



# APPLICATION FORM 2018

Please Note: The information provided by the student to Sunshine Coast International College may be made available to Commonwealth and State agencies and the Director of the Tuition Protection Service, pursuant to obligations under the ESOS Act 2000 and the National Code 2007. For information about the ESOS framework, see: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

APPLICANT'S PERSONAL DETAILS	COURSES IN WHICH YOU WANT TO ENROL
Student's family name	<b>COURSE 1 – indicate the course by an "X" and circle the preferred shift</b> General English (GE) _____ Day Shift / Evening Shift* English for Academic Purposes (EAP) _____ IELTS Target 6.0 & 7.0 (IELTS 6/7) _____ Day Shift / Evening Shift* High School Preparation (HSP) _____
Student's given name/s	
Gender (male or female)	Start Date (day/month/year) _____ / _____ / _____ No. of weeks _____
Date of birth (day/month/year) _____ / _____ / _____	
Country of birth	<b>COURSE 2 – indicate the course by an "X" and circle the preferred shift</b> General English (GE) _____ Day Shift / Evening Shift* English for Academic Purposes (EAP) _____ IELTS Target 6.0 & 7.0 (IELTS 6/7) _____ Day Shift / Evening Shift* High School Preparation (HSP) _____
Nationality	
Passport no.	Start Date (day/month/year) _____ / _____ / _____ No. of weeks _____
Residential Address:	
Postcode:	Do you require <b>Homestay?</b> (Yes or No) _____ If Yes – how many weeks (min. 4 weeks)? _____ weeks
Contact Number	Do you require <b>Airport Pickup?</b> (Yes or No) _____
Email address	
Name of emergency contact (next of kin)	If you have used an <b>Education Agent</b> please advise their name
Telephone and/or email of emergency contact	<b>Visa</b> you will use to enter Australia: Student, Visitor, Working Holiday, Other _____
EDUCATIONAL BACKGROUND OF APPLICANT	Country in which you will Apply for your Visa
<b>Please attach certified copies of any qualifications if you are seeking placement at High School, VET college or university after your course.</b>	Do you wish to prepare for a specific <b>Exam</b> _____
What is the highest level of education you have completed?	If <b>Yes</b> indicate exam with an "X": _____ IELTS General _____ IELTS Academic
Name of the institution where you did this course	Father's email address _____@_____
If you are studying now, what course are you doing?	Mother's full name
Chinese high school students only – name of Junior Middle School	Mother's mobile or other telephone no
Chinese high school students only – English Result (%) in Junior 3	Mother's email address _____@_____
Chinese high school students only – name of Senior Middle School	Legal Guardian in Australia full name
Name of High School you attend or have attended	Legal Guardian in Australia Address
ENGLISH LANGUAGE PROFICIENCY	Legal Guardian in Australia mobile telephone no
<b>Please send certified copies of any English language test results.</b>	Legal Guardian in Australia email address _____@_____
How would you describe your level of English – indicate with an "X" Beginner _____ Elementary _____ Pre-intermediate _____ Intermediate _____ Upper-intermediate _____ Advanced _____	Do you require SCIC to provide you with a guardian? (Yes or No)
Name of English language test you have completed in the last 2 years and results of all sections:	Will you live with your guardian or parent in Australia? (Yes or No) <small>Note: All students under 18 years of age or enrolled in the HSP course who do not live with a parent, relative or legal guardian approved by SCIC must live in an SCIC-approved homestay.</small>

# TERMS AND CONDITIONS

Terms & Conditions of Enrolment at Steps Sunshine Coast International College Ltd.

t/a Sunshine Coast International College (hereafter "SCIC" or "the College")

CRICOS Provider no. 03349B CRICOS Course no: General English: 078701D High School Preparation: 078703B

IELTS Target 6.0 & 7.0: 078702C English for Academic Purposes with IELTS Exam Skills: 078704A

## HOW TO ENROL

### Enrolment procedures

Student sends SCIC:

