

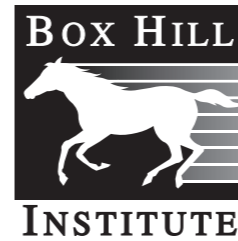
## SCHEDULE OF FEES for 2006 enrolments (Australian Dollars)

The fees include full cost of tuition provided by the Institute. The fees do not cover the cost of text books, personal equipment, material fees, enrolment fees and study material students may need during the course. All prices stated are inclusive of GST where applicable.

### COURSES AVAILABLE AT BOX HILL INSTITUTE

You are reminded that you may be required to take an Intensive English course prior to Year 11 or Year 12 (VCE), Certificate, Diploma, Advanced Diploma or Degree Course, unless English is your first language, or you have attained a satisfactory level of English.

ENGLISH LANGUAGE COURSES	Title of Course	Duration	Intake		Tuition Fee
			Feb	July	
	ELICOS (English Language Intensive Courses for Overseas Students)	4 weeks to 40 weeks			\$270 per week
	ELICOS (Computing and Business)	10 weeks			\$270 per week
VICTORIAN CERTIFICATE OF EDUCATION (VCE)	Year 11 (Full Version) *(Exam entry also applies, currently \$160)	1 Year	✓	✓	\$9,000 pa
	Year 12 (Exam entry also applies, currently \$320)	1 Year	✓	✓	\$9,000 pa
DEGREE	Associate Degree in Applied Music	2 Years	✓		\$12,500 pa
	Associate Degree in Biotechnology	2 Years	✓		\$12,500 pa
	Associate Degree in Commerce	2 Years	✓	✓	\$12,500 pa
	Associate Degree in Software Development	2.5 Years	✓	✓	\$12,500 pa
	Bachelor of Applied Music	3 Years	✓		\$12,500 pa
	Bachelor of Biotechnology and Innovation	3 Years	✓		\$12,500 pa
	Bachelor of Computer Systems (Networking)	3 Years	✓	✓	\$12,500 pa
	ADVANCED DIPLOMA, DIPLOMA, CERTIFICATE, or FOUNDATION COURSE.	Advanced Diploma of Business (Accounting/Marketing)	2 Years	✓	✓
	Advanced Diploma of Business (Public Relations/International Trade)	2 Years	✓	✓	\$9,000 pa
	Advanced Diploma of Computer Systems Engineering	2 Years	✓	✓	\$9,000 pa
	Advanced Diploma of Electronics Engineering	2 Years	✓	✓	\$9,000 pa
	Advanced Diploma of Engineering Technology (Civil)	2 Years	✓	✓	\$9,000 pa
	Advanced Diploma of Engineering Technology (Mechanical Engineering, Drafting)	2 Years	✓	✓	\$9,000 pa
	Advanced Diploma of Engineering Technology (Jewellery Design)	2 Years	✓	✓	\$9,000 pa
	Advanced Diploma of Hospitality Management	2 Years	✓	✓	\$9,000 pa
	Advanced Diploma of Information Technology (E-Security)	2 Yrs 9 Mths	✓	✓	\$9,000 pa
	Advanced Diploma of Multimedia	2 Years	✓	✓	\$9,000 pa
	Advanced Diploma of Technology (Principal Technical Officer)	1 Year	✓	✓	\$9,000 pa
	Advanced Diploma of Tourism Management	2 Years	✓	✓	\$9,000 pa
	Diploma of Arts (Ceramics/Furniture Design/Graphic Art/Visual Arts)	2 Years	✓		\$9,000 pa
	Diploma of Arts (Interior Decoration & Design)	2 Years	✓		\$9,000 pa
	Diploma of Arts (Professional Writing & Editing)	2 Years	✓		\$9,000 pa
	Diploma in Automotive Technology	2 Years	✓	✓	\$11,000 pa
	Diploma of Building (Construction/Design & Drafting)	2 Years	✓	✓	\$9,000 pa
	Diploma of Business (Accounting/Marketing)	1.5 Years	✓	✓	\$9,000 pa
