

# INTERNATIONAL STUDENT APPLICATION FOR ADMISSION

PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM – PLEASE USE BLOCK LETTERS

## Use of Personal Information

Information provided to Macallan College may be made available to Commonwealth and state agencies and the Administrator of the Tuition Protection Service pursuant to obligations under the ESOS Framework including the ESOS Act 2000 and The National Code 2018.

### APPLICANT DETAILS

Title Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/>		Unique Student Identifier Number (USI) :	
First Name :		Last Name :	
Date of Birth (dd/mm/yyyy) : ____/____/____		Current Age: ____ Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Currently Living in: Overseas Country <input type="checkbox"/> Australia <input type="checkbox"/>			
Current Address:			
Suburb/City :	State :	Country:	Postcode:
Home Phone :		Mobile:	
Email Address:			
Emergency Contact Name (Australia if one)		Relationship with Emergency Contact:	
Contact Number:		Contact Email:	
Next of Kin Name:		Relationship to Next of Kin:	
Contact Number:		Contact Email:	
<p>Macallan College can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a> on computer or mobile device.</p> <p>UNIQUE STUDENT IDENTIFIER (USI):</p> <p><input type="checkbox"/> I DO NOT HAVE AND WILL APPLY FOR MY OWN UNIQUE STUDENT IDENTIFIER AT <a href="http://www.usi.gov.au">www.usi.gov.au</a> AND PROVIDE TO Macallan College or,</p> <p><input type="checkbox"/> I DO NOT HAVE USI AND AUTHORISE representative from Macallan College to create/apply a USI number on my behalf.</p>			

### SUPPORT NEEDS

Do you have a disability, impairment or long-term medical condition which may affect your studies? YES ☐ NO ☐

If yes, please specify the type/s of disability:

☐ Hearing ☐ Vision ☐ Learning ☐ Medical ☐ Mobility ☐ Intellectual ☐ Physical ☐ Other

Please give brief details about your medical condition/disability

### LANGUAGE AND CULTURAL DIVERSITY

Is English your first language? YES ☐ NO ☐ If no, what is your first language? \_\_\_\_\_

Please indicate the English test that you have completed (Evidence required)

IELTS ☐ TOEFL ☐ PTE(A) ☐ CAE(A) ☐ Other:

DATE AND RESULTS: Date Issued (dd/mm/yyyy) : \_\_\_\_/\_\_\_\_/\_\_\_\_ Average Score: \_\_\_\_

### PASSPORT AND VISA DETAILS (please attach a copy of your passport and visa if applicable)

Country of Citizenship:	Birth Country:
Passport Number:	Expiry Date: ____/____/____
Visa Grant date: ____/____/____	Visa expiry date: ____/____/____
If applying for a student visa, where will you apply? Onshore (in Australia) <input type="checkbox"/> Offshore (outside Australia) <input type="checkbox"/>	

If you are currently onshore, which type of visa do you hold?		
Student Visa <input type="checkbox"/> (VET <input type="checkbox"/> HIGHER EDUCATION <input type="checkbox"/> OTHER <input type="checkbox"/> ) Visitor Visa <input type="checkbox"/> Working Holiday Visa <input type="checkbox"/> Other <input type="checkbox"/> _____		
Please answer the questions as below:		
	YES	NO
Have you ever breached any VISA conditions?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had a visa application rejected including countries such as UK, USA, New Zealand and Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been removed or deported from any country?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of any crime or offence in any country?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been refused entry into Australia?	<input type="checkbox"/>	<input type="checkbox"/>
Are you planning to remain in Australia after completion of your study?	<input type="checkbox"/>	<input type="checkbox"/>
Are you planning to apply for a protection visa in Australia?	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of work restrictions while studying in Australia?	<input type="checkbox"/>	<input type="checkbox"/>
Are you bringing Parent(s)/Guardian/Spouse/Dependent Children with you while studying in Australia?	<input type="checkbox"/>	<input type="checkbox"/>
<b>EDUCATIONAL HISTORY</b>		
What is the highest level of school education that you have completed? (Tick ONE box only)		
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Other: _____		
Have you successfully completed any of the following qualifications? Please select where relevant (qualifications must be completed in Australia).		
<input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Advanced Diploma or associate degree Diploma (or associate diploma)		
<input type="checkbox"/> Certificate IV (or Advanced Certificate/technician) <input type="checkbox"/> Certificate III (or trade certificate)		
<input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates other than the above		
When did you complete your course with your previous provider in Australia? _____		
(Attach evidence e.g. Certificate of completion)		
What was the field of education for your previous study? _____		
<b>Important:</b> Please submit copies of all your previous qualification certificates and academic transcripts with your application.		
<b>RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFER</b>		
Do you wish to apply for Recognition of Prior Learning/Credit Transfer? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, please complete an <i>Application for Recognition of Prior Learning /Credit Transfer form</i> available online at <a href="https://macallan.edu.au/international-student-application-form/">https://macallan.edu.au/international-student-application-form/</a> , attach your academic transcript/s, course syllabus and course details and submit with your application. Refer to Macallan College' Recognition of Prior Learning/Credit Transfer Policy. Macallan College representative shall inform you the decision on RPL/Course credit and it will come into effect upon your acceptance. Note: RPL / Credit Transfer may affect the duration of your course. Refer to our policy and procedure on the website <a href="https://macallan.edu.au/student-services/">https://macallan.edu.au/student-services/</a>		
<b>PROGRAM SELECTION</b>		
Are you applying for Primary COE <input type="checkbox"/> Secondary / Concurrent COE <input type="checkbox"/>		
International students must abide by their visa conditions at all times including attending classes and progressing in their course.		
<b>RELEASE REQUIREMENTS</b>		
Are you already enrolled with any other provider? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Note: If you have not completed 6 months of your primary course you will require a release from your current provider.		
If yes, do you have a release from current education provider? YES <input type="checkbox"/> NO <input type="checkbox"/>		
[If this enrolment is your primary course, you do not require a release letter]		
What is the highest qualification enrolled with the current provider?		
_____		
Why are you leaving your current course/provider?		
_____		