**18 years of age and older**

• A completed and signed Application and Agreement Form

**AAF**

SCIC sends Student:

• A Letter of Offer **LOO** based on information in the

**AAF**

Student sends SCIC:

• Advice that they have paid the amount designated in the **LOO**

SCIC sends Student:

• A Confirmation of Enrolment **COE** for each enrolled course

### Enrolment procedures

Student sends SCIC:

**Under 18 years of age**

• A completed and signed Application and Agreement Form

**AAF**

If a parent or relative 21 years of age or older will not be living with the student in Australia, then either: the College will provide a legal guardian for the student; or: the parents and nominated legal guardian complete and sign the Parental/Onshore-Guardian Declaration Form **POGDF\***

SCIC sends Student:

• A Letter of Offer **LOO** based on information in the

**AAF**

Student sends SCIC:

• Advice that they have paid the amount designated in the **LOO**

SCIC sends Student:

• A Confirmation of Enrolment **COE** for each enrolled course; and a Confirmation of Appropriate Accommodation & Welfare **CAAW** corresponding to each COE.

\* The nominated guardian in Australia must obtain a Working with Children Check clearance with the NSW Office of the Children's Guardian. SCIC reserves the right to reject a nominated guardian for reasons other than character, such as difficulty of communication (e.g. lack of English proficiency, email or mobile telephone) and distance from the College.

## BANK ACCOUNT FOR PAYMENTS

Bank name: **Commonwealth Bank**

Account name: **Steps Sunshine Coast International College Ltd**

SWIFT Code: **03349B**

BSB no: **062 028**

Account no: **1148 6089**

## ACCOMMODATION

SCIC can arrange placement in homestay accommodation (through a homestay agency) and offer advice on finding non-homestay accommodation.

**Students under 18:** All students under 18 years of age or enrolled in the HSP course who do not live with a parent, relative or legal guardian approved by SCIC must live in an SCIC-approved homestay.

Adult students (18 years or older) not enrolled in HSP, travelling from overseas who do not ask SCIC to arrange homestay or temporary accommodation need to advise SCIC where they will reside upon arriving in Australia. Adult students not enrolled in HSP and already in Australia need to advise SCIC where they will be residing prior to commencing their course.

### Booking Accommodation

Student sends SCIC

1. Accommodation Placement Form **APF**
2. A signed Homestay Information and Contract for Students **HICS**
3. Payment for either: Homestay Placement + 4 weeks' homestay deposit or: Temporary Accommodation Placement + 2 weeks' deposit

SCIC sends Student

• Details of their accommodation

**ADDRESS:** All students on student visas must keep the College informed of their current address throughout their period of enrolment. This is a condition of their student visa. The student must notify the College of any change of address within seven days of this change occurring.

## BOOKING AIRPORT TRANSFER

Student sends SCIC advice on either the AAF or APF that they require airport pickup and make payment during the general enrolment process, when booking accommodation, or separately.

Once monies have been received it is the student's responsibility to advise SCIC of their flight details and arrival times at least 48 hours before arrival. If advice is given after this, or the student misses their flight or connecting flight and does not advise the College via email immediately, SCIC will charge a \$100 premium on top of the amount already paid for the pickup.

## OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is compulsory health insurance for students on a student visa. The insurance is valid (and must be paid to include) the period from the first day you arrive in Australia until the end of your student visa. It covers GP and hospital care, some prescription medicines & emergency ambulance.

## COST OF LIVING IN AUSTRALIA

International students seeking a student visa are required to demonstrate and/or declare that they have access to sufficient funds to live for the duration of their student visa. Indicative amounts change according to the economic conditions prevalent in Australia. As of 1 July 2016, yearly amounts were set at: student/guardian AUD 19,830, partner/spouse AUD 6,940, child AUD 2,970. For the most current information see: <https://www.border.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds>

## SCHOOL-AGED DEPENDANTS

Accompanying students to Australia will be required to enrol at school and pay full fees if they are enrolled in either a Government or non-Government school.

