



## ENROLMENT ACCEPTANCE & AGREEMENT – International Student

Personal Details	
<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (dd/mm/yy): _____
Family Name:	Given Name/s:
Nationality:	Passport Number:
Address in home country:	
Post Code:	Home Country Telephone Number:
Address in Australia (if applicable):	
Post Code:	
Australian Telephone Number:	Mobile Phone:
Facsimile:	Email Address
Visa (Please tick): <input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working holiday <input type="checkbox"/> Other:	Visa Number:
Highest academic qualification	
Year qualification obtained	IELTS or TOEFL Score (if available)

Choose your Qualification	CRICOS Code	Course Length	Total Fees
<input type="checkbox"/> BSB50215 DIPLOMA OF BUSINESS	087202D	51 Weeks	<b>\$8,000.00</b>
<b>Payment</b>	<input type="checkbox"/> AS per study periods* {\$2,000 –Term 1 (13 wks) + \$2,000 –Term 2 ( 14wks) +\$2,000 Term 3 (12wks) + 1,500 Term 4 (6wks) +(\$200 Application fee non-refundable + \$300 Materials Fee non-refundable)		
<input type="checkbox"/> FDF30510 CERTIFICATE III IN RETAIL BAKING- (CAKE AND PASTRY)	076472F	51 Weeks	<b>\$10,000.00</b>
<b>Payment</b>	<input type="checkbox"/> As Per study periods* \$2,500- Term 1 (11 wks)+ \$2,500- Term 2 (11 wks) + \$2,250-Term 3 (11 wks)+ \$2,250-Term 4 (12 wks) + (\$200 Application fee non-refundable + \$300 Materials Fee non -refundable)		
<input type="checkbox"/> BSB60215 ADVANCED DIPLOMA OF BUSINESS	087485K	52 Weeks	<b>\$10,000.00</b>
<b>Payment</b>	<input type="checkbox"/> As Per study periods* \$2,500- Term 1 (11 wks)+ \$2,500- Term 2 (11 wks) + \$2,250-Term 3 (11 wks)+ \$2,250-Term 4 (12 wks) + (\$200 Application fee non-refundable + \$300 Materials Fee non -refundable)		
<input type="checkbox"/> SIT30816 Certificate III in Commercial Cookery	094137A	52 Weeks	<b>\$11,500.00</b>



<b>Payment</b>	<input type="checkbox"/> As Per study periods* \$2,625- <b>Term 1</b> (10 weeks) + \$2,625- <b>Term 2</b> ( 10 weeks ) + \$2,625- <b>Term 3</b> ( 9 weeks) + \$2,625- <b>Term 4</b> ( 11 weeks ) + (\$200 Application fee non-refundable + \$800 Materials Fee non -refundable)		
<input type="checkbox"/> <b>SIT40516 Certificate IV in Commercial Cookery</b>	094138M	80 Weeks	<b>\$17,500.00</b>
<b>Payment</b>	<input type="checkbox"/> As Per study periods* \$2,750- <b>Term 1</b> (10 weeks) + \$2,750- <b>Term 2</b> (11 weeks) + \$2,750- <b>Term 3</b> (8 weeks) + \$2,750- <b>Term 4</b> (11 weeks) + \$2,750- <b>Term 5</b> (8 weeks) + \$2,750- <b>Term 6</b> + (10 weeks) +(\$200 Application fee non-refundable + \$800 Materials Fee non -refundable)		
<input type="checkbox"/> <b>SIT50416 - Diploma of Hospitality Management</b>	091031F	75 Weeks	<b>\$19,500.00</b>
<b>Payment</b>	<input type="checkbox"/> As Per study periods* \$3084- <b>Term 1</b> + \$3084- <b>Term 2</b> + \$3084- <b>Term 3</b> + \$3084- <b>Term 4</b> + \$3084- <b>Term 5</b> + \$3080- <b>Term 6</b> + (\$200 Application fee non-refundable + \$800 Materials Fee non -refundable)		
<input type="checkbox"/> <b>SIT60316 Advanced Diploma of Hospitality Management</b>	091111F	94 Weeks	<b>\$21,500.00</b>
<b>Payment</b>	<input type="checkbox"/> As Per study periods* \$2,929- <b>Term 1</b> (9 weeks) \$2,929- <b>Term 2</b> (11 weeks) + \$2,929- <b>Term 3</b> (8 weeks) + \$2,929- <b>Term 4</b> (13 weeks) + \$2,929- <b>Term 5</b> (15 weeks) + \$2,929- <b>Term 6</b> (9 weeks) + \$2,926- <b>Term 7</b> (10 weeks) +(\$200 Application fee non-refundable + \$800 Materials Fee non -refundable)		
<input type="checkbox"/> <b>22251VIC Certificate II in EAL (Access)</b>	086350M	26 Weeks	<b>\$5000.00</b>
<b>Payment</b>	\$5000.00 AS per study periods* {\$2,250 –Term 1 (13 wks) + \$2,250 –Term 2 (12wks)+(\$200 Application fee non-refundable + \$300 Materials Fee non-refundable)		
<input type="checkbox"/> <b>22253VIC Certificate III in EAL (Access)</b>	086351K	26 Weeks	<b>\$5000.00</b>
<b>Payment</b>	\$5000.00 AS per study periods* {\$2,250 –Term 1 (13 wks) + \$2,250 –Term 2 (11wks)+(\$200 Application fee non-refundable + \$300 Materials Fee non-refundable)		

