# Application for Admission

MELBOURNE TRADES COLLEGE

1. Complete all sections using BLOCK LETTERS.
2. Attach supporting documents, including copies of your passport and academic documents.
3. Students will be charged AUD $250.00 (non-refundable) Application Fee.

| **1. Personal Details (Please choose by placing an X in the boxes that apply to you)** | | | |
|---|---|---|---|
| Title: | ☐ Mr. ☐Mrs. ☐ Ms. ☐ Other | Gender: | ☐Male ☐ Female ☐ Other |
| *Date of Birth: [Day/month/year] | | Country of Birth: | |
| Surname: | | Given Names: | |
| ***You must write your name, including any middle names, exactly as written in the identity document** that you choose to use for this purpose. | | | |

| **2. English Language Proficiency** | | | |
|---|---|---|---|
| Do you speak a language other than English at home? | ☐ No, English only.<br>☐ Yes, others - please specify.<br>---------- | Was English the language of instruction in your secondary/tertiary studies. | ☐ Yes ☐ No |
| How well do you speak English? | ☐ Very well<br>☐ Well<br>☐ Not well<br>☐ Not at all | Have you taken the English language test in the last two (2) years e.g. IELTS, PTE, TOEFL or equivalent?<br>(If yes, please indicate name of test and score)<br>(If no, please refer to section given below) | |

☐ Not Required. I am from (please tick): ☐ United Kingdom ☐ Ireland ☐ Canada ☐ USA.

***Please note that all the students must undertake a Language, Literacy and Numeracy test before the course commencement at Melbourne Trades College.** Language, Literacy and Numeracy test will be conducted on campus by using LLN robot under the supervision of a qualified assessor prior to the commencement.

| Are you of Aboriginal or Torres Strait Islander origin?<br>(For persons of both Aboriginal and Torres Strait origin, mark both 'Yes' boxes) | | |
|---|---|---|
| ☐ No | ☐ Yes, Aboriginal | ☐ Yes, Torres Strait Islander |
| Department of Home Affairs (DHA) Office where you applied for your VISA | ☐ Onshore (please specify the name)<br>☐ Offshore | |
| Do you have a Unique Student Identifier (USI) Number?<br>Unique Student Identifier (USI): | ☐ Yes, please specify this below.<br>☐☐☐☐☐☐☐☐☐☐<br>☐ I will create it myself (visit www.usi.gov.au)<br>☐ I authorize Melbourne Trades College to create a USI on my behalf (read the information provided below in Appendix 2) | |

**Please note that from 1 January 2015, Melbourne Trades College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course, if you do not have a USI. In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly at https://www.usi.gov.au/your-usi/create-usi.**

Note: Students are required to read Unique Student Identifier (USI) information provided below in "Appendix 2" if the student authorises Melbourne Trades College to apply for a Unique Student Identifier. Students will be required to fill up the USI Consent Application form during induction prior to course commencement.

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| 3. Contact Details | | | | |
|---|---|---|---|---|
| **Address (Home Country)** | | | | |
| Address: | | | | |
| State/Province: | | Country: | | Post Code: |
| Phone no: | | Email: | | |
| **Residential Address (Australia)** | | | | |
| Address: | | | | |
| Suburb: | | State: | | Post Code: |
| Mobile no: | | Email: | | |
| Phone no (home): | | Phone (work): | | |
| **Postal Address in Australia (if different from Residential)** | | | | |
| Address: | | | | |
| Suburb: | | State: | | Post Code: |
| Preferred method: ☐ Email ☐ Phone | | | | |

| Emergency Contact Details | | | |
|---|---|---|---|
| Name of the person: | | Relationship to you: | |
| Address: | | | |
| Mobile/phone no: | | Email: | |

| 4. Passport Details: | | | |
|---|---|---|---|
| Passport no: | | Passport Expiry Date: | |
| Country and place of passport issue: | | | |

- A true copy of your original documents must be provided as part of your application.

| 5. Visa Details (if applicable) | | | |
|---|---|---|---|
| VISA Type: | | VISA Subclass: | |
| VISA Number: | | VISA Expiry date: | |

| 6. Education Agent | | | |
|---|---|---|---|
| Did you choose any Education Agent? If yes, please fill in the details of the agent referred. | ☐ Yes ☐ No | Name of the Agent: | |

