

# APPLICATION

HIGHER EDUCATION PROGRAMS

CLEAR FORM



1

## PERSONAL DETAILS

Family name \_\_\_\_\_

Given name(s) in full \_\_\_\_\_

Preferred Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender Female  Male

Country of citizenship \_\_\_\_\_ Country of Birth \_\_\_\_\_

Passport number \_\_\_\_\_ Passport Expiry Date \_\_\_\_\_

2

## CONTACT DETAILS

Street \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone Country Code \_\_\_\_\_ Area Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

3

## COURSE DETAILS - Which course do you wish to study?

### Melbourne

Diploma of Business Management

Bachelor of Business

Bachelor of Professional Accounting

Bachelor of Fashion Business

Bachelor of Information Systems

Graduate Certificate in Information Systems

Graduate Diploma of Business

Graduate Diploma in Information Systems

Master of Business Administration

Master of Professional Accounting

Master of Information Systems

### Sydney

Diploma of Business Management

Bachelor of Business

Bachelor of Professional Accounting

Bachelor of Fashion Business

Graduate Diploma of Business

Master of Business Administration

Master of Professional Accounting

### Brisbane

Bachelor of Business

Bachelor of Professional Accounting

Graduate Diploma of Business

Master of Business Administration

Master of Professional Accounting

### Gold Coast

Bachelor of Business

Bachelor of Professional Accounting

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, 2020 \_\_\_\_\_

4

## EDUCATIONAL BACKGROUND (Please attach evidence of previous studies undertaken Eg. High School, Diploma, Degree)

Academic Qualifications  
Include qualifications from  
school and any other formal  
qualifications.

Qualification obtained

Awarding Institution

Year of award

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

5

## ENGLISH PROFICIENCY (Indicate your current English Language proficiency)

First language is English  YES  NO

Name of English Proficiency Test: \_\_\_\_\_

Results: \_\_\_\_\_ Test Date: \_\_\_\_\_

6

## ADVANCED STANDING

Do you wish to apply for advanced standing? YES NO

Please attach the following information: Evidence of qualifications, statement of attainment and/or results

## 7 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

## 8 FEES

|                            |          |           |
|----------------------------|----------|-----------|
| Enrolment Fee              | \$ _____ | *Optional |
| Tuition                    | \$ _____ |           |
| Accommodation Support Fee* | \$ _____ |           |
| Homestay*                  | \$ _____ |           |
| Airport Transfer*          | \$ _____ |           |
| OSHC (Health Cover) *      | \$ _____ |           |
| Total to Pay               | \$ _____ |           |

## 9 How did you hear about our course? \_\_\_\_\_

### Terms and Conditions

Fees are due and payable according to your 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 where an enrolment has to be reinstated after cancellation.

For Holmes packaged offers, the second and subsequent COEs 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 all unused 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

Holmes collects personal information about you for the purpose of enrolling you into your chosen course(s) or program(s) of study. It is essential that you supply us with current and accurate details in order to process your enrolment. We may also collect and use your information to improve our products and services. Any disclosure of your data and personal information will be done in strict adherence to Holmes' Code of Conduct Policy, the National Code 2018 and the Privacy and Data Protection Act 2014 (Vic). 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.

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies. For detailed policies please refer to our website [www.holmes.edu.au](http://www.holmes.edu.au).

## 10 DECLARATION

I, \_\_\_\_\_

1-Hereby declare that all information given in this form and documents provided by me are true and correct. 2-Authorize Holmes Institute to obtain further official records if necessary from any educational institutions attended by me. 3-Agree to the Holmes Institute Terms and Conditions as detailed above. 4-Declare that I have read Holmes' website, marketing material and policies before making the decision to enroll in the course.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please note:

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.