

REW Application Form



For office use only:
File No _____
Tag _____

Section 1: NAME AND CONTACT INFORMATION

Family Name _____ Given Names _____
as stated in passport

Day _____ Month _____ Year _____

Date of Birth

if under 18 years of age at program commencement date, please complete 'Under 18 Student Welfare & Accommodation Approval Form' at www.rmit.edu.au/international/under18

Gender

Male Female

Address in Home Country

Number & Street Name: _____ City/Suburb: _____

State: _____ Postcode: _____ Country: _____

Area Code: _____ Tel: _____ Fax: _____

Mobile: _____ Email: _____

Mailing Address (if different from above)

Number & Street Name: _____ City/Suburb: _____

State: _____ Postcode: _____ Country: _____

Area Code: _____ Tel: _____ Fax: _____

Mobile: _____ Email: _____

Section 2: RESIDENCY AND OTHER INFORMATION

Country of Birth _____ Citizenship _____ Passport Number (if available) _____

Are you currently living in Australia? Yes No

If no, which city are you applying from? _____

If you have an Australian visa, please indicate visa type:

Student Visitor Student Dependent Other (please specify class type and subclass number) _____

If you hold a current passport and/or an Australian visa, please include a copy with this application.

Are you currently covered by Overseas Student Health Cover (OSHC)? Yes No

Provider Name _____ Membership No. _____ Expiry Date _____

If yes, please provide _____

Have you been awarded a scholarship or sponsorship? Yes No If yes, please provide a letter from your sponsor

Scholarship/Sponsor provider name: _____

Are you applying through an RMIT Representative? Yes No If yes, Representative's name _____

Representative number _____ Office number _____

Tick the program you are applying for:

- English for Academic Purposes* IELTS Preparation **
- IELTS Fundamentals
 - IELTS Focused
 - IELTS Fundamentals & IELTS Focused
 - IELTS Fundamentals & IELTS Focused & IELTS test

Expected Start Date: _____ Number of Weeks: _____

(Refer to course start dates)

How to Apply

1 Complete this form in

BLOCK letters using a black or blue pen.

2 Attach one certified A4 copy (do not include originals) of IELTS score or equivalent.

3 Return completed form to RMIT English Worldwide or to your REW approved agent.

Where to submit your application

RMIT English Worldwide

Postal Address:

PO Box 12058
A'Beckett Street
Melbourne

Victoria 8006 Australia

Street Address:

RMIT Building 36, Level 1
393 Swanston Street
Melbourne, Victoria 3000
Australia

Tel: +(61 3) 9657 5800

Fax: +(61 3) 9925 8134

Email: rewstudent.services@mit.edu.au

www.rmitenglishworldwide.com

RMIT English Worldwide

CRICOS Provider Code
01912G



Issue Date: July 2014

*English for Academic Purposes, CRICOS Code 076733A. **IELTS Preparation, CRICOS Code 076734M.

CRICOS Provider No. 01912G
RMIT Training Pty Ltd.

Please refer to www.rmitenglishworldwide.com for information about these programs.

Section 3: ENGLISH LANGUAGE PROFICIENCY

English test Score
(IELTS or equivalent or REW
placement test)

Have you taken an English test in the last 6 months?
If yes, complete details below

Yes No

Test Date

Test Name

Test Report Number

Result

If no, do you plan to take a test?

Yes No

It is important that we have evidence of your language level in order to be able to place you in an appropriate class.

Section 4: SPECIAL CIRCUMSTANCES

Do you have a disability, impairment or long-term medical condition that you may need support for from REW during your studies?

Yes No

If 'Yes', please provide all the necessary information with your application. More information about RMIT support services is available on www.rmit.edu.au/disability

Section 5: ATTACHMENTS

Compulsory Attachments

- Evidence of English proficiency – IELTS or equivalent or result from an RMIT English Worldwide Placement Test
- Letter from scholarship or sponsorship provider
- Under 18 Student Welfare & Accommodation Approval form (for applicants under 18 years of age). The form is found at www.rmit.edu.au/international/under18
- Certified copy of passport

Section 6: DECLARATION

I understand that:

- RMIT University and RMIT English Worldwide reserves the right to discontinue or alter any of my program, course/subject, fee, admission requirement, staffing or other arrangements without prior notice.
- Information I have provided on this form and during enrolment may be made available to the Australian Government, State Agencies and other designated authorities under the ESOS Act 2000, ESOS Regulations 2001 and the National Code. Information about me can be disclosed without my consent where authorised or required by law.
- I may access my own student records, subject to privacy legislation. (For more information on RMIT Training's privacy policy, please visit: <http://rmitenglishworldwide.com/privacy.html>)
- Tuition fees do not include the Overseas Student Health Cover (OSHC), or the cost of class excursions.
- The OSHC fee is non-refundable by RMIT English Worldwide.

