

## MCOHB INTERNATIONAL STUDENT APPLICATION FOR ENROLMENT (ONSHORE STUDENT)

### ***PART A Enrolment Information***

#### **WHO SHOULD USE THIS FORM?**

You should use this form if you are an onshore international student applying for any course listed in the current Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd (MCOHB) Course Guide or on the MCOHB website at [www.mcohb.edu.au](http://www.mcohb.edu.au).

**N.B: MCOHB DOES NOT ENROL STUDENTS UNDER THE AGE OF EIGHTEEN (18) YEARS OF AGE.**

#### **HOW TO COMPLETE THIS FORM**

Please read this application form carefully and complete **ALL** sections using **BLOCK** letters.

Your application will not be processed unless full documentation requested is attached and declarations are signed.

Ensure that certified copies of your academic transcripts, English language proficiency and a copy of your passport are attached. Please note that supporting documentation will **NOT** be returned.

Individual applications not supported by an MCOHB approved Education Agent will only be considered when accompanied by the \$250 (AUD) Application Fee. ***Students applying through an MCOHB approved agent are exempt from this requirement.***

Ensure that you complete the Document Checklist and sign the Student Declaration and Financial Declaration.

MCOHB reserves the right to decline any application in accordance with all academic and Genuine Temporary Entry requirements.

#### **Privacy Declaration:**

Information is collected on this form and during your enrolment in order to meet our obligations under the *National Vocational Education and Training Regulator Act 2011*, the *ESOS Act 2000*, the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*; *The Standards for Registered Training Organisations (RTOs) 2015* and the National Center Vocational Education Research (NCVER), Commonwealth Department of Education Skills and Employment and the Department of Home Affairs 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 *National Vocational Education and Training Regulator Act 2011* and the *Education Services for Overseas Students Act 2000*, *Student Identifiers Act 2014* and *Privacy Act 1988*. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and other designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form during your enrolment can be disclosed without your consent where authorized by Commonwealth and State and Territory Governments or required by law.

## SECTION ONE PERSONAL DETAILS

Are you a current or former student at MCOHB?  YES  NO

If YES please provide your MCOHB student number:

Title:  Mr  Mrs  Ms  other

Male  Female  unspecified

Surname or family name (as in passport):

Given name(s) (as in passport):

English name (if you use one):

Date of birth (DD/MM/YYYY):

First Language:

Second Language:

## Disability/Allergies

### THIS SECTION MUST BE COMPLETED AND SIGNED BY THE APPLICANT

The information provided is used to assist in monitoring, supporting, and improving services to students with medical/disability requirements. This information is for support services only and will assist MCOHB to determine if the training provider is able to support you during your training.

#### RTO DISCLAIMER

If you have a condition/disability, please be honest and open with your responses to allow MCOHB to assess your suitability to train for the chosen qualification. Some industries restrict people with physical and mental disabilities with the work that they are able to perform, because training is based on actual workplace conditions MCOHB must follow the restrictions imposed by industry and the relevant training package/s.

Do you have a disability, impairment, allergy, or long-term medical condition which may affect your studies?

YES /  NO

If Yes please provide details of the disability, impairment, allergy, or long-term medical condition.

Do you require support services, equipment and or special facilities?  YES/  NO

If Yes what support services, equipment and facilities do you require to assist you?

I declare that the information that I have provided regarding any disability, impairment, allergy, or long-term medical conditions that I have is true and correct.

Printed Full Name:

Signed:

Date

### Section two contact details

#### Permanent address in home country

Street number and street name:

Suburb/city:

Province/State:

Country:

Post/Zip code:

Telephone (country code/ area code/ number):  
phone:

Mobile

Email:

How long have you lived at the above address?

#### Local address in Australia (if known)

Street number and street name:

Suburb/city:

State:

Post code:

Telephone (country code/ area code/ number):  
phone:

Mobile

Email:

How long have you lived at the above address?

**Emergency contact:** All applicant/students must provide an emergency contact and their contact details before commencing their studies.

