

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

CAMPUS: Melbourne Sydney

Start Date: _____

PERSONAL DETAIL:

Title: Mr Miss Mrs Ms **Gender:** Male Female
 Other _____

Family Name: _____ **First Name:** _____

Date of Birth: _____ **Passport Number:** _____

Nationality: _____

Have you ever been enrolled at ATMC? Yes No Student No (if known) _____

CONTACT DETAIL IN AUSTRALIA:

Address: _____

Mobile Phone: _____ **Home Phone:** _____

Email Address: _____

EMERGENCY CONTACT DETAIL:

Name: _____

Address: _____

Mobile Phone: _____ **Home Phone:** _____

Email Address: _____ **Relationship** _____
to Student:

RESIDENCY OR VISA DETAIL:

Do you have a Visa? Yes No If yes, Visa Type (Please tick): Student Australian Resident/Citizen
 Working Visa 485 or Bridging visa Other (please specify) : _____

Visa Expiry Date _____ **Visa Number:** _____

ACADEMIC AND ENGLISH:

Highest _____ **Year** _____
Qualification: _____ **Awarded:** _____

University: _____ Course _____

IELTS Score: Overall: ____ L: __ R: __ W: __ S: __ Duration: _____

Test Date: _____

Test Type: General Academic

OTHER:

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 _____

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

Other (please specify) _____

Agent's Detail: _____

Agency Stamp

DOCUMENT CHECKLIST:

- | | |
|---|---|
| <input type="checkbox"/> Duly Filled Application Form | <input type="checkbox"/> Certified Academic Transcript of your Australian Qualification |
| <input type="checkbox"/> Certified Copy of Passport | <input type="checkbox"/> Certified Copy of Completion Letter of your Australian Qualification |
| <input type="checkbox"/> Copy of your Current VISA | <input type="checkbox"/> Resume |
| <input type="checkbox"/> Certified IELTS Test Report | |

PROGRAM AND FEE PAYMENT OPTION:

Program : Skilled Migration Internship Program - Accounting (SMIPA)

Fee: \$7200 AUD Enrolment Fee \$200

<input type="checkbox"/> Option 1:	\$200 Enrolment fee \$7000 Upfront
<input type="checkbox"/> Option 2:	Direct Debit payment First instalment of \$1600 (\$1400 + \$200 enrolment fee) prior to commencement followed by 4 equal monthly instalments of \$1400 starting from 30 days from commencement date. Direct Debit Form must be submitted

Please note once the direct debit is set up, if any of your payment instalments are unsuccessful due to insufficient funds in your account, you will be charged an extra \$20 on the reattempt as an admin fee.

ATMC Account Information:

Account Name: Australia Technical and Management College

Bank: Westpac, Collins Street Branch

BSB: 033364

Account: 659085

REFUND:

1. Students will be refunded full prepaid fee,
 - If the student's enrolment is refused by ATMC
 - In an unlikely event where ATMC is unable to start the program
2. If a student terminates enrolment before 14 days from the commencement, \$400 will be non-refundable.
3. In the case whereby a student notifies cessation of studies less than 14 days prior to commencement, \$1,400 will be non-refundable.
4. In the case whereby a student notifies cessation of studies after commencement, but prior to completion of the first 10 weeks of the program, \$5,500 will be non-refundable. Required payment will be debited upon withdrawal, if the student has opted for direct debit (monthly instalments).
5. In the case whereby a student notifies cessation of studies after 10 weeks from the commencement, the student is not entitled for any refund and the student is liable to pay the full fee or all remaining instalments. Required payment will be debited upon withdrawal, if the student has opted for direct debit (monthly instalments).

TERMS AND CONDITIONS:

1. I understand that the professional year program consists of two face to face units which totals 250 hours;
 - a) Communication and Performance in the Australian Workplace
 - b) Entry and Advancement in the Australian Workplace - an internship (minimum of 250 hours of work experience, 24 hours for 12 weeks) which aims to provide an opportunity for the participants to develop professional skills specific to the Australian workplace and business environment.
2. I understand that no RPL is permitted within this program.
3. I understand that I need to have a valid visa throughout to undertake this professional year program. I acknowledge that I am wholly responsible for all matters concerning my visa and will not hold ATMC liable for any matters relating to this.
4. I understand that I may be refused enrolment if I am not meeting the admission criteria.
5. I understand that any variation in the enrolment must be in writing and signed on behalf of ATMC.
6. I understand and acknowledge the refund policy mentioned in this Application and Enrolment Acceptance.
7. I understand that I will not be allowed to commence or continue the course until all outstanding fees have been paid.
8. I understand that ATMC will debit the required fee directly if the relevant option is selected in this Application and Enrolment Acceptance. I understand that ATMC will count the direct debit dates from the commencement date.
9. In case of withdrawal when there is an outstanding fee in line with the refund policy, I understand that ATMC will debit the required fee directly on the day of withdrawal if the relevant payment option is selected in this Application and Enrolment Acceptance.
10. I will advise ATMC of any changes to my details including visa status and contact details within 14 days of such change.
11. I understand that I am expected to attend 100% of classes and must complete all of the assessments associated with the program. Any class absence due to illness must be supported by a valid medical certificate.
12. I understand that I will be required to reschedule the courses in case of failure and it will lead to delays in graduation.

13. I understand that leave is not permitted during the program. In case of emergency, I must put a request in writing with supporting documents to the program coordinator and it will be assessed on a case by case basis. I understand that leave approval may lead to delays in graduation.
14. I understand that if my behaviour is deemed unacceptable by ATMC, including but not limited to not following the student code of conduct or acts of plagiarism, my enrolment may be cancelled and I agree that I will not be entitled to a refund of any fee or other changes paid under these terms and conditions.
15. I understand that I will need to attend a required interviews with a host company. I understand that I will need to attend interviews for these positions; that Host Companies will be selected at the discretion of ATMC and that an offer of internship position is at the discretion of the Host Company.
16. I understand that I am required to attend organized activities as part of the program including internship. I agree to satisfy all the internship requirements set by ATMC and the host company. I understand that I must adhere to the conditions set out within the training agreement including but not limited to successful completion of the internship, appropriate attendance of and performance during the internship.
17. I understand that I am required to have 100% attendance throughout the internship period and complete the work assigned.
18. I understand that I will be liable for an additional \$2000 internship replacement fee in the case that I fail the internship provided by ATMC.
19. I understand that I am responsible for my own books, equipment and personal items and I hereby release and indemnify ATMC from all liability and claims for any loss of, or damage to such items, however caused.
20. I understand that successful completion the professional year program does not guarantee permanent residency status in Australia.

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. You have a right to access and correct your personal information in accordance with privacy legislation and the College's Information Privacy Policy.

DECLARATION AND ACCEPTANCE:

I agree that by completing this Application Form and Enrolment Acceptance I am applying for enrolment into the Professional Year Program and will receive more information from ATMC in finalising my enrolment if required. I understand ATMC has the right to reject my enrolment in case admission criteria are not met. I declare that the information provided by me in this Application Form and Enrolment Acceptance is correct. I confirm that I have read, fully understand, and accept the REFUND AND TERMS AND CONDITIONS and agree to be bound by them.

Applicant Signature: _____ Date: _____

Please return this form and acceptance to ATMC, 399 Lonsdale Street, Melbourne, Victoria 3000, Australia, or email to professionalyear@atmc.edu.au together with supporting documents.