Do you owe fees to your previous provider? ☐ NO ☐ YES If yes provide details

Did you abide by the conditions of your student visa with your previous provider (attend class and progress in your course)?

☐ YES ☐ NO If no, provide details

CRICOS Course Code	VET Course Code	Qualification Name	Total Duration (weeks)	Brisbane	Sydney	Perth	Adelaide
103641K	AUR30620	Certificate III in Light Vehicle Mechanical Technology	78		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
099119M	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	52 / **26		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
099111G	AUR50216	Diploma of Automotive Technology	52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
104868E	CPC30220	Certificate III in Carpentry	104	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
103774H	CPC50220	Diploma of Building and Construction (Building)	78	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
104280M	BSB50420	Diploma of Leadership and Management	52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106853G	BSB60420	Advanced Diploma of Leadership and Management	52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106854F	BSB80120	Graduate Diploma of Management (Learning)	104	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103886M	SIT30816	Certificate III in Commercial Cookery	52	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
099381G	SIT40516	Certificate IV in Commercial Cookery	*26	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
099381G	SIT40516	Certificate IV in Commercial Cookery	78		<input type="checkbox"/>		
092665G	SIT50416	Diploma of Hospitality Management	*26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106855E	SIT60316	Advanced Diploma of Hospitality Management	*26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106855E	SIT60316	Advanced Diploma of Hospitality Management	52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
089953D	General English (Starter, Elementary, Pre-Intermediate, Intermediate, Upper Intermediate, Advanced)		*Maximum 72	<input type="checkbox"/>			

\*Conditions apply/contact college for further details.

\*\*New student enrolments will not be taken into AUR40216, 26 week duration until January 2022.

Course durations may vary, contact individual campuses for details.

Year of Commencement: 2021 ☐ 2022 ☐ 2023 ☐ 2024 ☐ 2025 ☐

Commencement Month: FEB ☐ MAR ☐ APR ☐ MAY ☐ JUN ☐ JULY ☐ AUG ☐ SEP ☐ OCT ☐ NOV ☐ DEC ☐

### GENUINE TEMPORARY ENTRANT/GENUINE STUDENT ASSESSMENT

OFFSHORE ENROLMENTS and HIGH RISK ENROLMENT STUDENTS MUST COMPLETE A STATEMENT OF PURPOSE (separate form)

FINANCIAL DECLARATION (applicable to Assessment Level 3 – Offshore Students)

What is your relationship status? Single ☐ Married ☐ De Facto ☐ Separated/Divorced ☐

If applicable, is your spouse/partner coming with you to Australia as a dependent on your student visa? YES ☐ NO ☐

How many Children do you have? \_\_\_\_\_ Will they accompany you to Australia? YES ☐ NO ☐

How will you fund your study in Australia?