Street number and street name:

Suburb/city:

Province/State:

Country:

Post/Zip code:

Telephone (country code/ area code/ number):  
phone:

Mobile

Email:

Emergency contact relationship to applicant e.g. mother, father, brother, sister, aunt, uncle, friend

### Section three Passport and Visa details

Enter details as shown in your passport. You must submit a translated, certified true copy of the personal details page of your passport.

Country of Birth:

Country of Citizenship:

Passport number:

Passport expiry date:

Do you hold a current Australian Visa?

YES /  NO

If yes, what type of visa do you hold? (*Visa subclass and expiry date*)

If no, what type of visa will you be applying for? (*Visa subclass*)

Have you or any immediate family member been refused an entry visa to any country?

YES/  NO

If yes, please provide the reason for an entry visa to any country, including date of refusal.

Have you breached any visa conditions in any country?

YES /  NO

If yes, please attach evidence. Translated into English (if required) and certified

Do you have any medical or health issues that may prevent you from obtaining your visa?

YES /  NO

If yes, please explain or attach evidence and relevant documentation. Translated into English (if required) and certified. **Note:** It is the applicants responsibility to Visit [immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health](http://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health) for a list of medical and health conditions of concern to the Australian Government.) **Also note that health insurance in Australia will not extend to a pre-existing medical condition.**

Are you currently applying, or have you previously applied for Australian Permanent Residency Status?

YES /  NO

If yes, please state your date of application:

Please note: It is your responsibility to ensure your visa allows you to study in Australia and covers the duration of the program for which you have applied.

#### **SECTION 4 – OVERSEAS STUDENT HEALTH COVER (OSHC)**

Do you have current Overseas Student Health Cover (OSHC)?  YES /  NO

If yes, what is name of your provider?

Membership number:

Policy Expiry date:

If no, do you need MCOHB to organise OSHC for you?  YES /  NO

If yes, what type of OSHC do you need?  Single  Couple  Family

If you wish to use another provider, you will need to make your own payment arrangements and show evidence for the full duration of your studies to the Department of Home Affairs.

## COURSE PREFERENCES

Indicate your preferred course of study, course titles and semester.

### Single courses

| CRICOS CourseCode | Qualification Code and Title               | Duration Weeks | TuitionFee (AUD) | Material Fee (AUD) | Total course Fee (AUD) |
|-------------------|--|----------------|------------------|--------------------|------------------------|
| 087206M           | BSB50215 Diploma of Business               | 62 weeks       | \$5,600          | \$350              | \$5,950                |
| 089084M           | SHB30115 Certificate III in BeautyServices | 40 Weeks       | \$6,800          | \$350              | \$7,150                |
| 093650G           | SHB30416 Certificate III in Hairdressing   | 62 weeks       | \$11,250         | \$550              | \$11,800               |
| 089040A           | SHB40115 Certificate IV Beauty Therapy     | 54 Weeks       | \$10,500         | \$350              | \$10,850               |
| 091498D           | SHB40216 Certificate IV Hairdressing       | 33 weeks       | \$5,500          | \$550              | \$6,050                |
| 089054F           | SHB50115 Diploma of Beauty Therapy         | 34 weeks       | \$14,250         | \$550              | \$14,800               |
| 093651F           | Diploma of Salon Management                | 33 weeks       | \$6,800          | \$350              | \$7,150                |
| 093654C           | CUA51020 Diploma of Screen and Media       | 62 weeks       | \$15,400         | \$150              | \$15,550               |

### Please select your enrolment date:

First intake dates     21 Jan                       27 Apr                       15 July                       10 Oct  
Second intake dates  25 Feb                       17 Jun                       26 Aug                       11 Nov

Preferred study days:                       Mon, Tue, Wed                       Wed, Thur, Frid