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MELBOURNE TRADES COLLEGE

| | | | | | |
|---|---|---|---|---|---|
| Address: | | | | | |
| Mobile: | | Phone: | | | |
| Email: | | Agent Stamp (if applicable) | | | |
| **7. Overseas Student Health Cover** | | | | | |
| | Yes ☐ (Fill up Part A) | | No ☐ (Refer to Part B) | | |
| **Part A-Insurer Details** | | | | | |
| Name of the Insurer: | | Member Number: | | Date of expiry: | |
| **Part B** | | | | | |
| *1. The Australian Government requires all persons entering Australia on a Student Visa to have OSHC.*<br>*2. The length of your OSHC MUST cover the total length of your course(s).* | | | | | |
| **8. Disability Status (Please choose by placing an X in the boxes that apply to you)** | | | | | |
| Do you consider yourself to have a disability, impairment, or long-term condition? ☐ Yes ☐ No | | | | | |
| If you indicate the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list: You may indicate more than one area: | | | | | |
| ☐ Hearing/Deafness.<br>☐ Physical<br>☐ Learning<br>☐ Intellectual<br>☐ Other | Please specify: | | | | |
| If yes, do you require additional assistance because of this disability or any other support need during your study?<br>☐ Yes ☐ No<br>Please provide details of what support you will require during you study: | | | | | |
| **9. Course Selection (Please choose by placing an X in the boxes that apply to you)** | | | | | |
| Please be advised that as part of the application process, you will be required to fill up pre-training review form that needs to be submitted along with the application form. | | | | | |
| **Intake Applying for:** | | | | | |

| Course Code and Name | CRICOS Course Code | Duration (weeks including holiday breaks) |
|---|---|---|
| ☐ CPC31020 - Certificate III in Solid Plastering | 119928H | 52 weeks of delivery (including 10 weeks holiday breaks) |
| ☐ AUR30620 - Certificate III in Light Vehicle Mechanical Technology | 111620D | 61 weeks of delivery (including 10 weeks holiday breaks) |
| ☐ AUR30320 - Certificate III in Automotive Electrical Technology | 114054E | 71 weeks of delivery (including 10 weeks holiday breaks) |
| ☐ AUR31520 - Certificate III in Automotive Diesel Engine Technology | 114055D | 72 weeks of delivery (including 10 weeks holiday breaks) |
| ☐ AUR40226 - Certificate IV in Automotive Mechanical Diagnosis | 120348G | 34 weeks of delivery (including 4 weeks holiday breaks) |
| ☐ AUR50126 - Diploma of Automotive Management | 120401G | 52 weeks of delivery (including 9 weeks holiday breaks) |
| **Note**: Details of course information can be obtained from our student handbook or by visiting our website: www.melbournetradescollege.vic.edu.au or contact student's administration. | | |
| **10. Highest Education qualification achieved:** | | |

Have you successfully completed any of the following qualifications in Australia or hold any overseas qualification? If yes, tick any of the below boxes:

☐ Bachelor's Degree or higher ☐ Advanced Diploma or associate degree ☐ Diploma
☐ Certificate IV ☐ Certificate III ☐ Certificate II ☐ Certificate I
☐ Other education (including certificates or overseas qualifications not listed above) if others, please specify.

**11. Qualification details:**

Name of the Institute: Year Awarded:

In the case of overseas qualification, has the qualification been assessed as equivalent to an Australian qualification?
☐ Yes ☐ No

Attach documentation including copies of all academic records. Academic records not in English must also be accompanied by a translated copy. If you believe you have relevant work experience, attach details and documentation (e.g., employer reference, curriculum vitae, etc.)

**12. Schooling**

What is your highest completed school level? (Tick ONE box only)
☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent
☐ Year 9 or equivalent ☐ Year 8 or below ☐ Never attended school

Are you still enrolled in secondary or senior secondary education? ☐ Yes ☐No

**13. Employment**

Which of the following best describes your current employment status?
☐ Full time employee ☐ Part time employee ☐ Unemployed-seeking full time work
☐ Unemployed-seeking part time work ☐Self-employed - not employing others ☐Not employed -not seeking employment
☐ Employed - unpaid worker in a family business ☐ Self-employed – employing others

**Which of the best describes your employment sector?**

| | |
|---|---|
| ☐ A - Automotive | ☐K - Financial and Insurance |
| ☐ B - Mining | ☐ L - Rental, Hiring and Real Estate Services |
| ☐ C - Manufacturing | ☐ M -Professional, Scientific and Technical Services |
| ☐ D - Electrical, Gas, Water and Waste Services | ☐ N - Administrative and Support Services |
| ☐ E - Construction | ☐ O - Public Administration and Safety |
| ☐ F - Wholesale Trade | ☐ P - Education and Training |
| ☐ G - Retail Trade | ☐ Q - Health Care and Social Assistances |
| ☐ H - Accommodation and Food Services | ☐ R - Arts and Recreation Services |
| ☐ I - Agriculture, Forestry and Fishing | ☐ S - Other Services, please specify position: |
| ☐ J - Information Media and Telecommunications Services | _____ |

**14. Recognition of Prior Learning/Credit Application**

Would you like to make an application for RPL/ Credit transfer? ☐ Yes ☐ No

If you are seeking credit transfer/recognition of prior learning, you must attach translated (English) copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information, etc., so that Melbourne Trades College can assess your eligibility for credit recognition. Also attach copies of previous relevant qualifications or experience. Complete the RPL/CT Form available online at Melbourne Trades College's website or at Melbourne Trades College reception.
Kindly refer to CT and RPL policy available on www.melbournetradescollege.vic.edu.au under policies section for more information.

