

APPLICATION

HIGHER EDUCATION PROGRAMS

HOLMES
INSTITUTE



Send completed application form to:
Holmes Institute, 185 Spring Street, Melbourne Victoria 3000 Australia
Telephone: +61 3 9662 2055 Facsimile: +61 3 9662 2083
E-mail: info@holmes.edu.au Website: www.holmes.edu.au

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PERSONAL DETAILS

Title _____

Family name _____

Given name(s) in full _____

Preferred name _____

Date of birth _____ DD/MM/YYYY Gender Male Female

Country of citizenship _____ Country of birth _____

Passport No. _____ Passport Expiry Date _____

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CONTACT DETAILS

Street _____

City _____ Country _____ Postcode _____

Telephone Country code _____ Area code _____ Phone number _____

Email _____

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COURSE DETAILS Which course do you wish to study?

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> DipBusMgt* Melbourne | <input type="checkbox"/> DipBusMgt* Sydney | <input type="checkbox"/> BBus* Brisbane | <input type="checkbox"/> BBus* Gold Coast |
| <input type="checkbox"/> BBus* Melbourne | <input type="checkbox"/> BBus* Sydney | <input type="checkbox"/> BPA* Brisbane | <input type="checkbox"/> BPA* Gold Coast |
| <input type="checkbox"/> BPA* Melbourne | <input type="checkbox"/> BPA* Sydney | <input type="checkbox"/> Grad.Dip* Brisbane | <input type="checkbox"/> Grad.Dip* Gold Coast |
| <input type="checkbox"/> BFB* Melbourne | <input type="checkbox"/> BFB* Sydney | <input type="checkbox"/> MBA* Brisbane | <input type="checkbox"/> MBA* Gold Coast |
| <input type="checkbox"/> BIS* Melbourne | <input type="checkbox"/> Grad.Dip* Sydney | <input type="checkbox"/> MPA* Brisbane | <input type="checkbox"/> MPA* Gold Coast |
| <input type="checkbox"/> Grad.Dip* Melbourne | <input type="checkbox"/> MBA* Sydney | | |
| <input type="checkbox"/> MBA* Melbourne | <input type="checkbox"/> MPA* Sydney | | |
| <input type="checkbox"/> MPA* Melbourne | | | |

(* Diploma of Business Management)
(* Bachelor of Business)
(* Bachelor of Professional Accounting)
(* Bachelor of Information Systems)
(* Bachelor of Fashion and Business)
(* Graduate Diploma of Business)
(* Master of Business Administration)
(* Master of Professional Accounting)

What month and year are you looking to commence your studies? (eg, March, 2012) _____

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EDUCATIONAL BACKGROUND

Please attach evidence of previous studies undertaken (eg. High School, Diploma, Degree)

	Qualification Obtained	Awarding Institution	Year of Award
Academic Qualifications	_____	_____	_____
Include qualifications from school and any other formal qualifications	_____	_____	_____
	_____	_____	_____

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ENGLISH PROFICIENCY

Indicate your current English language proficiency

First language is English Yes / No

IELTS overall score _____ Reading _____ Listening _____ Writing _____ Speaking _____ Date of test _____
DD/MM/YYYY

Sydney ▪ Melbourne ▪ Brisbane ▪ Gold Coast ▪ Cairns

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Advanced Standing

Applications for advanced standing (credit) may be considered prior to your admission into a degree program if you have completed, or partially completed, a diploma or degree recognised for such purposes.

Do you wish to apply for advanced standing? Yes No

Attach the following information: Program outline; Course outlines; Method(s) of assessment; Contact hours; Duration of the program; List of textbooks used.

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Accommodation and Airport Transfer

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

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Fees

Enrolment Fee	\$ _____
Tuition	\$ _____
Accommodation Support Fee	\$ _____
Homestay	\$ _____
Airport Transfer	\$ _____
OSHC (Health Cover)	\$ _____
TOTAL TO PAY	\$ _____

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How Did You Hear About Our Course? _____

Terms and Conditions

Fees are due and payable according to the accompanying 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.

For Holmes packaged offers, the second and subsequent COE's will incur a \$1500 non-refundable deposit. Where a student has a packaged offer with a partner institution, and the Holmes course is the principal course Holmes reserves the right to impose a non-refundable deposit prior to the issue of a COE.

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 Holmes' 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 Holmes Institute 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 Holmes has a contract unless written authority is received by Holmes to pay another party.

Visa Rejection

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.

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

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.

In the unlikely event that Holmes is unable to deliver your course in full, you will be offered a refund of any unused course money you have paid to date. The refund will be paid to you within 14 days 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 unused 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 Holmes is unable to provide a refund or place you in an alternative course the Tuition Protection Service (TPS) will place you in a suitable alternative course at no extra cost to you, or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

Privacy Statement

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; 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, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. 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 Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. This agreement, 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.

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Declaration

I, _____
Print name

1. hereby declare that all information given is true and complete. 2. authorise Holmes Institute to obtain further official records if necessary from any educational institution attended by me. 3. agree to the Holmes Institute Terms and Conditions as detailed above.

Signature

Date (dd/mm/yyyy)

Please Note:

If Holmes Institute is unable to commence, continue or complete delivery of a course tuition fees will be refunded within 14 days. Provider default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. Information is correct at time of printing, however, Holmes reserves the right to alter courses, prices and terms and conditions without notice. All fees are subject to change. Students are required to pay the current applicable fees which may differ from the fees quoted in the offer.