

# INTERNATIONAL STUDENT APPLICATION FORM



Send your application to:  
Box Hill International  
Box Hill Institute  
465 Elgar Road, Box Hill  
VIC 3128  
Australia

Telephone: +61 3 9286 9425  
Facsimile: +61 3 9286 9334  
Email: [int-applications@boxhill.edu.au](mailto:int-applications@boxhill.edu.au)  
Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

Please complete all sections using **BLOCK LETTERS** in **BLACK PEN**. Print your name as it appears in your passport.

## SECTION 1: NAME AND CONTACT DETAILS

If you have previously been enrolled at BHI, provide your Student ID number

Title (please circle): Mr / Mrs / Ms / Miss

Gender:  Male  Female

Family Name:  
(as indicated in passport)

Given Name:  
(as indicated in passport)

Date of Birth:

|                      |                      |   |                      |                      |   |                      |                      |                      |                      |
|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <i>(Date)</i>        |                      |   | <i>(Month)</i>       |                      |   | <i>(Year)</i>        |                      |                      |                      |

Address in Home Country:

  
*(Number & Street name)*  
*(City / Suburb)*  
*(Country)*  
*(Postcode)*

Phone:

  
*(Area Code)*  
*(Number)*

Fax:

  
*(Area Code)*  
*(Number)*

Email:

Skype Address:

Postal Address:

  
*(Number & Street name)*  
*(City / Suburb)*  
*(Country)*  
*(Postcode)*

Phone:

  
*(Area Code)*  
*(Number)*

Fax:

  
*(Area Code)*  
*(Number)*

Email:

## SECTION 2 : RESIDENCY AND OTHER DETAILS

Country of Birth:

Citizenship:

Passport Number:

Do you hold an valid  
Australian visa:

Yes  No

If yes, type  
of visa: \_\_\_\_\_

Visa expiry date:

|                      |                      |   |                      |                      |   |                      |                      |                      |                      |
|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|

Will you have dependants  
(family members) with you?

Yes  No

Do you have any disability?  Yes  No  
 If yes, please specify \_\_\_\_\_

### SECTION 3 : COURSE PREFERENCES

| COURSE NAME | INTAKE | YEAR | LOCATION  |
|-------------|--------|------|---|
|             |        |      | <input type="checkbox"/> Box Hill <input type="checkbox"/> City <input type="checkbox"/> Lilydale |
|             |        |      | <input type="checkbox"/> Box Hill <input type="checkbox"/> City <input type="checkbox"/> Lilydale |
|             |        |      | <input type="checkbox"/> Box Hill <input type="checkbox"/> City <input type="checkbox"/> Lilydale |

#### ELICOS English Program Only (Tick the type of program you are applying for)

|   |                    |                  |
|---|--------------------|------------------|
| <input type="checkbox"/> General English  | Location: Box Hill |                  |
| <input type="checkbox"/> Academic English | Commencement Date: | Number of weeks: |

### SECTION 4: ENGLISH LANGUAGE PROFICIENCY

What is your first language? \_\_\_\_\_

**RECENT USAGE OF ENGLISH (Please tick where appropriate and attach evidence)**

- I have satisfactorily completed secondary/tertiary studies in Australia.  
 I have successfully completed an approved ELICOS programme.  
 I have sat an English proficiency test [IELTS Academic, TOEFL iBT, Pearson Academic, Cambridge Advanced (CAE)]

**Test Name:** \_\_\_\_\_ **Test Date:** \_\_\_\_\_ **Score:** \_\_\_\_\_

Others (please specify) \_\_\_\_\_

### SECTION 5: EDUCATION IN YOUR HOME COUNTRY

*A certified copy or original transcripts of all official results must accompany this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If transcripts are in a language other than English, please supply translations.*

**Secondary School Studies (please record the highest level of secondary schooling which you completed)**

| NAME OF QUALIFICATION | YEAR | COUNTRY | COURSE COMPLETED   |
|-----------------------|------|---------|--|
|                       |      |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Post-secondary Studies**

| NAME OF QUALIFICATION | YEAR | COUNTRY | COURSE COMPLETED   |
|-----------------------|------|---------|--|
|                       |      |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                       |      |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Are you applying for Credit Transfer or Recognition of Prior Learning (RPL)? If yes, you must attach a detailed course or unit (subject) syllabus. For information about Credit Transfer/RPL/Exemptions, please refer to:

Yes  No

<http://www.boxhill.edu.au/for-students/student-information/exemptions-and-credit-transfers>

### SECTION 6: EDUCATION IN AUSTRALIA

*If you have studied any course in Australia, you must attach certified copy or original transcripts of all official results; release letter, attendance letter, copy of passport and visa with this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete.*

Have you studied any course in Australia?

