

Send completed application form to:

Level 2 / 185 Spring Street Melbourne Victoria 3000

Email: info@headmasters.com.au

Phone: +613 9945 9522 Facsimile: +613 9662 2083

Website: www.headmasters.com.au

Personal Details:

Given Name _____

Surname _____ Male Female

Address _____

City _____ State _____ Postcode _____

Telephone _____ Mobile _____

Email _____ Date of Birth _____
(dd / mm / yy)

UNIQUE STUDENT IDENTIFIER (USI) _____

(For further information about the **UNIQUE STUDENT IDENTIFIER (USI)** please visit: <http://www.usi.gov.au>)

Are you a: Citizen? Temporary Student Visa Holder?
 Permanent Resident? Other? (Please specify) _____

Address in home country for correspondence (International Student ONLY)

Name of Parent / Guardian _____

Address _____

City _____ Country _____ Postcode _____

Telephone: Country Code _____ Area Code _____ Phone Number _____

Facsimile: Country Code _____ Area Code _____ Phone Number _____

Email _____

Qualifications/Experience

Secondary Qualifications (eg VCE, Epping Secondary School, 2010) _____

Post Secondary Qualifications _____

Course Details

Course Name _____

Commencement Date _____ Course Length _____

English Proficiency (International Student ONLY)

Indicate your current English language proficiency

IELTS overall score _____ Reading _____ Listening _____ Writing _____ Speaking _____ Date of Test _____ dd / mm / yyyy

TOEFL overall score _____ Writing _____ Date of Test _____ dd / mm / yyyy

AEAS test score _____

Welfare Arrangements (International Student ONLY)

Are you under 18 years of age? Yes No

If Yes, this Application MUST be accompanied by a Care Provider Selection form.

Will you be cared for by a direct relative (according to DIAC regulations) while enrolled at HeadMasters Yes No

If No, HeadMasters will arrange an experienced Care Provider (while student is under 18 years of age) and suitable accommodation for the period of enrolment at HeadMasters Academy.

Accommodation And Airport Transfer (International Student ONLY)

Do you wish to apply for Homestay accommodation? Yes No

Do you wish to be met at the airport and transferred to your accommodation? Yes No

Fees

(International Student ONLY)

Enrolment Fee _____

OSHC (Health Cover) _____

Tuition Fee _____

Homestay (per week) _____

Equipment/Uniform/Resources Fee _____

Accommodation Support Fee _____

Guardian Arrangement Fee _____

Guardianship Fee _____

Total Fee

Terms and Conditions

Fees are due and payable according to the letter of offer.

Deposit is due on acceptance of the offer. Fees for subsequent study periods are due two weeks prior to the commencement of the study period. Failure to make payment by the due date will incur additional late fees. Unpaid fees will result in the cancellation of a student's enrolment at the end of an appeals process. International students are required to demonstrate to the Australian Government sufficient funds to cover their studies in Australia. As such, financial hardship is not considered grounds for appeal. A fee of \$300 will be levied on students who fail to make payment by the required date and where an enrolment has to be reinstated after cancellation.

All fees are subject to change and it is expected fees will increase by 4-5% per year. Students are required to pay the current applicable fees which may differ from that quoted in the offer letter or on the COE. You will be required to pay the current fee that applies from the beginning of the next study period. If you defer your course, you will be required to pay the fees applicable to your new commencement date.

Students enrolled in programs with HeadMasters' partners will be required to pay the tuition and other fees set by the partner. Students should refer to the partner institutions' websites for full information.

Refund Policy

Student refund requests must be in writing, addressed to the Admissions Office and include evidence supporting the request. All requests will be responded to within 28 days of receipt of request. If a refund is approved all refunds will be paid within 14 days of the approval. If HeadMasters is unable to commence, continue or complete the delivery of a course tuition fees will be refunded within 14 days. All refunds will be paid to the person with whom HeadMasters has a contract unless written authority is received by HeadMasters to pay another party.

Withdrawal

If an enrolment is cancelled more than 28 days prior to commencement of the course there will be a cancellation fee equivalent to 25% of tuition fees paid. If an enrolment is cancelled within 28 days of commencement of the course, or the student does not commence on the agreed date, or withdraws from the course once it has commenced there will be no refund.

Where a student has been granted a deferral prior to commencement of a course or trimester/semester, tuition paid will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted.

Where a student's enrolment is cancelled because of misbehaviour or breaching of visa conditions there will be no refund.

For further information regarding HeadMasters policies please refer to the information for intending students document which can be found at www.HeadMasters.com.au

International Student ONLY - In addition to the above

For HeadMasters packaged offers, the second and subsequent COE's will incur a \$1000 non-refundable deposit. Where a student has a packaged offer with a partner institution, and the HeadMasters course is the principal course HeadMasters reserves the right to impose a non-refundable deposit prior to the issue of a COE.

Tuition fees are refunded if a visa application is rejected. Enrolment and accommodation support fees are not refundable. Where a student's visa is refused in Australia making them ineligible to study for a course they are currently studying, a refund of unused tuition will be granted on a pro rata basis.

Accommodation

Accommodation fees will be refunded provided two weeks' notice is given before the commencement date of the homestay. If students cancel accommodation within two weeks before homestay commences, two weeks homestay fees will be deducted from the refund. Once in homestay, students must give two weeks' notice; otherwise, two weeks homestay fee will be deducted from the refund.

Provider default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

Overseas Students In the unlikely event that HeadMasters 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 an alternative course 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. If HeadMasters is unable to provide a refund or place you in an alternative course our Tuition Protection Scheme (TPS) will place you in a suitable alternative course at no extra cost to you. Finally, if our Tuition Protection Scheme (TPS) cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager. Domestic student fees are protected by membership of ACPET's ASTAS. This policy, 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. At times the student might be included in photos, videos or other recorded media created during the time of the student's attendance on campus for the purpose of marketing materials to be used exclusively by HeadMasters and its affiliates.

Privacy Statement

HeadMasters is firmly committed to privacy. We use applicant's information to create a HeadMasters database. Our enrolment process requires applicants to give us contact information (e.g. name address, e-mail etc). We use customer information for commercial reasons. Information may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund. The HeadMasters database is private and confidential. The database (including personal details) is for the sole use of HeadMasters. Personal data and information gathered for the creation of the database will not be passed to a third party unless it is necessary to pass on this information in order to provide a service that you have asked us to provide.

Student Declaration

I, _____ hereby declare that all information given is true and complete. I authorise HeadMasters Academy Pty Ltd to obtain further official records if necessary from any relevant educational institution. I agree to the Terms and Conditions above.

Student Signature _____ Date _____

(DD/MM/YY)

Signature _____ Date _____

(If under 18 years of age, signature of parent/guardian required)

(DD/MM/YY)

Please Note:

All fees are subject to change. Students are required to pay the current applicable fees which may differ from the fees quoted on the offer.

www.headmasters.com.au