



## International Students – Application for Enrolment Form

### PART A: APPLICANT DETAILS

Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Other:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate
USI (Unique Student Identifier):	
Surname:	Middle Name (if applicable):
Given Name:	Date of Birth:
Country of Birth:	Nationality:
Passport No:	Expiry Date:
Residential Address:	
Suburb:	State:
Postcode:	
Mobile Phone:	Email:
Emergency Contact Name:	Relationship:
Mobile Phone:	Email:
Address:	
Education Agency:	Contact Email:

### PART B: VISA DETAILS

Are you currently residing in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Under which visa type do you plan to study at Harbourside Institute of Australia?		
<input type="checkbox"/> Student	<input type="checkbox"/> Tourist/Visitor	<input type="checkbox"/> Working Holiday <input type="checkbox"/> Other: _____
Are you lodging your visa application in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please specify:	City: _____	Country: _____
Has your visa been cancelled / refused before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Visa Expiry Date: _____	Number of Dependents: _____	

### PART C: OVERSEAS STUDENT HEALTH COVER

Do you require HIA to arrange Overseas Student Health Cover (OSHC) for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify which cover you apply for	<input type="checkbox"/> Single	<input type="checkbox"/> Couple <input type="checkbox"/> Family



OSHC Start Date		Number of Months	
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Note: OSHC is a student visa condition required by DHA.

## PART D: ACCOMMODATION and AIRPORT PICK-UP

Do you require HIA to arrange accommodation for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require airport pickup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## PART E: COURSE SELECTION

Early Childhood Education & Care Course	Duration	CRICOS Code	Campus
<input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care	52 weeks	112418J	Ultimo
<input type="checkbox"/> CHC50121 Diploma of Early Childhood Education and Care	52 weeks	112419H	Ultimo

Intakes/Commencement Dates (please tick one):

<b>2024</b>	<input type="checkbox"/> 08 Jan	<input type="checkbox"/> 19 Feb	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 06 May	<input type="checkbox"/> 08 Jul	<input type="checkbox"/> 05 Aug	<input type="checkbox"/> 30 Sep	<input type="checkbox"/> 04 Nov
<b>2025</b>	<input type="checkbox"/> 13 Jan	<input type="checkbox"/> 24 Feb	<input type="checkbox"/> 07 Apr	<input type="checkbox"/> 12 May	<input type="checkbox"/> 14 Jul	<input type="checkbox"/> 11 Aug	<input type="checkbox"/> 06 Oct	<input type="checkbox"/> 10 Nov
<b>2026</b>	<input type="checkbox"/> 12 Jan	<input type="checkbox"/> 23 Feb	<input type="checkbox"/> 06 Apr	<input type="checkbox"/> 11 May	<input type="checkbox"/> 13 Jul	<input type="checkbox"/> 10 Aug	<input type="checkbox"/> 05 Oct	<input type="checkbox"/> 09 Nov

Preferred Starting Date

Other: \_\_\_\_/\_\_\_\_/\_\_\_\_

Business Course	Duration	CRICOS Code	Campus
<input type="checkbox"/> BSB40120 Certificate IV in Business	52 weeks	104824F	Pyrmont
<input type="checkbox"/> BSB50120 Diploma of Business	52 weeks	104825E	Pyrmont
<input type="checkbox"/> BSB60120 Advanced Diploma of Business	52 weeks	104826D	Pyrmont

Intakes/Commencement Dates (please tick one):

<b>2024</b>	<input type="checkbox"/> 08 Jan	<input type="checkbox"/> 19 Feb	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 06 May	<input type="checkbox"/> 08 Jul	<input type="checkbox"/> 12 Aug	<input type="checkbox"/> 30 Sep	<input type="checkbox"/> 11 Nov
<b>2025</b>	<input type="checkbox"/> 13 Jan	<input type="checkbox"/> 24 Feb	<input type="checkbox"/> 07 Apr	<input type="checkbox"/> 12 May	<input type="checkbox"/> 14 Jul	<input type="checkbox"/> 25 Aug	<input type="checkbox"/> 06 Oct	<input type="checkbox"/> 17 Nov
<b>2026</b>	<input type="checkbox"/> 12 Jan	<input type="checkbox"/> 23 Feb	<input type="checkbox"/> 06 Apr	<input type="checkbox"/> 11 May	<input type="checkbox"/> 13 Jul	<input type="checkbox"/> 24 Aug	<input type="checkbox"/> 05 Oct	<input type="checkbox"/> 16 Nov

