

## APPLICATION FORM – INTERNATIONAL STUDENT

Please fill in the form in CAPITAL / BLOCK LETTERS and tick (✓) the relevant option.

### PERSONAL DETAIL

Title:  Mr.  Miss  Mrs.  Ms. Other: \_\_\_\_\_ Gender:  Male  Female  
 Family Name: \_\_\_\_\_ Given Name/s: \_\_\_\_\_  
 Date of Birth (dd/mm/yy): \_\_\_\_\_ Passport Number: \_\_\_\_\_  
 Nationality: \_\_\_\_\_

Have you ever been enrolled at ATMC?  Yes  No Student No (If known) \_\_\_\_\_

Do you have a Unique Student Identifier Number?  Yes  No USI No. (If yes): \_\_\_\_\_

If No, you can create your own USI at the USI Website [www.usi.gov.au](http://www.usi.gov.au) or complete the College's Consent to Disclose Personal Information to Create A USI Form

### Contact Details in Home Country:

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

### Contact Details in Australia (if applicable)

Address: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Do you have a Visa?  Yes  No If yes, Visa Type (Please tick):  Student  Tourist  Working Holiday  Other: \_\_\_\_\_  
 Visa Number: \_\_\_\_\_  
 Highest Education/ Qualification: \_\_\_\_\_ Year Obtained: \_\_\_\_\_  
 IELTS or TOEFL Score (if available): \_\_\_\_\_

### Next of Kin in Home Country:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Relationship to Next of Kin: \_\_\_\_\_

### Next of Kin in Australia

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Relationship to Next of Kin: \_\_\_\_\_

Do you have a disability or medical consideration which requires special assistance from ATMC? e.g. Hearing/visual impairment, learning difficulty, mobility requirements?  Yes  No If yes, please provide details \_\_\_\_\_  
 If you need assistance, please contact Welfare Officer on 03 9631 9100.

Please tick (✓) the course you are applying for:

Please ✓	CRICOS Code	Course Code & Title	Location	Course Duration	Tuition Fee (AUD)	Intake Date
<input type="checkbox"/>	089219A	English for Academic Purposes (EAP 1&2)	Melbourne	24 Weeks	\$6,400	
<input type="checkbox"/>	089167G	General English	Melbourne	47 Weeks	\$12,800	
<input type="checkbox"/>	082419E	22251VIC Certificate II in EAL (Access)	Melbourne/ Sydney	25 Weeks	\$7,680	
<input type="checkbox"/>	082420A	22255VIC Certificate III in EAL (Further Study)	Melbourne/ Sydney	25 Weeks	\$7,680	
<input type="checkbox"/>	082421M	22258VIC Certificate IV in EAL (Further Study)	Melbourne/ Sydney	25 Weeks	\$7,680	
<input type="checkbox"/>	086534C	ICT40115 Certificate IV in Information Technology	Melbourne/ Sydney	39 Weeks	\$6,900	
<input type="checkbox"/>	086617M	ICT50115 Diploma of Information Technology	Melbourne/ Sydney	36 Weeks	\$6,900	
<input type="checkbox"/>	087228E	BSB50215 Diploma of Business	Melbourne/ Sydney	36 Weeks	\$6,900	
<input type="checkbox"/>	087502C	BSB60215 Advanced Diploma of Business	Melbourne/ Sydney	36 Weeks	\$6,900	

Non-refundable Enrolment Fee = \$250. Material Fee = \$350/ Course or \$100/ 5 weeks ELICOS. Overseas Student Health Cover (OSHC) Fee applies.

Prospective students are strongly advised to check the current fees on [www.atmc.edu.au](http://www.atmc.edu.au), as the fees are subject to the sole discretion of the ATMC Management.

Are you new to the Victorian Education System (you do not have a Victorian Student Number)?

Yes. I am new to the Victorian Education System. I have never attended a Victorian school, TAFE or other training provider.

No. If you are aged 24 or below at time of enrolment, Please provide your Victorian Student Number:

--	--	--	--	--	--	--	--	--	--

How did you know about our College?  Friend  Family  Internet  Agent  Other \_\_\_\_\_

Agent Details (Stamp if applicable): \_\_\_\_\_

Counselor Name: \_\_\_\_\_ Country: \_\_\_\_\_ City: \_\_\_\_\_

Recognition of Prior Learning & Credit Transfer:

I wish to apply for RPL  Yes. I have attached my RPL Application Form  No

I wish to apply for Credit Transfer  Yes. I have attached my Credit Transfer Application Form  No

A request for payment or tuition and other fees will be made if you receive a letter of offer. Please make your payment as per instruction in the letter of offer. ATMC has no obligation until funds are cleared.

1. Tuition fees are fees directly related to provision of a course.
2. A Study Period is equal to 10 weeks for Non-EAL Courses, 24 Weeks for EAL Courses and 20 Weeks for ELICOS courses.
3. ATMC receives no more than 50% of the total tuition fee for the course before the student commences the course that is more than 24 weeks (or 100% of the total tuition fee for short courses that fall within one study period of 24 weeks or less) and then, after the student commences the course, ATMC will not require the student to pay any further tuition fee until 2 weeks before the start of the second study period.
4. If a student pays more than 50% of the total tuition fee for the course that is more than 24 weeks before the student commences the course, ATMC will refund the overpaid amount within 4 weeks of receipt of a refund application.

**Document Checklist:**

Have you:

- Filled in the form completely
- Attached certified copies of all necessary supporting documents:
  - Passport
  - High School Certificate or Previous Education Qualification/Transcript
  - IELTS Certificate and/or English proficiency evidence

**Privacy Statement:**

The information collected in this form is for the purpose of processing your application to Australian Technical and Management College (ATMC). The information will be held by the College in accordance with its Information Privacy Policy and maybe accessed and used by people employed/ engaged by the College. The information may be made available to government departments and agencies in relation to the College's obligations under law including the Education Services to Overseas Students (ESOS) Act 2000. You have a right to access and correct your personal information in accordance with privacy legislation and the College's Information Privacy Policy.

**Declaration:**

I agree that by completing and sending the required payment with this form I am applying for enrolment into the course indicated above and will receive more information from ATMC in finalising my enrolment. I also agree that this is an application to enrol. Arrangements for the payment of tuition fee, enrolment fee and other fees will be included in a Letter of Offer and Acceptance Agreement-International Student that will be issued once my application has been assessed as meeting our admission assessment criteria. I understand ATMC has the right to reject my application prior to issuing a Letter of Offer and Acceptance Agreement-International Student.

I declare that the information provided by me in this Application Form, is correct. I confirm that I have read, fully understand, and accept the TERMS AND CONDITIONS and agree to be bound by them, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this application form to ATMC, Level 10, 399 Lonsdale Street, Melbourne Victoria 3000, Australia, or email to [admissions@atmc.edu.au](mailto:admissions@atmc.edu.au) together with supporting documents.

**OFFICE USE ONLY**

This APPLICATION FORM is received on \_\_\_\_\_

- Correct and relevant supporting documents attached  Yes  No
- Application Accepted  Yes  No
  - If Yes, Offer and Acceptance Agreement Issued  Yes  No
  - If No, Applicant/ Agent Notified  Yes  No

Authorised Enrolment Officer

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_