Yes  No

| INSTITUTION | COURSE NAME | YEAR | COURSE COMPLETED   |
|-------------|-------------|------|--|
|             |             |      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|             |             |      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|             |             |      | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### SECTION 7: STATEMENT OF PURPOSE – for students rated as visa assessment level 3 (including SVP applicants)

To be granted a student visa, applicants must be both a Genuine Student and a Genuine Temporary Entrant - refer to the Department of Immigration and Border Protection website: <https://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant> . Please provide a Statement of Purpose to demonstrate your knowledge of Box Hill Institute and your selected course(s), and relevance of the course to your previous study, experience and expected course outcomes. You may also be asked to be available for an interview as part of assessing your application.

### SECTION 8: EMPLOYMENT EXPERIENCE

If you believe you have relevant employment experience, please attach a copy of your Curriculum Vitae/Resume to your application.

### SECTION 9: HOW DID YOU HEAR ABOUT BOX HILL INSTITUTE?

How did you hear about BHI?

Family/Friend  Education Agent  Exhibition/Education Fair  Internet/Website  Advertisement

Others, please specify \_\_\_\_\_

## SECTION 10: FINANCIAL SUPPORT

The costs for my study and stay in Australia are provided by:

Self

Family

If you have been granted a scholarship/sponsorship, please provide a letter from your sponsor(s).

Spouse

Scholarship/Sponsorship

## SECTION 11: PRIVACY STATEMENT

The Institute is required to comply with the federal and state privacy regimes. The information you have provided to the Institute will be used, where applicable, for purposes of assessing your application, accepting your enrolment, assessing your welfare needs (if any), processing and advising you of your assessment results and other communications to you as required. Where you have been asked to provide us with a unique identifier of another organisation, we will only use this identifier for the purposes to which you have consented or for which we may use it as authorised by law. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition. A condition of your application and enrolment is that you consent to release of your results or statement of progress to your employer, sponsoring organisations or government agencies where appropriate. You can request access to your personal information by writing to Box Hill International at the contact address below, or by sending an email to [privacy@boxhill.edu.au](mailto:privacy@boxhill.edu.au). If you do not wish to provide the requested information, this may restrict the range of services and educational program that the Institute can offer you.

## SECTION 12: APPLICATION FEE PAYMENT

You can pay the **non refundable** application fee of **AUD\$50** by credit card, money order or bank draft made payable to Box Hill Institute.

Tick one:

MasterCard – AUD\$50

Visa – AUD\$50

Cardholder's name:

Card No.

Expiry date:

Cardholder's signature:

Card Verification No: \_\_\_\_\_

(This is the last 3 numbers on the signature panel)

This payment is for:

(Name of Applicant)

(Date of Birth)

## STUDENT DECLARATION

- ▶ I declare that the information supplied in this application and the supporting documentation is true and complete.
- ▶ I acknowledge that the provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s might invalidate my application and that Box Hill Institute may withdraw an offer of a place or cancel my enrolment in consequence.
- ▶ I declare that I am a genuine student & a genuine temporary entrant as outlined by the Department of Immigration and Border Protection (DIBP). DIBP website: <https://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant>
- ▶ I consent to Box Hill Institute to obtain official records from any educational institutions in which I have previously enrolled and/or my current or any past employer for the purpose of verifying my grades and/or qualifications or experience.
- ▶ I am fully responsible for my educational and living expenses while studying at Box Hill Institute.
- ▶ I have read and understood the Privacy Policy in Section 11.
- ▶ I confirm that I have read the Box Hill Institute Course Information for International Students in the BHI website or printed prospectus and fully understand the relevant sections including the requirements of my selected course, Schedule of Fees, Application Procedure and Refund Policy.
- ▶ I understand that as a requirement of the National Code of Practice 2007 (Standard 7) I may not transfer between registered providers within the first six (6) months of the commencement date of the principal course of study.
- ▶ I understand that the information provided to me by Box Hill Institute may be made available to Australian Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2007.
  - ▶ I understand that Box Hill Institute is required to notify Australia Immigration authorities about changes to my enrolment, and any breach of Visa conditions relating to attendance and unsatisfactory academic progress. DIBP website: <http://www.border.gov.au/>
- ▶ I understand that this agreement does not remove my right to take further action under Australia's consumer protection laws.
- ▶ I agree to abide by the statutes, regulations and policies of Box Hill Institute.

I have read and understood the above conditions and accept them in full.

**Applicant's Signature**

**Date**

**Parent/Guardian's Signature**

(If you are under 18 years of age this declaration must also be signed by your parent or guardian)

**Date**

**Name of Parent / Guardian** \_\_\_\_\_

## APPLICATION CHECKLIST

Please ensure you attach the following documents with your application.