Preferred Starting Date

Other: \_\_\_\_/\_\_\_\_/\_\_\_\_

Marketing & Communication Course	Duration	CRICOS Code	Campus
<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication	52 weeks	104827C	Pyrmont
<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication	78 weeks	104828B	Pyrmont



<input type="checkbox"/> <b>BSB60520 Advanced Diploma of Marketing and Communication</b>	<b>78 weeks</b>	<b>104829A</b>	<b>Pyrmont</b>					
Intakes/Commencement Dates (please tick one):								
<b>2024</b>	<input type="checkbox"/> 08 Jan	<input type="checkbox"/> 12 Feb	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 20 May	<input type="checkbox"/> 08 Jul	<input type="checkbox"/> 19 Aug	<input type="checkbox"/> 30 Sep	<input type="checkbox"/> 04 Nov
<b>2025</b>	<input type="checkbox"/> 13 Jan	<input type="checkbox"/> 17 Feb	<input type="checkbox"/> 07 Apr	<input type="checkbox"/> 26 May	<input type="checkbox"/> 14 Jul	<input type="checkbox"/> 25 Aug	<input type="checkbox"/> 06 Oct	<input type="checkbox"/> 10 Nov
<b>2026</b>	<input type="checkbox"/> 12 Jan	<input type="checkbox"/> 16 Feb	<input type="checkbox"/> 06 Apr	<input type="checkbox"/> 25 May	<input type="checkbox"/> 13 Jul	<input type="checkbox"/> 24 Aug	<input type="checkbox"/> 05 Oct	<input type="checkbox"/> 09 Nov

Preferred Starting Date

Other: \_\_\_\_/\_\_\_\_/\_\_\_\_

Leadership & Management Course	Duration	CRICOS Code	Campus					
<input type="checkbox"/> <b>BSB50420 Diploma of Leadership and Management</b>	<b>52 weeks</b>	<b>105846C</b>	<b>Ultimo</b>					
<input type="checkbox"/> <b>BSB60420 Advanced Diploma of Leadership and Management</b>	<b>52 weeks</b>	<b>105847B</b>	<b>Ultimo</b>					
Intakes/Commencement Dates (please tick one):								
<b>2024</b>	<input type="checkbox"/> 08 Jan	<input type="checkbox"/> 19 Feb	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 13 May	<input type="checkbox"/> 08 Jul	<input type="checkbox"/> 12 Aug	<input type="checkbox"/> 30 Sep	<input type="checkbox"/> 18 Nov
<b>2025</b>	<input type="checkbox"/> 13 Jan	<input type="checkbox"/> 24 Feb	<input type="checkbox"/> 07 Apr	<input type="checkbox"/> 19 May	<input type="checkbox"/> 14 Jul	<input type="checkbox"/> 18 Aug	<input type="checkbox"/> 06 Oct	<input type="checkbox"/> 24 Nov
<b>2026</b>	<input type="checkbox"/> 12 Jan	<input type="checkbox"/> 23 Feb	<input type="checkbox"/> 06 Apr	<input type="checkbox"/> 18 May	<input type="checkbox"/> 13 Jul	<input type="checkbox"/> 17 Aug	<input type="checkbox"/> 05 Oct	<input type="checkbox"/> 23 Nov

Preferred Starting Date

Other: \_\_\_\_/\_\_\_\_/\_\_\_\_

Graduate Diploma of Management Course	Duration	CRICOS Code	Campus					
<input type="checkbox"/> <b>BSB80120 Graduate Diploma of Management (Learning)</b>	<b>52 weeks</b>	<b>105848A</b>	<b>Ultimo</b>					
Intakes/Commencement Dates (please tick one):								
<b>2024</b>	<input type="checkbox"/> 08 Jan	<input type="checkbox"/> 12 Feb	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 06 May	<input type="checkbox"/> 08 Jul	<input type="checkbox"/> 19 Aug	<input type="checkbox"/> 30 Sep	<input type="checkbox"/> 04 Nov
<b>2025</b>	<input type="checkbox"/> 13 Jan	<input type="checkbox"/> 17 Feb	<input type="checkbox"/> 07 Apr	<input type="checkbox"/> 12 May	<input type="checkbox"/> 14 Jul	<input type="checkbox"/> 25 Aug	<input type="checkbox"/> 06 Oct	<input type="checkbox"/> 10 Nov
<b>2026</b>	<input type="checkbox"/> 12 Jan	<input type="checkbox"/> 16 Feb	<input type="checkbox"/> 06 Apr	<input type="checkbox"/> 11 May	<input type="checkbox"/> 13 Jul	<input type="checkbox"/> 24 Aug	<input type="checkbox"/> 05 Oct	<input type="checkbox"/> 09 Nov