\* Study Period refers to the number of weeks in a term

<b>COURSE START DATE:</b>	
<b>COURSE END DATE:</b>	
<b>ENTRY REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>◆ Successful completion of Year 11 or the equivalent level of study</li> <li>◆ Successful completion of Year 12 or the equivalent level of study (BSB60215) (SIT60316)</li> <li>◆ Minimum English level of IELTS 5.5 or equivalent</li> <li>◆ 18 years of age or above</li> </ul>

<input type="checkbox"/> Bank Draft	Made payable to 'Sunshine College of Management Pty Ltd' in Australian dollars
<input type="checkbox"/> Credit Card	Visa or MasterCard (a surcharge of 3% will be applied for all credit card payments) <b>An authorisation form is required to be completed</b>
<input type="checkbox"/> Telegraphic Transfer	Paid in accordance with the following details: Account Name: Sunshine College of Management Pty Ltd Bank: Commonwealth Bank Branch: Sunshine, Melbourne BSB No: 063 172 Account no: 1085 5635
<input type="checkbox"/> In Person at Sunshine College of Management Pty Ltd Office	



No obligation is on Sunshine College of Management Pty Ltd until an official receipt is issued.  
All fees and charges must be paid prior to course commencement unless a "payment plan" is arranged with the Accounts Officer. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.

## Additional Fees and Charges

Re-Issue of Testamurs / Statements of attainment - \$50 each copy  
Reassessment Fee \$220.00 (after third attempt)  
RPL Fee \$250.00 per unit  
Re-Issue of Student Card \$20.00  
Late payment of semester fees - \$250.00 per instalment  
Unit re-enrolment fee \$500.00 (for students who exceed the maximum duration period)

## Duration of Courses

All enrolments have a maximum duration and students need to complete the course within the specified enrolment duration as mentioned in the Agreement. Students who do not complete all units within the maximum timeframe will receive a Statement of attainment listing the units they have completed at no additional cost. Students wishing to undertake units not completed in the course duration period will be required to pay the unit re-enrolment fee. Enrolment begins from the course commencement.

### Refunds in full

1.1 Tuition fees will be refunded in full where:

- the course does not start on the starting date notified in the Letter of Offer
- the course is discontinued after it starts and before it is completed; stops being provided after it starts and before it is completed;
- the course is not provided fully/not being delivered to the student because SCM has a sanction imposed by a government regulator; or
- an offer of a place is withdrawn by SCM and no incorrect or incomplete information has been provided by the student.

1.2 Instead of refunding all tuition fees, SCM may offer the student a place on an alternative course and the student can decide whether to accept this offer or not.

1.3 SCM may also arrange for another course, or part of a course, to be provided to the student at no additional cost to the student as an alternative to refunding the course money. Where the student agrees to this arrangement, SCM will not be liable to refund the money owed for the original enrolment.

1.4 If the student accepts the place on another course within SCM, a new letter of offer and written agreement will be developed and provided to the student for acceptance.

1.5 If SCM is unable to provide a refund or offer the student a place in another course, the Tuition Protection Service of which SCM is a member will place the student in an alternative course at no extra cost to the student. If this is not possible, the final course of action is for the Tuition Protection Service to attempt to place the student in an alternative course and if this is not possible, the student is entitled to a refund as calculated by the Authority.

### The Tuition Protection Service (TPS) for International Students

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees.

The reforms aim to protect the considerable investment international students make in an Australian education, and to protect and enhance Australia's global reputation.