**Packaged (Bundled) Courses:**

| <b>CRICOS CourseCode</b>      | <b>Qualification Code and Title</b>   | <b>Duration Weeks</b> | <b>TuitionFee (AUD)</b> | <b>Material Fee (AUD)</b> | <b>Total course Fee (AUD)</b> |
|-------------------------------|---|-----------------------|-------------------------|---------------------------|-------------------------------|
| 089084M<br>093650G            | SHB30115 Certificate III in Beauty Services<br>SHB30416 Certificate III in Hairdressing                                     | 114 weeks             | \$16,250                | \$900                     | \$17,150                      |
| 093650G<br>089040A            | SHB30416 Certificate III in Hairdressing<br>SHB40115 Certificate IV Beauty Therapy  | 106 weeks             | \$18,500                | \$900                     | \$19,400                      |
| 089084M<br>089040A            | SHB30115 Certificate III in Beauty Services<br>SHB40115 Certificate IV Beauty Therapy                                       | 96 weeks              | \$14,700                | \$350                     | \$15,050                      |
| 093650G<br>089054F            | SHB30416 Certificate III in Hairdressing<br>SHB50115 Diploma of Beauty Therapy  | 96 weeks              | \$12,700                | \$900                     | \$13,600                      |
| 089040A<br>089054F            | SHB40115 Certificate IV Beauty Therapy<br>SHB50115 Diploma of Beauty Therapy  | 106 weeks             | \$19,800                | \$350                     | \$20,150                      |
| 089084M<br>089040A<br>089054F | SHB30115 Certificate III in Beauty Services<br>SHB40115 Certificate IV Beauty Therapy<br>SHB50115 Diploma of Beauty Therapy | 123 weeks             | \$26,850                | \$350                     | \$27,200                      |
| 089084M<br>093654C            | SHB30115 Certificate III in Beauty Services<br>CUA51020 Diploma of Screen and Media   | 106 weeks             | \$18,800                | \$350                     | \$19,050                      |

| CRICOS CourseCode  | Qualification Code and Title   | Duration Weeks | TuitionFee (AUD) | Material Fee (AUD) | Total course Fee (AUD) |
|--------------------|--|----------------|------------------|--------------------|------------------------|
| 089040A<br>093654C | SHB40115 Certificate IV Beauty Therapy<br>CUA51020 Diploma of Screen and Media | 106 weeks      | \$22,050         | \$350              | \$22,400               |
| 089054F<br>093654C | SHB50115 Diploma of Beauty Therapy<br>CUA51020 Diploma of Screen and Media     | 108 weeks      | 25,250           | \$350              | \$25,600               |

**Please select your enrolment date:**

First intake dates     21 Jan                     27 Apr                     15 July                     10 Oct  
Second intake dates  25 Feb                     17 Jun                     26 Aug                     11 Nov

**Preferred study days:**                     Mon, Tue, Wed                     Wed, Thur, Frid



## SECTION 6 – ENGLISH LANGUAGE PROFICIENCY

You must provide documentary evidence of your English language proficiency to meet the English language requirements of your chosen course.

Please tick the appropriate box and attach your results.

English is your first language.

English was the language of instruction in your secondary/tertiary studies. (Documentary evidence must be provided if the institution is located in a non-English speaking country)

I have completed an approved English language test (please specify below).  
(Documentary evidence must be provided)

IELTS  
Cambridge

TOEFL

Pearson PTE

Other English Test. Type of English Proficiency Test:

Date taken (DD/MM/YY):

I have Completed an English course in Australia. (Attach evidence)

Name of English language course:

Date taken (DD/MM/YY):

Name of English language course provider:

Course Completion Date (DD/MM/YY)

I have not yet completed an approved English Language course; however, I have applied for or I am currently attending an ELICOS Program.

(Attach evidence – Test must be taken within 2 years of course commencement.)

Name of English language course:

Date commenced/commencing

Name of English language course provider:

## SECTION 7 – EDUCATIONAL BACKGROUND

Please provide details and documentation for all previous and/or current studies (e.g. Secondary school studies and Foundation studies) including:

1. Official certified copies of all transcripts
2. If the documents are not in English, they must be accompanied by an official certified translation.

