

# Application Form

Please print boldly using BLOCK letters. All sections must be completed.

## Section A – Visa-related information

### Are you currently in Australia?

<input type="checkbox"/> Yes	Please state your visa type (eg. students, tourist, working holiday, etc): _____
	Expiry date: <input type="text" value="Day"/> / <input type="text" value="Month"/> / <input type="text" value="Year"/>
<input type="checkbox"/> No	Please state the type of visa you will apply for (eg. Students, tourist, working holiday, etc): _____

## Section B – Personal details

Family name: (as in passport)	Given names: (as in passport)
Date of birth: <input type="text" value="Day"/> / <input type="text" value="Month"/> / <input type="text" value="Year"/>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality: (as in passport)	Country of birth: (as in passport)
Passport number:	Home address:
Postal address:	
Country: <input type="text"/> Postcode: <input type="text"/>	Country: <input type="text"/> Postcode: <input type="text"/>
Telephone: ( <input type="text"/> ) <input type="text"/> Fax: ( <input type="text"/> ) <input type="text"/>	Mobile: <input type="text"/>
Email: (mandatory) <input type="text"/>	

## Section C – Parent /Guardian details: For applicants under 18 years old.

Refer to [www.monash.edu.au/study/international/under-18](http://www.monash.edu.au/study/international/under-18) for more information.

Family name:	Given names:
Relationship to student:	
Postal address:	
City: <input type="text"/>	Country: <input type="text"/> Postcode: <input type="text"/>
Home telephone: ( <input type="text"/> ) <input type="text"/>	Fax: ( <input type="text"/> ) <input type="text"/>
Business telephone: ( <input type="text"/> ) <input type="text"/>	Fax: ( <input type="text"/> ) <input type="text"/>
Email: (mandatory) <input type="text"/>	Mobile: <input type="text"/>

## Section D – Students with disabilities

Do you have a disability, impairment or long-term medical condition that may affect your studies? ☐ Yes ☐ No

If yes, Monash will require medical documentation from a relevant treating professional outlining the impact of your condition on your ability to meet the academic demands in the university environment. Disclosure of disability is treated confidentially and will not be used to disadvantage you. The Disability Liaison Unit at Monash may contact you to discuss the services available. More information: <http://adm.monash.edu/sss/equity-diversity/disability-liaison>

## Section E – Application details

Have you previously applied to Monash University or Monash College? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please state Monash ID number (if known): _____
This application form is submitted by:
<input type="checkbox"/> Self (direct applicant)
<input type="checkbox"/> Monash registered agent. Name: _____
<input type="checkbox"/> Other (eg. sponsor, AUSAID, etc.) Name: _____ Attach supporting documentation.

## Section F – Course preference

Please select your preferred Monash University English Language Centre (MUELC) course you are applying for:

☐ English for Academic Preparation (EAP)

☐ IELTS Preparation Course

☐ General English (GE)

☐ TOEFL iBT Preparation Course

Number of weeks:

Start date: Day / Month / Year

(Refer to "Course dates" listed on the cover of this application form or go to [www.monash.edu/englishcentre/dates](http://www.monash.edu/englishcentre/dates))

## Section G – English language proficiency

☐ IELTS

Attach original results, documents or arrange for results to be sent to Monash by the testing centre. If you have not yet sat an IELTS exam but intend to do so, please indicate when you will sit the test.

Date of exam Day / Month / Year

Results attached? ☐ Yes ☐ No

Overall score

Listening score

Reading score

Writing score

Speaking score

☐ TOEFL Paper-based

Attach original results, documents or arrange for results to be sent to Monash by your testing centre. If you have not yet sat a TOEFL exam but intend to do so, please indicate when you will sit the test.

Date of exam Day / Month / Year

Results attached? ☐ Yes ☐ No

Score

TWE score

☐ TOEFL iBT

Attach original results, documents or arrange for results to be sent to Monash by your testing centre. If you have not yet sat TOEFL iBT exam but intend to do so, please indicate when you will sit the test.

