



Cairnmillar
INSTITUTE

Treatment | Education | Research

School of
Psychology
Counselling and
Psychotherapy

CRICOS provider number 02781E

Application Form 2012



International Students

Academic Program Preferences

Name of the program/s applying for

When do you wish to commence your studies Semester 1 Semester 2

English Language Proficiency

- YES NO English is my first language
- YES NO English was the language of instruction during my secondary studies and I gained a satisfactory pass in final year of English.
- YES NO English was the language of instruction during my post secondary studies
- YES NO I have completed a test of English Language Proficiency

IELTS date taken / / Overall Band Score

TOEFL date taken / /

Documentary evidence must be provided

Further Education (Certificate, Diploma, Degree, Bachelor, Masters)

Are you currently completing or awaiting results of post secondary studies?

- YES Go to Section 1
- NO Go to Section 2

Section 1

Name of University/Institution

Date results available

Documentary evidence must be provided. Please fax/email results as soon as they become available.

Section 2

Name of Qualification

Name of University/Institution

Country

Years attended (e.g. 2006-2009) Date Completed / /

Documentary evidence must be provided.

Work Experience/Relevant Employment History

Years

Employer's name

Position held

Duties

Documentary evidence must be provided. Please attach a current resume and copy of passport (facepage)

Recognition of Prior Learning (RPL)

Are you seeking RPL? YES NO

If you answered YES, you must attach detailed syllabuses/curricula of all subjects you have successfully completed and would like credit for.

Terms & Conditions

Study Plan and Course Monies – Year 1

Semester 1		
Code	Unit	Fee
		\$
		\$
		\$
		\$

Semester 2		
Code	Unit	Fee
		\$
		\$
		\$
		\$

Semester 3		
Code	Unit	Fee
		\$
		\$
		\$
		\$

Study Plan and Course Monies – Year 2

Semester 1		
Code	Unit	Fee
		\$
		\$
		\$
		\$

Semester 2		
Code	Unit	Fee
		\$
		\$
		\$
		\$

Semester 3		
Code	Unit	Fee
		\$
		\$
		\$
		\$

Application Fee (Non-Refundable)	\$150.00
Total Course Monies Payable	\$
Total Fees and Course Monies	\$

1. Conditions on enrolment/preliminary requirements

- a. As a condition of enrolment, the student agrees to abide by all Cairnmillar policies for the duration of their enrolment and to disclose any medical or health conditions that may affect studies or student welfare. Policies include:
 - Complaints and Appeals Policy
 - Course Progress and Attendance Policy
 - Student Management Framework
 - Student Transfer Request Assessment Policy
 - Deferment, Suspension and Cancellation Policy
 - Refund Policy.
- b. As a condition of enrolment, the student authorizes Cairnmillar to check visa entitlements electronically via VEVO on the Department of Immigration and Citizenship website:
http://www.immi.gov.au/e_visavevo.htm

2. Course fees and other charges (course monies)

Please see current Cairnmillar International Student Fee Schedule available on Cairnmillar website at www.cairnmillar.edu.au

3. Payment of Course Fees and Refunds

- a. Tuition Fees are normally payable six (6) months prior to the commencement of the first semester and tuition fees for subsequent semester are due one month (1) prior to the commence of each subsequent semester.
- b. All fees must be paid in Australian dollars.
- c. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of the calendar year
- d. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing.
- e. Refunds will be paid to the student or the person specified in the written agreement.

4. Refund of course monies*

- a. Cairnmillar's refund policy applies to all course monies paid to Cairnmillar and includes any course monies paid to an education agent to be remitted to Cairnmillar.
- b. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted on the relevant Request to Defer/Withdraw from Internship form to Head of School.
- c. Cairnmillar will refund within 2 weeks for all course monies paid where the student's application for enrolment is refused by Cairnmillar or the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.
- d. Refunds for student default apply to tuition fees only. Tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment of behalf of the student has been made.
- e. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, tuition fees, that is, the 10% of Tuition Fees paid prior to commencing the course will not be refunded.
- f. Cairnmillar will refund within 2 weeks of the receipt of written notification of withdrawal by the student's tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
- g. Cairnmillar will refund within 2 weeks of the receipt of written notification of withdrawal by the student of tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
 - If written notice is received up to four weeks prior to commencement of the course, Cairnmillar will be entitled to retain an administration fee.
 - If written notice is received less than four weeks prior to commencement of the course no monies will be refunded.
 - If written notice is received more than six months after the commencement date of the student's course no refund of tuition fees will be made.
- h. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons;
 - Failure to maintain satisfactory course progress (visa condition 8202)
 - Failure to maintain satisfactory attendance (visa condition 8202)
 - Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [if applicable]
 - Failure to pay course fees
 - Any behaviour identified as resulting in enrolment cancellation in Cairnmillar's Student Handbook Policy and Procedures Manual.
- i. In the unlikely event that Cairnmillar is unable to deliver your course in full, you will be offered a full refund of all course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.
- j. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

This is a simplified version of the full sample refund policy for the purposes of the written agreement with students and has been changed to suit individual Cairnmillar practices.

5. Change of Address

The student is obliged to notify Cairnmillar of any change of address while enrolled at Cairnmillar. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address.

6. Privacy

Cairnmillar is bound by the Privacy Act 1988, the Information Privacy Act 2000 and the Health Records Act 2001. Information collected on this form and during your enrolment is required to meet our obligations under the ESOS Act and the National Code 2007; 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, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

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 Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

For more information on privacy, please refer to Cairnmillar's Privacy Policy at <http://www.cairnmillar.edu.au/education/international-students.php>

7. Agreement

All students must read and sign this written agreement.

I confirm I have received and understood information from Cairnmillar regarding the following:

- Course(s) in which I am to be enrolled
- Conditions on enrolment in the course(s)
- All course and course-related fees
- Cairnmillar's Refund Policy
- The sharing of personal information
- Change of address obligations
- Grounds on which my enrolment may be deferred, suspended or cancelled

Declaration by Applicant

I am aware of the conditions as they relate to my admission and agree to pay all fees for which I am liable by the required date. I have read and agree to the conditions relating to the Cairnmillar Institute School of Psychology Counselling and Psychotherapy Fees, Payment and Refund Terms.

I declare that the information about provided by me is true and complete in every detail. I acknowledge that Cairnmillar may obtain further information from me about educational institutions I have attending or from the Australian Department of Immigration and Citizenship (DIAC).

Name _____

Signature: _____

Date / / _____

Checklist

- Have you answered all the questions?
- Have you attached certified copies of your IELTS/TOEFL results (if English is not your first language)?
- Have you attached certified copies of your qualifications and academic transcripts?
- Have you attached a copy of your resume and a copy of your passport?
- If you are applying for RPL, have you attached the syllabuses/curricula?
- Have you read Cairnmillar's refund and Payment Terms? See Terms & Conditions below
- Have you signed and dated the declaration?

Please forward completed application form by post, fax or email to:

The Cairnmillar Institute School of Psychology Counselling and Psychotherapy
993 Burke Road,
Camberwell VIC 3124
AUSTRALIA

Fax +61 3 9882 9764

Email education@cairnmillar.edu.au