

L OUR REFUND POLICY

- 1 Refund applications must be made in writing to Gurkhas Institute. Refunds will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated. Refund of Tuition Fees will be calculated as below:

Visa refused by Australian Government	100% refund of tuition fees less refund fee
Withdrawal notified in writing and received by the Institute 28 days or more prior to semester commencement	80% refund of tuition fees less refund fee
Withdrawal notified in writing and received by the Institute less than 28 days prior to semester commencement and before the commencement date	70% refund of tuition fees less refund fee
Withdrawals notified in writing and received by the Institute on the commencement date or after the semester commences, except under special circumstances	No refund of current semester tuition fees

- 2 In the unlikely event that the Institute 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 by the Institute 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 the Institute is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in a suitable alternative course at no extra cost to you. Finally, if ACPET 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.
- 3 Fees not listed in Part 1 of the refund section L, are not refundable.

M CONDITIONS OF ENROLMENT

- All applicants, before lodging an application, must read or refer to Gurkhas Institute's International Student Prospectus or our Website: www.gurkhasinstitute.com.au, which details information about the ESOS framework, course requirements, fees payments and refund policy, including an explanation of what occurs, if for some unforeseen reason, the course is not delivered.
- All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with the Institute. Tuition fees may be altered without notice prior to the student's enrolment. Once a student has completed enrolment, tuition fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
- Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- The tuition fees do not include the living expenses, uniforms, equipments or text books.
- Students are not eligible, without the Institute's approval, to transfer to another registered provider until they have completed 6 months of their principal course of study.
- Students must have and maintain a valid Overseas Student Health Cover while they are on a student visa.
- Students must advise the Institute of their address and contact details and notify of any changes immediately as they occur. Failure to do this may mean the students may not receive important information which may affect their course, their enrolment or their visa.
- Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the Institute. The Institute may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment has to be reported to DIAC by the institute and this may affect the status of a student visa.
- All students must agree to be bound by the Institute's policies and rules & regulations in force from time to time and to abide by the Student code of behaviour and their student visa obligations.
- Continuation in the course is dependant upon satisfactory academic progress and attendance and the payment of the required tuition fees by the invoice date. Failure to do so will result in the Institute advising the Department of Immigration and Citizenship (DIAC) to terminate student visa and any course results may be withheld.
- Information is collected on this form and during your enrolment in order to meet our obligations under the Education Services for Overseas Students Act 2000, and the National Code 2007, and to ensure student compliance with the conditions of their visa 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 will 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 the Institute is authorised or required by law to do so. You can access information collected from you on this form and during your enrolment by contacting Student Administration at the Institute.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the students to take action under Australia's consumer protection laws.

N STUDENT DECLARATION

I declare that all information provided in this application is complete and correct. I understand that failure to provide correct information or documentation in relation to this application may result in cancellation of my enrolment.

I understand the terms of this written agreement and the refund conditions and confirm that I have been fully advised of the fees and refund policy and conditions of enrolment which I agree to abide by them as a student at Gurkhas Institute.

Signature of Student*

Signature of Parent or
Legal guardian*

Date (dd/mm/yyyy)

*Note: This application and declaration must be signed by a parent or legal guardian if the student is under 18 years of age at the time of application. Student must be at least 18 years of age at the time of arrival in Australia.

Please return this completed Student Application & Agreement Form along with any applicable fees to:

Street Address: **28 -32 Elizabeth Street, Melbourne VIC 3000 Australia**
 Postal Address: **GPO Box 5466 Melbourne VIC 3001**
 Phone: **+61 3 8639 9000** Fax: **+61 3 8639 9001** Email: **apply@gurkhasinstitute.com.au**
 Web: **www.gurkhasinstitute.com.au**

OFFICE USE ONLY

Student File No.: _____ Offer Number: _____

Application assessed by: _____



Gurkhas Institute
OF TECHNOLOGY

Agent Code/Stamp

Student Application & Agreement Form

All sections of this form constitute a written agreement between the student and Gurkhas Institute of Technology Pty Ltd. (trading as Gurkhas Institute of Hospitality & Management ABN 68 127 999 160 CRICOS 03002G). PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS.

A YOUR PERSONAL DETAILS

Family Name:
(as stated in your passport)

Given Name (s):

Date of Birth*: / / Country of Birth:
(dd/mm/yyyy)

Gender: Male Female

First Language: Languages spoken at home:

*Student must be at least 18 years of age at the time of arrival in Australia.

Please affix
your recent
passport-sized
photo

B YOUR CONTACT DETAILS

Address in Your Home Country

Country:

Telephone: () Mobile: Fax: ()

E-mail:

Address in Australia (if known)

Street Address:

Suburb: State: Postcode: Country: Australia

Telephone: () Mobile: Fax: ()

E-mail:

Mailing Address in Australia (if different from above)

P.O. Box/ Street Address:

Suburb: State: Postcode: Country: Australia

Telephone: () Mobile: Fax: ()

E-mail:

C YOUR PASSPORT AND VISA DETAILS

Passport number: Expiry date: / / Country of citizenship:
(dd/mm/yyyy)

Are you currently in Australia: Yes No

If yes, state your visa type: Student, visa subclass: _____ Spouse Visitor
 Other: Please specify: _____

Have applied for permanent residency in Australia: Yes No

D YOUR COURSE OF STUDY

Please select which course you are applying for to study at Gurkhas Institute.

