

# OVERSEAS STUDENT APPLICATION FORM

Please fill all sections of the Application Form and sign to complete the application. Please refer to the Course Information and the International Student Handbook on the website [www.ahic.edu.au](http://www.ahic.edu.au). This Form can be printed and filled in as a hard copy. You must supply additional information - see the checklist.



## A. COURSE AND DATE OF COMMENCEMENT (Please tick)

INTAKE	2024	2025	2026	15 Jan	13 Jan	12 Jan	19 Feb	17 Feb	16 Feb	15 Apr	14 Apr	13 Apr	20 May	19 May	18 May	08 Jul	07 Jul	06 Jul	12 Aug	11 Aug	10 Aug	07 Oct	08 Oct	05 Oct	11 Nov	10 Nov	09 Nov
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## Course Description (Please tick)

### Health Sciences

**CHC33015 Certificate III in Individual Support**  
(52 Weeks) Cricos Course Code: 093675J

**CHC43015 Certificate IV in Ageing Support**  
(78 Weeks) Cricos Course Code: 093674K

**CHC52021 Diploma of Community Services**  
(78 Weeks) Cricos Course Code: 112590H

### Business

**BSB40120 Certificate IV in Business**  
(52 Weeks) Cricos Course Code: 103683M

**BSB50120 Diploma of Business**  
(78 Weeks) Cricos Course Code: 103684K

**BSB60120 Advanced Diploma of Business**  
(65 Weeks) Cricos Course Code: 103685J

### Leadership and Management

**BSB50420 Diploma of Leadership & Management**  
(78 Weeks) Cricos Course Code: 104276G

### Civil Construction Design

**Rll60520 Advanced Diploma Civil Construction Design**  
(101 Weeks) Cricos Course Code: 114336F

### Accounting

**FNS40222 Certificate IV in Accounting and Bookkeeping**  
(52 Weeks) Cricos Course Code: 109995B

**FNS50222 Diploma of Accounting**  
(64 Weeks) Cricos Course Code: 110453M

**FNS60222 Advanced Diploma of Accounting**  
(78 Weeks) Cricos Course Code: 110454K

### Project Management

**BSB50820 Diploma of Project Management**  
(78 Weeks) Cricos Course Code: 104067E

**BSB60720 Advanced Diploma of Program Management**  
(78 Weeks) Cricos Course Code: 104455D

### Information Technology

**ICT40120 Certificate IV in Information Technology**  
(78 Weeks) Cricos Course Code: 102744M

**ICT50220 Diploma of Information Technology**  
(78 Weeks) Cricos Course Code: 105161K

**ICT60220 Advanced Diploma of Information Technology**  
(78 Weeks) Cricos Course Code: 1105160M

### Childhood Education

**CHC30121 Certificate III in Early Childhood Education and Care**  
(52 Weeks) Cricos Course Code: 110270G

**CHC50121 Diploma of Early Childhood Education and Care**  
(52 Weeks) Cricos Course Code: 110271F

### Kitchen and Hospitality Management

**SIT40521 Certificate IV in Kitchen Management**  
(78 Weeks) Cricos Course Code: 110417D

**SIT50422 Diploma of Hospitality Management**  
(78 Weeks) Cricos Course Code: 110701M

**SIT60322 Advanced Diploma of Hospitality Management**  
(104 Weeks) Cricos Course Code: 110702K

### Graduate Management (Learning)

**BSB80120 Graduate Diploma of Management (Learning)**  
(104 Weeks) Cricos Course Code: 110272E

## B. PERSONAL DETAILS

Title & Family Name		First Name		Middle Name	
Date of Birth	Gender: Male	Female	Place of Birth: Province/City	Country	
PASSPORT	Nationality	Passport No			
	Issued Date	Expired Date		Place of Issue	
Unique Student Identifier (USI number)					
Visa – Are you in Australia now?	No	Yes	Visa Category	Visa Expired Date	
At which office are you going to apply for your visa					
Are you of Aboriginal or Torres Strait Islander origin?					
No	Yes, Aboriginal	Yes, Torres Strait Islander	Yes, both Aboriginal and Torres Strait Islander		

## C. ADDRESSES

### Address in Australia

### Address in Home Country

Number & Street			
City/Town			
Province/State		Postcode	
Country	Australia		
Mobile			
Email			

## D. EMERGENCY CONTACT

Name	Relationship
Address	
Telephone	Mobile
Email	

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## E. EDUCATIONAL QUALIFICATIONS

Please list the highest educational qualifications from secondary school and above. Certified copy of academic records and transcripts of subjects must be attached. Official English translations are required for documents in other languages.