Secondary studies (high school studies – Year 12).

| Qualification | Education provider | Country | Start Date<br>DD/MMM/YYYY | Completion Date<br>DD/MMM/YYYY |
|---------------|--------------------|---------|---------------------------|--------------------------------|
|               |                    |         |                           |                                |
|               |                    |         |                           |                                |
|               |                    |         |                           |                                |

Post-secondary studies (tertiary studies – Diploma, Bachelor’s, Master’s, etc.). Please list your MOST RECENT qualification first.

| Qualification | Education provider | Country | Start Date<br>DD/MMM/YYYY | Completion Date<br>DD/MMM/YYYY |
|---------------|--------------------|---------|---------------------------|--------------------------------|
|               |                    |         |                           |                                |
|               |                    |         |                           |                                |
|               |                    |         |                           |                                |
|               |                    |         |                           |                                |
|               |                    |         |                           |                                |
|               |                    |         |                           |                                |
|               |                    |         |                           |                                |

### RECOGNITION OF PRIOR LEARNING/ CREDIT TRANSFER

Have you enrolled in a similar course elsewhere?  YES /  NO

(If you have enrolled in a similar course elsewhere, you may be eligible for a Credit Transfer or Recognition of Prior Learning. Contact the Student Support Manager for further information).

Have you been employed in the area covered by the course applied for?  YES /  NO

(If you have, you may be eligible for Recognition of Prior Learning. Contact the Student Support Manager for further information.)

### VICTORIAN STUDENT NUMBER

Are you under 25?  YES /  NO

If Yes and attended a Victorian School., provide your Victorian Student Number (VSN)

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|

If No, move to the next section

I don't have/ don't know my VSN

### Unique Student Identifier

From 1 January 2015, a Registered Training Organisation cannot issue you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a **Unique Student Identifier (USI)**. In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/get-a-usi> on computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one):

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>.

Don't have a USI     YES     NO

If yes please provide your USI number:

#### **Don't have a USI:**

Would you like UTA Institute of Technology to create one on your behalf?

No—I will do it myself

No I will do it at time of receiving an official Letter of Offer

## SECTION 8 – PREVIOUS EMPLOYMENT

If you believe you have relevant employment experience, complete the table below. Please attach separate certified documentation with your application. Note: only list relevant previous employment for the past three years.

| Employer | Position | Duties | Country | Start Date<br>DD/MMM/YYYY | End Date<br>DD/MMM/YYYY |
|----------|----------|--------|---------|---------------------------|-------------------------|
|          |          |        |         |                           |                         |
|          |          |        |         |                           |                         |
|          |          |        |         |                           |                         |
|          |          |        |         |                           |                         |

## EMPLOYMENT WHILST STUDYING IN AUSTRALIA

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- Full time Employee       Part time employee  
 Self-employed not employing others       Self-employed employing others  
 Employed-unpaid worker in a family business work       Unemployed seeking full time work  
 Unemployed seeking part time work employment       Not employed—not seeking

## SECTION 9 – STUDY PLAN IN MELBOURNE

1. Why have you chosen Australia as a study destination?
2. Why have you chosen to live and study in Victoria?
3. The highest level of study (Principal Course) I have applied for is:  
 Certificate       Diploma
4. Why have you chosen this level of studies?
5. How did you hear about MCOHB?
6. Why have you chosen MCOHB over other education providers in Australia or overseas?
7. Why do you want to study the courses you have applied for at MCOHB?
8. Are similar courses available in your home country?       YES /  NO
9. If yes, how do you believe you will benefit from studying this course at MCOHB?
10. What do you expect to learn from the course that you have applied for, and what is your understanding of the course content?
11. If you have undertaken previous post-secondary study or work that is **NOT RELATED** to the course you are applying for, please explain your choice of course and change of career path.
12. What are your career plans and how is this course relevant to your chosen career?
13. What type of employment positions will you apply for after graduating from MCOHB?

## SECTION 10 – FUNDING

What are the expected tuition fees for the duration of your chosen course? A\$

Who will be funding your study and living expenses while in Australia?

Are you required to provide financial support to others whilst studying in Australia?