Select (✓)	CRICOS Code	Name of the Course	Course Duration	Course Tuition Fee*	Intake Date eg: Feb '11
<input type="checkbox"/>	067969M	SIT30707 Certificate III in Hospitality	28 weeks	AU\$5,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	067971F	SIT30807 Certificate III in Hospitality (Commercial Cookery)	52 weeks	AU\$14,800	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	067970G	SIT40307 Certificate IV in Hospitality	52 weeks	AU\$10,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	067972E	SIT40407 Certificate IV in Hospitality (Commercial Cookery)	76 weeks	AU\$19,800	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	067973D	SIT50307 Diploma of Hospitality	97 weeks	AU\$22,500	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	067974C	SIT60307 Advanced Diploma of Hospitality	108 weeks	AU\$25,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	064663J	ICA20105 Certificate II in Information Technology	26 weeks	AU\$3,950	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	064664G	ICA50705 Diploma of Information Technology (Software Development)	78 weeks	AU\$11,250	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	072244F	ICA50405 Diploma of Information Technology (Networking)	75 weeks	AU\$12,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	072246D	FNS30304 Certificate III in Financial Services (Accounts Clerk)	26 weeks	AU\$4,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	072248B	FNS40604 Certificate IV in Financial Services (Accounting)	44 weeks	AU\$7,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	072250G	FNS50204 Diploma of Accounting	62 weeks	AU\$10,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	072251G	BSB30107 Certificate III in Business	26 weeks	AU\$4,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	072252F	BSB40207 Certificate IV in Business	26 weeks	AU\$4,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	072254D	BSB50207 Diploma of Business	26 weeks	AU\$4,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	072255C	BSB51107 Diploma of Management	26 weeks	AU\$4,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____
<input type="checkbox"/>	072256B	BSB60207 Advanced Diploma of Business	26 weeks	AU\$4,000	<input type="checkbox"/> Feb ____ <input type="checkbox"/> July ____ <input type="checkbox"/> May ____ <input type="checkbox"/> Oct ____

*Total tuition fee quoted in Australian Dollars and valid for 2010/2011 only. Please visit our website for current tuition fee schedule.

E YOUR ENGLISH LANGUAGE PROFICIENCY

Please tell us which of the following applies to you. Attach relevant evidences/ documentation to support your selections.

- English is my first language.
- English was the language of instruction in my secondary/tertiary studies.
- I have completed a recognised English language test. Name of the test: _____ Test Score: _____
eg: IELTS, TOEFL
- I intend to complete an ELICOS course in Australia.
- Other. Please specify: _____

Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student prospectus. All courses require proficiency in English to the level of IELTS 5.5

F YOUR CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

Have you enrolled in a similar course elsewhere? Yes No

Have you been employed in the area covered by the course applied for? Yes No

If you've answered "Yes" to any of the questions above, you may be eligible for a Credit Transfer or Recognition of Prior Learning. Please contact Student Administration for further information.

G YOUR EDUCATION HISTORY

Please provide details and documentation of your past education including the highest qualification reached or completed.

Year Completed	Name of School/Institution	State/Country	Name of Qualification	Course Duration

H YOUR EMPLOYMENT HISTORY

Please provide details and documents of your relevant employment. Attach a separate page if necessary.

Date Employed (eg Mar 07 – Feb 08)	Name & Country of Employer (eg Sheraton Pty Ltd, Australia)	Position	Duties

I YOUR REASON FOR CHOOSING THIS COURSE

Tell us the reason you want to study your chosen course Career Academic Personal Other. Please specify: _____

Where did you hear about us? Website Agents/ Seminars Advertisements Friends Other : _____

My referring agent/ consultant is _____

J YOUR REQUESTS AND PREFERENCES

Do you want Gurkhas Institute to organise your accommodation? Yes No

If yes, what type of accommodation do you need? Homestay Sharing with others Apartments, units and flats

Would you like Gurkhas Institute to provide you an airport pick-up? Yes No

Please indicate your preferred timetable choices for classes (This Time-table choice is not guaranteed. Gurkhas Institute will do their best to meet this request):

Weekdays Fri, Sat, Sun Sat, Sun, Mon

K OUR FEES & CHARGES

Total Tuition Fee	Refer to Part D of this application or the student prospectus		
Application Fee	AU\$150		
Materials fee	AU\$200 – AU\$1200 (Refer to individual course details in the student prospectus)		
Credit transfer and RPL Fee	No additional charge	Bank Transfer Fee	AU\$30
Repeat unit fee	\$300 per unit	Homestay fee	Depends on specific arrangements
Assessment resit fee	\$75, No charge for first repeat	Airport meeting	\$80 per person
Written Agreement variation fee	AU\$100 each time	Refund fee	AU\$200