take further action under Australia's Consumer Protection Laws.

### Definitions

**Direct International Student** - a student granted an initial visa to attend and study at the Institute.

**Institute Default** occurs when:

- (a) the course does not begin on the agreed commencement date; or
- (b) the course ceases to be provided at any time after it commences but before it is completed; or
- (c) the course is not provided in full to a Student because a sanction has been imposed on the Institute.

**International Student** – a student who is a Direct International Student or a Local International Student.

**Local International Student** - a student granted an initial visa to attend another Australian educational institution and wants to extend or change the conditions to that visa by enrolling at the Institute.

**Local Student** – a student who is an Australian Citizen and/or permanent resident enrolled at the Institute.

**Package of Courses** – where a Student is enrolled in a package of courses at the Institute.

**Student** – a student enrolled at the Institute who is a Local Student, Local International Student or a Direct International Student.

**Student Default** occurs when the Institute refuses to provide or continue providing a course to a Student due to:

- (a) a Student not commencing a course on the agreed start date;
- (b) a Student cancelling their enrolment in a course (this includes an abandonment of the course before its completion);
- (c) a Student failing to pay an amount he or she was liable to pay to the provider, directly or indirectly, in order to undertake a course;
- (d) a Student breaching a condition of his or her student visa including but not limited to poor attendance or unsatisfactory course progress.
- (e) misbehavior by a Student.

### REFUND all Students

#### Institute Default

If there is an Institute Default, the Student can choose to accept either:

- (a) a refund of the course fees, which will be issued to the Student within 14 Days; or



# SELUNA PTY LTD RTO21122 CRICOS 02254F

First Floor, 79-81 Moorabool Street, Geelong 3220; 79 Paisley Street, Footscray Vic 3011  
Tel: +61396896205

## APPLICATION FORM OVERSEAS STUDENTS

- (b) to be placed in an alternative course with the Institute or another provider. If the Student chooses placement in an alternative course, the Student must sign a document to indicate their agreement to the placement.

If the Institute is unable to provide a refund or place the Student in an alternative course the Tuition Assurance Scheme will be responsible in placing the Student in a suitable alternative course at no extra cost.

If the Student is an International Student and the Tuition Assurance Scheme is unable to place the International Student in a suitable alternative course, the ESOS Assurance Fund Manager will then attempt to place them in a suitable alternative course or, if this is not possible, the International Student will be eligible for a refund as calculated by the Fund Manager.

### Student Default

#### Before the commencement date

If a Student cancels their enrolment before the commencement date of a course and requests a refund:

Student Withdrawal	10 weeks or more before Semester	Total fees paid LESS AUD \$500 cancellation fee
Student Withdrawal	More than 4 weeks before Semester	60% of tuition fees will be refunded
Student Withdrawal	Less than 4 weeks before Semester	40% of tuition fees will be refunded
Student Withdrawal	After Semester commencement - irrespective of visa grant outcome for Local International student	No Refund

The written request must be in the refund form along with documentation. The refund will be processed within 28 days of the written request being received.

If a Student is able to demonstrate that matters beyond their control have resulted in the request for a refund of a portion of tuition fees that have been paid in advance, that Student may be eligible for a refund.

No refund will be issued to any Student who has deferred their enrolment.

#### After the commencement date

If there is a Student Default, after the agreed start date of a course no refund will be issued to the Student. This includes all monies paid or scheduled to be paid to the Institute for airport pick-up, accommodation booking and board.

The Institute reserves the right to invoice the student the portion of fees owed by the student for services received from the Institute.

### Additional information for International Students

#### Visa Refusal Before semester start

##### Direct International Student

If the initial visa is not granted, a refund of course fees received by the Institute less the AUD \$200.00 enrolment fee will be issued to the Direct International Student within 28 days of the written request.



# **SELUNA PTY LTD** RTO21122 CRICOS 02254F

First Floor, 79-81 Moorabool Street, Geelong 3220; 79 Paisley Street, Footscray Vic 3011  
Tel: +61396896205

## **APPLICATION FORM OVERSEAS STUDENTS**

The written request must be in the Institute refund form with proof of visa refusal attached. Without proof of refusal from the Australian Government a refund will not be granted.

### Where payment will be sent

All refunds for which a student is eligible will be forwarded, within 28 working days, to the person who paid the fees in his or her home country, unless the student is transferring to another institution in Australia (subject to Visa conditions), in which case any refund may be remitted to that institution.