



# 2019 Course International Student Application Form

## 1. PERSONAL DETAILS

Mr  Mrs  Miss  Ms  Other:  Gender:  Male  Female Date of Birth (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Family name:  Given Names:

Nationality:  Country of Birth:  Passport number:

Australian Address:  Suburb:  Postcode:

Address Overseas:  Phone:

Email:  Home Phone:  Mobile Number:

Will you be lodging your student visa application:  Onshore (in Australia)  Offshore (*outside Australia, please also complete GTE Form.*)

Unique Student Identifier (\*USI):

\*If you do not have a USI number, please register for on at <https://www.usi.gov.au/students>

## 2. ENGLISH PROFICIENCY LEVEL (please provide documentary evidence)

Have you taken an English test in the last 2 years?

Yes, I have taken a recognised English language test in the past 2 years (e.g. IELTS, TOEFL, PTE) :*(please attach evidence)*

If Yes, type of test:  Date of Test (dd/mm/yyyy):  Overall Score:

*Please note: During course orientation we may require students to undertake a language, Literacy and Numeracy course using LLN Robot, in order to provide additional LLN support for students.*

## 3. EDUCATION HISTORY

Are you currently enrolled at another institution in Australia?

Yes, Which institute:  Program:

Expected Date of Completion (mm/dd/yyyy):  Is a Release Letter Required:  Yes  No

No. Name of institution:  Name of Qualification:

Year Started:  Year Completed:  Highest Year of Education:

## 4. REQUEST FOR DISABILITY SUPPORT

Do you require disability support?

No

Yes. If yes, please provide details:

If you are requesting disability support and have a disability that may affect your learning (e.g. hearing, or vision impairment, health, mobility, etc.) please provide official supporting documentation (in English) about the nature of your disability and the impact it will have for your education in Australia.



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## 5. COURSE SELECTION

- CRICOS: 095745F/CPC30211 - Certificate III in Carpentry
- CRICOS: 097026K/CPC31311 - Certificate III in Wall and Floor Tiling
- CRICOS: 095747D/CPC40110 - Certificate IV in Building and Construction (Building)
- CRICOS: 095748C/CPC50210 - Diploma of Building and Construction (Building)

Course Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(dd/mm/yyyy)

## 6. PAYMENT OPTIONS & INFORMATION

- Pay in Full (*I confirm the student or the person responsible for paying the fees has chosen to pay more than 50 % of the total tuition fee*).
- Monthly (\$100 Service Fee)

*\*Please note: once the offer is accepted, requesting to change the payment plan will be subject to a \$100 administration fee.*

Electronic Transfer or Direct Deposit (please email proof of payment to [finance@libertycollege.edu.au](mailto:finance@libertycollege.edu.au))

- **Bank Name:** Westpac Bank
- **Account Name:** Australia Liberty College Pty Ltd
- **BSB:** 034-070 **Account Number:** 565731
- **Swift Code:** WPACAU2S
- **Reference:** Please write down your Liberty College's student ID number.

## 7. REFUND POLICY

Please access and read our International Student Refund Policy at <https://libertycollege.edu.au/international-student-refund-policy/>

- I have read and understood the Conditions of Enrolment and International Student Refund Policy on the Liberty College website.

### TERMS & CONDITIONS

1. No refund will be made if a student is expelled for misconduct or their visa is cancelled by the Australian government.
2. Applications for a refund must be made to the Principal in writing.
3. The enrolment processing fee is non-refundable.
4. Payment plan fee is non-refundable.
5. Tuition fees are refunded in full where:
  - a. we are advised of the cancellation in writing 28 days or more before a course starts.
  - b. A visa application is rejected by the Department of Home Affairs.
6. Notices of cancellation are not effective until written notification and evidence documents is received by us.
7. If a student cancels his/her course less than 28 days before commencement date, a cancellation fee of 50% will apply to the total tuition cost, where the course has been paid in full upfront. If the course is paid by instalments; the first tuition fee paid upfront will not be refunded
8. If a student cancels his/her course at least 28 days before the next payment date, no further tuition fees will be charged.
9. The full amount of the upcoming tuition fee will be charged if a student cancels his/her course less than 28 days before the next payment date
10. Pro-rata refunds of tuition fees will only be made after the commencement date of the course in special circumstances (i.e. on compelling or compassionate grounds) at the discretion of the Principal.
11. Refund in full will be given only if:
  - a. the course does not start on agreed day, or
  - b. the course ceased to be provided at any time after its starts but before its completed, or
  - c. the course is not provided in full because a sanction has been imposed on the provider.
12. Visa rejection refunds require:
  - a. a copy of the visa rejection notification from the Department of Home Affairs;
  - b. the Liberty International College's Refund Request Form.
13. All refunds are made in Australian Dollars and will be paid within 4 weeks (28 days) of receiving a written claim.
14. All refunds are made payable to and sent to the student in his/her country of origin.
15. Bank charges are deducted for refunds made by bank draft or electronic transfer.
16. We will provide a statement to students that explain how the refund amount has been worked out.
17. Tuition fees are not transferable to another person or institution, but may be transferred to another course within our college.
18. Course change will incur a fee of \$100.
19. When acceptable documentary evidence is produced, refunds will be at our discretion. While we emphasise the value of pastoral care and seeks to make appropriate and useful services available to students, whether a student avails him or herself of these services is a matter of individual choice. Please note that our employees, agents or related entities expressly disclaim to the full extent permitted by the law any liability whatsoever arising out of or in respect of information, advice or opinion provided by our employees or related entities in respect of matters other than the course program itself.
20. In the unlikely event that we are unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks (14 days) of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course at our college at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.
21. If we are unable to provide a refund or place you in an alternative course our Tuition Protection Service (TPS), will place you in a suitable alternative course at no extra cost to you.
22. Finally, if Liberty Construction College cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to



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place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

## Health Cover – OSHC

It is a condition of student visa that all students arrange health insurance before being issued with a visa and that the insurance is maintained during the student's stay in Australia.

