

APPLICATION

SENIOR HIGH SCHOOL

Business Program

Send completed application form to:

Holmes Secondary College

185 Spring Street, Melbourne, Victoria, 3000 Australia

Telephone +61 3 9662 2055 Facsimile +61 3 9662 2083

E-mail secondary@holmes.edu.au

Web www.holmes.edu.au

HOLMES
INSTITUTE



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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 _____

Visa Type

Student

Permanent Resident

Tourist

Other _____

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CONTACT DETAILS

Street _____

City _____

State _____

Post/Zip Code _____

Telephone _____

Country code _____

Area code _____

Phone Number _____

Facsimile _____

Country code _____

Area code _____

Phone Number _____

Email _____

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COURSE DETAILS

Melbourne Year 11 & Year 12

Preferred start date _____

Melbourne Year 12 VCE

Year 12 VCAL

Sydney Year 11 & Year 12

Year 12 VCAL

Sydney Year 12 only

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EDUCATIONAL BACKGROUND

High School details. Please attach copy of results

Level
Year 10 (or equivalent)

Year Completed _____

School _____

Country _____

Year 11 (or equivalent)

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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 _____

TOEFL overall score _____

Writing score _____

Date of Test _____

DD/MM/YYYY

AEAS test score _____

DD/MM/YYYY

MELBOURNE

-

SYDNEY

-

BRISBANE

-

GOLD COAST

-

CAIRNS

www.holmes.edu.au

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WELFARE ARRANGEMENTS

Will you be cared for by a direct relative (according to DIMA regulations) while enrolled at Holmes Yes No

If No, Holmes will arrange an experienced Care Provider (while student is under 18 years of age) and suitable accommodation for the period of enrolment at Holmes Institute.

Do you wish to be met at the airport and transferred to your accommodation? Yes No

FEES

Enrolment fee	\$	_____	_____
Airport Reception & Transfe	\$	_____	_____
Tuition Fees (Annual)	\$	_____	_____
Accommodation Support Fee	\$	_____	_____
Care Provider Arrangement Fee	\$	_____	_____
Homestay (per week)	\$	_____	_____
Care Provider Fee	\$	_____	_____
Overseas Student Health Cover	\$	_____	_____
Text Book & Materials	\$	_____	_____
<i>Examination fee payable to Government authority</i>			
Total to pay	\$	_____	_____
Melbourne	\$	_____	_____
Text Book & Materials	\$	_____	_____

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CHECKLIST

Indicate by ticking the relevant boxes below, the documents you are sending with your application

- Yes No Evidence of English language proficiency
- Yes No Certified copies of academic transcripts/certificates from your secondary level studies (completed and current)
- Yes No A certified translation of academic transcript (if not in English)

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Enrolment Terms and Conditions

Refund Policy

Tuition fees are refunded if a visa application is rejected. Enrolment and accommodation support fees are not refundable. 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. 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. Student refund requests must be in writing, addressed to the Admissions Office and include evidence supporting the request. All requests will be processed within 28 days of receipt of request. 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. Students who are receiving a refund based on their returning to their home country may be required to provide a passport stamp as evidence of their return prior to receiving the refund. If Holmes Institute is unable to commence, continue or complete the 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. 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. For package offers, the second and subsequent eCOEs will incur a \$1000 non-refundable deposit. All fees are subject to change. Students are required to pay the current applicable fees which may differ from that quoted in the offer letter or on the eCOE.

In accordance with State and Commonwealth regulations Holmes protects the tuition fees of both overseas and domestic students.

Privacy Statement

Holmes Institute is firmly committed to privacy. We use applicant's information to create a Holmes Institute database. Our enrolment process requires applicants to give us contact information (e.g. name address, e-mail etc). We use customer information for commercial reasons. Information may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund. The Holmes Institute database is private and confidential. The database (including personal details) is for the sole use of Holmes Institute. Personal data and information gathered for the creation of the database will not be passed to a third party unless it is necessary to pass on this information in order to provide a service that you have asked us to provide.

Overseas student fees are protected via membership of ACPET's OSTAS/EA OSTAS and the ESOS Assurance Fund.

In the unlikely event that Holmes is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks 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 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 our Tuition Assurance Scheme (TAS) will place you in a suitable alternative course at no extra cost to you. Finally, if our Tuition Assurance Scheme can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager. Domestic student fees are protected by membership of ACPET's ASTAS.

This policy, 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. At times the student might be included in photos, videos or other recorded media created during the time of the student's attendance on campus for the purpose of marketing materials to be used exclusively by Holmes.

The Refund Policy is clearly shown on the Offer Acceptance Form to be signed by the student.

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DECLARATION

I, _____ hereby declare that all information given is true and complete. I authorise Holmes Secondary College to obtain further official records if necessary from any relevant educational institution.

Signature (if under 18 years of age, signature of parent/guardian required) _____

Date (DD/MM/YYYY) _____

Please Note:

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.