

Application for Admission

Please print clearly in English using BLOCK LETTERS. Tick boxes where appropriate.

Personal Details (as per passport)

Family name		Given names	
Male	Female	Others	Date of Birth (dd/mm/yy)
Passport No		Valid till	

Address

Home (mailing) address		
City	Postcode/Zip	State
Home telephone		Mobile
Email		USI

Emergency Contact

Contact name	Mobile
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Course Selection (select your course)

<u>Accounting</u>	<u>Marketing</u>
FNS60217 - Advanced Diploma of Accounting 12 months	BSB60520 - Advanced Diploma of Marketing & Communication* 18 months
FNS50217 - Diploma of Accounting 12 months	BSB50620 - Diploma of Marketing & Communication* 18 months
FNS40217 - Certificate IV in Bookkeeping & Accounting 12 months	BSB40820 - Certificate IV in Marketing & Communication 12 months
<u>Business</u>	<u>Human Resource Management</u>
BSB60120 - Advanced Diploma of Business* 12 months	BSB60320 - Advanced Diploma of Human Resource Mgmt* 12 months
BSB50120 - Diploma of Business(Business Operations) 12 months	BSB50320 - Diploma of Human Resource Management* 12 months
BSB40120 - Certificate IV in Business (Administration) 6 months	BSB40420 - Certificate IV in Human Resource Management 12 months
BSB30120 - Certificate III in Business (Administration) 6 months	
<u>Management</u>	<u>Information Technology</u>
BSB80320 - Graduate Diploma of Strategic Leadership* 12 months	ICT60220 - Advanced Diploma of Information Technology 18 months
BSB80120 - Graduate Diploma of Management (Learning) 12 months	ICT50220 - Diploma of Information Technology (Advanced Networking) 18 months
BSB60420 - Advanced Diploma of Leadership and Mgmt* 12 months	ICT40120 - Certificate IV in Information Technology (Networking) 12 months
BSB50420 - Diploma of Leadership and Management 12 months	
BSB40520 - Certificate IV in Leadership and Management 12 months	

Requested course starting date

Educational Qualifications

Please attach certified copies of transcripts or reports (translated into English).

Name of qualification		
School/Institution attended		
State/Province	Country	Year Awarded

English Proficiency

Please provide evidence of your English language proficiency.

Test taken: <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> CAE <input type="checkbox"/> other (please specify)	
Score achieved	Year taken

International Students

Are you an Australian citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	if no, please fill in following section.	
Citizenship	Country of residence	
Do you have current Australian visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa type	Visa number
Are you currently living in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide your overseas address below:	

Overseas address

City	Postcode/Zip	State/Province	Country
Home telephone	Mobile	Email	

Students Services

Do you want to apply for RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require airport pickup? Yes <input type="checkbox"/> No <input type="checkbox"/> if yes, please fill a separate form available at: www.pct.edu.au	
Do you require assistance with accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>	Length of stay (week)
Accommodation start date (DD/MM/YY)	

Terms & Conditions

I (which expression includes the parent/guardian who has signed this contract) hereby apply to enrol in the course commencing as indicated on the Application for Admission form ("the Application") and agree that I will pay to Pacific College of Technology ("the College") all tuition fees and other charges due for my course as set out in the brochure attached to the Application. I agree that on acceptance of the Application by the College, the Application will become the Contract of Enrolment ("the Contract") and further, I agree to abide by the following terms and conditions of enrolment:

Any variation of the terms and conditions of the Contract must be in writing and be signed by an authorised officer of the College.

I agree that it is a condition of my enrolment that I attend all scheduled classes except where there is a legitimate reason for non-attendance that is acceptable to the College (for example, illness supported by a Doctor's Certificate).

I agree that I am required to use my best endeavours to meet the requirements of the College program selected and to abide by the rules and regulations of the College, including those for attendance. I understand that if I breach any of the College's rules or my behaviour is deemed unacceptable by the College, my enrolment may be cancelled and I may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract.

I agree that I may be required, and permission is hereby granted, to attend organised College excursions and activities as part of the course. The College is hereby authorised to obtain medical treatment for myself, should the College or a staff member acting on behalf of the College deem such action necessary. I agree to indemnify and hold harmless the College and its staff for any expense, loss, damage or liability of whatsoever nature or howsoever occasioned as a result of authorising and arranging such emergency medical treatment.

I understand that if, after commencing the course, I discontinue my program before completion, I may remain liable to pay the full tuition fee and any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees and solicitors' costs.

Cancellation & Refund Policy#

The following are the summary extracted from college tuition fee refund policies. The full detail of refund policy can be found at college website: www.pct.edu.au.

If a student is seeking a refund for enrolment in the principle (main) course of study, as applied for on their current Student Visa, then the student will not be eligible for a refund for any tuition fees paid for the first six (6) months of the principle course. Any additional tuition fees, paid beyond the first six (6) months, that are deemed refundable, will be payable back to the student minus any applicable deductions*.

If a student requests a refund from their course of study, more than Twenty Eight (28) days before the starting date of the students next period (term) of study, then PCT will refund the student's paid tuition fees for that term in full, minus any applicable deductions**.

If a student withdraws from a course of study, less than Twenty Eight (28) days before the starting date of the students next period (term) of study, then the student will forfeit 50% of their term tuition fees, for that period (term) of study. PCT will refund any remaining tuition fees paid for additional periods (terms) of study thereafter, minus any applicable deductions*.