	Diploma of Business (Human Resources)	1 Year	✓		\$9,000 pa
	Diploma of Community Services (Children's Services)	2 Years	✓		\$9,000 pa
	Diploma of Dance (Teaching & Management)	2 Years	✓		\$9,000 pa
	Diploma of Engineering Technology (Mechanical Engineering/Mechanical Design Drafting)	1 Year	✓	✓	\$9,000 pa
	Diploma of Event Management/Hospitality Management (Dual Award)	1.5 Years	✓		\$9,000 pa
	Diploma of Hairdressing (Salon Management)	2 Years	✓	✓	\$11,000 pa
	Diploma of Hospitality Management (Commercial Cookery)	2 Years	✓	✓	\$11,000 pa
	Diploma of Hospitality Management (Patisserie/Baking)	2 Years	✓	✓	\$11,000 pa
	Diploma of Information Technology (Website Dev/Networking/Programming)	2 Years	✓	✓	\$9,000 pa
	Diploma of Laboratory Technology (Biotechnology/Microbiology)	2 Years	✓		\$9,000 pa
	Diploma of Library and Information Studies	2 Years	✓		\$9,000 pa
	Diploma of Live Production, Theatre & Events (Technical Production)	1 Year	✓		\$9,000 pa
	Diploma of Multimedia	1 Year	✓		\$9,000 pa
	Diploma of Recreation (Sports Management)	2 Years	✓		\$9,000 pa
	Diploma of Textiles, Clothing & Footwear (Fashion Design)	2 Years	✓	✓	\$9,000 pa
	Diploma of Tourism (Operations Management)	2 Years	✓	✓	\$9,000 pa
	Certificate IV in Arts (Applied Design)	1 Year	✓		\$9,000 pa
	Certificate IV in Building/Drafting	1 Year	✓		\$9,000 pa
	Certificate IV in Business (Accounting/Marketing)	1 Year	✓	✓	\$9,000 pa
	Certificate IV in Business (Human Resources)	6 months	✓		\$4,500
	Certificate IV in Business (Office Administration)	1.5 Years	✓	✓	\$9,000 pa
	Certificate IV in Clothing Production	1 Year	✓	✓	\$9,000 pa
	Certificate IV in Disability Work	1 Year	✓		\$9,000 pa
	Certificate IV in Dance (Teaching & Management)	1 Year	✓		\$9,000 pa
	Certificate IV in Floristry (Small Business Management)	1 Year	✓	✓	\$9,000 pa
	Certificate IV in Health (Nursing)	1 Year	✓	✓	\$9,000 pa
	Certificate IV in Hospitality (Supervision)	1 Year	✓	✓	\$9,000 pa
	Certificate IV in Information Technology (Programming)	1 Year	✓	✓	\$9,000 pa
	Certificate IV in Multimedia	1 Year	✓		\$9,000 pa
	Certificate IV in Music - Performance (Jazz/Popular)	1 Year	✓		\$9,000 pa
	Certificate IV in Science	1 Year	✓		\$9,000 pa
	Certificate IV in Youth Work	1 Year	✓		\$9,000 pa
	Certificate III in Automotive (Mechanical/Light Vehicle)	1 Year	✓	✓	\$11,000 pa
	Certificate III in Business (Office Administration)	1 Year	✓	✓	\$9,000 pa
	Certificate III in Community Services (Childrens Services)	1 Year	✓	✓	\$9,000 pa
	Certificate III in Financial Services	6 months	✓	✓	\$4,500
	Certificate III in Floristry (International Stream)	1 Year	✓	✓	\$9,000 pa
	Certificate III in Hairdressing	15 months	✓	✓	\$13,750
	Certificate III in Outdoor Recreation (Equestrian)	1 Year	✓		\$9,000 pa
	Certificate III in Visual Arts and Contemporary Crafts	1 Year	✓		\$9,000 pa
	Certificate II in Business (Office Administration)	6 months	✓	✓	\$4,500
	Certificate II in Hospitality (Kitchen Operations)	6 months	✓	✓	\$5,500



