

Overseas Student Enrolment Form

TO COMPLETE THIS FORM

All questions must be answered. Incomplete enrolment forms will not be processed. Please complete all parts of this form, sign and return it to Linx Institute. Please note we do not accept students under the age of 18 years.

PART A – YOUR PERSONAL DETAILS

NAME:	TITLE: MR MRS MS MISS OTHER:
	FAMILY NAME:
	GIVEN NAME (S):

DATE OF BIRTH:	/ / DD/MM/YYYY	GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female
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ADDRESS IN HOME COUNTRY:	Number and Street:		
	City/Town:	State/Province:	Post/Zip Code:
	Country:		Phone + Country Code/No:
	Mobile + Country Code/No:		Email:

ADDRESS IN AUSTRALIA (IF ANY):	Number and Street:		
	City/Town:	State/Province:	Post/Zip Code:
	Phone No:		Mobile No:
	Email:		

PART B – COURSE DETAILS

I would like to enrol in the following course: _____

Start date: _____

Overseas Student Enrolment Form

PART C – VISA DETAILS

Nationality:	
Country of Birth:	
Passport Number:	
Are you in Australia now? <input type="checkbox"/> Y <input type="checkbox"/> N	
If yes, Visa Category:	Visa Expiry Date:
If no, where will you submit your Visa application?	
City:	Country:

VISA AND OVERSEAS STUDENT HEALTH COVER (OSHC)

Have you been refused a Visa from any other country? <input type="checkbox"/> Y <input type="checkbox"/> N	
If yes, please provide details:	
The Australian government requires all persons entering Australia on a student visa to have Overseas Student Health Cover (OSHC) to cover the total length of their course.	
What type of OSHC will you be requiring? <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family	
If you already have OSHC, please provide the following:	
Provider Name:	Membership No:
Type (single/family):	Expiry Date:

PART D – EDUCATION DETAILS

Which English test have you completed?

IELTS TOEFL Other (please specify): _____

Date of test:	Overall Score:
Testing Place:	

Please include **certified copies of your English test results** with this application.

Overseas Student Enrolment Form

EDUCATION:

Highest Level of Study

Qualification:	
Name of Institution:	
Country:	Year Completed:

Recognition of prior learning

Are you seeking an exemption from subjects on the basis of an equivalent level of study at another institution? Y N

If so, please give details, and **include copies of relevant qualifications and transcripts.**

Are you currently studying in Australia?

If yes, please provide details and **a copy of your current CoE** with your application:

Name of Institution:	
Start Date:	End Date:

PART E – AGENT INFORMATION AND STUDENT DECLARATION

Agent Information

I authorise the following agent to act on my behalf:

Agent Name:		
Company Name:		
Address:		
City/Town:	State/Province:	Post/Zip Code:
Phone No:	Fax No:	
Email:		
Student's Signature:	Agent's signature/stamp:	

Overseas Student Enrolment Form

PART F – TERMS AND CONDITIONS OF ENROLMENT

1. Refunds

Your enrolment application fee is not refundable.

A full refund of tuition fees, will only be made where:

- a. You or your agent, advise us in writing of your cancellation, prior to your course starting date AND either b or c below;
- b. Circumstances beyond your control prevent your participation e.g. civil strikes, riots, acts of government authorities, collaborated compassionate circumstances such as severe illness;
- c. You are refused entry to Australia or unsuccessful in obtaining an International Student Visa;
- d. Linx Institute defaults, including such circumstances as:
 - Your course not starting on the agreed date
 - Your course ceasing to be provided after it starts but before it is completed and you have not withdrawn before the day on which the course ceased to be provided. In this instance, the Institute will refund, within two weeks, the whole amount received from you including the enrolment fee.

If you withdraw from your course after it has started, you will not be entitled to any refund of tuition fees, unless exceptional circumstances for withdrawal can be demonstrated. In these circumstances, Linx Institute reserves the right to negotiate pro-rata refunds on an individual basis.

No refund will be given if you are dismissed due to insufficient attendance, unsatisfactory academic progress or misconduct, as outlined in your Student Handbook.

If your visa is terminated, there will be no refund of fees of the current term in which you are enrolled.