I declare that to the best of my knowledge the information supplied in this application and the documentation supporting my application is correct and complete.

I have read and understood the RMIT English Worldwide Tuition Fee Refund Policy. Please refer to <http://www.rmitenglishworldwide.com/policiesandprocedures.html>.

If sponsored by a government body or private corporation, I give RMIT permission to provide this sponsor with information about my academic progress and attendance records.

I have completed all sections of the application form and read and understood the declaration. Yes No

Student Signature _____ Date _____ day/month/year

Course Dates & Fees

Enrolment Date	Start Date	End Date	Duration
Thursday, 30 Jan 2014	Monday, 03 Feb 2014	Friday, 07 Mar 2014	5 weeks
Thursday, 06 Mar 2014	Tuesday, 11 Mar 2014	Friday, 11 Apr 2014	5 weeks
*Thursday, 10 Apr 2014	Monday, 14 Apr 2014	Friday, 16 May 2014	5 weeks
*Thursday, 15 May 2014	Monday, 19 May 2014	Friday, 20 Jun 2014	5 weeks
*Thursday, 19 Jun 2014	Monday, 23 Jun 2014	Friday, 25 Jul 2014	5 weeks
*Thursday, 31 Jul 2014	Monday, 04 Aug 2014	Friday, 05 Sep 2014	5 weeks
*Thursday, 04 Sep 2014	Monday, 08 Sep 2014	Friday, 10 Oct 2014	5 weeks
*Thursday, 09 Oct 2014	Monday, 13 Oct 2014	Friday, 14 Nov 2014	5 weeks
*Thursday, 13 Nov 2014	Monday, 17 Nov 2014	Friday, 19 Dec 2014	5 weeks
*Monday, 29 Dec 2014	Monday, 29 Dec 2014	Friday, 30 Jan 2015	5 weeks
Thursday, 29 Jan 2015	Monday, 02 Feb 2015	Friday, 06 Mar 2015	5 weeks
Thursday, 05 Mar 2015	Tuesday, 10 Mar 2015	Friday, 10 Apr 2015	5 weeks
Thursday, 09 Apr 2015	Monday, 13 Apr 2015	Friday, 15 May 2015	5 weeks
*Thursday, 14 May 2015	Monday, 18 May 2015	Friday, 19 Jun 2015	5 weeks
Thursday, 18 Jun 2015	Monday, 22 Jun 2015	Friday, 24 Jul 2015	5 weeks
Thursday, 30 Jul 2015	Monday, 03 Aug 2015	Friday, 04 Sep 2015	5 weeks
Thursday, 03 Sep 2015	Monday, 07 Sep 2015	Friday, 09 Oct 2015	5 weeks
Thursday, 08 Oct 2015	Monday, 12 Oct 2015	Friday, 13 Nov 2015	5 weeks
*Thursday, 12 Nov 2015	Monday, 16 Nov 2015	Friday, 18 Dec 2015	5 weeks

*IELTS Preparation Courses dates.

Please refer to www.mitenglishworldwide.com for updated fees and course dates

Public Holiday	2014	2015
New Year's Day	Wednesday 01 January	Thursday 01 January
Australia Day	Monday 27 January	Monday 26 January
Labour Day	Monday 10 March	Monday 09 March
Good Friday	Friday 18 April	Friday 03 April
The Saturday before Easter Sunday	Saturday 19 April	Saturday 04 April
Easter Monday	Monday 21 April	Monday 06 April
ANZAC Day	Friday 25 April	Saturday 25 April
Queen's Birthday	Monday 9 June	Monday 08 June
Melbourne Cup Day	Tuesday 4 November	Tuesday 03 November
Christmas Day	Thursday 25 December	Friday 25 December
Boxing Day	Friday 26 December	Monday 28 December

Fees (AUD\$)	2014	2015
Course fee	\$405 per week	\$410 per week
Enrolment fee	\$230	\$240

For information about Homestay go to <http://www.homestaynetwork.org/>
All 5-week modules include 100 hours of face-to-face tuition.

