

APPLICATION FORM

Please print clearly in English and in BLOCK letters. Tick boxes where appropriate

International Student

Australian Citizen/ Permanent Resident

Representative information (if applicable)

Agent name/contact person	
Country	
E-mail	
Telephone	Fax
For all agent bookings, please confirm who will be responsible for the total payment of this booking by selecting an option below Agent Student Agent and Student (please give details including amounts):	
Agent signature:	

Student information (as shown in passport)

Title Mr Ms Other			Male Female
Family name			
First name(s)			
Date of birth (d/m/y)		Country of birth	
Country of citizenship		First language	
Visa type (if relevant)		Visa number (if relevant)	
Permanent address*			
City			
State/ province		Postcode	
Country			
Telephone (home/mobile)			
E-mail			
Passport number (if available)		Expiry date	
Do you hold Permanent Residency or a current Australian Visa? Yes No N/A (If yes, please provide a copy of your PR or current Australian visa.)			

*Your permanent/home country address is required by the Australian Government. If it is not supplied your application cannot be processed.

Education details

Highest academic qualification studied			
Completed Year 12 or equivalent*		Do you have an ATAR (If studies completed in Australia)	
Yes	No	Yes	No
Name of Institution			
Country/State		Year awarded	
Language of instruction			
Are you currently studying in Australia? Yes No			
Do you wish to apply for credit or exemptions for any units? Yes No (If yes, please supply full academic details separately)			
Required supporting documentation: Academic results Birth Certificate, Citizenship documentation or Passport†			

*Refer to entry requirements if not completed in Australia.

† Please provide a certified copy of your identification and qualifications by post or hand deliver originals for sighting.

English proficiency

Is English your first language? Yes No	
If yes - please move on to Program Selection	
Please provide evidence of your English proficiency qualifications IELTS TOEFL CAE Pearson Other (please specify)	
Exam score	Test date (d/m/y)
Have you met the English entry requirement of the intended course at MIT? Yes No	

Program selection/study plan

General English	
Start date:	End date: Number of weeks:
English for Academic Purposes (10 weeks)	
Intake	Mar Apr Jun Oct Nov
Year:	
Murdoch University Preparation Course	
Commerce	Information Technology
Mass Communication and Media	Science
Intake	Feb Jun Oct
Year: Number of Trimesters:	
Diploma	
Commerce	Information Technology
Mass Communication and Media	
Intake	Feb Jun Oct
Year: Number of Trimesters:	
Murdoch University	
Degree name:	
Major:	

Additional services

Do you have a disability, impairment or long-term medical condition which may affect your studies? Yes No	
If yes, please provide medical documentation from a relevant treating professional detailing the impact of your condition on your ability to meet academic demands. Disclosure will not disadvantage your application and is confidential. The information you provide will assist us in best catering for your needs.	
Do you wish to purchase Overseas Student Health Cover (OSHC)* through Murdoch Institute of Technology? Yes No	
If yes, please indicate: Single Couple Family	
If no, please list your current OSHC details.	
Policy provider:	
Policy number:	Start date: Expiry date:

* OSHC is compulsory for Student Visa holders and their accompanying family members.

Payment

At this time, I wish to pay: the enrolment fee the full program fees part of the program fees FEE-HELP (must be eligible)	
I wish to pay by credit card (MasterCard/Visa)	
I enclose a cheque for the amount of	Payable to Murdoch Institute of Technology
I would like to arrange a bank transfer. Payment to be made to: Bank: HSBC Bank Australia Limited Branch: 28 Bridge Street (Exchange) Sydney NSW 2000 Australia Swift code: HKBAAU2S BSB: 342-011 Account number: 461472-163 Account name: Murdoch Institute of Technology Payment reference: Student Name and DOB / MIT Student Number	
I am sponsored by:	

Form continues overleaf.