YES /  NO

**Financial Sponsor(s) must be one of the following:**

Self funding

Immediate family members e.g. mother, father, brother, sister

Partner (spouse or de-facto partner, including same-sex de-facto partners)

Aunt or uncle (only if they are residing in Australia)

Approved government, institutional or corporate sponsor.

| Relationship to the student | Full names (as per passport or birth certificate) |
|-----------------------------|---|
|                             |   |
|                             |   |

Have you provided evidence of your sponsor's capability to fund your study and living expenses?

YES /  NO

How will you organise and access these funds?

How much will your monthly living expenses be while studying in Australia?

Will you be using a bank loan to fund your studies?  YES /  NO

If yes, have you researched the availability of funding from an approved financial institution in your home country?  YES /  NO

Who will be repaying any money you may need to borrow?

If you intend to work while studying in Australia, how much do you expect to earn per week?  
A\$

Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your student visa?  YES /  NO

What type of accommodation will you be seeking in Melbourne? (E.g. shared housing, single accommodation, homestay etc.)

If you plan to live with family/friends have you considered accessibility to the campus you will be attending?  YES /  NO

What do you expect to pay per week for accommodation? (i.e. rent) A\$

Are you aware of the work limitations and other Australian Student Visa conditions?

YES /  NO

## **SECTION 11 – FINANCIAL DECLARATION**

Please consider your answers carefully before you sign this application.

I understand that MCOHB may refuse to issue an offer if it assesses my financial capacity as insufficient.

I understand that MCOHB tuition fees are subject to an annual increase as outlined in my offer letter and that I am able to access funds to pay the increased fees.

I understand MCOHB may seek any additional information and documentation/evidence to confirm my financial capacity to funds.

I am aware of the tuition and living costs of my stay in Australia, including any dependent family members, and have the financial capacity to meet such costs and any annual fee increase for the duration of my course.

I am aware that I am required to make timely payments of all fees and associated costs whilst studying with MCOHB.

Name of applicant:

Signature of applicant:

Date:

## SECTION 12 – STUDENT DECLARATION

I declare I am a Genuine Temporary Entrant (GTE) and a genuine student and have read and understood conditions relating to these requirements. (For more information about GTE visit: [immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant](http://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant))

I declare that the information contained in this application is true and complete.

I acknowledge that any false or misleading statement may result in denial of my admission request or subsequent cancellation of my enrolment at MCOHB, which in turn, may affect the validity of my visa.

I understand that MCOHB reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.

I confirm that I have received and read a copy of MCOHB current course guide and information available on [www.MCOHB.edu.au](http://www.MCOHB.edu.au) and fully understand the requirements of the course.

I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures at MCOHB.

I understand, that upon enrolment at MCOHB, I will provide my current contact details including current residential address, mobile number, email address as well as emergency contact information. I will notify any changes to these details within 7 working days of any change.

I consent to the Department of Home Affairs providing MCOHB with any information about my visa status from the time of my application to the time of my departure from Australia.

I understand that this agreement and the availability of MCOHB complaint and appeals processes do not remove my right to take action under Australia's consumer protection laws.

I acknowledge that all documents submitted become the property of MCOHB and will not be returned.

I understand that the personal information that I have provided may be released to Australian Commonwealth and State agencies under the Education Services for Overseas Students (ESOS) Act 2018.

Name of applicant:

Signature of applicant:

Date:



## SECTION 13 – EDUCATION AGENT DECLARATION AND RISK ASSESSMENT

### FOR APPROVED MCOHB AGENT USE ONLY

- Applicant has the minimum English language requirement to undertake their chosen study pathway.
- Applicant meets the academic requirements for their chosen study pathway.
- Applicant has researched their career goals and prospects in their home country.
- Applicant has done adequate research on Holmesglen's courses, support services, facilities and locations.
- Applicant has demonstrated a clear understanding of the benefits of undertaking their chosen study pathway at MCOHB.
- Applicant has strong family support.
- Applicant has a clear understanding of the Australian Student Visa conditions including Genuine Temporary Entrant criteria.
- Applicant has a confirmed source of funding and contingencies in place should their source of funding suddenly cease.
- Supporting documentation has been sighted and is available upon request.
- Applicant has realistic expectations about their ability to find work and their likely part-time income whilst studying.
- Applicant has a clear understanding of the costs associated with completion of their study plan at MCOHB.