**15. Accommodation Requirements**

| | | |
|---|---|---|
| Do you require assistance in finding accommodation options? | ☐ Yes | ☐ No |
| If yes, please specify below. | | |
| What type of accommodation arrangements would you like? | ☐ Shared | ☐ Private |
| Please note that Melbourne Trades College's Student support officer can assist students in finding accommodation by conducting an online search, suggesting accommodation sites, real estate agents in a particular area, however, Melbourne Trades College doesn't provide accommodation to its students. | | |
| Do you require assistance for Airport pickup? | ☐ Yes | ☐ No |

| |
|---|
| Melbourne Trades College provides airport pick up. Students are required to fill the Airport Pick up form available on Melbourne Trades College's website or students can email their request for Airport pick up at EMAIL: info@melbtc.vic.edu.au . Students are requested to contact Melbourne Trades College at ph. 03 7066 5255 for any other information. Airport pick up fees: AU$100. Kindly contact us in advance (preferably 5 working days) to avoid any inconvenience.<br>There is also a help desk available at the airport for international students to assist students in finding suitable airport pick up services e.g., UBER, Sky Bus, and taxi services. |
| Any other additional information: |

| **16. Marketing** | | |
|---|---|---|
| How did you find out about this course?<br>☐ Advertisement ☐ Newspaper ☐ Internet ☐ Friends ☐ Search engines/Google ☐ Other, specify: _____ | | |
| **17. Payment Details** | | |
| ☐ Payment by Credit Card (Please fill in the credit authorisation form) | | |
| ☐ Bank Cheque made payable to **Exceed Ventures Pty Ltd** (Melbourne Trades College) | | |
| ☐ Bank Transfer to be made to the following bank account: | | |
| Account Name: | Exceed Ventures T/As Melbourne Trades College | |
| Account Number: | 013 162 | 655887423 |
| Swift Code: | ANZBAU3M | |
| Bank Name: | ANZ | |
| Bank Address: | Highpoint Shopping Centre, Level 2, Shop 2543A/200 Rosamond Rd, Maribyrnong VIC 3032 | |

**Appendix 1**

**Pre-Training Review (PTR)**

The Pre-Training Review (PTR) is conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by Melbourne Trades College can meet the student's individual needs.
Before we make an offer, Melbourne Trades College is required to review student's current competencies, student needs, English level, *support requirements and oral communication skills, to enrol them in the most appropriate course to achieve their intended outcomes.
*Refer to Melbourne Trades College's Student support and welfare policy for more information on the support services provided by the college.

The pre-training review ensures that Melbourne Trades College:

- understands the student's reasons for undertaking the course.
- ensures the suitability of the training for the students.
- Understands the student's current competencies and therefore provides opportunities for these to be assessed.
- Provides students with information necessary for them to make enrolment decision and to ensure that students reasons for undertaking qualification with Melbourne Trades College aligns with their previous experience in particular sector (If any), educational and career goals.
- Identifies possible Recognition of Prior Learning (RPL) and/or Credit Transfer (CT), student's English level, oral communication skills, knowledge on Language Literacy and Numeracy skills.
- check if the training and assessment strategies employed to deliver the course suits the student's needs, and
- Provides relevant support required for the student to succeed in the course.

**Guidelines for PTR-To be filled up by Students.**

1. Students are required to fill up this PTR form.
2. Students are required to read all the details of their course, policies and procedures of Melbourne Trade College before filling up the answers and complete all the answers of this PTR form in a true and correct manner. Information can be made available from the Student Handbook/Student Prospectus and/or website.
3. Enrolment officer or representative will conduct PTR Interview via Telephonic Conversation or via Face to Face.
   - **PTR Interview conducted via Telephone**-If PTR Interview is conducted via telephone, Enrolment officer or representative will call the student and check student's identity like name, date of birth and/or course undertaken to ensure that the student has genuinely completed the information by himself/herself. For telephonic Conversation, a communication log will be retained as an evidence of student declaration in lieu of the student's physical signature e.g. through E-mail, call notes,

etc. Response of the discussion will be recorded by the Enrolment officer or representative.

- **PTR Interview conducted Face to Face-** During face-to-face PTR interview, Enrolment Officer or representative will verify with the student if all the answers have been completed by the student. Discussion notes will be maintained and recorded.

