

Application Form 2007



2007 Dates

Semester 1 (March Intake)	Commencing	Ending
Orientation	6 March 2007	
Enrolment	7 March 2007	9 March 2007
Classes	12 March 2007	1 June 2007
Study Break	4 June 2007	6 June 2007
Examinations	7 June 2007	16 June 2007

Semester 2 (July Intake)	Commencing	Ending
Orientation	3 July 2007	
Enrolment	4 July 2007	6 July 2007
Classes	9 July 2007	28 September 2007
Study Break	1 October 2007	3 October 2007
Examinations	4 October 2007	13 October 2007

Semester 3 (November Intake)	Commencing	Ending
Orientation	30 October 2007	
Enrolment	31 October 2007	2 November 2007
Classes	5 November 2007	1 February 2008
Christmas Break	22 December 2007	2 January 2008
Study Break	4 February 2008	6 February 2008
Examinations	7 February 2008	16 February 2008

Personal Details

Family Name: _____

Given Names: _____

Date of Birth: _____ Sex: Female Male

Country of Birth: _____ Citizenship: _____

Passport No: _____

Are you a Permanent Resident of Australia? Yes No

Postal Address for Notification of this Application and other Correspondence

Number and Street: _____

Suburb / Town: _____

Country: _____ Postcode: _____

Telephone: _____ Facsimile: _____

E-mail: _____

Course Details

Commencement

eg. MARCH 2006

Foundation Studies (Standard entry) _____

Foundation Studies (Accelerated entry) _____

Diploma of Business Administration (Standard entry) _____

Diploma of Business Administration (Accelerated entry) _____

Bachelor of Business _____

Full Time Part Time Major(s) _____

Standard Track (3 yrs) Fast Track (2 yrs) _____

Fees

All fees are quoted in Australian Dollars, are inclusive of GST and are subject to change without notice. Fees are set each year and are payable before each semester. The initial rate will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by the University and/or ACN. All fees, charges and accounts will be payable in advance. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees, charges or accounts are paid. Students will be charged the full amount for repeating units. No La Trobe University qualification can be issued where a student has an outstanding debt owing to ACN.

Tuition Fees	AUD
Foundation Studies (per subject)	\$1,062.50
Diploma of Business Administration (per subject)	\$1,062.50
Undergraduate Discipline:	
Accounting	\$1,687.50
Business	\$1,625
Law	\$1,750

Tuition Fees	AUD
Application Fee (non-refundable)	\$150
Internship Fee	Contact ACN
ACN JobReady Fee	Contact ACN

Previous Studies

Documentary evidence of qualifications claimed must be attached. Documents not in English must be accompanied by certified translations

Secondary Studies

Name of Qualification (e.g. HSC): _____

School / Institution: _____

Country: _____ Year completed: _____

Are you currently attempting final year high school? Yes No

If yes, when do you expect your results to be released? _____

Post-Secondary Studies

Name of Qualification (e.g. Degree / Diploma) _____

Institution Country Year completed _____

Are you currently enrolled at another institution? Yes No

Institution: _____

Course: _____

Expected graduation date? _____

Are you seeking credit / advanced standing for previous studies?

