



conducting courses on behalf of



International application form Undergraduate courses

Please print in BLOCK LETTERS

La Trobe University provide all the courses - CRICOS Provider code: 02218K (NSW). We quote all fees in Australian dollars (AUD). Fees include GST and are subject to change without notice. We set fees each year. The initial rate applies for the academic year of enrolment but may change in subsequent years, in accordance with the rate set by the university and/or ACN. All fees need to be paid in advance. Students cannot start or continue with their course until all outstanding fees, charges or accounts are paid. Students will be charged the full amount for repeating units. We will not issue a La Trobe University qualification to any student who owes money to ACN.

2010 dates

Trimester 1 (March intake)	Commencing	Ending
Orientation and enrolment week	1 March 2010	5 March 2010
Classes	8 March 2010	28 May 2010
Examinations	3 June 2010	12 June 2010

Trimester 2 (July intake)	Commencing	Ending
Orientation and enrolment week	28 June 2010	2 July 2010
Classes	5 July 2010	24 September 2010
Examinations	30 September 2010	9 October 2010

Trimester 3 (November intake)	Commencing	Ending
Orientation and enrolment week	25 October 2010	29 October 2010
Classes	1 November 2010	29 January 2010
Christmas break	24 December 2010	28 January 2011
Examinations	3 February 2011	12 February 2011

2011 dates

Trimester 1 (March intake)	Commencing	Ending
Orientation and enrolment week	28 February 2011	4 March 2011
Classes	7 March 2011	27 May 2011
Examinations	2 June 2011	11 June 2011

* We'll email you with any changes to these dates.
Please ensure we're up to date with your contact details, at all times.

2010 fees

Tuition fees	Cost per Semester / trimester / term AUD	Full course costs AUD
Foundation Studies	\$6,340	\$12,680
Diploma (standard)	\$6,340	\$25,360
Diploma (accelerated)	\$6,340	\$19,020
Undergraduate IT degree	\$9,310	\$55,860
Undergraduate business degree	\$9,236	\$55,416

Administration fees	AUD
Enrolment fee (non-refundable)	\$200
Airport pick up (one way)	Contact ACN
Internship fee	\$650
Degree package fee (non-refundable)	\$1,000
Overseas health cover	\$390

Are you applying for any of the following bursaries or scholarships?

- Navitas Academic Merit Scholarship Yes No
- ACN Scholarship Yes No
- Navitas Family Bursary Yes No

(Please complete relevant application form)

English language courses from ACL

Tuition fees	AUD
English course tuition fee with ACL (per week)	\$335 - \$385

Administration fees	AUD
English course enrolment fee (non-refundable)	\$200
Materials Fee	\$77 - \$240

Personal details

Surname/Family name:	
Given names:	
Date of birth: / / (day/month/year)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth:	
Citizenship:	
Passport number:	
Country where you were living when you filled out this form:	
Are you a permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:	
Mobile:	
Email:	

Course details

Intake Year:	<input type="checkbox"/> 2010	<input type="checkbox"/> 2011	<input type="checkbox"/> 2012
Intake Month:	<input type="checkbox"/> March	<input type="checkbox"/> July	<input type="checkbox"/> November
<input type="checkbox"/> Foundation Studies (8 months)			
<input type="checkbox"/> Diploma of Business Administration (standard entry – 1 year and 4 months)			
<input type="checkbox"/> Diploma of Business Administration (accelerated entry – 1 year)			
<input type="checkbox"/> Diploma of Information Systems (standard entry – 1 year and 4 months)			
<input type="checkbox"/> Diploma of Information Systems (accelerated entry – 1 year)			
<input type="checkbox"/> Bachelor of International Business (standard track – 3 years)			
<input type="checkbox"/> Bachelor of International Business (fast track – 2 years)			
<input type="checkbox"/> Bachelor of Business (standard track – 3 years)			
<input type="checkbox"/> Bachelor of Business (fast track – 2 years)			
Majors (Bachelor of Business only):	<input type="checkbox"/> Management	<input type="checkbox"/> Marketing	
	<input type="checkbox"/> Accounting	<input type="checkbox"/> Human Resource Management	
	<input type="checkbox"/> Financial Management		
<input type="checkbox"/> Bachelor of Information Technology – Standard Track (3 years)			
<input type="checkbox"/> Bachelor of Information Technology – Fast Track (2 years)			

Previous studies

You must attach certified documentary evidence of your qualifications.