## REFUND POLICY

1. Your pre-paid tuition fees will be refunded in full if you are not issued with a Student Visa. Written evidence (Letter of Refusal from the Australian Government) of such refusal will be required.

2. If you withdraw because of any other reason and inform the College in writing 28 days or more before your course commencement date, 70% of the pre-paid tuition fee will be refunded and the \$200 enrolment fee will be deducted from the final refund amount.

3. If you withdraw, in writing, 28 days or less before your course commencement date, the College will retain 50% of the pre-paid tuition fee and deduct the \$200 enrolment fee from the final refund amount.

4. After the course begins, no tuition fees will be refunded.

5. The College will retain the application, airport pickup, homestay placement and homestay deposit fees in all cases.

6. The Overseas Student Health Cover & tuition fees you are entitled to will be refunded to you via electronic transfer of funds to a nominated bank account in your country.

7. This agreement does not remove the right to take further action under Australia's consumer protection laws.

8. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

9. The College abides by the rules of the Tuition Protection Service (TPS).

The College is required to accept tuition fees under a particular formula: For course enrolment periods of between 1 and 24 weeks, the student will need to pay 100% of tuition fees in advance unless otherwise agreed to by the College. For any course longer than 24 weeks, the student is only required to pay 50% of fees prior to commencement, and the remaining 50% of fees 2 weeks before the start of the second half of their course. The payment schedule will be set down in the student's Letter of Offer (LOO).

Note: this formula is only applicable to tuition fees. Fees regarding application, airport transfers, guardianship and accommodation are not subject to this regime, and their inclusion in the student's payment schedule will be set down in the student's LOO.

If for any reason the College is unable to provide the course for which the student has enrolled, then the College has 14 days to offer the student either an alternative place which is acceptable to the student, or a refund of any prepaid unexpended tuition fees, i.e. tuition fees the student has paid but for which they have not received tuition. In the event that the College is unable to satisfy this obligation, the Director of the TPS will facilitate access for the student to a comparable course at another college. The expectation is that students will accept an alternative place if one is available, for which they meet all the entry requirements and there is no cost disadvantage to them. However, the student is not compelled to accept an alternative place and is eligible for a refund of unexpended tuition fees.

10. The College will only accept payment of fees in Australian Dollars and will only refund monies to the student in Australian Dollars. The College is not responsible for delays or loss of refund in an electronic transfer of funds.

Please note the College closes for two weeks over the Christmas/New-Year period. This period will not count towards weeks of enrolment and the student is not charged for these weeks. Throughout the year, the College also closes on public holidays. Students do not receive a refund for these public holidays.

Holiday	2018	2019
<b>New Year's Day</b>	Monday 1 January	Tuesday 1 January
<b>Australia Day</b>	Friday 26 January	Saturday 26 January
<b>Good Friday</b>	30 March	19 April
<b>Easter Monday</b>	2 April	22 April
<b>Anzac Day</b>	Wednesday 25 April	Thursday 25 April
<b>Queen's Birthday</b>	Monday 11 June	Monday 10 June
<b>Labour Day</b>	Monday 1 October	Monday 7 October
<b>Christmas</b>	Tuesday 25 December	Wednesday 25 December
<b>Boxing Day</b>	Wednesday 26 December	Thursday 26 December

**AN EXPLANATION OF COURSES, SATISFACTORY ATTENDANCE and COURSE PROGRESS**

Students can begin a course on any Monday throughout the academic year. A student will be tested upon commencement at SCIC and placed into a class at the appropriate level. The student remains at that level until assessed as ready to progress to the next level, or may move down if the class is too difficult and it is possible within the structure of the course.

