



conducting courses on behalf of



Domestic application form

Please print in BLOCK LETTERS

2009 Dates

Semester 1 (March Intake)	Commencing	Ending
Orientation and Enrolment	2 March 2009	
Classes	9 March 2009	29 May 2009
Examinations	3 June 2009	13 June 2009

Semester 2 (July Intake)	Commencing	Ending
Orientation and Enrolment	29 June 2009	
Classes	6 July 2009	25 September 2009
Examinations	30 September 2009	10 October 2009

Semester 3 (November Intake)	Commencing	Ending
Orientation and Enrolment	26 October 2009	
Classes	2 November 2009	29 January 2010
Christmas Break	24 December 2009	4 January 2010
Examinations	3 February 2010	13 February 2010

2010 Dates

Semester 1 (March Intake)	Commencing	Ending
Orientation and Enrolment	1 March 2010	
Classes	8 March 2010	28 May 2010
Examinations	3 June 2010	12 June 2010

* The Orientation and Enrolment dates will be sent to your email address directly. Please ensure this is kept up to date at all times.

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.

La Trobe University qualification can be issued where a student has an outstanding debt owing to ACN.

Tuition Fees	Full time (4 subjects) AUD	Per Subject AUD
Degree *		
Diploma	\$4,865	\$1,216.25
Foundation	\$4,865	\$1,216.25/\$973

Other Fees	AUD
Enrolment Fee (non-refundable)	\$200
Internship Fee	Contact ACN

* Commonwealth Supported Place (CSP).
See www.goingtouni.gov.au for more information

Where did you hear about us?

<input type="checkbox"/> Exhibition/Interview program (please provide details)
<input type="checkbox"/> Navitas Agent <input type="checkbox"/> Friend or Relative <input type="checkbox"/> ACN Student
<input type="checkbox"/> Publication/Advertisement (please provide details)
<input type="checkbox"/> Other

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:
Are you a permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No

Postal address for notification of this application and other correspondence

Number and street:	
Suburb/Town:	
Country:	Postcode
Telephone:	Mobile:
Email:	

Course details

Intake:	<input type="checkbox"/> March	<input type="checkbox"/> July	<input type="checkbox"/> November
<input type="checkbox"/> Foundation Studies (2 Semesters)			
<input type="checkbox"/> Diploma of Business Administration (Standard entry) (4 semesters)			
<input type="checkbox"/> Diploma of Business Administration (Accelerated entry) (3 semesters)			
<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	<input type="checkbox"/> Management	<input type="checkbox"/> Marketing	
(Bachelor of Business only):	<input type="checkbox"/> Accounting *	<input type="checkbox"/> Human Resource Management	
	<input type="checkbox"/> Financial Management		

*Restricted spaces available

Previous studies

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

Secondary Studies

Name of qualification (eg HSC):	
School/Institution:	
Country:	Year completed:
UAI:	
Are you currently attempting final year high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when do you expect your results to be released?	

Post-Secondary Studies

Name of qualification (eg Degree/Diploma):	
School/Institution:	
Country:	Year completed:
Course:	
Expected graduation date?	
Are you seeking credit/advanced standing for previous studies	
<input type="checkbox"/> Yes - Attach details of relevant subjects (eg Syllabus, curriculum) <input type="checkbox"/> 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 DIAC and DEST.
- 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 policy.
- 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 2009 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.
- I understand that once enrolled, ACN will communicate with me on a range of routine, day to day matters in relation 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 utilize my nominated email address, my mobile phone, the ACN Student Portal and mail correspondence to my nominated address in Australia.

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

Checklist

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

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 – 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 –

- Australian Campus Network (ACN) does not start the course on the agreed starting date; or
- the course ceases to be provided by La Trobe University through ACN at any time after it starts but before it is completed; or
- 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

- A student who is not permitted to re-enroll due to unsatisfactory academic progress will not be eligible for a refund of fees paid in advance of notification of exclusion..
- 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.

- 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.
 - 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.
 - 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:
- inability to obtain a student visa; or
 - illness or disability; or
 - death of the student or a close family member (parent, sibling, spouse or child) or;
 - 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

- 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 and will be eligible for any fees charged. Note: This also applies to continuing students.
- The \$1000 degree deposit is non refundable unless the student is refused entry to the degree program by the University.

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

- 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.
- 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.
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. Payment of refunds

- Students seeking a refund must apply in writing to the Admissions Manager of ACN no later than the census date.
- 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.
- 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.

7. Review process related to fees refund

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

8. 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.