If these documents are not in English, you must also attach a certified translation.

Secondary studies

Name of qualification (eg A levels):	
School/Institution:	
Country:	Year completed:
Are you currently in your final year of high school study? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when do you expect your results?	

Post-secondary studies

Name of qualification (eg Degree/Diploma):	
School/Institution:	
Country:	Year completed:
Are you currently enrolled at another institution? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Institution:	
Course:	
Expected graduation date?	
Are you seeking credit/advanced standing for previous studies	
<input type="checkbox"/> Yes. Attach details of relevant subjects (e.g. syllabus, curriculum). <input type="checkbox"/> No	

English proficiency

(Please tick where applicable and attach documentary evidence)

- English is my first language.
- English was the language of instruction during my secondary school studies and I gained a satisfactory pass in final year English.
- I have obtained a satisfactory mark or score in another examination or test acceptable to the university (e.g. completion of at least the first year of a tertiary course at a college or university where the language of instruction was English).
- I have taken an IELTS test (attach results).

Date of test: / / (day/month/year)	Overall band score:
Other:	

English course

I would like to apply for an English course at ACL

Start Date:	Total course Weeks:
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Select your course

If you are choosing more than one course, please put the numerical order in the box (e.g.1,2)

- Certificate III in EAP (10 weeks)
- Certificate IV in EAP (10 weeks)
- Diploma of EAP (10 weeks)
- Intensive Academic English (5 weeks)
- General English (full-time)

Accommodation service

Our preferred accommodation supplier is 'Auzzie Families'.

For more information go to www.auzziefamilies.com

All students - declaration and agreement

- I understand I'll be enrolled as a student of La Trobe University for a course delivered through Australian Campus Network (ACN).
- I declare that the information on this form is true and complete in every detail. I authorise ACN to obtain further information about me from educational and other institutions I've attended and from Australian government authorities such as DIAC and DEST.
- I acknowledge that ACN 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 the information I provide on this form will be used to assess my application. This information is confidential and is only available for my review. However, it may be given to Australian immigration and other education authorities in connection with my visa, as required by the National Code and the ESOS Act.
- All tuition fees are listed in Australian dollars and only apply to students starting in the 2010 academic year. La Trobe University reserve the right to adjust annual tuition fees for other years. The university undertakes that no tuition fee increase will exceed 7% per annum. They will apply any increase on 1 January for the duration of that year. I acknowledge that fees are set each year and need to be paid before each semester, trimester or term starts. I am aware that the fees quoted are for the academic year of enrolment, but are 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 the rate that is published by 1 October for the following academic year. ACN reserve 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 start or continue my course 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 I cannot receive a La Trobe University qualification if I have an outstanding debt owing to ACN.
- I understand that once enrolled, ACN will want to communicate with me on matters relating to my course of study at ACN. My contact information may be used for additional ACN communications (for example notification of related services or products by ACN). I understand and consent that ACN will use my nominated email address, mobile phone number, ACN student portal and mail address to communicate with me.