- Completed and signed application form

- Certified copy of the personal details page of your passport
- Certified copy of your English language qualification or provide details of your English proficiency
- Certified copy of all your academic qualifications, including secondary school studies
- Additional documents as outlined by the course entrance requirements (e.g. folio, personal statement)
- Course syllabus / detailed course outlines (if you are applying for credit exemption)
- Copy of Visa and CoE document(s) for all courses included in your current visa (if you are currently studying in Australia)
- Documentation verifying name change (if your academic documents are under a previous name)
- Certified official translation of any document not in English

## AGENT ASSESSMENT REGARDING GENUINE TEMPORARY ENTRANT (GTE) & GENUINE STUDENT REQUIREMENTS

As an authorised representative of Box Hill Institute, you are asked to ensure that the student understands that student visa applicants must be both a GTE and a Genuine Student to be granted a visa. Please explain to the student the summary below which is based on the Department of Immigration and Border Protection website, and refer them to the website for further information: <https://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant>

### Agent declaration:

Student name: \_\_\_\_\_

Student date of birth: \_\_\_\_\_

#### **For all students, declaration part A is applicable.**

In addition:

- if the student has a low level of English, refer to declaration part B
- if the student is onshore, refer to declaration part C.

#### **Part A: After interviewing the above named applicant, I declare that:**

- I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Immigration and Border Protection (DIBP).
- The applicant is genuine in making this application and has every intention of completing all programs listed in the application.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.
- I am satisfied that the applicant has genuine access to the total funds required while in Australia, to cover all travel, OSHC, course fee and living costs for themselves and their family members.

**Part B: If the student has a low level of English and therefore is unable to write a statement of purpose or respond to an interview in English, please ask the student to provide a statement of purpose in their own language, together with a translation of the statement and sign the following declaration yourself:**

#### **I declare that:**

- the information in the statement of purpose is the student's own
- I have interviewed the student myself at length in relation to the matters which are relevant to the GTE requirement and am satisfied that the student is a genuine student and a genuine temporary entrant.

**Part C: If the student is currently in Australia and changing their education provider or level of study:**

#### **I declare that:**

- I am satisfied by their explanation for changing course and/or provider
- I have explained to the student the possible visa implications of changing their study plan.

|  |                                    |  |
|--|------------------------------------|--|
| Agent Representative Stamp   | Counsellor/Agency Staff Name:      |  |
|  | Counsellor/Agency Staff signature: |  |
| Applicant Signature to acknowledge that the above is true and correct: | Date:                              |  |

### GTE Summary

The summary below is based on the Department of Immigration and Border Protection website. For further information, refer to: <https://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant>

A **Genuine Student** is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.

Factors that are considered under the existing requirement to be a genuine applicant for entry and study as a student include: English language proficiency; financial capacity; prerequisite schooling; age requirements; and intention to comply with visa conditions.

A **Genuine Temporary Entrant (GTE)** is an applicant who has circumstances that support a genuine intention to enter and remain in Australia temporarily. Factors that are considered under the GTE requirement include: the applicant's circumstances in their home country and likely circumstances in Australia; value of the course to the applicant's future; the applicant's immigration history; and any other relevant matter.

# **Schedule 1**

## **Box Hill Institute**

# **International Student Refund Policy**



**This policy applies to all course money including any course money collected by education agents on behalf of Box Hill Institute.**

### **1. REFUND POLICY**

- 1.1 Each prospective and continuing international student (**student**) acknowledges and agrees to the terms and conditions of the international student refund policy on signing the International Student Application Form.
- 1.2 The terms and conditions set out in this International Student Refund Policy apply equally to commencing and continuing students unless otherwise specified.
- 1.3 Applications for refunds for international students must be authorised by the Executive Manager, International of Box Hill Institute (**the Institute**) or his or her nominee.
- 1.4 The Institute reserves the right to amend these terms and conditions at any time.
- 1.5 Where fees are paid by a party on behalf of the student, the Institute reserves the right to notify that party.
- 1.6 The Institute is obliged to inform the Department of Immigration and Border Protection (DIBP) of any change of status where a student completes his or her course early, transfers to another provider, is excluded on academic grounds and fails to meet his or her visa conditions, defers or intermits his or her study or otherwise changes the expected completion date of his or her study.
- 1.7 The funds covering the tuition fees must be clear at the time that the refund request is made by the student and all debts to the Institute must be paid before any refund can be made.
- 1.8 Refund requests for full or partial refunds must be made in writing on the Refund Application Form, must set out the reasons for the request and be accompanied by supporting documentation as appropriate. The refund request must be forwarded to:

**Box Hill International  
Box Hill Institute  
465 Elgar Road  
Box Hill  
Victoria 3128  
AUSTRALIA**

- 1.9 The written Refund Application Form must include the date of the claim, the student's full name, and the basis for making the claim, the address and bank account details to which the refund is to be forwarded and the student's

signature. Claims will not be processed where the signature on the claim does not match the student's signature as shown on other documents provided by the student for admission to the Institute.