☐ SELF FUNDED ☐ FAMILY FUNDED ☐ SCHOLARSHIP \* ☐ OTHER: \_\_\_\_\_

If you selected one of the above options, please provide the following:

- Bank statements. The source of any recent lump sum deposits needs to be explained and documented
- Employment certificate with salary information
- Bank loan (if applicable) Loan letter must state the source and owner of the collateral used to secure the loan plus the length of loan and monthly repayments
- Recent payslips

- Financial sponsorship declaration
- Proof of relationship with the sponsor
- Sponsor's occupation and monthly income

**\* SCHOLARSHIP**

Please provide the following: Scholarship letter

**PAYMENT OF COURSE FEES**

Please indicate your fee payment choice for your course by ticking YES or NO to the following:

I want to only pay up to half (50%) of my course fees before I commence my course. YES ☐ NO ☐

I want to pay more than 50% up to 100% of the course tuition fee before I start my course. YES ☐ NO ☐ Amount \$ \_\_\_\_\_

Macallan College Policy is for all students to commit to regular direct debit payments.

Part of Macallan Orientation process is for students to complete and submit Direct Debit paperwork.

**REFUNDS**

Please note circumstances under which a full refund may or may not be granted as per an extract from the Macallan College Refund Policy:

Macallan College' policy on the refund of tuition fees and other course money for international students has been developed in accordance with the ESOS Act 2000, ESOS Regulations 2001 as amended in 2015, and the National Code 2018. This policy applies equally to all new and re-enrolling students unless otherwise stated. All money received by all parties (including education agents), prior to a student's commencement will be banked within 5 business days of receipt.

**Amounts below include any course money collected by education agents on behalf of Macallan College**	
Visa refused prior to or after the course commencement (off-shore students)	Full refund, less no more than the lesser of the Admin Fee and 5% of the Total course money received before default date.
Visa extension is refused (continuing overseas student) Non-commencement due to visa renewal application is refused (on-shore students)	Refund of unused tuition fees. Full refund.
Withdrawal at least 8 weeks prior to course commencement date	Full refund less the Admin Fee
Withdrawal less than 8 weeks prior to course commencement date where visa is granted	No refund
Withdrawal after the course commencement date where the visa is granted	No refund
The College is unable to provide the course for which the original offer was made.	Full refund
Course withdrawn by the College	Full refund
Visa cancelled due to actions of the student [fraudulent/forged documents]	No refund
Withdrawal from study - current students	No refund
Airport pick-up	No refund
Home stay fees and accommodation booking fee	No refund
<b>Admin Fee – Brisbane, Perth and Adelaide: AUD\$500.00      Admin Fee – Sydney: AUD\$200.00</b> For a full version of the policy visit our website: <a href="https://macallan.edu.au/">https://macallan.edu.au/</a>	

**OVERSEAS STUDENT HEALTH COVER (OSHC)**

Do you currently hold Overseas Student Health Cover (OSHC)? YES ☐ NO ☐

Do you want Macallan College to organize the OSHC for you? YES ☐ NO ☐

If yes, please specify your cover status: Single ☐ Couple ☐ Family ☐

**STUDENT SUPPORT (Accommodation/ Transport assistance)**

Do you require airport pick up? YES ☐ NO ☐

(If yes, an airport pick up fee of \$160 applies)

Do you require accommodation assistance? YES ☐ NO ☐

## POLICIES AND PROCEDURES

Our policies and procedures are on our website: <https://macallan.edu.au/>.

You should access and read these prior to accepting an enrolment offer from the college.

If you are offered a place you will be provided a copy of our Refund and Complaints and Appeals Policies and Procedures in your Letter of Offer/Written Agreement, as well as our comprehensive Student Handbook and associated hyperlinks.

### Use of Personal information:

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS FRAMEWORK including: ESOS Framework including the ESOS Act 2000 as amended and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

The authority to collect this information is contained in the Education Services for Overseas Students Act 2000 as amended, the Education Services for Overseas Students Regulations 2019 as amended and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme (TPS) and Tuition Protection Scheme Administrators. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Information provided will be in accordance with the Privacy Act of 1988.

### Privacy Notice:

Under the Data Provision Requirements 2012, Macallan College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Macallan College for statistical, regulatory and research purposes. Macallan College may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organizations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

For a copy of the full refund or other policies visit our website <https://macallan.edu.au/student-services/>

## MORE INFORMATION

### HOW TO APPLY

1. Complete this Application Form or apply online by visiting

[www.macallan.edu.au](http://www.macallan.edu.au)

2. Send the completed application form with certified\* copies of:

- Valid Passport
- Copy of current Student Visa (if applicable)
- Evidence of OSHC (if applicable)
- High School /Academic History - certificates and transcripts
- English proficiency documents e.g. IELTS Test Results or equivalent (as applicable)
- Degree completion certificate (qualifications completed in Australia) + transcripts (if applicable) /Work experience details (if applicable)

*Please note that these documents must be certified by a MACALLAN COLLEGE representative or authorised education agent, a Public Notary or a Justice of the Peace in Australia*

3. MACALLAN COLLEGE will notify students after receiving the application whether they have been accepted or not. If accepted, students will receive a Letter of Offer.