Global Educators

Melbourne - Australia

CRICOS Provider No. 02411J

# Application for Admission 2006 - 2007

## (Fee Paying International Student)

### INSTRUCTIONS TO APPLICANTS

Revised May 2006

#### PLEASE READ THESE INSTRUCTIONS CAREFULLY

This Application Form is in two parts. Complete and return the Application Form to either the local representative of the Institute in your home country or directly to:

The Manager, Box Hill Institute - International  
**Box Hill Institute**  
 Private Bag 2014  
 BOX HILL Victoria 3128 AUSTRALIA.

#### NOTE

- Check that you have completed **all** sections of the form and included relevant documentation.
- You must attach your application certified copies of your academic results including your English language assessment.
- If applying from outside Australia, include with this Application Form a **non refundable** application fee of \$A50 by bank draft made payable to Box Hill Institute.

### PART I

#### A PERSONAL DETAILS

SURNAME or FAMILY NAME	▶		
GIVEN or OTHER NAMES	▶		
ADDRESS It is your responsibility to give a reliable address for reply to your application.	Address for correspondence regarding this application		Permanent home address
EMAIL ADDRESS	▶		ATTACH RECENT PHOTOGRAPH OF YOURSELF HERE
	Australia	Overseas	
TELEPHONE (Include ISD Code)	▶		
FAX (if applicable)	▶		
DATE OF BIRTH	Day:	Month:	Year:
GENDER (Tick the appropriate)	<input type="checkbox"/> Male <input type="checkbox"/> Female		
COUNTRY OF BIRTH	▶		
CITIZENSHIP	▶		
PASSPORT NUMBER	▶		

#### B COURSES APPLIED FOR

ELICOS (English Language Training)      Number of Weeks \_\_\_\_\_ Preferred Starting Date \_\_\_\_\_

ELICOS (English for Business)

<input type="checkbox"/> FORMAL COURSE	Name of Course	Preferred Starting Date
1st Preference	▶	
2nd Preference	▶	
3rd Preference	▶	

#### C ENGLISH LANGUAGE PROFICIENCY

What is your first language?

RECENT USAGE OF ENGLISH (Please tick where appropriate and **attach evidence**)

- I have satisfactorily completed secondary/tertiary studies in Australia       I have sat an IELTS test and my score was \_\_\_\_\_
- I have successfully completed an approved ELICOS programme:       I have sat a TOEFL test and my score was \_\_\_\_\_
- Name of Institution \_\_\_\_\_
- Length of course \_\_\_\_\_
- Date of completion \_\_\_\_\_
- Other (Please specify) \_\_\_\_\_

## D EDUCATION IN YOUR HOME COUNTRY

1. If you are currently studying:

Name of School or College ➤

Address of School or College ➤

2. Highest level of education for which you have received results

Please attach copies of results (translated into English)


3. Other courses attempted/completed

Course name	Institution	Year	Result

4. Was English the language of instruction for your study in your home country?

Yes  No

## E EDUCATION IN AUSTRALIA

Have you studied any course in Australia (other than English)? ➤

Yes  No

If Yes ➤

(Please attach results if available)

Course name	Institution	Year	Result

## F EMPLOYMENT EXPERIENCE

Provide a summary of any work experience, including job level, type of work and duration. (Attach evidence)


## G FINANCIAL SUPPORT

Provide a summary of your arrangements for financial support for the duration of your proposed stay in Australia, including fees and living costs


## H HOW DID YOU FIND OUT ABOUT BOX HILL INSTITUTE?

(Tick the appropriate)

From friend or relation  From an agent  At a fair or exhibition  
 From an advertisement in a newspaper or magazine  From an advertisement on radio  
 Web/Internet  Other \_\_\_\_\_

## I PRIVACY CLAUSE

The Institute is required to comply with the federal and state privacy regimes. The information you have provided to the Institute will be used, where applicable, for the purposes of assessing your application, accepting your enrolment, assessing your welfare needs (if any), processing and advising you of your assessment results and other communications to you as required. Where you have been asked to provide us with a unique identifier of another organization, we will only use this identifier for the purposes to which you have consented or for which we may use it as authorised by law. A condition of your application and enrolment, is that you consent to the release of your results or statement of progress to your employer, sponsoring organizations or government agencies where appropriate.

You can request access to your personal information by writing to the International Student Office at the contact address below, or by sending an email to [privacy@bhtafe.edu.au](mailto:privacy@bhtafe.edu.au). If you do not wish to provide the requested information, this may restrict the range of services and educational programs that the Institute can offer you.

## J DECLARATION

If you are under 18 years of age this declaration must also be signed by your parent (or guardian).

- I declare that the information supplied in this application and the supporting documentation is true and complete.
- I have read and understood the Schedule of Fees, Application Procedure and Refund Policy.
- I have read and understood the privacy clause.
- I confirm that I have received and read a copy of the Box Hill Institute Course Information for International Students prospectus and fully understand the requirements of my selected course.
- I understand that as a requirement of an Australian student visa I may not change education provider for the first 12 months of my main course of study.
- I understand that the information provided by me to Box Hill Institute may be made available to Australian Commonwealth and State agencies pursuant to obligations under the ESOS Act, and National Code of Practice 2001.
- I understand that Box Hill Institute is required to notify Australia Immigration authorities about changes to my enrolment, and any breach of Visa conditions relating to attendance and unsatisfactory progress.
- I understand that this agreement does not remove my right to take further action under Australia's consumer protection laws.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If applying from overseas a \$A50 non-refundable application fee must accompany this application form.**