Yes – Attach details of relevant subjects (e.g. syllabus, curriculum) No

All Students – Declaration and Agreement

- I understand I will be enrolled as a student of La Trobe University for a course to be delivered through Australian Campus Network.
- I declare that the information provided on this form is true and complete in every detail. I authorise Australian Campus Network to obtain further information about me from educational and other institutions which I have attended, from Australian Government Authorities such as DIMA and DETYA.
- I acknowledge that Australian Campus Network reserves the right at any stage to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- I am aware of the conditions relating to my application and have read and understood both the ACN and ACL refund policies.
- I understand that the information I provide on this form will be used to assess my application. I understand that information will be treated as confidential and is available for my review. However, it may be made available to Australian immigration and education authorities in connection with my visa, as required by the National Code and the ESOS Act.
- All tuition fees listed are in Australian dollars and are for commencing students for the 2007 academic year only. Please note that La Trobe University reserves the right to adjust annual tuition fees for continuing students. The University undertakes that any tuition fee increase will not exceed 7% per annum and will be applied on 1 January each year for the duration of the year. I acknowledge that fees are set each year and are payable before each semester. I am aware that the initial rate I pay will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by the University and/or ACN. I am aware that the rate I pay per semester will be that rate which is published by 1 October of each year for the following academic year and ACN reserves the right to require payment at the published rate, not the rate in any Offer Letter. I acknowledge that all fees, charges and accounts will be payable in advance and that I will not be permitted to commence or continue my course at the beginning of any semester until all outstanding fees, charges or accounts are paid. I am aware that I will be charged the full amount for repeating units and that no La Trobe University qualification can be issued to me if I have an outstanding debt owing to ACN.

Signature: _____ Date: _____

Check List

- Have you answered ALL questions?
- Have you attached certified copies of all necessary documents?
- Have you signed and dated the application?
- Have you kept a copy for yourself?
- If applying for credit, have you attached syllabus / curriculum details?

Send application to:

Australian Campus Network Pty Limited ABN 85 092 792 133
Level 1, 65 York St, Sydney NSW 2000, Australia
Phone: +61 2 9397 7600 Fax: +61 2 9397 7601 Email: info@auscampus.net
Website: www.latrobe.edu.au/acn

Bank details:

La Trobe University

WESTPAC Bank
360 Collins Street, Melbourne – Victoria
BSB 033 111
A/C 12 47 52

Cancellation and Refund Policy

The policy on the refund of tuition fees has been determined in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students ("the National Code"), the Education Services for Overseas Students Act 2000 ("ESOS Act 2000") and Education Services for Overseas Student Regulations 2001 ("ESOS Regulations 2001"). This policy applies to all commencing and continuing international and domestic students irrespective of who pays the tuition fees.

Important Note: In the event that –

- (a) Australian Campus Network (ACN) does not start the course on the agreed starting date; or
- (b) the course ceases to be provided by La Trobe University through ACN at any time after it starts but before it is completed; or
- (c) the course is not provided in full to the student because a sanction has been imposed on La Trobe University under Part 6 of the ESOS Act 2000 and the student has not withdrawn before the day of default, all tuition fees paid by the student are fully refundable within two weeks after the default day in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

1. Refunds

- 1.1 A student who fails to meet degree/diploma progression rules and who is not permitted to re-enrol will be eligible for a refund of fees paid in advance of notification of exclusion.
- 1.2 In the event that an offer of a place is withdrawn or the University is unable to provide the course, all tuition fees paid for the semester are fully refundable, unless the offer was made on the basis of incorrect or incomplete information being supplied by the applicant/student in which case the University reserves the right to retain up to 10% of the fee for one semester.
- 1.3 Where a student, after accepting an offer of a place or enrolling for the next semester, gives a minimum of four weeks written notice before the commencement of the semester of an inability to undertake the course, the tuition fees paid for the semester are refundable less an administrative fee of up to 10% of the tuition fee for one semester.
- 1.4 Where a student gives less than four weeks written notice before the commencement of the semester of an inability to undertake the course, 50% of the tuition fees paid for the semester are refundable and the student is liable for 50% of any fees charged.
- 1.5 Where a student withdraws from a course after the commencement of the course but within the first four teaching weeks of the semester, 50% of tuition fees paid for the semester are refundable and the student is liable for 50% of any fees charged.

2. Refunds in exceptional circumstances

Where a student or the student's personal representative in the case of the death of a student gives written notice prior to the end of the Friday of the fourth week of the semester that he or she is withdrawing from a course due to exceptional circumstances being:

- (i) inability to obtain a student visa; or
- (ii) illness or disability; or
- (iii) death of the student or a close family member (parent, sibling, spouse or child); or
- (iv) a political, civil or natural event which prevents full payment of fees or the student's attendance;

La Trobe University, as applicable, may in its sole discretion having regard to the exceptional circumstances grant a total or partial refund of tuition fees subject to the provision of documentary evidence in support of the application for a refund which is acceptable to La Trobe University.