4. During both Telephonic and/or Face to face PTR Interview, Enrolment officer or representative will verify the answers provided by the student and check:
   - if the student is aware of the policies, procedures, and other information necessary for the students.
   - if the student has received true and accurate information and if they are suitable to undertake the course/s.
5. Enrolment officer or representative will ensure that PTR form received along with the application form is completed by the student intending to apply for the course.
6. **If students have not received sufficient information i.e.** are not aware of the policies, procedures and other information necessary for students to make enrolment decision to study at Melbourne Trades College, Enrolment officer or representative will provide necessary information to the student required to make enrolment decision.
7. ***For example: If students have answered "No" or have not answered the questions in the PTR form,*** Enrolment officer or representative will provide students with true and accurate information so that students can make an informed decision about their enrolment in the courses at Melbourne Trades College.
8. While conducting PTR, Enrolment officer or representative will take information from the Application form and Pre training review form to identify any support and needs required by the student which includes (but is not limited to) disability support, RPL/CT, English language support, etc.
9. At the final stage of the PTR, the Enrolment officer or representative will fill up the pre training evaluation checklist to ensure that the student is enrolled in a course suitable to his/her needs, abilities, and study/career goals, and to recommend appropriate learning or other support.

**Please Note**: Enrolment officer will take holistic approach while assessing student's answers during Pre-Training Review by ensuring that all the answers provided by students aligns with their educational and future goals.

If student's answer does not align with the student's educational or future goals, Enrolment officer or representative will have a thorough discussion with the student and offer him support or guidance if required.

Student will not be given admission if student's stated reasons for undertaking course does not align with his/her future plan and/or previous experience in that particular area (if any)

**Application Rejection**

Student's Application will be rejected if:

- Student does not have the appropriate work experience, level of skills and the ability to undertake the course successfully.
- Enrolment in the course is not aligned with the student's educational goals, work/career goals and/or previous experience in that area (if any).
- Student does not meet the entry requirements specified for the course including English requirements, academic requirements, age, and does not have the ability to undertake this course successfully.
- Student does not have appropriate listening and oral communication skills as interpreted during PTR Interview.

Enrolment officer will inform the student before cancelling and discuss reasons for cancellation.

Students are requested to fill all the questions provided in the form below. If any doubt arises, please contact Melbourne Trades College administration on ph. – 03 7066 5255 or email - info@melbtc.vic.edu.au

| Do you have access to enough information to make an informed decision about your enrolment in this course at Melbourne Trades College? Let us know if you have questions or need more information | Where to find this info | Yes | No |
|---|---|---|---|
| Entry requirements for your proposed course | | | |
| Content of your proposed course | | | |
| Duration of your proposed course including holidays | | | |
| Delivery location | | | |
| Whether or not your course includes a work placement | | | |
| Delivery method (i.e. class /face-to-face/ online, combination, practical training) | | | |
| How assessment will be conducted during your course | | | |

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| | | | |
|---|---|---|---|
| The requirement for you to undertake an assessment of your language, literacy and numeracy (LLN) skills prior to the commencement to determine any support needs you may have during your study.<br>*LLN test will be conducted on campus using LLN Robot under the supervision of a qualified assessors. | Student Handbook/ prospectus<br><br>Website: www.melbournetradescollege.vic.edu.au | | |
| Did you get information about indicative course-related fees incurred throughout the course, applicable fund withdrawal policies (refund), course progress/attendance monitoring policy, satisfactory academic performance, assessment information and methods? | | | |
| "Course progress and Attendance" requirements, procedures for monitoring attendance and course progress.<br>*Course progress: Students must maintain satisfactory course progress requirements i.e. to be successful in completing or demonstrating competency in at least 50% of the units as course requirements in any study period to achieve minimum competency level.<br>*Attendance requirements: Students must maintain satisfactory attendance i.e. maintain a minimum of 80% of the attendance. | | | |
| Did you get information about the grounds upon which your enrolment or course may be deferred, suspended, or cancelled? | | | |
| Are you aware about Melbourne Trade College's policies and procedures including RPL, internal and external complaints procedures, appeals processes? | | | |
| Are you aware that the availability of complaints and appeals processes or any such agreement does not remove your rights to take action under the Australia's consumer protection laws? | | | |
| Are you aware about your obligations regarding study hours commitment, course progress and attendance requirements to successfully complete your chosen course & the conditions under which you might be reported to the Department of Home Affairs (DHA). | | | |
| Have you been advised that, as part of the view or audit of your training, you may:<br>a. Receive a survey from the National Centre for Vocational Education Research (NCVER) and/or an invitation to take part in a project endorsed by a funding body.<br>b. Be contacted by someone authorised by the funding body and/or the Regulator to talk to you about your training | | | |

| |
|---|
| Would you like further information on any of the items listed above? |
| Are you willing to commit to undertake a minimum of 20 hours of study and work-related assessments as this qualification requires minimum 20 hours of study per week? Yes ☐ No ☐ |
| The Enrolment Officer will contact the students if students feel that they have not been provided with enough information or if students are not aware of it.<br>*Please give us a call on PHONE 037066 5255 or send an email on info@melbtc.vic.edu.au if you are facing any problem* |