All eligible refunds will be provided within four (4) weeks of Linx Institute receiving written notice from the student of withdrawal from classes.

Approved refunds will be paid by cheque or bank transfer in Australian dollars to you, unless this is impracticable and/or unless you give us a written direction to pay someone else.

All applications for refunds must be made in writing (by submitting a refund request form) to the General Manager, stating the reasons and relevant details. A refund request form can be obtained from the office upon request.

This policy does not remove your right to take further action under Australia's Consumer Protection Laws nor does it prevent you from pursuing other legal remedies.

2. Outstanding debts and equipment

On completion or withdrawal from the course, you must ensure all outstanding fees are paid. Qualifications will not be issued where fees are outstanding.

3. Deferral, Suspension or Cancellation of enrolment

Linx Institute can only defer or temporarily suspend your enrolment on the grounds of:

- Compassionate or compelling circumstances or
- Misconduct by you, including non-payment of fees.

We are required to advise the Department of Immigration and Border Protection (DIBP) of changes to enrolment status, and changes may affect your student visa.

Overseas Student Enrolment Form

4. **Transfer of provider in your first six (6) months:**

You may not transfer to another training provider within your first six months unless you can provide us with documented and supported reasonable grounds to transfer. Students who change provider are regarded as students withdrawing after commencement of their program.

5. **Study requirements**

You must satisfy all course requirements and fulfill a minimum of 20 hours study per week.

You must maintain a satisfactory level of attendance (above 80% is the minimum acceptable to Linx Institute) and academic progress.

6. **Work rights**

If you have the required visa, you may work a maximum of 20 hours per week during the term and unlimited hours when your course is **not in session**. You can apply for a student visa with permission to work only after your course has started.

7. **Discipline**

We may suspend or cancel your enrolment in the event of misconduct, insufficient attendance, unsatisfactory academic progress or non-payment of fees, as outlined in our Policies and Procedures and your Student Handbook.

8. **Complaints & Appeals**

The Institute has a formal procedure to deal with complaints or appeals, such as disputes related to assessment results or any aspect of your study with Linx Institute. Full details of the procedures can be found in the Student Handbook and our Policies and Procedures.

9. **Contact Details**

You must notify Linx Institute within 7 days of your arrival in Australia of your address and contact details. You must inform us of any change of address and/or contact details whilst you are enrolled in your course.

10. **Privacy**

We will not disclose information about you to people outside the Institute, unless required by legal or training and assessment obligations. This Institute is required to share information with the Australian Government related to your compliance with your visa conditions.

11. **Guarantee of delivery**

Through our membership of the Australian Council of Private Education and Training (ACPET), we are able to offer you a guarantee of training to protect your fees paid in advance. This means that, if for any reason we are unable to continue training, you can be relocated, with minimal disruption, to a comparable course with another Registered Training Organisation with CRICOS approval.

12. **Health Insurance**

You must keep your Overseas Student Health Cover (OSHC) current for the duration of your stay in Australia. We do not accept any responsibility for any damage or injury resulting from an accident outside the Institute premises.

Overseas Student Enrolment Form

13. Financial viability

You must remain financial at all times and maintain valid enrolment. Failure to pay an amount payable to Linx Institute will result in a cancelation of your enrolment and reporting to DIBP under the section 47A of ESOS (TPS) Act 2012.

PART G STUDENT DECLARATION

I have read and understood the above requirements for studying at Linx Institute as an overseas student.

I have read the Student Handbook, which is available on Linx Institute's website

I am aware of the tuition and living costs associated with studying in the course and I am able to meet these costs.

I am aware that my information related to my visa conditions details, may be shared between the Institute and the Australian Government.

I understand that if I provide incorrect or incomplete information, this may result in my enrolment being cancelled.

I declare that to the best of my knowledge the information I have supplied is accurate and complete in every detail.

I have included with my application the following documents (please tick which)

- English Test results (eg IELTS) dated within the past 12 months
- Current Confirmation of Enrolment (if required)
- Evidence for Credit Transfer/Recognition of Prior Learning
- Other – please specify

Student
Name: _____

Student
Signature: _____ Date: _____