3. Deferral of studies

Subject to paragraph 4 of this policy, where a student, after accepting an offer of a place, gives written notice before or after the commencement of the course up to and including the Friday of the fourth week of the semester of their intention to defer their place in the course to the next available intake, all tuition fees will be transferred to the next available intake. The "next available intake" may be the following semester, or the following year, depending on the course. A place may be deferred for up to 12 months. If, after deferring, a student gives written notice that they do not intend to take up their deferred place, 50% of the tuition fees paid are refundable.

4. No refunds

A student who withdraws or defers from a course for whatever reason after the Friday of the fourth week of the semester shall not be eligible for a refund of tuition fees paid for that semester and will be eligible for any non-tuition fees charged. Note: This also applies to continuing students.

5. Fee refunds related to International students who obtain permanent resident visa status.

- 5.1 An international student who is granted Permanent Resident status in Australia is liable to pay the Domestic Student fees. Permanent Resident status is recognised from the date stamped on the student's passport, not the date on which the application for status is made. If the student has already paid the tuition fees applying to international students for the semester, a total refund of these fees will be payable to the student if the student has obtained Permanent Resident status by the Friday of the fourth week of the semester.
- 5.2 If the student obtains Permanent Resident Status after the first four teaching weeks of a semester, the student will be classified as an international student for the remainder of that semester.

The student will be liable to pay the tuition fees applying to international students for that semester. From the following semester, the student will be classified as a Permanent Resident and will be liable to pay the Domestic Student fees.

6. Agreement

When La Trobe University accepts an international student's application for enrolment this policy on the refund of tuition fees will constitute a written agreement between La Trobe University, as applicable, and the international student for the purposes of the ESOS Act 2000 and the National Code.

7. Payment of refunds

- 7.1 Students seeking a refund must apply in writing to the Admissions Manager of ACN no later than four weeks after the commencement of the semester.
- 7.2 Refunds will be reimbursed in the same currency as the fees were originally paid in and will normally be made in the student's home country.
- 7.3 Refunds (including any discretionary refund granted under paragraph 2) will be paid to the student within 4 weeks after receipt of a written claim from the student.

8. Review process related to fees refund

- 8.1 Any decision made by La Trobe University through ACN relating to the refund of fees is subject to review by the University Ombudsman pursuant to the University's Statutes and Regulations.
- 8.2 This agreement does not remove the right to take further action under Australia's consumer protection laws.

9. Privacy statement

The University without using and disclosing personal information provided by students is unable to effectively process applications for enrolment and arrange health insurance cover for overseas students.

The University may disclose personal information provided by students:

- to its service providers such as organisations which assist students with their applications and the finalisation, processing and administration of those applications;
- where disclosure is required or allowed by law; and
- where the student has otherwise consented.

The University may disclose personal information provided by students relating to the student and any other members of the student's family who are covered under the student's overseas student health cover membership, to the University's Overseas Student Health Care provider, for the purpose of the provider communicating with the student in regard to managing the student's overseas student health cover.

Subject to the provisions of the Information Privacy Act 2000 (Vic.), a student may access personal information collected about him/her and held by ACN and/or La Trobe University by contacting the ACN Admissions Manager.

Refund of Accommodation Fees

Where a student gives written notice to the Admissions Manager up to 4 weeks before the commencement of the semester, the Accommodation Placement and Homestay Fees are refundable in full, unless an Accommodation placement has been made.

Where a student gives written notice to the Admissions Manager less than 4 weeks before the commencement of the semester, or in the event that an Accommodation Placement has been made, a cancellation fee will apply, equal to the Accommodation Placement Fee and the first two weeks accommodation payment.

If a student wishes to leave Homestay Accommodation at any time, the student is required to give two weeks notice in writing to the Admissions Manager. Special cancellation fees may apply for other accommodation arrangements.