Some of the key features are:

- A new national TPS which will replace a range of existing tuition assurance arrangements.
- A limit of up to 50 per cent of total tuition fees may be collected prior to student commencement (unless the course is 24 weeks or less).
- Specified providers to keep initial prepaid fees in a separate account until a student commences study.
- Student refunds will be based on unexpended tuition fees (Application and material fees are non-refundable).

1.6 A full refund will also be provided to students in the following circumstances:

- a student is unable to obtain a student visa (off shore)
- a student cannot commence the course because of illness or a disability;



- where there is death of a close family member of the student (parent, sibling, spouse or child); or
- at the discretion of the CEO or approved representative, when other special or extenuating circumstances have prevented the student from commencing their studies including political, civil or natural events.

## 2. Partial Refunds

2.1 Partial refunds will be provided in the following circumstances:

- If a student has supplied incorrect or incomplete information and as a result SCM withdraws offer, the student will be eligible to receive all tuition fees paid for the term period less a 20% administration fee.
- If a student who has accepted an offer of a place gives more than 28 days written notice before the commencement of the study period that they will not be undertaking the course, the tuition fees paid for the study period are refundable less a 20% administration fee.
- Where a student has not met the conditions included in the letter of offer and withdraws 0 – 28 days before Course commencement, the tuition fees paid for the term period will be refunded less a 20% administration fee.
- Where a student withdraws from a course 0 – 28 days before the course commencement, except for the reasons set out in 1.6, 50% of the tuition fees paid thus far will be refunded.
- Where an on shore student is renewing their visa and the outcome is refused, students will only be refunded any unused tuition fees.

## 2. Student is not eligible for a refund

- 3.1 Where SCM terminates the student's enrolment, the student because of a failure to comply with SCM policies, misbehaviour or unsatisfactory course progress or attendance
- 3.2 If a student's visa is cancelled during a study period,
- 3.3 If the student withdraws from a course after the course start date

## 4 Refunds for students who have a packaged offer for multiple course

- 4.1 Where students have a packaged offer for multiple courses within SCM or a partner college and the does not receive their results until less than 28 days before the course commencement date and the results show that the student does not meet the entry requirements for the next course, and if the student submits a Deferral or Withdrawal Form to SCM of the intention to defer or withdraw from a course of study within 14 days of receiving their results, then one of the following will occur:
- All fees except the enrolment deposit are refundable less an administrative fee of 20% of the tuition fee for the term period
  - the student can transfer the fees to the next available study period.

## 5 Payment of refunds

- 5.1 If a student's refund application is approved, the student's enrolment will be cancelled and fees refunded as per this policy (this includes any tuition/course fees collected by education agents on behalf of scm)
- 5.2 Students, who withdraw from a course and wish to seek a refund or have the amount they owe on their fees reduced, must apply to SCM in writing using the Deferral or Withdrawal Form. Students who have not completed these forms are not eligible for consideration of a refund or reduction in fees.
- 5.3 Refunds will be paid within 10 working days in full to students when:
- a course doesn't start on the agreed starting date or
  - a course is stopped after the course has commenced and before it is completed or
  - a course is not fully provided to the student because of a sanction put on SCM.
- 5.4 In all other circumstances agreed refunds will be paid within 4 weeks of receiving the completed Refund Application Form with supporting documentation as required.
- 5.5 The outcome of the refund assessment will be provided by written notice to the student's registered address, outlining the decision and reasons for the decision along with any applicable refund or adjustment notice.
- 5.6 Refunds will be paid in Australian dollars to the person who made the original payment.
- 5.7 Where a student does not agree with the refund decision, he or she may access SCM Complaints and Appeals process.
- 5.8 This process does not circumscribe the student's rights to pursue other legal remedies.

## Requests for Refund of Tuition Fees

A student who wishes to apply for a Refund in accordance with this Refund Policy should do so by filling a Refund Application form and submitting it to Sunshine College of Management Pty Ltd

**NOTE:** The availability of complaints and appeals processes does not remove the rights of the student to take action under the Australia's Consumer Protection Laws.

**Please note,** in all of the above cases, course commencement date is the date indicated on the student's most current and approved e-CoE. There will be no refund of any bank or courier charges.