Parent/guardian contact details

Title	Mr	Ms	Other	Male	Female
Family name					
First name(s)					
Relationship to student (i.e. mother or father)					
Permanent address of Parent or Guardian (if different from previous page)					
E-mail					
Telephone (home/mobile)					
Parent/guardian is aware that Under 18 students are required to stay in a homestay approved by MIT					

Application checklist

<p>Completed all sections of the Application Form</p> <p>Read and understood the Terms and Conditions</p> <p>Completed Murdoch University Application Form (if applicable)</p> <p>Attached certified copies of your academic qualifications (translated into English). If waiting for results then these can be submitted at a later date.</p> <p>Attached evidence of English language proficiency (if available)</p> <p>Included a copy of your passport (if available)</p>

Declaration

<p>I have read, understood and agree to be bound by the Terms and Conditions of enrolment attached or as listed on pages 34-35 of the brochure. I declare that I have read the instructions on this application form and that, to the best of my knowledge, the information provided by me is true and complete in every particular. I acknowledge that Murdoch Institute of Technology may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me. I give permission to Murdoch Institute of Technology to verify or obtain records from other educational institutions that I have attended. I understand that I am seeking temporary entry into Australia for educational purposes only as a fee-paying student. I understand that if I change my visa status, I may be subject to different rules and conditions. I understand the above conditions and am prepared to accept them in full. In particular that I, or my sponsor, will be responsible for the full costs of the academic program for which I am seeking admission, as well as the associated travel and living costs. I give permission to Murdoch Institute of Technology to provide information to my parent(s) or guardian(s) and my agent regarding my application for admission to the program listed above.</p> <p>I confirm that I have read, understood and agree to the Murdoch Institute of Technology Terms and Conditions attached or as listed on pages 34-35 of the brochure</p>	
Signature	Date
Signature of parent/guardian (required if student is under 18 years old)	Date

Please submit your application via your MIT representative or by email to: **admissions@murdochinstitute.wa.edu.au**
OR via post: Admissions Office, Murdoch Institute of Technology, Building 512, Murdoch University Campus, South Street, Murdoch, Western Australia 6150, Australia

TERMS AND CONDITIONS

1. GENERAL TERMS & CONDITIONS

These Terms & Conditions are applicable to all students studying at Murdoch Institute of Technology (MIT).

1.1. Policies and Procedures: All MIT students are subject to the policies and procedures of MIT as published on our website (www.murdochinstitute.wa.edu.au) and in the MIT student diary, including those dealing with student misconduct, assessment, progression, complaints and appeals. Students must review these policies and procedures, at least annually, and ensure they understand and comply with the most up to date version of our policies and procedures.

1.2. Late Arrivals, Vacations & Absences: No refund is given for time missed due to late arrivals, vacations, absences or public holidays. Periods of absence will not be replaced by a free extension of any course and will be calculated from the published start date of the course. No refunds or substitutions will be made for classes missed due to exams, excursions, first day orientation or other obligations that fall outside the normal schedule. Classes are not held, and many campus facilities are closed, on public holidays. All published course dates start on a Monday, but if the Monday is a public holiday, the course start will fall on the Tuesday. All students are expected to attend classes from the first day of their course. New students cannot commence their course if they fail to attend the first 2 weeks, or the first 1 week in the case of English for Academic Purposes (EAP) students. Continuing students must attend classes from the first day of their continuing course of study.

1.3. Late Enrolment: Continuing students must enrol in their final choice of units by the end of week 1 in each trimester. New students must enrol in their final choice of units by the end of week 2 in each trimester. Unless students can provide satisfactory evidence of the date of their enrolment, a late enrolment fee of \$250 will apply and no enrolments will be accepted after the end of week 2 in each trimester. Students that miss their enrolment deadline must defer their studies to the next trimester, and for international students this may affect their student visa.

1.4. Course Transfers: The deadline for any course or unit transfers is the end of week 1 in each trimester.

1.5. Course changes: MIT has the right to change course dates, course curricula, tutors and programs at any time at its discretion. However, in cases where the course is rescheduled prior to the start of the first unit of study and the new date is unacceptable to the student, all unused tuition fees will be refunded.

1.6. Placement: MIT reserves the right to place a student into the most appropriate class, and to postpone units to the following trimester where there are an insufficient number of students for that unit. In most cases, the minimum number for most classes is 10 students.

1.7. Tuition fees: Tuition fees include lessons, orientation meeting, use of computer room and internet quota, placement and progress testing and an MIT certificate on completion of the course. MIT reserves the right to withhold the granting of a certificate attained by a student if tuition fees or any other fees remain outstanding. Please refer to the Tuition Assurance Statement available online www.murdochinstitute.wa.edu.au

All fees are published at www.murdochinstitute.wa.edu.au and Tuition Fees can be found in the 2014 Fee Schedules.