Preferred Starting Date

Other: \_\_\_\_/\_\_\_\_/\_\_\_\_

Project Management Course	Duration	CRICOS Code	Campus					
<input type="checkbox"/> <b>BSB50820 Diploma of Project Management</b>	<b>78 weeks</b>	<b>104088M</b>	<b>Pyrmont</b>					
<input type="checkbox"/> <b>BSB60720 Advanced Diploma of Program Management</b>	<b>78 weeks</b>	<b>104463D</b>	<b>Pyrmont</b>					
Intakes/Commencement Dates (please tick one):								
<b>2024</b>	<input type="checkbox"/> 08 Jan	<input type="checkbox"/> 12 Feb	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 06 May	<input type="checkbox"/> 08 Jul	<input type="checkbox"/> 12 Aug	<input type="checkbox"/> 30 Sep	<input type="checkbox"/> 04 Nov
<b>2025</b>	<input type="checkbox"/> 13 Jan	<input type="checkbox"/> 17 Feb	<input type="checkbox"/> 07 Apr	<input type="checkbox"/> 12 May	<input type="checkbox"/> 14 Jul	<input type="checkbox"/> 18 Aug	<input type="checkbox"/> 06 Oct	<input type="checkbox"/> 10 Nov
<b>2026</b>	<input type="checkbox"/> 12 Jan	<input type="checkbox"/> 16 Feb	<input type="checkbox"/> 06 Apr	<input type="checkbox"/> 11 May	<input type="checkbox"/> 13 Jul	<input type="checkbox"/> 17 Aug	<input type="checkbox"/> 05 Oct	<input type="checkbox"/> 09 Nov

Preferred Starting Date

Other: \_\_\_\_/\_\_\_\_/\_\_\_\_



Information Technology Course	Duration	CRICOS Code	Campus
<input type="checkbox"/> ICT50220 Diploma of Information Technology	<b>52 weeks</b>	<b>112420D</b>	<b>Ultimo</b>
<input type="checkbox"/> ICT60220 Advanced Diploma of Information Technology	<b>104 weeks</b>	<b>112421C</b>	<b>Ultimo</b>

Intakes/Commencement Dates (please tick one):

<b>2024</b>	<input type="checkbox"/> 08 Jan	<input type="checkbox"/> 05 Feb	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 22 Apr	<input type="checkbox"/> 08 Jul	<input type="checkbox"/> 12 Aug	<input type="checkbox"/> 30 Sep	<input type="checkbox"/> 28 Oct
<b>ADIT</b>	<input type="checkbox"/> 08 Jan	<input type="checkbox"/> 12 Feb	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 22 Apr	<input type="checkbox"/> 08 Jul	<input type="checkbox"/> 12 Aug	<input type="checkbox"/> 30 Sep	<input type="checkbox"/> 18 Nov
<b>2025</b>	<input type="checkbox"/> 13 Jan	<input type="checkbox"/> 10 Feb	<input type="checkbox"/> 07 Apr	<input type="checkbox"/> 28 Apr	<input type="checkbox"/> 14 Jul	<input type="checkbox"/> 18 Aug	<input type="checkbox"/> 06 Oct	<input type="checkbox"/> 03 Nov
<b>ADIT</b>	<input type="checkbox"/> 13 Jan	<input type="checkbox"/> 24 Feb	<input type="checkbox"/> 07 Apr	<input type="checkbox"/> 28 Apr	<input type="checkbox"/> 14 Jul	<input type="checkbox"/> 01 Sept	<input type="checkbox"/> 06 Oct	<input type="checkbox"/> 24 Nov
<b>2026</b>	<input type="checkbox"/> 12 Jan	<input type="checkbox"/> 09 Feb	<input type="checkbox"/> 06 Apr	<input type="checkbox"/> 27 Apr	<input type="checkbox"/> 13 Jul	<input type="checkbox"/> 17 Aug	<input type="checkbox"/> 05 Oct	<input type="checkbox"/> 02 Nov
<b>ADIT</b>	<input type="checkbox"/> 12 Jan	<input type="checkbox"/> 16 Feb	<input type="checkbox"/> 06 Apr	<input type="checkbox"/> 27 Apr	<input type="checkbox"/> 13 Jul	<input type="checkbox"/> 17 Aug	<input type="checkbox"/> 05 Oct	<input type="checkbox"/> 23 Nov