Qualification / Award	Educational Institution	Month & Year	
		Started	Completed

## F. CURRENT ENGLISH LEVEL

Is English your First language?	Yes	No			
Please provide evidence of your English language proficiency.					
Test taken	IELTS	TOEFL	PTE	CAE	other (please specify)
Score achieved					Test date
Listening	Reading	Writing	Speaking	Total Score	

## G. RECOGNITION OF PRIOR LEARNING

Based on past education qualifications, are you going to apply for Recognition of Prior Learning (RPL) or Based on past Australian VET qualifications, are you going to apply for Credit (CT) (Advanced standing)? No Yes If yes, please refer to CT and RPL in the International Student Handbook on our website.

## H. TUITION AND OTHER FEES – Please refer to “Course Fee Structure” from the website

Application Fee	AUS\$ 200.00
Tuition Fee	AUS\$
Overseas Student Health Cover	AUS\$
Airport Pickup Fee (Optional)	AUS\$

These fees should be paid before the issuance of the Confirmation of Enrolment (CoE)

## I. ADDITIONAL SERVICES

Do you require airport pickup?	No	Yes	If yes, please fill a separate form
Do you require assistance with accommodation?	No	Yes	Length of stay (week)
Accommodation start date			
Do you consider yourself to have a disability, impairment or a long-term health condition?	No	Yes	If Yes

## J. DECLARATION

### PERSONAL INFORMATION AND PRIVACY PROTECTION STATEMENT

The personal information you provide for this application will be protected in accordance with the College Privacy Policy and Privacy legislation. The information provided will only be used by the College for assessing your application for a place in the training course for which you have applied. If unsuccessful, the information will be retained in the records of the College only for the College's use for a period of 12 months and will not be disclosed except with your permission. You have a right to access and correct any personal information concerning you held by the College in the student and financial databases. As required by law and our registration standards, personal information may be shared between Australian Harbour International College and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). By signing this application, it is understood that you have read this statement and agree to the use and disclosure of your personal information as outlined above. For full details please see International Student Handbook.

I hereby declare that the information supplied by me is true and correct. Signed (applicant)  
 I have read, understand and agree to the Terms and Conditions (including Cancellation, Refund and Complaints policies).  
 I agree to pay all fees owing and by the due dates.  
 I understand that on acceptance of enrolment by the College a Letter of Offer will be provided and when you accept this form the contract of enrolment with the College will be issued. Date

## CHECK LIST

### Have you:

Complete all sections of this application form?	Attached/enclosed certified copies of your passport and visa?
Attached/enclosed certified copies of your qualifications?	Attached/enclosed certified copies of English language proficiency?
Attached/enclosed any other certified documents requested in this application form?	Read and ticked/signed the declaration?

Please send the completed Application Form, required documents and payment to:

Australian Harbour International College  
 Level 1, 84 – 86 Mary Street, Surry Hills NSW 2010  
 + 61 2 9268 0085, [admissions@ahic.edu.au](mailto:admissions@ahic.edu.au)  
[www.ahic.edu.au](http://www.ahic.edu.au)

### Bank Details

Australian Harvard International College  
 Commonwealth Bank of Australia  
 BSB: 062 005 | Account No: 1116 1515 | SWIFT CODE: CTBAUJ2S

Agents details : (OR Agent's Stamp)  
 Company Name :  
 Contact person :  
 Address :  
 Telephone :  
 Email :

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## TERMS AND CONDITIONS OF ENROLMENT

### 1. Your Contract with the College

I hereby apply to enrol in the course commencing as indicated on the Overseas Student Application Form ("the Application") and agree that I will pay to Australian Harbour International College all tuition fees and other charges due for my course agree that on acceptance of the Application by Australian Harbour International College when I met the admissions requirements, the application will be confirmed by the Letter of Offer that becomes the Contract of Enrolment ("the Contract") and further, I agree to abide by the following terms and conditions of enrolment. Any variation of the terms and conditions of the Contract must be signed by an authorised officer of the College.