1.8. Books and learning materials: Students may be required to purchase textbooks, workbooks, stationery and other required learning materials at additional cost.

1.9. Additional services: Any additional services (travel, telephone costs, excursions, medical costs, special diet, non-MIT exams and enrolment amendments) are not included in any fees unless specifically stated on a valid invoice. Students who wish to arrange Homestay accommodation and/or airport transfer should contact Australian Homestay Network at www.homestaynetwork.org/mit-students

Enquiries about on-campus accommodation should be directed to www.murdochuv.com.au

1.10. Privacy: Information collected by MIT, which personally identifies a student and information regarding a student's course progress may be shared with the Australian State and Federal governments, designated authorities, the Tuition Assurance Scheme, the agent that recruited the student (unless specifically excluded), the students' parents (if under 18) and MIT staff and related body corporates of MIT. This information may include personal and contact details, course enrolment details, changes and results. MIT's Privacy Policy complies with the National Privacy Principles in the Privacy Act when dealing with personal information. For further information please contact the Privacy Officer at privacykaplan@kaplan.edu.au

2. MURDOCH UNIVERSITY FEES

2.1. Murdoch University course fees will depend on your choice of undergraduate degree course and point of entry. Further information is available on the Murdoch University website: www.murdoch.edu.au/Student-life/Get-organised/Understanding-uni-fees

3. DEFERRAL POLICY

3.1. A student may apply to defer their studies on the grounds of their own ill health or that of a very close relative. All applications for deferral from a course of study must be made in writing or using the Deferral Form available from MIT. An administration fee of AUD 250 is required for processing a deferral application.

4. REFUND POLICY

4.1. Students requesting a refund are required to do so in writing. Refunds, where applicable, will be made only to the person by whom the fees were originally paid. All refund requests will be responded to in writing, and approved refunds will be paid within 14 days of written notification.

4.2. Domestic Diploma Students: Please refer to MIT's Domestic Student Refund Policy regarding FEE-HELP available on our website at www.murdochinstitute.wa.edu.au. FEE-HELP is available to eligible students on our Diploma programs. A schedule of fees, census dates and EFTSL values is also available on our website. Students should note that the census date for each Diploma program is 3 weeks from the published course start date.

All other students without access to FEE-HELP including those on the MUPC program should refer to the refund policy in section 4.3 below. All notification and cancellation fees apply. In all cases, application fees are non-refundable and tuition fees are not transferable to other students.

4.3. All International Students and Domestic MUPC Students: In all cases, enrolment application, medical insurance, courier, Murdoch University deposit and any other service fees are non-refundable. Tuition fees are not transferable to other students.

Where a student visa application is rejected, all tuition fees paid will be refunded in full, less an administration fee of AUD 240, once proof of visa refusal has been satisfactorily provided to MIT. If a student visa holder withdraws from their course, the cancellation fee, which depends upon the notification period, is as follows. (For the purposes of the Refund Policy only, a course is defined as one trimester of study, or for English programs, 24 weeks of study)

NOTIFICATION PERIOD	CANCELLATION FEE
More than 10 weeks before course commencement date:	AUD 1,000
More than 4 weeks and up to 10 weeks before course commencement date:	40% of the course fees
Less than 4 weeks before course commencement date:	70% of the course fees
Less than 2 weeks after course commencement date:	80% of the course fees
More than 2 weeks after course commencement date:	100% of the course fees

If MIT has to cancel a student's enrolment due to a serious breach of student visa conditions or serious misconduct, no refund of course fees will apply.

In the unlikely event that MIT is unable to deliver a course in full, after classes have commenced, students will be offered a refund of all unspent prepaid tuition fees. The refund will be paid within 14 days of the day on which the course ceased being provided. Alternatively, students may be offered enrolment in an alternative course by MIT at no extra cost. Students have the right to choose whether they would prefer a refund of course fees or to accept a place in another course. If they choose placement in another course, students will need to sign documentation to indicate their acceptance of the placement.

In the unlikely event that MIT is unable to provide a refund or place a student in an alternative course, the Tuition Protection Service will assist a student in finding an alternative course or to get a refund if a suitable alternative is not found.

