

La Trobe University provide all the courses – CRICOS Provider code: 02218K (NSW). All fees are in Australian dollars (AUD) and include GST. 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. ACN will not issue a La Trobe University qualification to any student who owes money to ACN. For further information on fees, please refer to the section 'Applicant – declaration and agreement'.

2010 dates

Trimester 3 (November intake)	Commencing	Ending
Orientation and enrolment week	25 October 2010	29 October 2010
Classes	01 November 2010	29 January 2011
Christmas break	24 December 2010	03 January 2011
Examinations	02 February 2011	12 February 2011

2011 dates

Trimester 1 (March intake)	Commencing	Ending
Orientation and enrolment week	28 February 2011	04 March 2011
Classes	07 March 2011	27 May 2011
Examinations	01 June 2011	11 June 2011

Trimester 2 (July intake)	Commencing	Ending
Orientation and enrolment week	27 June 2011	01 July 2011
Classes	04 July 2011	23 September 2011
Examinations	28 September 2011	08 October 2011

Graduate Diploma in Business Administration – 2011 dates

Orientation and enrolment		
Term 1	06 January 2011	
Term 3	16 June 2011	
Classes	Commencing	Ending
Term 1	10 January 2011	20 March 2011
Term 2	04 April 2011	12 June 2011
Term 3	27 June 2011	04 September 2011
Term 4	19 September 2011	27 November 2011
Examinations	Commencing	Ending
Term 1	21 March 2011	27 March 2011
Term 2	14 June 2011	19 June 2011
Term 3	05 September 2011	11 September 2011
Term 4	28 November 2011	04 December 2011

Please note: dates subject to change.

2010 fees

Tuition fees	Cost per Semester/ trimester/term AUD	Full course costs AUD
Foundation Studies	\$6,340	\$12,680
Provisional Admission Program + Diploma	\$6,340 + \$3,500	\$16,180
Diploma	\$6,340	\$12,680
Undergraduate IT Degree	\$9,310	\$55,860
Undergraduate Business Degree	\$9,236	\$55,416
Graduate Diploma in Business Administration	\$8,845	\$17,690

Administration fees	AUD
Enrolment fee (non-refundable)	\$200
Degree package fee (non-refundable)	\$1,000
Overseas health cover	This will appear on your Letter of Offer

Are you applying for the Navitas Family Bursary? Yes No
(Please complete relevant application form)

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) 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.

International application form

Please print in BLOCK LETTERS

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:	
	Post/Zip code:
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 in Business			
<input type="checkbox"/> Diploma in Computing			
<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"/> Human Resource Management
	<input type="checkbox"/> Accounting	<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)			
<input type="checkbox"/> Graduate Diploma in Business Administration (6 months)			

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? / / (day/month/year)	
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	

Employment details

(To be completed if applying for a graduate course where work experience is an entry requirement).

Note: Submission of supplementary information to your graduate application varies across courses. Applicants are advised to refer to the Application Guidelines and submit relevant supporting documentation including referees. Guidelines and Supplementary Forms are available from www.latrobe.edu.au/acn

Employer/Company Name:	
Address:	
	Post/Zip code:
Contact name:	
Telephone:	
Position title and brief description of your duties:	

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 (eg. 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: / / (day/month/year)
Total course weeks:

Select your course

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

Academic English Level 1 (10 weeks)

Academic English Level 2 (10 weeks)

Academic English Level 3 (10 weeks)

Intensive Academic English (5 weeks)

Note: ACL fees for English Language programs are not included in the ACN fees noted on this application form.

If studying at ACL please visit www.acl.edu.au for terms and conditions.

Accommodation service

Our preferred accommodation supplier is 'Auzzie Families'.

For more information go to www.auzziefamilies.com

Important checklist to ensure a quick response to your application

- Prior to making an application please familiarise yourself with any specific requirements which relate to the course you are applying for. Refer to www.latrobe.edu.au/acn
- Enclose certified* copies of all previous qualifications including award certificates (if applicable) and academic transcripts with grading system descriptions.
- If your academic transcripts are in a language other than English, enclose certified* English translations.
- Include certified* copies of your English language proficiency.
- Enclose a certified* copy of the personal details page of your passport and visa.
- If I choose to study at ACL I confirm that I have read all the terms and conditions on their website www.navitasenglish.com
- Read and sign the Applicant's Declaration and Agreement.

*Certified means witnessed by an ACN Representative, a Notary Public, Commissioner for Declarations, Justice of the Peace or the Academic Registrar of the institution that issued the transcript.

Applicant – Declaration and Agreement

- I understand I will be enrolled as a student of La Trobe University for a course delivered through 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 have attended and from Australian government authorities such as DIAC and DEST.
- I understand that if I do not complete all the questions on this form, it may not be possible to process my application.
- 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 the ACN refund policy.
- I understand that the information collected on this form is to enable ACN to assess my application, create a record on its student database, undertake statistical analysis, meet statutory reporting requirements and further inform me about the course to which I am applying as well as other courses/events. The information will be accessed by ACN officers strictly for these purposes and disclosed to State and Australian Government agencies where required by law and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the Education Services for Overseas Students Act 2000 and the National Code of that Act, and to contractors (such as mail houses) engaged by ACN to perform services on its behalf. Where personal information is to be provided to contractors, ACN will require that confidentiality agreements be first entered into.

- 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 during 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 admissions@auscampus.net
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:

Registered provider: La Trobe University CRICOS Code: 02218K (NSW).