### 2. Your Name must be Correct

We must have the correct name. Show documentary evidence (declaration from a lawyer, marriage certificate, etc.) if any of your official documents (birth certificate, mark sheets, etc.) show a name which is different from the one that you have used on this application form.

### 3. Contact Details

Your current home address (not agent's address) must be provided along with phone number and email address (if any).

### 4. Certified Copies of Original Documents

Attached certified or attested copies of all your official documents such as mark sheets, academic records, certificates or/and degrees etc. Following persons are eligible to certify copies:

- An authorised officer from the institution that originally issued the documents (such as Registrar or Principal);
- An Australian overseas diplomatic mission or any Australian Education Centre;
- A licensed translator recognised by law in your country; or
- An authorised Australian Harbour International College representative.

Certified translations must accompany the documents if the originals are not in English. Evidence of completing a course should indicate that all requirements of the course have been met or that the award has been conferred.

### 5. English Proficiency Level (EPL)

All students must provide information for Australian Harbour International College or its authorised agent to verify their English Proficiency Level (EPL). Evidence of a recognised test result and/or recent completed formal study in English will be provided. I understand that Australian Harbour International College may require me to undertake testing to confirm English levels.

### 6. Credit Transfer and Recognition of Prior Learning

Advance standing by Credit Transfer (CT) or Recognition of Prior Learning (RPL) is a process in which students may apply for exemptions. These exemptions will only be granted when all the stated learning outcomes and performance criteria of the training courses have been demonstrated.

Where CT or RPL is granted before your visa has been issued, then the period of the course will be adjusted appropriately when the eCoE is issued.

### 7. Our commitment to provision of quality courses

- provide a letter of offer details course, fees, payment plan and conditions;
- generate a CoE that is used to apply for student visa;
- stay in touch and confirm commencement and about
- on arrival, provide orientation to the College and about Sydney
- provide student services support;
- provide facilities and equipment and staff;
- provide the course and the course materials and assessments;
- provide additional education and learner support;
- mark, provide feedback and results on the submitted assessment tasks;
- make sure there is flexibility and fairness in assessments;
- follow procedures for grievances and complaints;
- issue results and a Qualification or Statement of Attainment/s upon satisfactory completion of the course requirements (if applicable) and full payment of fees.

### 8. Payment of Tuition Fees

The fees as set out in the letter of offer are payable on acceptance of offer. If the student does not pay the fees by the due date, a late fee may be charged and you may lose your place in the course. The College reserves the right to review its fees without notice. Students should check the fee details prior to payment.

### 9. Administrative Fees (GST is added to these fees, if applicable)

Application Fee (Enrolment Fee)	\$200
Overdue tuition fee – 7 days	\$200
Overdue tuition fee – 14 days	\$400
Re-enrolment fee	\$200
Change of COE details	\$100
Cancellation and course variation fee	\$150
Transfers processing fee	\$250
Refund processing fee	\$250
Course Material Fees	\$50 Per Term
RPL fee per unit	\$250
Credit transfer fee per unit	\$50
Assessment re-sit	\$150
Interim academic transcript	\$20
Reference letter	\$10
Re-issue of record results	\$100
Replacement Qualification testamur	\$100

### 10. Cancellations and Refunds

In signing this application, you are automatically bound by the conditions of Australian Harbour International College and/or Australian Harbour International College cancellations and refund policy.

The following are the summary extracted from college tuition fee refund policies. The full detail of refund policy can be found at college website. Australian Harbour International College's refund policy applies to both commencing and re-enrolling students. It is set out in the Handbook and below. All requests for a refund must be submitted on the appropriate refund application form and must be accompanied by official documentary evidence of the grounds for the request. Your initial application fee to Australian Harbour International College is not refundable. Refunds apply only to tuition fees and will only be paid to the applicant through an Australian Dollar draft. All refunds incur a \$250.00 administration fee.