Preferred Starting Date

Other: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PART F: Language Proficiency

What is your first language? \_\_\_\_\_

Was English the language of instruction in previous secondary or tertiary studies?  Yes  No

Name of English Language Proficiency Test: \_\_\_\_\_

Test Date: \_\_\_\_\_ Score: \_\_\_\_\_

## PART G: EDUCATION & EXPERIENCE

Do you intend to claim recognition of prior learning or course credit towards this course?  Yes  No

Have you enrolled in a similar course elsewhere?  Yes  No

Have you been employed in the area covered by the course applied for?  Yes  No

*(If your answer is 'Yes' on any of these questions, you may be eligible for Recognition of Prior Learning or course credit. Please contact us for further information and attach certified copies of any relevant documents.)*

### • CULTURAL DIVERSITY

Are you of Australian Aboriginal or Torres Strait Islander origin?

Not Stated/Prefer not to say  No

Yes, only Aboriginal  Yes, only Torres Strait Islander

Yes, both Aboriginal and Torres Strait Islander

### • EDUCATION BACKGROUND



What is your highest COMPLETED school level? (tick one only)

- Year12 or equivalent                       Year11 or equivalent                       Year10 or equivalent  
 Year9 or equivalent                       Year8 or equivalent                       Never attended school

In which year did you complete that school level?

\_\_\_\_\_

\_\_\_\_\_

Have you successfully completed any of the following qualifications? (Tick all applicable boxes)

- Bachelor Degree or Higher Degree                       Advanced Diploma or Associate Degree  
 Diploma or Associate Diploma                       Certificate IV or Advanced Certificate/Technician  
 Certificate III or Trade Certificate                       Certificate II

Other Training course (specify course name & date)

\_\_\_\_\_

\_\_\_\_\_

Qualification Level	Name of Qualification	School/Institute	State/Country	Year Completed

**• EMPLOYMENT HISTORY**

Which BEST describes your current employment status?

- |  |  |
|--|--|
| <input type="checkbox"/> Full-time employee                          | <input type="checkbox"/> Part-time employee                  |
| <input type="checkbox"/> Self-employed-not employing others          | <input type="checkbox"/> Employer                            |
| <input type="checkbox"/> Employed-unpaid worker in a family business | <input type="checkbox"/> Unemployed-seeking full-time work   |
| <input type="checkbox"/> Unemployed-seeking part-time work           | <input type="checkbox"/> Not employed-not seeking employment |

Employer	Occupation	Start Date	Finish Date	Duties



## PART H: ADDITIONAL INFORMATION

Briefly describe why you are interested in undertaking this course?

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Have you read about the requirements for completing this course in the Student Handbook?

Yes  No

Which of the following forms the basis for your belief that you are capable of completing this course:

My English language proficiency is appropriate for the course

I have a passionate interest in the subject

I have qualifications or experience appropriate for the course

How did you hear about us?

Press & Print media

Internet

Agent

Friend

Other, please specify \_\_\_\_\_

Do you consider yourself to have a disability, impairment, long-term condition OR feel there may be something that will impact on your ability to complete your chosen course?

If Yes – indicate the areas of disability, impairment or long-term condition:

Hearing/Deaf

Physical

Intellectual

Mental Illness

Acquired Brain Impairment

Vision

Medical Condition

Other: \_\_\_\_\_

Do you think you will require additional assistance during the course?

Yes

No

If Yes, please specify \_\_\_\_\_

## PART I: PAYMENT DETAILS

Do you want to pay 100% of tuition fees up front?

Yes

No

Note: For courses that are more than 25 weeks you are not required to pay more than 50% of tuition fees up front, but you may volunteer to do so.

### Bank account details for payment of fees to Harbourside Institute of Australia:

<b>Bank</b>	Westpac
<b>Account Name</b>	Harbourside Institute of Australia
<b>BSB</b>	032-135
<b>Account Number</b>	640175



<b>Branch Address</b>	591 George St Sydney NSW 2000
<b>SWIFT Code</b>	WPACAU2S
<i>Tuition fees must otherwise be paid in the form of a direct bank deposit or a bank draft or bank cheque made payable to "Harbourside Institute of Australia" only. Harbourside Institute of Australia is not responsible for any tuition fee paid to a third party's bank account. All payments must be made to an authorised education agent or directly to our bank account.</i>	

## PART J: ENROLLMENT TERMS & CONDITIONS

### Refund Policy

#### Policy – Student Default

Any student wanting to request a refund for whatever reason must do in writing and within 14 days of the incident taking place. Application for a refund must be made in writing by using the Refund Application Form and addressed to the PEO, clearly stating the reason for the refund.