Signature: _____ Date: / / (day/month/year)

Send applications to:

Australian Campus Network Pty Ltd
 ABN 85 092 792 133
 Level 1, 31 Market Street
 Sydney, NSW 2000, Australia
 Phone +61 2 9397 7600
 Fax +61 2 9397 7601
 Email acn_admissions@auscampus.net
 Website www.latrobe.edu.au/acn

Bank details

La Trobe University – ACN account
 WESTPAC Bank
 360 Collins Street
 Melbourne, VIC
 BSB 033 111
 A/C 12 47 52

Agent Stamp:

ACN 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 is not permitted to re-enrol due to unsatisfactory academic progress 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 because the offer was made by La Trobe University on the basis of incorrect or incomplete information being supplied by the applicant/ student the tuition fees paid for the semester are refundable less an administrative fee of up to 10% of the tuition fee for one semester.
- 1.3 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 by the census date, 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 by the census date 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 census date 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

- 4.1 A student who withdraws or defers from a course for whatever reason after the census date shall not be eligible for a refund of tuition fees paid for that semester / trimester and will be eligible for any fees charged. Note: This also applies to continuing students.
- 4.2 The \$1000 degree deposit is non refundable unless the student is refused entry to the degree program by the university.
- 4.3 Where a student is unable to obtain a student visa or extend a student visa due to visa breaches, no refund is available.

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 census date, the student will be classified as an international student for the remainder of that semester / trimester.
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 Finance department of ACN no later than the census date.
- 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.

ACL terms and conditions of enrolment

Please read the following conditions carefully and contact enquiry@acl.edu.au if you need any further information.

The following sets out the terms and conditions of your enrolment at ACL Pty Limited ABN 51 003 916 701 (ACL).

In these terms and conditions:

Course means a course offered by ACL in which you are or will be enrolled;

ESOS Act means the Education Services for Overseas Students Act 2000;

National Code means the national code of practise for registration authorities and providers of education and training to overseas students. As established under the ESOS Act;

Navitas means Navitas Limited ABN 69 109 613 309;

Study Period means the number of weeks of pre-paid tuition, including multiple courses, undertaken with ACL; and

You means the student named in the enrolment form and, if the student is under 18 years of age, his or her parent or legal guardian named in the enrolment form and your has a corresponding meaning.

Cancellation and refunds

ACL complies with the Refunds and Transfers Policy and Code of Conduct of English Australia, the ESOS Act and the National Code. The ACL enrolment fee is payable once only and is only refundable in limited circumstances involving provider default.

Tuition

- If you provide ACL with at least 4 weeks' written notice prior to commencement of the Study Period, ACL will provide you with a full refund of tuition fees.
- If you provide ACL with less than 4 weeks' written notice prior to commencement of the Study Period, ACL will provide you with a full refund of tuition fees, less 30% administration fee.
- In circumstances other than where ACL ceases to provide the course, no refund is payable after you have commenced the Study Period.
- If your visa application is denied, a full refund of course fees will be made provided that ACL receives a copy of the Australian Embassy rejection letter.
- ACL reserves the right to suspend or cancel your enrolment because of: (a) your failure to pay an amount you were liable to pay to ACL (directly or indirectly) in order to undertake the course; (b) you have breached a condition of your student visa; or (c) misbehaviour. Additionally, if you are under 18 years of age and refuse to maintain your approved care arrangements without sufficient reason acceptable to ACL, your enrolment may be suspended or cancelled. In these circumstances you are not entitled to a refund.
- If you transfer to a course at another educational institution (excluding English language studies) and you have met the institution's published IELTS or TOEFL score, or you have achieved a satisfactory level of English through ACL's agreed pathways, you are eligible for a transfer of the unused portion of course fees, less an administration fee of 30%. You must provide ACL with evidence acceptable to ACL of valid enrolment from the new institution and your current attendance rate at ACL must be over 80%. Fees will only be transferred in full weeks. If you are granted a transfer, the remaining portion of your course fees will be calculated from the commencement date of the new studies. You will not be released from enrolment at ACL prior to the commencement date of the new studies.
- In addition, if you are under 18 years of age you must have written evidence acceptable to ACL that your parent or legal guardian supports the transfer and written confirmation that the new institution will accept responsibility for approving your accommodation, support and general welfare arrangements if you are not being cared for in Australia by a parent or suitable nominated relative or legal guardian.
- In addition, if you are sponsored by your government, and your government considers the transfer to be in your best interests and you provide your government's

written support for the transfer acceptable to ACL, then the remaining portion of your course fees from the commencement date of the new studies may be transferred to the new course.