## Suitability of this course for you

**1. Reasons for Study**

☐To get a job ☐ To get a better job or promotion ☐ It was a requirement of my job. ☐To develop my existing business ☐To start my own business ☐To try for a different career ☐To get into another course of study ☐I wanted extra skills for my job ☐ For personal interest or self-development ☐To get skills for community/voluntary work ☐Others

In case of others, please state the reason:

_____

**2. What previous experience have you had in an area/ industry directly related to this course?**

**3. Why did you choose Melbourne Trades College as your desired course provider for this course?**

4. **Do you require any kind of support in English language proficiency? If yes, please specify what kind of support?** *Students are requested to fill up the questions related to English language proficiency mentioned in the application form-Section 2

5. **Do you require any kind of support? If yes, please specify what kind of support is required?**

| |
|---|
| **6. Mode of Study/Learning Style:** Thinking about how you'll best learn, which method will suit you the best?<br><br>☐ Classroom based face-to-face ☐ Workplace experience.☐ Mixed mode of online learning and face to face ☐ Practical Training ☐ Others, please specify. |

| **7. Computer and Internet Skills** | **Yes** | **No** |
|---|---|---|
| Do you have regular access to computer devices and the internet? | | |
| Do you use MS Office applications, e.g. Microsoft Word, Power-point etc? | | |
| Do you find it easy to use search engines such as Google and using the internet in general? | | |
| Do you require any kind of computer related support? ☐ Yes ☐ No<br>If yes, please specify: | | |

| |
|---|
| **8. Do you wish to apply for an RPL?**<br>RPL (Recognition of Prior Learning) is a form of assessment that recognises skills and knowledge gained through formal training conducted by industry or education, work experience and life experience.<br>☐ Yes ☐No |
| If Yes, (please fill RPL application form available on Melbourne Trades College's website) |

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|---|
| **9. Would you like to apply for CT?**<br>(Credit Transfer) a system whereby successfully completed units of competency contributing towards a degree or diploma can be transferred from one course to another.<br>☐ Yes ☐No |
| If Yes, (please fill CT Application Form available on Melbourne Trades College's website) |

**Appendix 2**

**Important Information for Students**

*Please read the below given information carefully before signing the application form. Students may contact Melbourne Trades College for any further information or email us at* EMAIL info@melbtc.vic.edu.au *. It is advisable to read Student's handbook for detailed information.*

**For VET Qualifications: Course Monitoring and Attendance Policy**

Melbourne Trades College has a Course Monitoring and Attendance Policy which states that the students are required to maintain satisfactory course progress throughout the course. Students are also required to attend their classes and maintain 80% of attendance throughout the course. Low attendance implies that student might not be able to complete their course on time and it might lead to unsatisfactory course progress. Melbourne Trades College is required to report students on the basis of unsatisfactory course progress in two consecutive study periods to the Department of Home Affairs (DHA).

**Satisfactory course Progress**: where a student is able to meet course progress requirements for a study period as identified in the Training and Assessment Strategy for each course. Satisfactory course progress is defined as successfully completing or demonstrating competency in at least 50% of the units in any study period.

Hence, students are required to attend classes in accordance with course timetables to make satisfactory course progress. Under the Education Services for Overseas Students Act 2000 and the National Code 2018, *Melbourne Trades College* is required **to report unsatisfactory course progress** (failing to complete at least 50% of units for two consecutive study periods) **to the Department of Home Affairs** (DHA) via PRISMS.

***Note:*** Students will not be reported based on attendance. However, low attendance may lead to unsatisfactory course progress which can lead to you being reported to the DHA.

If an overseas student is not attending scheduled classes, but is making satisfactory progress in their course, then the course duration set may not be suitable for that student—because this may mean that they already have the skills, knowledge and experience to progress in their course without receiving structured training.

Melbourne Trades College will reduce the duration of the course to the minimum duration required, given the student's existing skills and knowledge, while maintaining a minimum of 20 scheduled course contact hours per week.

For detailed information, kindly refer to Course Monitoring and Attendance Policy available on website or refer to Student's handbook.

**Satisfactory Attendance:** Students must maintain a minimum of 80% of attendance throughout the course for satisfactory attendance.

***Please Note****: Students are required to attend a minimum 20 scheduled course contact hours per week.*

**Fee Payment**

a) The initial tuition fee, application fee and material fee (if applicable) as stated in the offer letter must be paid in advance before the commencement of the course for confirmation of enrolment at Melbourne Trades College.

b) Students are not required to pay more than the initial tuition fee amount as stated on the offer letter (or 50% of the tuition fee) before the start of the course. However, students can pay more than 50% if they wish to do so. Any amount of fees paid before the start of the course will be reflected on the Confirmation of Enrolment (COE).

c) Any remaining tuition fees can be paid through payment plan arrangements. All students are required to understand and sign the fees agreement which states the next instalment amounts with the due dates. All due dates on the tuition fees are kept at standard 15th of every month.

d) Student must pay full tuition fees for each term by the due date or as specified in the invoices unless any other payment plan/arrangement is agreed with Melbourne Trades College.

e) Tuition fees will be payable to the College by a bank draft or telegraphic transfer (or other approved payment options) in Australian dollars as agreed by Melbourne Trades College.

f) Students must pay their fee directly to Melbourne Trades College. Student should not pay the fee to the agent and/ or third party in relation to the application for enrolment.

g. Reminder Letter

In case the student's instalment falls on a particular month, a friendly email reminder along with the first warning letter will be issued to the student after 7 working days of the date when the student has missed the payment i.e. 7 working days after the "due date". Students may also be informed via phone call or post for initial reminder.