Date of exam Day / Month / Year

Results attached? ☐ Yes ☐ No

Overall score

Listening score

Reading score

Writing score

Speaking score

Please note, IELTS is the only English proficiency test currently accepted by the Australian Government for visa applications from certain countries. The test must be taken within two (2) years of course commencement. Exemptions apply. For further information visit [www.immi.gov.au/students/index.htm](http://www.immi.gov.au/students/index.htm)

## Section H – Collection of personal information

The information collected on this form is for the primary purpose of considering your application for admission to a Monash University English Language Centre program and, if you are successful, offering you a course place and recording your acceptance of that offer. Other purposes include creating an enrolment record on the student database, corresponding with you, informing you about your course and other college/university/course/events, statistical analysis and complying with legislative reporting requirements. If you do not complete all the questions on this form, it may not be possible to process your application.

Personal information may be collected from or disclosed to external organisations such as former employers, secondary schools, other tertiary education institutions, and tertiary admission centres, and the QualSearch verification service, where disclosure is necessary to verify your previous qualifications or experience. It may also be disclosed to government agencies (eg. DIAC), as required by legislation or pursuant to obligations under ESOS Act 2000 and the National Code or for your

visa application. Information may be shared with the registered agent you appoint to assist with your application for entry or visa processing.

Student record information may also be released in the event of an accident or an emergency.

You have the right to access personal information that Monash College Pty. Ltd. and Monash University holds about you, subject to legislation. If you wish to seek access to your personal information or enquire about the handling of your personal information, contact the Monash University privacy officer at [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au)

Due to privacy regulations we will not disclose personal information to any other third parties such as friends, relatives and parents without your prior consent, except in certain emergency situations.

All documents provided to Monash College Pty. Ltd. and Monash University become the property of the College and the University and will not be returned to you.

## Section I – Conditions of Enrolment

Monash University English Language Centre will provide tuition in the course/s for which I am enrolled, subject to my working regularly and systematically through the course/s in accordance with instructions and provided that all fees and charges are paid by the due dates. I acknowledge that:

- 1 Any variation in these Conditions of Enrolment must be in writing and be signed on behalf of Monash University English Language Centre (MUELC).
- 2 It is a condition of enrolment that I attend all scheduled classes except where there is a legitimate reason for non-attendance acceptable to MUELC. If my enrolment is terminated due to a breach of this condition, I understand and agree that I am not entitled to a refund of any fees or other charges paid under these Conditions of Enrolment.
- 3 All lessons and any materials supplied by MUELC are copyright and remain the property of MUELC. Any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).
- 4 I will give my best effort to meet the requirements of the program and to abide by the rules and regulations of MUELC in respect to the running of MUELC and the conduct of its students. If I breach any of these rules or my behaviour is deemed unacceptable by MUELC, my enrolment may be cancelled, and I agree that I will not be entitled to a refund of any fees or other charges paid under these Conditions of Enrolment.
- 5 I may be required to attend organised activities as part of my course.
- 6 I authorise MUELC to obtain medical treatment for me should MUELC deem such action necessary. I agree to indemnify MUELC for any expenses, loss, damage or liability of any nature occasioned as a result of authorising and arranging any emergency medical treatment.

- 7 I agree that I am responsible for my own books, equipment and personal items and I hereby release and indemnify MUELC from all liability and claims for any loss or damage of such items, however caused.
- 8 I understand the conditions under which I may become entitled to a refund of any fees or other charges paid, as detailed in these Conditions of Enrolment, and agree that MUELC may retain any monies paid.
- 9 Overseas Student Health Cover (OSHC) is compulsory for all international students while they are in Australia on a student visa. I understand that I am required to pre-pay the correct amount in accordance with the length of my stay in Australia.
- 10 If I am in Australia on a tourist or other visa I must provide MUELC with evidence of adequate medical and travel insurance upon arrival.
- 11 I must provide MUELC with my address and inform MUELC of all changes of my address. I understand that my personal information may be made available by MUELC to Australian government authorities, namely, Department of Immigration and Citizenship (DIAC) or Department of Education, Employment and Workplace Relations (DEEWR).
- 12 I understand that MUELC is required by law to inform the DEEWR of changes to my enrolment and any breach of my student visa conditions relating to attendance or unsatisfactory academic performance.
- 13 I understand that MUELC has an approved grievance policy (see [www.monash.edu/englishcentre/policies-procedures](http://www.monash.edu/englishcentre/policies-procedures)), a copy of which is available on enrolment or earlier by request. I understand that MUELC's dispute resolution processes do not prevent me from taking further action under Australia's consumer protection laws.