Refund items are listed in the following table:

Enrolment/application Fee	Non-refundable
Material Fee	Non-refundable
Refund Process Fee (per application)	\$200.00
Withdrawal for Visa refusal and received by HIA prior to course commencement date	Full refund of tuition fee
Withdrawal for Visa refusal and received by HIA after course commencement date	No refund
Withdrawal of course more than 28 days prior to course commencement date	50% tuition fee refundable
Withdrawal of course less than 28 days prior to course commencement	30% tuition fee refundable
Withdrawal of course after course commencement	No refund
Visa cancellation due to student's actions	No refund
Enrolment terminated due to student's actions and breach of HIA's policies and procedures	No refund
Doesn't commence (i.e. doesn't arrive; has not arranged with HIA for a later start)	No refund
OSHC	Refer to the OSHC provider
Homestay placement/Airport pick-up	Refer to the Homestay Services Provider

If you fail to commence without notifying the RTO, no refund will be available except in special circumstances.

"Special circumstances" under which a refund will be considered and which are beyond the students control:

1. In the case of serious illness – verified by a medical certificate
2. Family or personal tragedy
3. Acts of God
4. Acts of Government authorities, for example where the student is prevented from commencing studies in the agreed course of study.

If a student withdraws from a course of study after commencing, for any reason no refund will be given, and the student will be held liable for any unpaid fees as a result of the withdrawal.

Where a refund is approved, the RTO will make payment of refund within 4 weeks of receiving the Refund Application Form. All refunds will be paid to the person who enters into the contract with the RTO (the Student). No refunds will be paid to a third party unless it is indicated at the time the Refund Application Form is lodged. All refunds will be paid in the currency in which the fees were paid.

#### Policy – Provider Default

In the unlikely event that the RTO is unable to deliver your course in full, you will be offered a refund of unexpended tuition fees (i.e., tuition the student has paid but has not been delivered by the provider) you paid directly to the RTO. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided and receipt of your Refund Application Form.



Alternatively, you may be offered enrolment in an alternative course by the RTO at no extra cost to you, or the RTO may arrange for you to finish your study with another provider.

You have the right to choose whether you would prefer a refund of unexpended course fees, or to accept a place in another course, or to accept a place at another provider. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

If the RTO is unable to provide a refund or place you in an alternative course, the Tuition Protection Service (TPS) will assist students to either continue their studies through another course or different provider, or by being provided a refund or loan credit for education and training they paid for but did not receive.

The RTO recommends that you read the ESOS Framework Information, which provides legislative protection for international students, available at

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Act/Pages/default.aspx>

**Note: This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australia's consumer law if the Australian Consumer Law applies.**

### **Complaints and Appeals**

Harbourside has complaints and appeals policy and procedures in place to ensure our overseas students have the right to natural justice protected through access to professional, timely, inexpensive and documented complaints handling and appeals processes.

Students have access to a Complaints and Appeals procedure if they feel they have been unjustly treated or have a serious complaint.

Informal Complaint Procedure

1. Student has a complaint
2. Approaches Trainer/PEO with complaint
3. Trainer/PEO resolves complaint internally on an informal basis

Formal Complaint and Appeal Procedure

1. Student has a complaint/appeal
2. complaints or appeals include but not limited to Academic and Non-Academic, assessment related appeals to complete the Assessment Appeal Lodgement Form, other matter related complaints or appeals to complete the Complaint Lodgement Form or Appeal Lodgement Form.
3. Student lodges the complaint/appeal in writing by emailing the completed complaint/appeal form to "student.service@harbourside.nsw.edu.au" within 5 business days of the incident occurring.
4. Review of the complaint/appeal to begin within 10 working days of the written complaint/appeal being received, and finalise the outcome as soon as practicable
5. The student's enrolment will be maintained during the review process
6. A written statement detailing the outcome of the complaint/appeal review will be given to the student
7. If the outcome of a student's complaint/appeal through HIA's internal or external complaints and appeals handling process is favourable to the student, HIA will immediately advise the student of this and implement any decision and/or corrective and preventive action required.
8. If the outcome of a student's complaint/appeal through HIA's internal complaints and appeals handling process is unsuccessful, HIA will advise the student within 10 working days of concluding the internal review that the student has the right to access to an external complaint and appeal process at minimal or no cost
9. The outcome of the external appeals process will be final and accepted by both parties.