After sending the first warning letter, if the student fails to make the payment again and does not communicate with the accounts department, a second warning letter will be issued to the student after 7 Working days of sending the first warning letter. Students will be provided with 7 more working days to make the payment or to request for an extension. Students must meet the Accounts Officer or call Melbourne Trades College at info@melbtc.vic.edu.au if they require any kind of support.

h. If a student fails to make the payment and/or does not communicate with Melbourne Trades College even after the second warning letter, a final notice i.e." Intention to cancel Enrolment" will be issued to the student. Students will be provided with 20 working days to make complaints or lodge appeals.

If a student fails to make the payment of the outstanding fees after sending Intention to cancel enrolment and/or does not access the complaints and appeals procedures, Student's enrolment will be cancelled after 20 working days of the final notice.

The suspension of enrolment will cause following restrictions to apply:

i. Loss of access to the College's library service, Learning Management System, classroom, computer system including internet and others.

ii. Loss of access to enrolment records, results and academic certificates.

iii. Inability to attend any classes where this may result in students having to repeat missed work and/units.

The student has the right to appeal against the decision from the date of letter. Refer to complaints and appeal policy for information available on Melbourne Trades College s website.

If the student decides to appeal against the decision, his/her enrolment will be kept active until both internal and external appeal process is completed.

i) If students choose not to appeal against Melbourne Trades College's decision and makes no further payment or do not contact the college concerning their debt, their enrolment may be cancelled, and the student will be reported to the Department of Home Affairs for non-payment of fees.

j) If student decides to not appeal against the decision and accepts to pay the fees, then students will be required to pay the full dues along with **late fee of $50 per week.**

k) An additional fee for re-assessments will be applicable when: Students must undergo reassessment after two additional attempts. **(Re-assessment fee after 2 attempts - $300)**, or Students must repeat a subject **(Repeat unit fee- $300)**.

l) Students who enrol in additional courses will be required to pay a separate tuition fee as specified for the course.

m) The tuition fee charged to the student will remain the same provided the student remains enrolled in the same course. If the student transfers the course, tuition fee for the transferred course will be applied.

Please Note: Fees are subjected to change without prior notice. Students are advised to contact student administration for updated fees and charges. However, fees won't change once student agreement has been signed.

n) If the student's visa status changes (e.g. becomes a temporary or permanent resident), the student will continue to pay full overseas student fees for the duration of the enrolled program.

o) Melbourne Trades College reserves the right to engage in any third party to recover any outstanding fees payable to Melbourne Trades College. The cost incurred to Melbourne Trades College for engaging a third party to recover such outstanding fees will be charged to the student.

p) Melbourne Trades College has Refund's policy and procedures to ensure all students are treated fairly and with integrity when applying for refunds.

q) All refunds applications will be submitted to the student administration department and the following procedures will be followed in assessing the application.

r) All 'refunds' will be approved by the Accounts Officer and the applications will be processed within 10 working days of the application being placed.

### Refund of Tuition fees

A student who wishes to apply for a refund of tuition fees in accordance with this refund policy should do so by filling up a Refund Application form is available at Melbourne Trades College's reception and on Melbourne Trades College's website www.melbournetradescollege.vic.edu.au Students must submit refund application form along with other supporting documents on campus. The documents should be submitted to:

Accounts Officer
Exceed Ventures Pty Ltd t/a Melbourne Trades College
73Ashley Street, Braybrook, Victoria – 3019 Australia
Email us at info@melbtc.vic.edu.au