Students can enrol in one of four courses. Students are also able to enrol in two courses, one following on from the other. The courses include:

**GENERAL ENGLISH (GE)**

20 class hrs/wk	Day Shift: 8:30am-2:15pm Monday-Thursday
Two shifts	Evening Shift 4:45pm-9:00pm Monday-Friday
Duration	2 weeks to 80 weeks - with Six Levels:
1. Beginner	10 weeks
2. Elementary	14 weeks
3. Pre-Intermediate	14 weeks
4. Intermediate	14 weeks
5. Upper-Int.	14 weeks
6. Advanced	14 weeks

There are no English language level or academic requirements for this course.

**HIGH SCHOOL PREPARATION (HSP)**

25 class hrs/wk	5 days/week Monday to Friday
One shift	8:30am-2:15pm
Duration	2 weeks to 50 weeks - with Three Levels:
1. Basic	10 weeks: English for School Life 60% + ESL Extras 20% + Key Learning Areas 20%
2. Pre-Intermediate	20 weeks: English for School Life 20% + ESL Extras 20% + Key Learning Areas 60%
3. Intermediate	20 weeks: English for School Life 20% + ESL Extras 20% + Key Learning Areas 60%

There are no English language level requirements for this course. Academic requirements are: passing grades last 2 years of school reports (attach) or mitigating circumstances for not having these.

**IELTS TARGET 6.0 & 7.0 (IELTS 6/7)**

20 class hrs/wk	4 days/week Monday to Thursday
Two shifts	Day Shift: 8:30am-2:15pm
	Evening Shift 4:45pm-9:00pm *
Duration	2 weeks to 20 weeks - with Two Levels:
1. Intermediate	10 weeks: IELTS Through Topics 50% + IELTS Exam Skills 50%
2. Upper-int.	10 weeks: IELTS Through Topics 50% + IELTS Exam Skills 50%

You must be at an **Upper-Intermediate level to commence in the IELTS Target 6.0** 10-week cycle. Having acquired an overall IELTS mark of 5.5 with no parts under 5.0 in the last 2 years will be accepted as proof of this, but is not essential for commencing at this level in the course. Being assessed as at an SCIC Upper-Intermediate level will also suffice.

You must be at an **Advanced level to commence the IELTS Target 7.0** 10-week cycle. Having acquired an overall IELTS mark of 6.5 with no parts under 6.0 in the last 2 years will be accepted as proof of this, but is not essential for commencing at this level in the course. Being assessed as at an SCIC Advanced level will also suffice.

Students who are assessed as below an Upper-Intermediate level will be placed in the General English program until assessed as ready for the IELTS Target 6.0 & 7.0 course. Academic requirements are: completion of Secondary School (attach). Non-completion will be considered on a case-by-case basis depending on reasons for preparing for the IELTS exam.

**ENGLISH FOR ACADEMIC PURPOSES WITH IELTS EXAM SKILLS (EAP with IELTS)**

20 class hrs/wk	4 days/week Monday-Thursday
One shift	8:30am-2:15pm
Duration	2 weeks to 20 weeks - with Two Levels:
1. EAP I	10 weeks: Academic Skills I 60% + IELTS Exam Skills Target 6.0 40%
2. EAP II	10 weeks: Academic Skills II 60% + IELTS Exam Skills Target 7.0 40%

Students who elect to do the EAP with IELTS course with the purpose of placement in higher education will need to demonstrate a level of English of 5.0 IELTS (for a 20-week program) and 5.5 IELTS (for a 10-week program). Students who are assessed as below an Intermediate level will be placed in the General English program until assessed as ready for the EAP with IELTS course.

These students will then need to complete full 10 or 20 week cycles:

Entry level IELTS 5.0 = 20 weeks (10 weeks EAP with IELTS I + 10 weeks EAP with IELTS II)

Entry level IELTS 5.5 = 10 weeks (10 weeks EAP with IELTS II)

\* GE and IELTS 6/7 Evening Shift is subject to availability. Please contact SCIC to confirm.

**SATISFACTORY COURSE PROGRESS**

A condition of a student visa is maintaining satisfactory course progress. Students demonstrate they are making satisfactory course progress by their performance in regular tests. All tests, in all courses, are based on material taught in class. The EAP with IELTS and HSP courses also include assignments as a part of the student's assessment.