No refund will be given to any student who withdraws from their course of study, after the commencement date of that current study period (term), for the current period of study. Any additional tuition fees that have been paid beyond the current study period (term), that are deemed refundable, will be payable back to the student minus any applicable deductions*.

If an Offshore student's application for a student visa is rejected prior to commencement of their enrolled course of study, then the student will be eligible, upon application to the PCT, for a full refund of the paid tuition fees subject to deduction of AUD\$150 "Non Refundable Application Fee" and AUD\$200 "Refund Administration fee".

* Applicable deductions refer to: Refund Administration charges of AUS\$200, non-refundable Application fees, Administration and Student Services fees, applicable Bank Transaction fees, Bank Charges and Currency Exchange fees; if they are incurred before the day of default.

Declaration

The full details of college Refund Policy & Procedure can be found on www.pct.edu.au

PERSONAL INFORMATION AND PRIVACY PROTECTION STATEMENT

The Pacific College of Technology is subject to the New South Wales Privacy and Personal Information Protection Act 1998 (the Act). The personal information you provide for this application will be protected in accordance with the College Privacy Policy. The information provided will only be used by the College for assessing your application for a place in the training course for which you have applied. If unsuccessful, the information will be retained in the records of the College only for the College's use for a period of 12 months and will not be disclosed except with your permission, in accordance with the College Privacy Policy. Under the Freedom of Information Act and the College Privacy Policy you have a right to access and correct any personal information concerning you held by the College in the student and financial databases. Routine corrections, changes and enquiries should, be directed to the College Reception. As required by law personal information of students/staff may be shared between Pacific College and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme. By signing this application it is understood that you have read this statement and agree to the use and disclosure of your personal information as outlined above. For full details please see Student Handbook at www.pct.edu.au.

Note:

- I have read, understand and agree to be bound by the Terms and Conditions (including Cancellation, Refund and Grievance policies) as stated above.
- I hereby declare that the information supplied by me is true and correct.
- I agree to pay all fees owing and by the due dates.
- I agree that on acceptance of enrolment by the College, the Application for Admission form will become the Contract of Enrolment.

Signed (applicant)

Date

* if the applicant is under the age 18 at time of signing

Send your application to:

Email: apply@pct.edu.au

Mail: Student Recruitment office
Pacific College of Technology
Level 1, 91-95 Rawson Street
Auburn NSW 2144
Sydney, Australia

Phone: +61 2 96497767

The student must provide a certified copy of the official letter of visa application rejection by the Department of Home Affairs (DOHA) along with their application, in order for the refund application to be approved.

If a student holds a valid student visa at the time of enrolment with PCT, but after commencing their course, their current visa expires and a subsequent visa application is applied for and rejected, then the student will be eligible to apply for a refund for any tuition fees paid to PCT on a pro-rata basis (calculated on a weekly basis as per the PCT term calendar) minus any applicable deductions*.

The Student must provide a certified copy of the visa application rejection letter as issued by Department of Home Affairs (DHA) along with their application in order for any refund to be approved.

If a student transfers to a second course within Pacific College of Technology, without completing the first course, then the student is not eligible for a refund of the first Tuition fees. The tuition fee paid for the current six-month period of the first course will be credited on a pro-rata basis towards the tuition fee of the second course. All other tuition fee paid toward the current six-month period of the first course will be credited in full towards the tuition fee of the second course. If the credited amount is greater than the total cost of the second amount, the difference will be refunded within twenty-eight days of commencement of the second course.

Student Grievance Policy

Students are expected to abide by the terms and conditions of enrolment and the published rules and code of conduct of the College. Disciplinary procedures will be applied in the event of a breach of these rules.

If a student has a dispute with a staff member or fellow student, student may refer the matter to the Director of the Studies, who will record the matter in writing.

The Director of Studies will review the matter, and the outcome will be given to the student in writing.

If the student is dissatisfied with the decision or in the absence of a Director of Studies, the student may refer the matter to the Principal for determination. The Principal will review the matter and the decision made by the Director of Studies, and will provide his decision in writing to the student.

If the student is dissatisfied with the decision by the Principal, he/she may seek independent external arbitration via the NSW ombudsman (see www.ombo.nsw.gov.au).

This Agreement does not remove the right to take further action under Australia's consumer protection laws.

Changes to Enrolment

After course commencement, the College reserves the right to charge an Administration Fee of AU \$150 each time course or accommodation details are changed after a place has been confirmed. This fee will not apply to upgraded or extended courses.

Services

The College reserves the right to change the particulars of the services, including changes to prices, courses, facilities and dates of programs where circumstances beyond the College's control necessitate such changes.

Liability

Pacific College of Technology and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law. The College will not be liable in the event that any service contracted to be supplied by the College becomes impossible to supply for any reason or any cause outside the control of the College.

*Pre-requisite Information

BSB50620- Student must have completed all core units in BSB40820 Certificate IV in Marketing and Communication.

BSB60520- Student must have completed all core units in BSB50620 Diploma of Marketing and Communication

BSB50320- Student must have completed the following units (or equivalent competencies):

BSBHRM411, BSBHRM412, BSBHRM415, BSBHRM417

BSB60320- Student must have completed BSB50320 or BSB50618 Diploma of Human Resources Management

BSB60420, BSB60120 & BSB80320- Student must have completed a Diploma or Advanced Diploma from the BSB Training Package.