| MELBOURNE TRADES COLLEGE COURSE FEE REFUND TABLE | | | |
|---|---|---|---|
| **Refund circumstances** | **Refund of tuition fees paid** | **Refund of material fees** | **Application Fee** |
| Withdrawal at least **12** full weeks or more prior to agreed start date. | 100% | 100% | No refund |
| Withdrawal between **6** to **11** full weeks prior to the agreed start date. | 50% | 100% | No refund |
| Withdrawal in **5** full weeks or less | No refund | No refund | No refund |
| Withdrawal after the course start date | No refund | No refund | No refund |
| Course withdrawn by Melbourne Trades College | 100% | 100% | 100% |
| Application rejected by Melbourne Trades College | 100% | 100% | No Refund |
| The course is not provided fully to the student because Melbourne Trades College has a sanction imposed by a government regulator. | Refund of unused portion of tuition fees for future terms | No refund | No refund |
| Visa refused prior to the course commencement | Total amount of the pre-paid fees received by Melbourne Trades College for the course in respect of the student course less the following amount.<br>(a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or<br>(b) a maximum sum of $500 whichever is lesser | 100% | No refund |
| Visa is refused after the commencement of the studies due to not meeting visa requirements. | The refund amount = weekly tuition fee x the number of weeks in the default period<br>a. The weekly tuition fee = total tuition fee for the course / number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar.<br>b. The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates/7 | No Refund | No refund |
| RPL fee | No refund if the 'Statement of Attainment' is provided | No refund | No refund |
| Visa refused due to submission of the fraudulent documents by or on behalf of the student | No refund | No refund | No refund |

| | | | |
|---|---|---|---|
| Withdrawal from the course without notification or breaching their visa conditions | No refund | No refund | No refund |
| Visa cancelled due to actions of the student | No refund | No refund | No refund |
| Student abandons the course | No refund | No refund | No refund |
| Melbourne Trades College cancels an enrolment due to serious student misconduct | No refund | No refund | No refund |
| Note: If a student's enrolment falls within no refund timelines before the agreed start date of the course and the student decides to withdraw from the course, then there will be no refund. | | | |

**COOLING OFF PERIOD**

Melbourne Trades College will provide applicants a 7-day cooling off period. This means that if a student accepts the offer letter to study at Melbourne Trades College and pays Melbourne Trades College relevant course fees as per the signed agreement. If the student changes their mind (for any reason), a full refund of course fees paid till date will be provided. Students must notify Melbourne Trades College in writing within 7 days of the signed agreement date.

**STUDENT'S RIGHTS TO APPEAL**

a. Any student who is refused for a refund by Melbourne Trades College may appeal within 20 working days in writing to the student Administration Manager and follow the complaints and appeal process of Melbourne Trades College.

b. Melbourne Trades College's appeal process does not restrict the student's right to pursue other legal avenues.

The 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 students to take action under the Australian Consumer Law if the Australian Consumer Law applies.

***Timeline for refund***

It is to be noted that refund will be made available to students differently based on the student's default and providers (Melbourne Trades College) default.

i. **In case of Student default:** Refund will be paid within the period of 20 working days after receiving written notification/claim from student and relevant forms duly signed by the student.

ii. **In case of Provider's (Melbourne Trades College) default:** Refund will be paid within the period of 14 days after cessation of the course.

Please refer to detailed information on fee payment and refunds on the Fee payment and Refund policy available on Melbourne Trades College's website and/or student's handbook.

**Tuition Protection Services**

**The Tuition Protection Service (TPS**) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fee.

For more information, please visit https://tps.gov.au/Home/NotLoggedIn

**Complaints and Appeals Policy**

Melbourne Trades College has a student's "Complaints and Appeals Policy and Procedures" to provide students with a fair and equitable process for resolving any disputes or complaints they may have. After completing Melbourne Trades College's informal and formal complaints processes, a student dissatisfied with
the outcome may lodge an internal appeal. If dissatisfied with the outcome, the students may lodge an appeal externally i.e., request mediation through the Overseas Student Ombudsman, which is free of cost. It is important that the student refers to a detailed complaints and appeals procedure in the student's handbook. Alternatively, it can be obtained from the Administration or viewed at website www.melbournetradescollege.vic.edu.au

*IMP NOTE: The Overseas Students Ombudsman is a free and independent service.*

Examples of an external or independent body or person may include:

- private conciliators or dispute resolution counsellors
- a complaints and appeals body established by a peak industry body
- representatives of Commonwealth and state or territory
- government departments including the Office of the Training Advocate; or Commonwealth and state or territory offices of the Ombudsman may be the appropriate body for a public provider.

**The Overseas Students Ombudsman (OSO)**
The Overseas Students Ombudsman investigates complaints about problems that overseas students have with private education and training in Australia. The Ombudsman's services are free, independent and impartial. You can find out more about this service on their website: http://www.ombudsman.gov.au/.

**Media Consent**

From time to time, Melbourne Trades College staff may request to take photographs/videos or verbal/written interviews/testimonials of students at Melbourne Trades College or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job work activities or could be published by Melbourne Trades College in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times request that students provide any of the above of the students' own creation for the same purposes.

❑ I do not consent to the use of my photos / videos / testimonials / interviews to be used in Melbourne Trades College's promotional materials prepared for marketing purposes in Australia and overseas.