4. To proceed with the enrolment, students will need to sign and return the Acceptance of Offer form and pay the fees as specified in the Letter of Offer/Written Agreement. Payment can be made directly to Macallan College

5. If you accept the Offer and provide the fees due, an electronic Confirmation of Enrolment (eCoE) will be issued and you can then proceed to apply for a student visa.

6. If studying a secondary/concurrent course, Macallan College will require a copy of the timetable for your concurrent course.

#### **PAYMENT DETAILS BEFORE and AFTER COMMENCEMENT**

##### **Payment of Course Pre-Paid Fees**

###### **Option 1: Ezidebit**

- Complete the Direct Debit Request Form provided to you by your Campus.
- Submit the form to Campus so the set up can be completed.
- The debit amount will be debited from your nominated card or bank account according to the terms and conditions of Ezidebit

###### **Option 2: Cohort Go**

**ADELAIDE:** <https://macallan-adelaide.cohortgo.app>

**BRISBANE:** <https://macallan-brisbane.cohortgo.app/en>

**PERTH:** <https://macallan-perth.cohortgo.app/en>

**SYDNEY:** <https://macallan-sydney.cohortgo.app/en>

###### **How it works:**

- **Enter your payment details in our simple Cohort Go platform.**
  1. Complete required fields listed below, and click on Make a Payment Button to finalise
  2. Email Address: Your email address as indicated in your enrolment application form)
  3. Country you're paying from: Australia
  4. Invoice Number: Proposal number indicated in the Letter of Offer (example P1234)
  5. Amount being Paid: Type the amount you wish to pay
  6. Receive payment instructions and make your deposit using your preferred payment method.
- **Or by Bank Cheque in person (personal cheques are not accepted).**

**Note: Credit Card transaction incur a surcharge 2.5%**

**BPAY transactions incur a \$2 fee per transaction.**

#### DECLARATION

- 1) I hereby declare that all of the information supplied by me in this form is complete, truthful and correct
- 2) I am aware of my obligation to pay outstanding fees and understand non-payment of fees can lead to cancellation of my course enrolment.
- 3) I am aware I must abide by visa conditions throughout my enrolment period in Australia including maintaining satisfactory attendance and course progress
- 4) I understand living costs in Australia may be higher than my home country.
- 5) I understand Tuition and Non Tuition fees may change during my course.
- 6) I authorise Macallan College to contact me by SMS, Email or phone.
- 7) I authorise Macallan College to verify any information I have provided on this form and to obtain official records / confirm details from a previous educational institution attended by me listed on this form.
- 8) I have been provided with pre-enrolment information including Course Description and Entry Requirements, a copy of the Student Handbook (hardcopy or electronic) containing Macallan College Refund policy; Emergency Evacuation Procedure; Transfer Policy and Procedure; Complaints and Appeals Policy; Monitoring of Course Progress Policy and Procedure; Monitoring of Attendance Policy and Procedure; Course credit policy; Deferment, Cancellation and Suspension Policy and procedure. A description of the ESOS Framework; Costs of living in Australia, Accommodation options, and obligations of schooling for any school aged dependents I may have. Also available on the Macallan website: [www.macallan.edu.au](http://www.macallan.edu.au)
- 9) I have read and understand the Privacy Statement and I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice.
- 10) I understand if this is a concurrent/secondary course, I will be responsible for managing my class schedules. I agree during my study with Macallan College, I shall remain enrolled in the principal course and maintain satisfactory course progress and attendance requirements in both the courses.
- 11) I am aware that I shall have to attend and complete Vocational Placement (as applicable) as a compulsory requirement for my qualification.

FULL Name & Signature of Student:

Date:

Referred By:

☐ Macallan Student

☐ Friend

☐ Website

☐ Other \_\_\_\_\_

☐ Agent, if ticked complete below.

#### AGENT'S DECLARATION

I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student. I confirm that studying the program indicated in their application is their primary purpose for coming to Australia and that they fully understand their obligation as an Australian student visa holder. I believe the applicant is academically qualified for the program they have applied for and have, or will have, the English proficiency level required to commence the program. I have verified to the best of my ability the authenticity of documents supplied with this application. I am satisfied that the applicant has genuine access to the total funds required, while in Australia, to cover all tuition costs, return airfare, overseas health cover and living expenses for themselves and any dependents

Agents Name/Stamp/Signature