**SATISFACTORY ATTENDANCE**

A condition of a student visa is having satisfactory course attendance. SCIC will record a student's attendance for all contact hours of each course in which they are enrolled. Each Confirmation of Enrolment that a student is issued with represents one course. SCIC deems a student's attendance to be unsatisfactory if they do not attend 80% of their total course class hours.

However, an attendance level of at least 70% will be deemed satisfactory if the student is able to maintain satisfactory course progress and there are compassionate and compelling reasons (see also below\* for deferral & suspension of enrolment) for the lack of attendance, which may include:

- i) a serious medical condition (medical certificate required);
- ii) the death of a close family member (a death certificate may be requested);
- iii) a major event (e.g. political or natural disaster) in their home country requiring a return home;
- iv) any other event occasioning trauma, such as being involved in a motor-vehicle accident, or being involved in or witnessing a crime.

**DEFERRAL, SUSPENSION and CANCELLATION OF ENROLMENT**

A student is permitted to defer the start date of their course or suspend a current enrolment for the sort of compassionate and compelling reasons outlined above\*.

The College may also suspend a student's enrolment for misbehaviour.

The College may also cancel a student's enrolment for non-payment of fees or misbehaviour.

In all cases of college-initiated suspension or cancellation of enrolment, the College will provide the student with written advice of its intention to report them to the Australian government Department of Immigration and Border Protection (DIBP). The student will have access to an internal appeals process before the College actually advises the Australian government.

**STUDENT TRANSFER**

**Transfer to another provider**

A student is permitted to transfer to another provider if they meet if they meet certain conditions:

- a. The student has completed six months of their course OR
- b. Provides SCIC with a valid Letter of Offer from your new provider AND
- c. Completes a Request to Transfer Form & gives it to Reception
- d. If you are under 18 years of age - a) you must provide written confirmation that this transfer is supported by your parent or legal guardian; b) if you are being cared for in Australia by SCIC, the enrolment offer from the other provider must contain information that they will accept responsibility for approving your accommodation, support & general welfare arrangements.

**Transfer from another provider**

If you are enrolled at another provider & would like to transfer to SCIC, you must meet certain conditions:

- a. You have completed six months of your course OR
- b. Provide SCIC with a valid Letter of Release from your original provider
- c. If you are under 18 years of age you must provide written confirmation that this transfer is supported by your parent or legal guardian.

**COURSE CREDIT**

No course credit, recognition of prior learning or credit transfers will be provided to International Students undertaking non-award English courses.

**COMPLAINTS AND APPEALS**

SCIC has a process in place for students to register complaints and to appeal decisions made that can affect their student visa.

If a student is advised they are to be reported to the Australian Government for misconduct and non-payment of fees, they can access SCIC's internal appeals process to review this decision. If the decision is upheld SCIC will notify the Australian government and a Section 20 breach notice will be sent to the student and/or their legal guardian (mail & email).

If a student is advised they are to be reported to the Australian Government for unsatisfactory attendance or course progress, they can access SCIC's internal appeals process to review this decision. If the decision is upheld, the student is then able to access an external appeals process by contacting the Overseas Student Ombudsman (OSO). Only after the OSO upholds the decision will SCIC notify the Australian government and a Section 20 breach notice will be sent to the student and/or their legal guardian (mail & email).

NOTE: If a student is under 18 years of age, that student's legal guardian and/or parents will be sought as a participant in all discussions involving the counselling of students over course progress/attendance; the deferral, suspension or cancellation of that student's course; or an occasion that involves a complaint/appeal by that student.

**Declaration:**

**I declare that**

**the information I have provided on this Application Agreement form is true and correct and that I will abide by the terms and conditions as outlined in this form. I understand that this form and the corresponding Letter of Offer will constitute a contract between SCIC and the student and/or the student's Parent/Guardian.**

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

(if student is under 18 years)