### 11. How to claim a refund

To claim any refund, you must complete a Refund Application Form and return together with your receipt of course fees and certified copies of any supporting documents (such as visa rejection letter, etc.) to the college. The refund will be paid in Australian dollars and you will be provided with a letter explaining how the refund was calculated. It will be posted to your address in your home country within 14 days from the receipt of the Refund Application form. The above refund policy does not remove your right to take action under Australia's consumer protection laws. Also, the College's dispute resolution processes do not circumscribe the student's right to pursue legal remedy.

### 12. Accommodation Charges

The cost of accommodation is NOT included in the tuition fee. Australian Harbour International College can arrange arrival accommodation for an additional charge. Long-term accommodation is the student's responsibility.

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## TERMS AND CONDITIONS OF ENROLMENT

### 13. Acceptable Behaviour, Attendance and Academic Progress

Admission, if granted, is subject to the student maintaining continuous academic progress through the course. There is an intervention policy to support students and a series of warnings so you know your progress. Students need to progress well in order to continue to be enrolled in the course. You must agree to meet the requirements of the College course selected and to abide by the rules and regulations of the College, including those for attendance and course progress. You agree that if you breach any of the College's rules or behaviour is deemed unacceptable by the College, your enrolment may be cancelled and you may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract.

### 14. Assessment Procedure

Assessments are part of every subject and will vary depending on the type of the unit or course. A student must perform satisfactorily to complete the academic requirements of every subject. For packaged courses, the student cannot progress to the higher qualifications unless student has (successfully) completed the lower qualifications.

### 15. LL&N Support

Australian Harbour International College is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English. For college to best accommodate students, we ask every student select one of the following:

\* I appreciate that college is interested in my LLN standard, however I affirm that I do not require any assistance with LLN for the course I am to undertake - Please finalise my enrolment. \*If you have selected this option your enrolment will progress in line with college's selection procedures.

\* I am unsure if my LLN standard is sufficient for the level of study I am undertaking and I wish to undertake a LLN assessment for college's determination \*If you have selected this option your enrolment will not be processed until a formal LLN assessment has been completed. College staff will be in contact with you to arrange this assessment.

### 16. Cost of Living in Australia (AU\$)

Please refer to following link for living costs in Australia: <https://www.studyinaustralia.gov.au/English/Live-in-Australia/living-costs>

### 17. Student's Right

Your rights and obligations and the college's obligations and rules are set out in the International Student handbook and the website. You will be provided student services support and welfare support and counselling. There is a complaints process if you have a grievance. If the student is dissatisfied with the decisions of the college after following the complaints and appeals procedures, you may seek independent external arbitration via the NSW ombudsman (see [www.oso.gov.au](http://www.oso.gov.au)). The terms and conditions of enrolment as stated above do not remove the right of the student to take action under Australia's consumer protection laws. Also, College's dispute resolution processes do not circumscribe the student's right to pursue legal remedy.

### 18. Access to Student's Details

Information provided by the student may be made available to Commonwealth and State agencies, the TPS and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code.

### 19. Children's Education

Any school aged dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

### 20. Unique Student Identifier (USI)

From 1 st January 2015, all students studying Nationally Recognised Training in Australia will be required will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. You must provide your USI to the institute's Marketing, Admissions Officer or Student Services by your Orientation date. The institute will not issue AQF certification documentation to an individual without being in receipt of verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the commonwealth and will not appear on any authenticated VET Transcripts prepared by the Register. W: [www.ahic.edu.au](http://www.ahic.edu.au), Address: Level 1, 84 – 86 Mary Street, Surry Hills NSW 2010.

### 21. Declaration and Signature

a. This application must be signed and dated.

b. The application should be sent from the email address list or from Australian Harbour International College recognised agent's email.

Student Signature

Date

Printed Name

*Australian Harbour International College reserves the authority to change above terms and conditions without prior notice.*

## Australian Harbour International College

Level 1, 84 – 86 Mary Street, Surry Hills NSW 2010

02 9268 0085 | [admissions@ahic.edu.au](mailto:admissions@ahic.edu.au) | [www.ahic.edu.au](http://www.ahic.edu.au)

ABN: 74 603 036 102