If a student is not happy with the internal appeal outcome the college will refer them to the Overseas Students Ombudsman (OSO). OSO helps international/overseas students. The OSO investigates complaints about problems that overseas students or intending overseas students may have with private education and training in Australia.

For more information about Complaints and Appeals Policy and Procedure, please refer to Harbourside Student Handbook. If you do not understand any part of the policy and procedure, please contact our staff for explanation.

### **Privacy Notice**

Harbourside must collect and retain records of each student's personal information. This personal information will be kept confidential and maybe made available to Commonwealth and State Agencies. Under the *Data Provision Requirements 2012*, Harbourside is required to disclose your personal information to NCVER. Upon signing this form, you acknowledge and give consent for Harbourside to provide your personal information to a Government or legislative body, in accordance with the Privacy Act 1988.

Information is further collected here in order to meet our obligations under the ESOS Act and the National Code, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Information collected about you on this form can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances





information collected can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

For more information about how the NCVET will handle your personal information please refer to the NCVET's Privacy Policy at [www.ncvet.edu.au/privacy](http://www.ncvet.edu.au/privacy).

DESE is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

## **Student's Obligations**

### **Academic Progress and Attendance**

Students must maintain satisfactory academic progress at all times. All courses are scheduled 20 hours per week delivery. Students are required to attend the 20 scheduled contact course hours per week and maintain satisfactory course progress each term.

### **Overseas Student Health Cover (OSHC)**

Students must maintain OSHC for the full length of their visa.

### **Fees**

Students must pay their fees on time, otherwise their enrolment will be cancelled and maybe result in visa related matters. Students are highly recommended to contact the Department of Home Affairs about their visa status.

### **Change of Address and Contact Details**

While students in Australia and studying with Harbourside, students must notify Harbourside of his or her contact details including: current residential address, mobile number (if any) and email address (if any); who to contact in emergency situation; any changes to those details, within 7 days of the change.

### **Keep Records**

Student is responsible for keeping a copy of the written agreement as supplied by Harbourside, and receipts of any payments of tuition fees or non-tuition fees.

### **Overseas Student Transfer**

National Code 2018 Standard 7 sets out that Registered Providers must not knowingly enroll an overseas student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course (or for the school sector, until after the first six months of the first registered school sector course), except in certain circumstances.

Harbourside is entitled to determine the circumstance in which it will provide or refuse to provide a release to students. Where a student requests a transfer within the period of six months of commencement of their principal course, Harbourside will assess the request for transfer against the policy.

### **Deferment, Suspension and Cancellation Policy**

Students are required to complete their course within the agreed course duration. Harbourside can only defer or temporarily suspend the enrolment of a student on the grounds of:

1. Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or
2. Misbehavior by the student.

Students may also have their enrolment suspended due to misbehavior which can also be grounds for cancellation of studies. Students have the right to appeal a decision by the RTO to defer, suspend or cancel their studies and the RTO will not notify DET of a change to the enrolment status until the internal complaints and appeals process is completed.

## **PART K: DECLARATION**

### **Student Declaration:**

- I have read and accept the conditions of enrolment including the cancellation and refund policy of the Institute as stated above.
- I declare that the information contained in this form is true and correct in every detail.
- I understand that my personal information may be shared with the Australian Government and designated authorities. This information may include personal and contact details, course enrolment details.
- I understand that I am obliged to notify HIA within seven days of any change of address or contact details while I am enrolled in the course.
- I agree to receive electronic communications from HIA.
- I consent to the collection, use and disclosure of my personal information in accordance with the National VET Data policy.



**Student Information:**

<b>Applicant Name:</b>
<b>Applicant's Signature:</b>
<b>Date:</b> ____ / ____ / ____

*This agreement must be signed by the student.*

**Referral / Education Agency Information:**

<b>Agency Name:</b>	STAMP
<b>Agent's Signature:</b>	
<b>Date:</b> ____ / ____ / ____	

**PART K: SUBMIT YOUR APPLICATION**

Please submit the completed Application for Enrolment Form along with all supporting documents by emailing to [admission@harbourside.nsw.edu.au](mailto:admission@harbourside.nsw.edu.au). Please note incomplete applications will delay processing until all necessary documents are received.