4.4. Students who terminate their course may not be eligible to receive a certificate for a partially completed course.

5. INTERNATIONAL STUDENTS

5.1. Visa information: It is the responsibility of the student to arrange all applicable travel permits or visas, to have a valid passport and to remain for the whole period of study. The student may be asked to make payment for the first study period prior to the issuing of any of their visa documentation. Visa application forms (Confirmation of Enrolment) may not be issued by MIT until payment for the first study period has been received and the enrolment agreement has been signed and returned by the student. The enrolment agreement includes reference to the pre-departure and grievance procedures information and can be found on our website www.murdochinstitute.wa.edu.au

5.2. Student Visa: Student visa holders are required to provide MIT with a current residential address and telephone number at all times, maintain satisfactory academic progress and attend a minimum of 80% of their course. Students who fail to show up for their enrolment or with less than 80% attendance will be reported to the Department of Border Protection (DIBP). Information collected by MIT which personally identifies a student and information regarding a student's course progress may be shared with the Australian State, designated authorities, the Tuition Protection Service (Australia), students' parents, MIT staff and representatives. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of any visa condition. Any school-aged dependants accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

5.3. Medical insurance: Medical insurance is compulsory for student visa holders and their accompanying family members. Students are required to show proof of medical insurance at the time of their enrolment. Students will not receive Confirmation of Enrolment until they have obtained satisfactory medical insurance for the length of their visa. The Australian government requires all students on student visas to join the Overseas Student Health Cover (OSHC) scheme, a health insurance plan for overseas students in Australia. Students must ensure that payment is made for compulsory OSHC before their visa is issued and that the insurance provides adequate coverage for the entire duration of the student's visa.

5.4. Codes of practice: MIT abides by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code) and the Educational Services for Overseas Students Act 2000 (ESOS Act 2000). Further information about the ESOS Act and the Code can be obtained on request from MIT or at www.aei.gov.au

5.5. Living Expenses: Migration regulations in Australia require international students to show evidence that they can contribute to the cost of living and studying in Australia. For more information please refer to www.studyinaustralia.gov.au/en/Study-Costs or www.immi.gov.au

6. AUSTRALIAN STUDENTS

6.1. FEE-HELP is available to eligible Australian Students wishing to study the Diploma at MIT. Please refer to MIT's Domestic Student Refund Policy published on the website at www.murdochinstitute.wa.edu.au

7. CONSUMER PROTECTION

7.1. Agreement to these Terms and Conditions, and the availability of complaints and appeals processes, does not remove the right of a student to take action under Australia's consumer protection laws, or their right to pursue other legal remedies under Australian law. All additional information and documents can be found on our website at www.murdochinstitute.wa.edu.au

8. DECLARATION

Upon submitting an application for an MIT course, the student:

- 8.1. Declares that the information provided in the application form is true and complete in every detail.
- 8.2. Understands that giving false or incomplete information may lead to the refusal of their application or cancellation of enrolment.
- 8.3. Has read and understood the published information in the MIT brochure and on the MIT website and has sufficient information about MIT to enrol.
- 8.4. Authorises MIT to retain their photo image for identification purposes.
- 8.5. Authorises MIT to seek medical treatment, at the student's cost, should a staff member consider that is necessary, including in cases of a medical emergency.
- 8.6. Authorises MIT to provide any other educational institutions to which the student may seek admission, any relevant official records they require. The student also gives MIT permission to obtain official records from any educational institution the student has attended once their studies at MIT have finished.
- 8.7. For international students, the student understands that MIT will collect information during their enrolment in order to meet its obligations under the ESOS Act and the National Code, to ensure the student complies with the conditions of their visa and the student's obligations under Australian immigration laws generally. The authority to collect information is contained in the ESOS Act, ESOS Regulations and the National Code. The international student authorises MIT to provide information including personal and contact details, course enrolment details, and the circumstances of any suspected breach of their student visa conditions to the Australian Government, the Tuition Protection Service (if relevant) and any other designated authorities. The student also understands that this information can be disclosed without their consent where MIT is authorised to or required to by law.
- 8.8. Understands that information collected during their enrolment may be stored on a server controlled by a third party whether in Australia or elsewhere.
- 8.9. Accepts liability for payment of all fees as explained in the MIT brochure and on the MIT website, and agrees to abide by the MIT refund policy applicable to them. The student understands that fees may rise. For international students, the student has also read the section relating to living expenses and they understand that the cost of living in Australia may be higher than in their own country, and the student confirms that they can meet those costs.
- 8.10. Agrees to notify MIT, in writing, of their change of address within 7 days of moving.