### Student's agreement & declaration

- ♦ I declare that to the best of my knowledge the information in this application and the documentation supporting my application is correct and complete.
- ♦ I agree to follow Sunshine College of Management's policies and procedures, rules and regulations and any amendments SCM may make to these from time to time.
- ♦ Agree to follow DIBP student visa requirements and give Sunshine College of Management Pty Ltd the right to check my visa status on the DIBP Electronic Verification Online System
- ♦ I agree to pay all fees required on or by the due date as per the agreement - Fees are to be paid upfront for each semester, and penalties will apply if payment is not received by the due date. Tuition fees do not include the Overseas Student Health Cover (OSHC), administrative services charges, books/equipment and/or other materials required to undertake the program or compulsory activities where relevant (such as fieldwork, excursions or laboratories. These are outlined separately
- ♦ I understand that the application and materials fee is non-refundable by Sunshine College of Management Pty Ltd.
- ♦ Fees quoted by Sunshine College of Management Pty Ltd may increase by no more than 5% per annum, and that the fees quoted in the offer letter apply only to the current year of study.
- ♦ Refunds are in line with the refund policy/procedure stated in this enrolment acceptance & agreement.
- ♦ I understand that I can pay full fees if I wish to, but I am not required to pay more than 50 per cent up front
- ♦ Sunshine College of Management charges additional fees as indicated in this agreement.
- ♦ I agree to pay Sunshine College of Management Pty Ltd other non-compulsory fees as required during the course
- ♦ I am entitled, to a formal Statement of Attainment on cancellation or completion at no additional cost.
- ♦ I understand that if my academic progress in two consecutive terms Sunshine College of Management will cancel my COE
- ♦ I acknowledge that the withholding of, or provision of incorrect documentation relating to my application may result in cancellation of any offer or enrolment by Sunshine College of Management Pty Ltd.
- ♦ I understand this enrolment acceptance & agreement, and the availability of complaints and appeals processes, does not remove the ability and right to take action under Australian consumer protection laws.
- ♦ All enrolments have a maximum duration and I need to complete the course within the specified enrolment duration to avoid additional fees. If I do not complete all units within the maximum timeframe I will receive a Statement of attainment listing the units they have completed at no additional cost.
- ♦ Enrolment duration begins from the course commencement. And that I will be required to satisfactorily complete all units of competency in the enrolled qualification to receive a Testamur
- ♦ I understand that if I wish to apply for a Deferment, suspension or cancellation of my course, this may affect my student's visa. When an enrolment is deferred, suspended or cancelled, SCM will notify the Department of Education via the Provider Registration and International Student Management System (PRISMS) of the change in enrolment status.
- ♦ Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered - the registering authority. Personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition pursuant to obligations under the ESOS Act and the National Code
- ♦ Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act 2000 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 Protection Service. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.
- ♦ Sunshine College of Management Pty Ltd reserves the right to discontinue or alter any program, course/subject, fee, admission requirement, staffing or other arrangement without prior notice.
- ♦ My personal details may be forwarded to the Overseas Student Health Cover (OSHC) provider.
- ♦ Students must apply directly to their OSHC Provider for possible refund of OSHC.
- ♦ I may access my own student records, subject to privacy legislation.
- ♦ The RPL information contained in the offer letter will be re-confirmed at enrolment.
- ♦ Quoted fees are an estimate only, based on standard full time loads and will vary depending on program and plan (i.e. the actual enrolled load). Tuition fees will increase if courses need to be repeated or additional electives that will exceed the minimum requirement need to be undertaken.
- ♦ Fees are to be paid upfront for each semester, and penalties will apply if payment is not received by the due date.
- ♦ I declare that I am not a permanent resident/citizen of Australia or a citizen of New Zealand.
- ♦ I understand that I must arrive by the commencement date otherwise I will not be able to enrol.
- ♦ I agree to the Terms and Conditions mentioned on my enrolment form.
- ♦ I acknowledge that the withholding of, or provision of incorrect documentation relating to my application may result in cancellation of any offer or enrolment by Sunshine College of Management Pty Ltd.
- ♦ I agree to keep Sunshine College of Management Pty Ltd updated with my current contact details including residential address by notifying them within 5 days if this changes
- ♦ I have read, understood and accept Sunshine College of Management Pty Ltd refund policy

**STUDENT NAME:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**STAFF NAME:** \_\_\_\_\_



**STAFF SIGNATURE:**

**DATE:**

\_\_\_\_\_

\_\_\_ / \_\_\_ / \_\_\_\_\_

Sunshine College of Management  
18 Withers Street, Sunshine, Vic 3020

Phone: 03 9311 5180

Fax: 03 9312 7625

EMAIL: [info@scm.vic.edu.au](mailto:info@scm.vic.edu.au)

Web: [www.scm.vic.edu.au](http://www.scm.vic.edu.au)