English for Academic Purposes, CRICOS Code 076733A. IELTS Preparation, CRICOS Code 076734M.

CRICOS Provider No. 01912G
RMIT Training Pty Ltd.

1. TUITION FEE REFUND POLICY

RMIT English Worldwide (REW) **will** refund tuition fees in special circumstances. The following reasons are considered grounds for a refund:

- a) If the Australian Government has refused to grant visa.
 - The refund amount will be tuition fees in full (excluding the enrolment fee).
 - The refund will be made within 28 days (or 4 weeks) of receiving a student's refund application together with a copy of the Australian Embassy rejection letter.
- b) If REW withdraws the offer or is unable to proceed with the program applied for (i.e. if the program does not start on the agreed starting day or if the program is stopped after it starts and before it is completed).
 - The refund amount will be tuition fees in full (plus the enrolment fee).
 - The refund will be made within 14 days (or 2 weeks) after the agreed program commencement date in such cases.
- c) If the application for a refund is received more than 28 days (or 4 weeks) before the enrolment date of the program.
 - The refund amount will be all fees less the enrolment fee and a cancellation fee of \$200 will also apply.
 - The refund will be made within 28 days (or 4 weeks) of receiving a student's written application.
- d) If the application for a refund is received less than 28 days (or 4 weeks) before the enrolment date of the program.
 - The refund amount will be 50% of the total tuition fees paid (or no more than 12 weeks tuition fees) excluding the enrolment fee.
 - The refund will be made within 28 days (or 4 weeks) of receiving a student's written application.
- e) In extraordinary circumstances REW executives may exercise discretion, when refund requests which do not comply with the points listed above are received. Examples may include but are not limited to:
 - natural disasters necessitating the return of the student to the home country;
 - major political upheaval in the home country requiring emergency travel and this has impacted on the student's study;
 - severe and unmanageable medical conditions of the student;
 - cultural or religious imperatives.Documented evidence is required with the application and the Director's decision is final in all cases.

REW **will not** refund tuition fees if:

- f) The program has commenced.
- g) The student is reported to the Immigration Department for a breach of visa conditions and has his/her visa cancelled.
- h) The student is excluded on the grounds of unacceptable behaviour.

The refund policy does not remove a student's right to take further action under Australia's consumer protection laws. Whilst all applications for refunds will be dealt with according to the stated policy and the National Code, this does not remove a student's right to pursue legal remedies. Students who are not satisfied that refund procedures have been followed as published have recourse to the REW Complaints and Appeals procedure at no cost. The Centre will maintain the student's enrolment during the appeals period.

TUITION FEE REFUND PROCEDURE

- a) All applications for refunds must be made in writing to the Director, REW Melbourne Language Centre and emailed to REWStudent.Services@rmit.edu.au or delivered to the REW Student Services Reception.
- b) Refunds will be made in Australian currency (AUD) and refunded to the student or appointed beneficiary (evidence must be provided with the application). This will be processed as a bank transfer unless otherwise requested.

2. TUITION FEE TRANSFER POLICY

- a) No transfers of tuition fees will be made to another English language centre unless REW is unable to proceed with the program.
- b) Students may transfer the balance of their tuition fees to a formal award program at RMIT University or another formal award institution if:
 - The transfer conditions are in accordance with government requirements and;
 - The student produces evidence of a non-conditional offer letter and;
 - Written notice is given 28 days prior to the commencement of the next module of the program.
- c) If students are approved for transfer to RMIT or another formal award institution, an administration fee of 20% of the remaining fees will be charged.
- d) Transfer of fees will occur within 28 days of written notice.

DEFINITIONS & ACRONYMS

Program means the total duration of a student's accepted offer at RMIT English Worldwide.

Study Period is defined according to the duration of the program and may vary. It may consist of one or more modules.

Module means a 5-week period of study.

ESOS Act means the Education Services for Overseas Students Act 2000. See www.rmit.edu.au/programs/international/esosstudent

National Code means the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students established under the ESOS Act.

REW means RMIT English Worldwide, a business unit of RMIT Training.