



Sunshine College of Management Pty Ltd

Sunshine College of Management Pty Ltd
Address: 18 Withers Street - Sunshine - Victoria - 3020
Telephone +61 3 9311 5180
Facsimile +61 3 9312 7625
Email info@scm.vic.edu.au
Web www.scm.vic.edu.au

ACN: 112 957 199
RTO No: 21908
CRICOS Reg: 02835G

APPLICATION FOR ENROLMENT – International Student

Personal Details

Male Female

Date of Birth (dd/mm/yy): _____

Family Name: _____

Given Name/s: _____

Nationality: _____

Passport Number: _____

Address in home country: _____

Home Country Telephone Number: _____

Address in Australia (if applicable): _____

Australian Telephone Number: _____

Mobile Phone: _____

Facsimile: _____

Email Address _____

Visa (Please tick): Student Tourist Working holiday Other: _____

Highest academic qualification _____

Year qualification obtained _____

IELTS or TOEFL Score (if available) _____

Do you consider yourself to have any disability, illness or long-term condition that may effect your participation in this course? _____

No Yes (please indicate)- Hearing / deaf Physical Intellectual Mental Illness Visual Other

Of the following categories, which BEST describes your main reason for enrolling into this course? (Tick one box only)

To get a Job For self development To try a different career To start my own business
 To get a better Job or Promotion It is a requirement of my current job To get into another course of study

How did you hear about Sunshine College of Management Pty Ltd

Friend Family Internet Agent (details) _____ Other: _____

RECOGNITION OF CURRENT COMPETENCY & CREDIT TRANSFERS

I wish to apply for RCC / RPL Yes I have attached my RCC / RPL Application Form

No

I wish to apply for Credit Transfer

Yes

I have attached my Credit Transfer Application Form

No



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Course and Fee Schedule (Please note that course fees and dates may be subject to change without notice. All fees are in \$AUD)

Choose your Qualification	Cricos Code	Course Length	Total Tuition Fees
<input type="checkbox"/> Certificate III in Hairdressing (WRH30106)	060268G	51 weeks	\$9,000
Payment Options <input type="checkbox"/> In full \$9,000 + \$1,500 material fee <input type="checkbox"/> Per Semester \$6,000 (x1) + \$4,500 (x1)			

<input type="checkbox"/> Diploma of Hairdressing Salon Management (WRH50106)	060269G	31 weeks	\$4,500
Payment Options <input type="checkbox"/> In full \$4,500 <input type="checkbox"/> Per Semester \$2,250 (x2)			

<input type="checkbox"/> Certificate III in Hospitality (Patisserie) (THH31602)	060270C	51 weeks	\$8,000
Payment Options <input type="checkbox"/> In Full \$8,000 + \$1000 material fee <input type="checkbox"/> Per Semester \$5,000 (x1) + \$4,000 (x1)			

<input type="checkbox"/> Advanced Diploma of Hospitality Management (THH60202)	060271B	103 weeks	\$16,000
Payment Options <input type="checkbox"/> In Full \$16,000 + \$1000 material fee <input type="checkbox"/> Per Semester \$5,000 (x1) + \$4000(x3)			

<input type="checkbox"/> Certificate III in Food Processing (Retail Baking – Cake & Pastry) (FDF60503)	060272A	51 weeks	\$10,000
Payment Options <input type="checkbox"/> In Full \$10,000 + \$1000 material fee <input type="checkbox"/> Per Semester \$6,000 (x1) + \$5,000 (x1)			

<input type="checkbox"/> Diploma of Business (BSB50207)	063722M	51 weeks	\$8,000
Payment Options <input type="checkbox"/> In Full \$8,000 + \$250 material fee <input type="checkbox"/> Per Semester \$4,250 (x1) + \$4,000 (x1)			

OTHER FEES PAYABLE

<input type="checkbox"/> Application Fee	\$200 AUD – Payable with Application for Enrollment.
<input type="checkbox"/> RCC / RPL Fee	\$250 AUD per unit in which you are applying for RCC / RPL (Payable on receipt of Letter of Offer)
<input type="checkbox"/> Course Fee	Please refer to your course fee structure detailed above – (Payable on receipt of Letter of Offer)



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TERMS and CONDITIONS of Enrolment – International Students

ENTRY REQUIREMENTS

- High School Graduation
- IELTS 5.5 or equivalent
- Personal interview for applications lodged in Australia
- Telephone or Agent interview may be required for applications lodged outside Australia
- I am over the age of 18

ENROLMENT & ACCEPTANCE

- All applications will be assessed by the Director of Studies
- Payment of Application Fee is payable on submission of enrolment application
- An eCoE will be issued on receipt of the acceptance letter

ATTENDANCE

- You are expected to attend and be punctual for the entire duration of the course. An attendance rate of 90% is expected.

REFUND & CANCELLATION POLICY

All cancellations MUST BE MADE IN WRITING.

- In the event that your course is cancelled or rescheduled by the Sunshine College of Management – we will refund your **application** and **tuition** fees in full
- In the event that your Visa is refused, or if you withdraw from the course 10 weeks prior to your course or semester commencement - we will refund your **tuition** fees in full
- In the event that you withdraw from the course between 4 to 10 weeks prior to your course or semester commencement – we will refund **80%** of your **tuition** fees
- In the event that you withdraw from the course less than 4 weeks prior to your course or semester commencement – we will refund **70%** of your **tuition** fees.
- In the event that you withdraw from the course after your course or semester commences, or your enrolment is terminated for failure to comply with College policy, bad behaviour, unsatisfactory progress, failure of examinations, or unsatisfactory attendance, **all fees for the current and next semester (if applicable) are payable and non-refundable.**
- All approved claims for refund are paid within 4 weeks of receipt of the written claim.
- All Students who believe they have been given an incorrect refund are entitled to appeal the decision and are entitled to have an independent person appointed at the college expense to resolve the appeal. 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.

IN SIGNING THIS APPLICATION FOR ENROLMENT, YOU AGREE THAT

- You have read and understand the terms and conditions of Enrolment, and the Student Prospectus which contains the course curriculum;
- You will abide by the Rules and Regulations of the College;
- You have the financial capacity to meet tuition fees, and agree to pay fees as they become due;
- The college has permission to use any photographic image on which you may appear on marketing and advertising materials;
- Sunshine College of Management is required, under s19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic performance;
- Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government - the registering authority. The information provided by the student to the provider may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code;
- It is a requirement of the Australian Quality Training Framework that students can access personal information held by Sunshine College of Management and may request corrections to information that is incorrect or out of date. Apply in writing to the Director of Studies if you wish to view your own records.

DECLARATION - I declare that the information provided by me in this Form, is correct. I confirm that I have read, fully understand, and accept the TERMS AND CONDITIONS OF ENROLMENT and agree to be bound by them, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.

Signature of Student

Date