## Section J – Student Fees, Refunds and Transfers

### 1. Refunds

- To be eligible for a refund (less applicable administrative charges), you must provide notice and withdraw from the English course prior to commencement or enrolment date.
- Where fees are paid on your behalf, MUELC reserves the right to notify that party.
- The refund will be made to the same person or party from whom the payment was received on your behalf.
- Any debts to MUELC must be paid before any refund can be calculated with outstanding amounts being deducted from the refund.
- Refunds will be paid in Australian dollars within four (4) weeks of receiving a written claim from you.

Full Refunds – A full refund will be made:

- If MUELC refuses your application for enrolment;
- Where there is a refusal by Australian Government authorities to grant you a student visa to commence;
- Where written notice of cancellation is received from you more than 4 weeks prior to your commencement of the course.

In the unlikely event that Monash University English Language Centre (MUELC) is unable to deliver your course and unable to place you in a suitable alternative course, a full refund will be made within two (2) weeks of receipt of application.

Partial Refunds – A partial refund will be made where you give less than four (4) weeks of written notice of cancellation prior to the commencement of the course. MUELC will retain a non-refundable amount equivalent to five (5) weeks of the tuition fee.

No Refund – The administration fee of \$250 for all MUELC courses will not be refunded.

A refund will not be given if:

- written notice of withdrawal is received after enrolment or the commencement date of the course; or
- you fail to enrol.

Refund of Overseas Student Health Cover (OSHC) – Where you have not arrived and have never resided in Australia, Monash Fees Unit will claim the OSHC refund from the insurer on your behalf. Monash Fees Unit will forward the OSHC refund to you upon receipt of the refund from the insurer.

### 2. Transfer of Fees

- Tuition fees are only transferable to formal award courses at Monash University or Monash College. Evidence of acceptance into the award course at Monash University or Monash College must be provided when transfer of fees is requested.
- No transfers will be made to another ELICOS Centre, an education institution other than Monash University or Monash College or to another student.
- MUELC will retain no more than 30% of the cancelled portion of fees paid.
- The administration fee will not be transferred.

### 3. How to apply for a Transfer or Refund of Fee

All requests must be made on the Transfer of Fees/Refund Form available from [www.monash.edu/englishcentre/policies-procedures](http://www.monash.edu/englishcentre/policies-procedures) and must be accompanied by supporting documentation.

### 4. Complaints and Appeals

In the event that you wish to contest MUELC's rejection of your request for a refund, you may access the Centre's dispute resolution procedures which can be found at [www.monash.edu.au/englishcentre/policies-procedures](http://www.monash.edu.au/englishcentre/policies-procedures)

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australian consumer protection laws.

For full Fees, Refund and Transfer policy visit [www.monash.edu/englishcentre/policies-procedures](http://www.monash.edu/englishcentre/policies-procedures)

## Declaration

I warrant that the information on this form, or provided in support of my application, is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that Monash College Pty Ltd or the University may withdraw an offer of a place or cancel my enrolment in consequence. Should the University determine that I have submitted a false document, I consent to Monash College Pty Ltd or the University disclosing this information to other relevant tertiary institutions.

I consent to any educational institution at which I have previously been a student and/or my current or any past employer, providing Monash College Pty Ltd or Monash University with information which that institution or employer holds about me for the purpose of Monash verifying my grades and/or qualifications or experience. I agree to abide by the statutes, regulations and policies of Monash University.

I have read and understood the above conditions and accept them in full.

Signed  
(student)

Signed  
(parent, legal  
guardian\*)

\* If student is under the age of 18

Date

Day / Month / Year

Date

Day / Month / Year

### Return this form to:

Monash University  
International Recruitment Services  
871 Dandenong Road  
Caulfield East, Victoria 3145  
Australia

### Help with this application:

Telephone: (+61 3) 9627 4852  
Email: [study@monash.edu](mailto:study@monash.edu)  
[www.monash.edu/international](http://www.monash.edu/international)