### As a result of an interview and counselling session undertaken at:

I hereby confirm that all information and documentation to support this application has been sighted and verified to be true and genuine and it is my recommendation that MCOHB proceeds with the assessment of the application.

I hereby declare that no conflict of interest exists with my duties as an approved education agent for MCOHB.

### AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT

Name of officer:

Approved agent Authorised officer signature:

Date



## **DOCUMENT CHECKLIST FOR APPLICATION** (to be completed by applicant)

Note: Incomplete applications will cause delays in processing. Please ensure all relevant documents are translated and certified (where required).

### **APPLICATION FORM**

Have you:

- Checked to see that you meet the minimum entry requirements for your chosen course
- Completed ALL sections of the Application form in BLOCK letters
- Signed the Financial Declaration
- Signed the Student Declaration
- Ensured that the declaration by accredited agent is signed (if applicable)
- Paid \$500 for the application fee (**if not using an agent**)
- Kept a photocopy of this application for your records

### **PASSPORT**

Have you included:

- A certified copy of the identification pages of your passport or a copy of your birth certificate
- A certified copy of your current visa (if you are in Australia)

### **ACADEMIC DOCUMENTS**

Have you included:

- Certified and translated copies of ALL academic transcripts (such as high school or college/university certificates) with an explanation of ALL grading systems

### **ENGLISH PROFICIENCY DOCUMENTS**

- If you are studying English in Australia at an Institute other than Holmesglen Institute, a copy of the English language course Offer Letter and the Confirmation of Enrolment (CoE) from the English language centre
- If you have completed an English course in Australia, a certified copy of your English language certificate and attendance report. If you have completed an approved English language test such as IELTS, TOEFL or PTE, please submit a certified copy of the certificate

### **OTHER REQUIRED DOCUMENTS**

- Certified copy of your marriage certificate (if relevant)
- Certified copy of any relevant medical reports in the case of disability, impairment, allergy or long-term medical condition which may affect your studies
- Copy of any relevant previous employment history, including references, resume, letters of recommendation
- Copy of enrolment in any course (other than an English language course) if you are undertaking the course in Australia, including the CoE from the Institute, plus a letter reporting your attendance level and completion date
- Statement of Purpose

A certified copy is a photocopy of the original document with the signature and official stamp of an appropriate authority (e.g. solicitor, principal, doctor, police officer) indicating that they have sighted the original. A photocopy or fax of a certified copy is not acceptable.

## PART B—FEES & REFUND POLICY INFORMATION

### Service fees schedule

|   |   |
|---|---|
| Enrolment fee: \$250 if an approved agent enrolment                       | Excursion Fee Subject to activity   |
| \$500 direct non agent enrolment  | Credit Transfer \$80  |
| Amend or change Confirmation of Enrolment (CoE) fee \$100                 | Replace ID card \$20  |
| Re-instatement fee \$150.00   | Replace Certificate \$30  |
| RPL fee \$ 350 plus material fee (subject to course selection)            | Extension of CoE4 \$250 / week  |
| Material fees vary from course to course, see course information brochure | Logbook replacement \$75  |
| *OSHC Single \$596 / year   | Request postage of documents \$20 (within Australia) or overseas postage is subject to location           |
| *OSHC Family \$3,091 / year   | Early completion mode unit tuition fee per study period.  |
| *OSHC Couples \$2,120 / year  | Printing and copy (B&W) \$0.10/A4 sheet and \$0.20/A3 sheet   |
| Deferral Fee \$250  | Printing and copy (colour) \$0.50/A4 sheet and \$1.00/A3 sheet  |
| Re-assessment Fee \$150   | Amend academic record (where an error has occurred due to a student providing incorrect information) \$80 |
| Repeat unit Fee Same as at time of enrolment                              |   |
| Refund processing fee \$300   |   |
| Charges for late payment of fees \$350                                    |   |

## REFUND POLICY AND TUITION FEES PAYMENT

Refund applications must be made by completing a Refund Application form and sending it to the Finance Department or reception. The student Refund Application Form is available from Student Support Service or website. The Refund Application Form must be submitted via email to [admin@MCOHB.edu.au](mailto:admin@MCOHB.edu.au), or in person marked attention "Finance Department".