**Media Consent withdrawal option**
You have the right to refuse the use of your image or work. You may also decline the media consent by choosing "no consent" option below or withdraw your consent any time by sending an email or contacting Melbourne Trades College's student administration. **Privacy Notice**
Personal information may be collected and disclosed to relevant bodies which may include verification of a student's previous qualifications, Commonwealth and State Agencies and the Department of Home affairs regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress.
Melbourne Trades College will endeavor to take all the reasonable steps to protect personal information from misuse, loss or unauthorised access, modification or disclosure.
stores and uses personal information only for the purposes of administering student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.
Information is collected on this form and during your enrolment in order to meet the obligations of Melbourne Trade College under the ESOS Act and the National Code 2018; and to ensure student compliance with the conditions of their visas 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 (ESOS Act 2000), the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Providers of Education and training to Overseas Students 2018 (National Code 2018). Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme and the TPS Director. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by the law.

Under the Data Provision Requirements 2020, Melbourne Trades College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
Your personal information (including the personal information contained on this application form, USI and your training activity data) may be used or disclosed by Melbourne Trades College for statistical, administrative, regulatory and research purposes. Melbourne Trades College may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies.
- National Centre for Vocational Education Research (NCVER);
- Personal information that has to be disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
    - populating authenticated VET transcript
    - pre-populating Melbourne Trades College's student application/enrolment forms
    - facilitating statistics and research relating to education, including surveys and data linkage
    - Understanding how the VET market operates, for policy, workforce planning and consumer information; and Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. Please note that you may opt out of the survey at the time of being contacted.
NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at **www.ncver.edu.au**).

**Access, correction and complaints**

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. Complaints and Appeals policy and procedures is available on Melbourne Trades College's website and can also be made available from the reception.

**Emergency Medical Indemnity**

I authorise Melbourne Trades College or their representative to obtain Medical Treatment in the event of an emergency and indemnify Melbourne Trades College or their representative.

## USI Creation

**If you wish for Melbourne Trades College t**o create a USI on your behalf, be aware of the following:

Melbourne Trades College will collect information about you for the purpose of creating a USI, this information is collected under the *Student Identifiers Act 2014*
This information can only be used for:

- Applying, verifying and giving a USI
- Resolving problems with a USI; and
- Creating authenticated vocational education and training (VET) transcripts.

This information may be shared with:

- Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
- The purpose of administering and auditing VET, VET providers and VET programs.
- Education related policy and research purposes; and
- To assist in determining eligibility for training subsidies
- VET regulators to enable them to perform their VET regulatory functions.
- VET admissions Bodies for the purpose of administering VET and VET programs,
- Current and former Registered Training Organisations to enable them to deliver VET courses to individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies.
- Schools/Institutes for the purpose of delivering VET courses to the individual and reporting on these courses.
- The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics.
- Researchers for education and training related research purposes.
- Any other person or agency that may be authorised or required by law to access the information.
- Any entity contractually engaged by the Student Identifies Registrar to assist in the performance of his or her functions in the administration of the USI system; and

**Will not be disclosed without your consent unless authorised or required by or under law.**
If you would like us (Melbourne Trades College) to apply for a USI on your behalf, you must authorise us to do so (refer to USI section mentioned above in the application form and declare that you have read the privacy information at https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behal. You must also provide some additional information as noted below so that we can apply for a USI on your behalf.
Students will be required to fill up USI consent Application form during induction prior to the course commencement.

## Application Checklist

| | |
|---|---|
| ☐ Completed all sections of this application. | ☐ Attached copies of your English proficiency |
| ☐ Attached relevant employment documentation. | ☐ Attached any other relevant documentation. |
| ☐ Attached copies of your passport | ☐ Read all the important information provided along with this application form in Appendix 2 |
| ☐ Attached copies of your qualifications | |
| ☐ Filled up PTR questions attached along with the application for as Appendix 1 | ☐ Read and signed the declaration |

# Application for Admission

## Student Declaration and Consent

☐ I declare that the information provided on this form and supporting documentation is true and correct.
☐ I have read and understood the information in handbook/prospectus including Entry requirements, Privacy policy, Refund policy, Course progress and attendance policy, Complaints and appeals policy and procedures of Melbourne Trades College provided to me along with this application form.
☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice.
☐ I have read and understood Melbourne Trades College's Enrolment policy and procedures. (Available on Melbourne Trades College's website www.melbournetradescollege.vic.edu.au and student's handbook)
☐ I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.
☐ I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at Melbourne Trades College.
☐ I confirm that I have read and understood the information provided in Transfer between Providers Policy and Concurrent Enrolment Policy (If applicable) Available on Melbourne Trades College's website www.melbournetradescollege.vic.edu.au
☐ I have read and understood important information (Appendix 2) provided to me along with this application form.
☐ I have completed all the answers of the PTR form in this application in a true and correct manner and provided genuine answers to the best of my knowledge.

## STUDENT SIGNATURE

**Student**…… **Date**……

***Note: Students are responsible for keeping a copy of written agreements as supplied by Melbourne Trades College, and receipts of any payments of tuition fees or non-tuition fees.***