## Deferral, suspension or cancellation of enrolment

Please read the information in the Student Handbook (available from the college's website) before you sign the declaration.

## Visa Requirements

Students are required to undertake a full-time study workload of 20 contact hours per week and achieve a minimum rate of academic progress that will enable them to complete the course in the time frame stated in their Confirmation of Enrolment. Students are therefore required to successfully complete a minimum of 50% of their units in a semester. Failure to do so will have to be reported to Department of Home Affairs and may result in the cancellation of their student visa.

## Change of Address

The student understands that they must advise Liberty International College within 48 hours of any change in their address or contact details during their course.

## EMERGENCY CONTACT

Name:

Relationship to Student:

Address:

Phone No:

Email:

## ENROLMENT CHECKLIST

**(A CoE cannot be created until all the below documents are received)**

- Signed and Completed Application Form
- GTE Evaluation Form
- Copy of Passport and current visa
- Documentation of Highest Qualification Achieved
- English Proficiency (IELTS or English Certificate)
- Other, please specify:

## REPRESENTATIVE'S STAMP (If applicable)

*We do not accept any students under 18 years of age in any courses offered.*

## 8. STUDENT DECLARATION

How did you hear about us?

Internet  Seminar  Other   Agent (please specify):

I have read fully and understand and accept the Terms and Conditions of Enrolment detailed on this form.

Student's Signature:

Date (dd/mm/yyyy):

## Information Sheet

Program Name	Academic Entry Requirement	English Entry Requirement
CRICOS 095745F/CPC30211 Certificate III in Carpentry  Duration: 78 weeks	<ul style="list-style-type: none"> <li>Must have completed high school year 10 or equivalent and above *</li> <li>Must be 18 years of age or above</li> </ul>	<ul style="list-style-type: none"> <li>Academic IELTS score 5.5 minimum (no lower than 5.0 in each band); or</li> <li>PTE Academic 42; or</li> <li>Equivalent **</li> </ul>
CRICOS 097026K / CPC31311 Certificate III in Wall and Floor Tiling  Duration: 52 weeks	<ul style="list-style-type: none"> <li>Must have completed high school year 10 or equivalent and above *</li> <li>Must be 18 years of age or above</li> </ul>	
CRICOS 095747D / CPC40110 Certificate IV in Building and Construction (Building)  Duration: 52 weeks	<ul style="list-style-type: none"> <li>Must have completed high school year 12 or equivalent and above *</li> <li>Must be 18 years of age or above</li> </ul>	
CRICOS 095748C / CPC50210 Diploma of Building and Construction (Building)  Duration: 52 weeks	<ul style="list-style-type: none"> <li>Must have completed high school year 12 or equivalent and above *</li> <li>Must be 18 years of age or above</li> <li>Successful completion of the CRICOS Certificate IV in Building and Construction (Building) (095747D / CPC40110)</li> </ul>	

\*Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English will be deemed as meeting both the academic and English language entry requirements.

\*\* IELTS is the preferred test for English proficiency; However, results of other testing systems may also be accepted. Students must show certified proof of their proficiency or proof of having passed an English Language Test in the last two years.

## Intake Date List

Intake Date 2019	Intake Date 2020	Intake Date 2021
14 <sup>th</sup> January 2019	13 <sup>th</sup> January 2020	11 <sup>th</sup> January 2021
11 <sup>th</sup> February 2019	13 <sup>th</sup> April 2020	12 <sup>th</sup> April 2021
08 <sup>th</sup> April 2019	13 <sup>th</sup> July 2020	12 <sup>th</sup> July 2021
15 <sup>th</sup> July 2019	12 <sup>th</sup> October 2020	11 <sup>th</sup> October 2021
14 <sup>th</sup> October 2019		

\***Late Enrolment Policy:** please make sure to complete all your enrolment process before the commencement date, we can only accept late enrolment 2 weeks after each intake date. You will not be able to enrol after that.

## Orientation Information

Liberty International College's orientation is usually scheduled the Friday before the intake date.

Please note these dates may change, for more information please make sure to check your Letter of Offer Page 2 Written Agreement-Acceptance of Offer or contact Liberty International College for confirmation.

**If you're a new student, attending an Orientation event is compulsory for international students.**



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## What to bring:

- Passport
- Visa approval letter
- Oversea Student Health Cover (OSHC) card or confirmation letter
- Personal contact details: including your Australian address and mobile number
- Unique Student Identifier (\*USI): If you do not have a USI number, please register for on at <https://www.usi.gov.au/students>

## Service Fees List

Service Fee Item	Fee (in \$AUD)
Enrolment Fee (All courses) (non-refundable)	\$350 per application
Re-enrolment fee (non-refundable)	\$350 per application
International transfer Fee	\$25
Payment Plan Fee	\$100
Revised Payment Plan Fee (after offer is accepted/ course started)	\$100
Late Payment Plan Fee	\$50 per payment
Certificate Re-Issue Fee	\$100
Student ID Re-Issue Fee (Included Lanyards)	\$50
Course Change Fee	\$100
Photocopying	\$10c per page
Replacement of Logbook	\$50