Whether you are entitled to a refund or not, you will receive written notification of the outcome within 20 working days of receipt of the refund application which will include an explanation of how the refund was calculated. Within 20 working days of receipt of the refund application (for refunds that relate to provider default referred below), the refund will be paid to you or another person you nominate in writing.

If a credit card is used to make payment(s), MCOHB will refund the amount on to the credit card used for the payment(s). Where an application is withdrawn or cancelled, notification by submitting a Cancellation Form must be provided.

For refund calculations, other than a student visa refusal, the refund is based on the commencement date of the first eCoE for that particular visa application, OR the commencement date of the CoE for which a visa is granted. In the instance that an eCOE was not issued, the refund will be based on the commencement date of the first Letter of Offer (LOF). Any deferred or subsequent COEs or LOFs will not be considered for the

purposes of calculating a refund . The table below summarises the refund amount and reasons for refund.

|   |   |
|---|---|
| Student has been refused an Australian Student Visa and <b>has not</b> started the course (refusal letter required)   | 100% tuition fee refund excludes enrolment, material equipment and administration fees*   |
| Student has been refused an Australian Student Visa and <b>has</b> started the course (refusal letter required to determine default date)   | 100% tuition fee refund excludes enrolment, material equipment and administration fees **   |
| RTO fails to start course or the course ceases to be provided after it starts (provider default)  | 100% tuition fee refund excludes enrolment and administration fees **   |
| Withdrawal notified in writing and received by the Institute 20 working days or more prior to course commencement (student default)   | 70% tuition fee refund excludes enrolment, material equipment and administration fees <sup>1 2</sup>  |
| Withdrawal notified in writing and received by the Institute less than 20 working days prior to course commencement (student default)   | 50% tuition fee refund excludes enrolment, material equipment and administration fees <sup>1 2</sup>  |
| Withdrawals notified in writing and received by the Institute on or after the course commencement date or student did not commence study at campus location identified (student default)  | No refund of current study period course fees paid and material equipment fee <sup>1</sup>  |
| Student's enrolment is suspended or cancelled by the Institute due to the student being in breach of the student written agreement (student default)  | No refund of current study period course fees paid and material equipment fee <sup>1</sup>  |
| <b>Deceased Students:</b> The personal legal representative of the Deceased Estate must apply for any excess payments which are to be refunded. The administrators must supply details about who the refund is payable to. RTO reserves the right to request official documentation to support any such claims. | The proportion of fees paid for the unused delivery of training and assessment services i.e. the fees are calculated on for the days that were paid for that the deceased student did not attend after deceasing. |
| * indicates amount minus 5% of the course fees received (including non-tuition fee); or \$500; whichever is less.   |   |
| ** indicates unspent tuition fee of weeks in default period (period from after default day and the end of the period to which the unspent tuition fee relates).   |   |
| <u>Refund calculation:</u>  |   |
| a) $Weekly\ tuition\ fee = 7 \times \left( \frac{total\ tuition\ fee\ for\ the\ course}{number\ of\ calendar\ days\ in\ the\ course} \right)$   |   |

$$\text{b) Weeks in default period} = \frac{\text{(number of calendar days from the default day to the end of the period )}}{\text{to which the payment relates}}}{7}$$

$$\text{c) Refund amount} = \text{weekly tuition fee} \times \text{number of weeks in default period}$$

<sup>1</sup> Student defaults if the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or the student withdraws from the course at the location (either before or after the agreed starting day); or RTO refuses to provide, or continue providing, the course to the student at the location because of one or more of the following: student fails to pay an amount payable to RTO for the course; the student breached a condition of his/her student visa; misbehavior by the student.

<sup>2</sup> **A refund processing fee of \$300 will be deducted in cases that relate to student default (except when a student is refused a student visa)**