### DETACH THIS PAGE AND RETURN TO:

The Manager,  
 Box Hill Institute - International  
 Box Hill Institute  
 Private Bag 2014, Box Hill, Victoria, 3128, Australia.  
 Telephone: 61-3-9286 9425  
 Facsimile: 61-3-9286 9334  
 Email: [international@bhtafe.edu.au](mailto:international@bhtafe.edu.au)  
 Web Site: [www.bhtafe.edu.au](http://www.bhtafe.edu.au)

## PART 3

### APPLICATION PROCEDURE

Please retain this page

- When the Institute receives your Application Form, it will be assessed to determine whether you are suitable for entry to the Course of your choice. **You must attach to your application certified copies of your academic results including your English language assessment.**
- If you are accepted, the Institute will send an Offer Letter and receipt for your Application Fee (if applicable).
- If your application is accepted your offer letter will show how much you need to pay to accept the offer, and a due date. Generally the deposit will be half of the annual tuition fee plus the fee for ELICOS if required.
- A place will not be guaranteed unless fees are paid and if the deposit is not paid by the due date the offer may lapse.
- When the Institute receives your deposit an official Institute receipt and Confirmation of Enrolment Form will be forwarded to you.
- You should then apply for a Student Visa at the Australian Consulate, Embassy, High Commission or Australian Education Centre in your home country.

### INTERNATIONAL STUDENTS REFUND POLICY

Category required	Time Application Received by Institute	Amount of Refund for Formal Courses	Amount of Refund for ELICOS	Documentary evidence
<b>A.1</b> Visa Refusal <b>A.2</b> Application Refusal	At any time	All payments less Administration fee (\$50)	All payments less Administration fee (\$50)	Original letter of rejection from the Australian authority
<b>B</b> Special Circumstances	<b>B.1</b> Prior to commencement of course	All payments less Administration fee (\$50)	All payments less Administration fee (\$50)	<ul style="list-style-type: none"> <li>Evidence or proof to the satisfaction of the Institute.</li> <li>Letter from the student and original air ticket.</li> </ul>
	<b>B.2</b> After course has commenced	In the case of <b>B.2</b> , all remaining funds less 20%	In the case of <b>B.2</b> , all remaining funds less 20%	
<b>C.1</b> Withdrawal <b>C.2</b> Transfer (subject to visa regulation) <b>C.3</b> Rejection of visa renewal	More than 28 days before course commences	All payments less 20% of 1 semester	All payments less 20% of ELICOS fee for 20 weeks max.	In the case of <b>C.1</b> , proof of withdrawal from all courses, original air ticket and letter from the student.
	28 days or less before course commences	50% of 1 semester	All payments less 50% of ELICOS fee for 20 weeks max.	In the case of <b>C.2</b> , an unconditional offer from another institution and a letter from the student.  In the case of <b>C.3</b> , letter of rejection of Visa renewal.
	After course has commenced.	No refund	No refund	
<b>D</b> Cancellation of course by the Institute	At any time	Full refund	Full refund	None - If transferring to another institution, the refund will be sent to the new institution.
<b>E</b> Visa Cancellation for breach of Visa Conditions	At any time	No refund	No refund	None

### NOTES:

- Refund will be paid in Australian dollars directly into a nominated overseas bank account, or sent by cheque to your overseas address.**
- Where ever possible, refund will be paid directly to your sponsor.**
- For students under 18, the person acting as the caretaker is expected to act on behalf of the student.**
- The Refund Policy does not remove the right of an international student to take further action under Australia's consumer protection laws.**
- The refund will be paid within 4 weeks after receiving a written claim from the student, or within 2 weeks if the Institute cannot meet its contract obligations with the student.**

### Exemptions

International students are required to study full time and exemptions will not be granted when it would result in a student's program being less than full time. There is no refund of fees for any exemptions granted. Modules exempted may be replaced with additional modules from the course program in which the student is enrolled, subject to places being available, to maintain full time student status. If exemption granted amounts to one or more full semesters, a block exemption may be granted thereby reducing the duration of the course and fee accordingly.

### Change of Residency Status

If you are granted permanent residency status, the right to occupy a place as a full fee international student ceases and you must compete with other Australian resident applicants for a Government funded quota place to complete the course. However, you will be permitted to complete any portion of a course for which payment has been accepted by the Institute.

### Applicants completing Year 12 in Australia

Applicants completing Year 12 in Australia who have also applied for places in Diploma or Certificate courses conducted by the Institute may defer payment of fees. The Institute will hold offers of places for 7 days after the announcement of the first round of University places by which time fees must be paid. Alternatively, if fees for such courses have been paid in advance, and you subsequently receive and accept an unconditional offer of a place in a University undergraduate course, all payments will be transferred to the other institution. There will be no deductions, provided that your application for refund is received by the Institute within 7 days of obtaining the University offer.