- If you are successful in gaining entry to another Navitas college or university program, you may be eligible for a transfer of all remaining course fees to the new Navitas location.
- Course fees are not transferable to another person nor to another English language centre, except for Hawthorn-Melbourne or an ACE college.
- You will not be allowed to transfer to another institution in the first 6 months of your course (except for situations outlined above).
- In circumstances other than where ACL ceases to provide the course, refunds will be paid within 4 weeks of ACL receiving written request.
- If ACL ceases to provide the course, unless ACL arranges for you to be offered a place in an alternative course at ACL's expense and you accept that offer in writing, you are entitled to a full refund of course money (paid within 2 weeks of the date on which ACL ceases to provide the course).
- Entry to all courses is subject to your placement test, as well as IELTS or TOEFL results.

Deferrals

If you have paid tuition fees for a course, ACL may allow you to defer your commencement of that course in the following circumstances:

If you give ACL at least 28 days' written notice before the commencement of the course (you will have to pay any increase in tuition fees from the time of deferral to your commencement of the course);

If you cannot start your course on the agreed start date because there is a delay in receiving your student visa before your course commences; or

If you have compassionate or compelling circumstances, such as: death in your immediate family (father, mother, child, sibling, spouse only); natural disaster in your home country; you or your dependant family member is seriously ill; you become pregnant; or you become a victim of a serious crime or trauma.

Approval for deferral of a course is at the sole discretion of ACL. You must provide ACL with documented evidence in support of your application for deferral as required by ACL. If approved, deferral may only be granted for a maximum of six months from the agreed starting date of a course. Unless expressly stated otherwise in these terms and conditions, you will not be entitled to any further deferral, refund or transfer of fees.

Accommodation

- No refund will be made on the accommodation placement fee.
- If you provide ACL with four weeks' written notice, ACL will provide you with a full refund of accommodation fees.
- If you provide ACL with less than four weeks' written notice or if a placement has been made, a cancellation charge equal to two weeks' accommodation fees will apply.
- If your visa application is denied, a full refund of accommodation fees (if a placement has not been made) will be made provided that ACL receives a copy of the Australian Embassy rejection letter.
- If you wish to leave your homestay at any time, you are required to give two weeks' notice to ACL.
- Special cancellation fees may apply for other accommodation arrangements.
- Carer fees are non-refundable.
- An \$80 amendment fee applies to all changes made to accommodation bookings after the commencement of the course.

Airport transfer

- No refund of airport transfer fees will be made if you do not notify ACL of your flight details or any change of details at least 2 working days before arrival.

Representative

If you enrol through a representative, the refund may be paid to that representative. Monies will be refunded in the currency in which they were paid.

1. Change of address

You must advise ACL of your current residential address on arrival and if you change your address you must notify ACL immediately. Your failure to notify ACL that you have changed your address may result in automatic cancellation of your visa without prior notice.

2. Young student care arrangements

If you are under 18 years of age the parent or legal guardian named in the enrolment form must nominate a carer living in the city in which you will be studying and who will be responsible for your welfare whilst studying at ACL, or request that ACL make arrangements for your care and welfare in writing.

3. Indemnity and release

In consideration of ACL accepting your application for enrolment as a student and providing tuition to you, you will not hold ACL, its related bodies corporate, their employees or agents liable for nor make any claim against any of them, and indemnify each of them against, any loss, damage, death, injury or liability which you may suffer or cause, in connection with your association with ACL, including:

- a. Your attendance at any premises owned, operated or controlled by ACL;
- b. Your attendance at any activity, whether sporting, cultural, recreational or otherwise, organised by or on behalf of or with the assistance of ACL or any activity of which ACL has any knowledge; and
- c. Any accommodation, whether short-term or long-term, arranged for you by ACL.

