



Mercury Colleges

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CRICOS Provider Number: 00172B
National Provider: 0872
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INTERNATIONAL STUDENTS APPLICATION FORM

PERSONAL DETAILS

Family name: _____ Given name: _____

Date of birth: / / Country of birth: _____ Gender: Male: Female:

Country of citizenship: _____ Passport number: _____

Address in Australia (if known): _____ Type of visa: Student: Tourist: Other:

Email: _____ Mobile: _____ USI: _____

Immigration Office: _____ Type of visa: Student Tourist Other:

EDUCATION DETAILS

What is your level of English? *Elementary* *Beginner* *Intermediate* *Upper-Intermediate* *Advanced*

Have you taken TOEFL/IELTS/other English Test? No Yes Score: _____ Date test taken: _____

Please provide certified copy of any English proficiency examinations undertaken. **IELTS 5.5 or equivalent is an entry requirement for all Vocational courses**

What is the highest level of education that you have completed? (circle 1) *University* *College* *Secondary school*

Proposed future studies (please indicate) Vocational College TAFE University Undergraduate University Postgraduate

Name of institution: _____ Course commencement date: ____/____/____

SELECT YOUR COURSE

ENGLISH COURSES (Teaching hours: 20hrs/week)

General English **weeks**

Start date: / / morning evening

English for Academic Purposes **weeks**

Start date: / / morning evening

IELTS Preparation **weeks**

Start date: / / morning evening

Morning classes: Mon-Fri 8: 00am - 12:30pm. Evening classes: Mon-Fri 4:40pm - 8:50pm

VOCATIONAL COURSES

Certificate III in Business BSB30115

Certificate IV in Business BSB40115

Diploma of Leadership and Management BSB51915

Shift 1 Shift 2 Shift 3

Start date: / /

Shift 1(Morning): Mon-Tue 8am - 5pm, Wed 8am - 12pm
Shift 2(Morning): Wed 1pm-5pm, Thu-Fri 8am-5pm
Shift 3(Evening): Mon-Thu 5pm-10pm

OTHER SERVICES (Cab be arranged on request)

The Australina Government requires all studenta on student visa to have Overseas Student Health Cover.

Do you require us to arrange OSHC for you? Yes,for _____ months No

Do you require us to help with airport pick-up? Yes No Do you require us to help with accommodation for you? Yes (please complete Accommodation Profile) No

Depending on your previous student and work experience, we are able to give your credit or exemptions from certain course units.

Do you wish to apply for Recognition of prior learning (RPL)? Yes (please complete RPL assessment form) No

Do you have any disability, special needs or current health problem? Yes (please complete special needs form) No

1. The Enrolment Fee, Accommodation Placement Fees, Airport Pick-Up Fees and IT Levy are non-refundable whether you complete your course or not.
 2. A \$350 fee is payable for administering course cancellation after course commencement
 3. Where a student has cancelled prior to commencement a fee of \$150 is charged for processing the refund (except in visa rejection cases).
 4. An administrative charge of \$150 is made to vary an application e.g. Change of Start Date, Change of Course
 5. Tuition Fees and OSHC are refunded in full if your visa application is rejected and you provide official written notification of the refusal from the Australian Government.
 6. Student Default: No refund will be made if a student:
 - has given false or misleading information
 - fails to comply with the conditions of enrolment at the College
 - is in breach of their visa requirements as imposed by the Australian Government
 - withdraws after the commencement date of the course
 7. Tuition fee refund: If you give written notice of your intention to withdraw from a course
 - 40 days or more before the commencement date, tuition fees will be refunded less a cancellation fee of 15%.
 - more than 5 days before the commencement date, tuition fees will be refunded less a cancellation fee of 30%.
 - less than 5 days before course commencement date, tuition fees will be refunded less a cancellation fee of 45%.
- Refund procedures:
- You must complete the Refund Application Form.
 - Your refund will be processed within 4 weeks of receipt of your completed refund application if it includes all the required documents. A written statement will be provided to the student to explain how the refund is calculated.
8. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
 9. Commencement of the course is defined as the course start date in the first Application form submitted by the student or agent and not subsequent changes to the starting date.
 10. All refunds will attract an administration charge of \$150.00 (except for visa refusal).
 11. Course and other Fees are not transferable to another student or institution but may be transferred to another course within the College at the discretion of the College.
 12. Any approved refunds are made payable to and sent to the student or his/her agent, in the country of origin as applicable in Australian dollars.
 13. Bank charges are deducted for refunds made by bank draft or electronic transfer.
 14. Provider Default: In the unlikely event that the College is unable to deliver your courses in full starting from the agreed date, you will be offered a partial refund of unused tuition fees within 2 weeks after the default date.
 15. Fees for services paid to education agents by students are not covered by this refund policy.
 16. This refund policy applies to all tuition fees paid to the College and includes any tuition fees paid to an education agent to be remitted to the College.
 17. All refund considerations will be strictly limited to the monies paid, which the College has received from the student as tuition fees only i.e. exclusive of all non-refundable fees and agents' commission (whether this commission was deducted before or after student payment to the College).
 18. Students are encouraged to view the college student handbook as part of enrolment. Please refer to the College's website, section "Study"
 19. This policy does not remove the right of the student to take further action under Australia's Consumer Protection Laws http://www.australia.gov.au/Consumer_Protection

<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Bank Deposit	<input type="checkbox"/> International Money Order
<p>How did you hear about our College? (please tick)</p> <p><input type="checkbox"/> Friends/relatives</p> <p><input type="checkbox"/> Website</p> <p><input type="checkbox"/> Embassy</p> <p><input checked="" type="checkbox"/> Agent (name/stamp)</p> <p><input type="checkbox"/> Newspaper/magazine</p>			<p>I have fully read and understood the College's terms and conditions including the refund and cancellation policy and I agree to abide by them.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <div style="width: 60%;"><input style="width: 95%;" type="text"/></div> <div style="width: 35%;"><input style="width: 95%;" type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Student's signature</div> <div style="width: 35%;">Date</div> </div> </div> <p>If fees are being paid by another person(s) or company:</p> <p>I, <input style="width: 80%;" type="text"/></p> <p>(Name of person(s) / company paying fees - please print) declare that i have the financial capacity to meet Course fees and agree to pay these fees as they become due and I have read, fully understood and accept College's terms and conditions and I have signed and attached the compulsory checklist to this enrolment form.</p>	



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