If you are under 18 years of age, the parent or legal guardian named in the enrolment form requests that ACL enrol you as a student of ACL. In consideration of ACL agreeing to enrol you, the parent or legal guardian:

- a. Guarantees your obligations under these terms and conditions of enrolment;
- b. Will not hold ACL, its related bodies corporate, their employees or agents liable for nor make any claim against any of them in connection with your association with ACL, including the matters set out in paragraphs (a) - (c) above; and
- c. Indemnifies each of them against any loss, damage, death, injury or liability which you may suffer or cause in connection with your association with ACL, including the matters set out in paragraphs (a) - (c) above.

These terms and conditions, and the availability of complaints and appeals processes, do not remove your right to take action under Australia's consumer protection laws.

These terms and conditions are governed in all respects by and interpreted in accordance with the laws of the state in which the campus you attend is located in the Commonwealth of Australia.

4. Privacy

The information you provide on this enrolment form and otherwise in connection with your enrolment (including personal information, course enrolment details and changes and the circumstances of any suspected breach by you of a student visa condition) will be used to process your enrolment at ACL, provide you with educational services and, in the case of homestay students, to enable ACL and a homestay provider to provide you with homestay facilities. Your enrolment may be delayed if the information provided is incomplete. This information will be dealt with in accordance with the Privacy Act 1988 and ACL's privacy policy and is available for your review by contacting the ACL Privacy Officer. It may be made available by ACL to the Australian government (for example to Australian immigration and education authorities) in connection with your visa, as required by the National Code or the ESOS Act, if required, to the Tuition Assurance Scheme and the ESOS Assurance Fund Manager or, in the case of homestay students, to a homestay provider. ACL may send you information about its programs or other related courses. You may request not to receive further information at any time.

5. Other terms

- It is a condition of your enrolment at ACL that you comply with all ACL regulations and policies as notified to you by ACL.
- ACL may by notice to you in writing which notice may be given on the ACL website, vary these terms and conditions or any ACL regulations or policies. A variation takes effect on the day specified in a notice.
- If you are applying for an ATTC course, you may need to take a separate entry test.
- ACL reserves the right to change start dates (with Your agreement), course curricula, course timetables and any programs at any time.
- All prices are stated in Australian Dollars (AU\$) and subject to change without notice.
- ACL is closed on official public holidays and 6/11/10 and 25/12/10 - 4/01/11.
- 10% Goods and Services Tax (GST) applies to apartment accommodation, airport transfer, placement and materials fees.
- All ACL campuses are fully accredited by NEAS.
- Photographs, videos and testimonials provided by you or taken by ACL may be used for marketing and promotion purposes.

Contact

All requests for refunds, deferrals or transfers must be made in writing addressed to:

Admissions Manager

ACL
Level 4, 11 York Street
Sydney NSW 2000 Australia

Supporting documents as specified by ACL must be included with the request. If you are under 18, the written request must be made by the parent or legal guardian who signed your original enrolment form.

ACL will:

- Notify you in writing of the outcome of the request within 10 working days and where necessary, give reasons for the outcome.
- Notify the Department of Immigration and Citizenship (DIAC) of any change to your study plan for which a student visa has been granted.

A refund, transfer, deferral, suspension or cancellation of your course may affect your student visa. DIAC will assess your situation individually in accordance with the DIAC student visa policies. You are advised to seek advice from DIAC before making any changes to your course. For more information visit the DIAC website at www.immi.gov.au or telephone 131 881.

Signing

I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions and authorise ACL to apply the monies payable in accordance with the enrolment form and these terms and conditions:

Your signature

Your name:
Date: _____/_____/_____

For students under 18 years of age:

I am the parent or legal guardian of the student named in the enrolment form. I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions and authorise ACL to apply the monies payable in accordance with the enrolment form and these terms and conditions:

Parent's/Guardian's signature

Parent/Guardian name:
Date: _____/_____/_____