- 1.10 This Policy, the Student Agreement and the availability of complaints and appeals processes, do not remove the right of the student to take action under Australia's consumer protection laws.

## 2. REFUNDS

| Category  | Time application received by Institute      | Amount of refund for formal courses  | Amount of refund for ELICOS  | Documentary evidence required in addition to the Refund Application Form  |
|---|---|--|--|---|
| A.1 Visa refusal before course commencement   | At any time                                 | All payments less Administration fee (\$50)  | All payments less Administration Fee (\$50)  | Original letter of refusal from the Department of Immigration and Border Protection   |
| A.2 Visa refusal after course commencement  | At any time                                 | All tuition fees paid less fees for any study period completed and the school term in process at the time of visa refusal. | All tuition fees paid less fees for any study period completed and the school term in process at the time of visa refusal. | Original letter of refusal from the Department of Immigration and Border Protection   |
| A.3 Application refusal by the Institute<br><br>A.4 Application withdrawal by the Institute on the basis of incorrect or incomplete information                                   | At any time                                 | All payments less Administration fee (\$50)  | All payments less Administration Fee (\$50)  | Letter of application refusal / withdrawal of offer   |
| B Special circumstances   | Prior to commencement of semester           | All payments for upcoming semesters less Administration fee (\$50)   | All payments for upcoming semesters less Administration fee (\$50)   | Evidence or proof to the satisfaction of the Institute.   |
|   | After semester has commenced                | All payments for current & upcoming semesters less 20% of current semester's fees  | All payments for current & upcoming semesters less 20% of current semester's fees  | Letter from the student and original air ticket and evidence or proof to the satisfaction of the Institute.   |
| C Withdrawal by student, including but not limited to:<br><br>1. visa cancellation; and<br><br>2. transfer to another provider (subject to the Institute Student Transfer Policy) | More than 28 days before semester commences | All payments less 20% of next semester's fees  | All payments less 20% of ELICOS fee for 20 weeks max   | <b>Withdrawal</b><br>Proof of withdrawal from all subjects, original air ticket / e-Ticket, evidence of payment of airfare and letter from the student. |
|   | 28 days or less before semester commences   | 50% of next semester's fees  | All payments less 50% of ELICOS fee for 20 weeks max   | <b>Visa Cancellation</b><br>None  |
|   |   | No refund  | No refund  | <b>Transfer</b><br>Letter of Release according to Institute Student Transfer Policy   |

|  |  |  |  |   |
|--|--|--|--|---|
|  | On or after the day semester commences |  |  |   |
| D.1 Offer of place withdrawn by Institute before course commencement, due to course cancellation or other circumstance (except when incorrect or incomplete information has been provided by student [ref A4]) | At any time                            | Alternative Box Hill course or full refund of pre-paid course fees for formal course                           | Alternative Box Hill course or full refund of pre-paid course fees for ELICOS course                           | Letter from student – acceptance of alternative course or withdrawal. |
| D.2 Part of course not offered by the Institute after commencement.  | At any time                            | Alternative Box Hill course or full refund of the unexpended portion of pre-paid course fees for formal course | Alternative Box Hill course or full refund of the unexpended portion of pre-paid course fees for ELICOS course | Letter from student – acceptance of alternative course or withdrawal. |

- 2.1 In the unlikely event that the Institute is unable to deliver a course or is unable to continue to deliver a course, the Institute will offer the student a place in an alternative Box Hill course. The student has the right to choose whether he or she would prefer a full refund of course fees, or to accept a place in another course. If the student chooses placement in another course, the Institute will ask the student to sign a document to indicate acceptance of the placement and any pre-paid fees paid for the original course will be transferred to the new course.
- 2.2 Where a student chooses not to accept a place in a new Box Hill course, the student must indicate in writing their decision to withdraw and to complete the Box Hill International Application for Refund Form. All pre-paid course fees for the course which ceased being provided will be refunded within 2 weeks of the day on which the course ceased being provided.

### 3. **SPECIAL CIRCUMSTANCES**

- 3.1 Special circumstances are determined at the discretion of the Executive Manager, International of Box Hill Institute, or his or her nominee, as preventing a student from taking up the course where:
- 3.1.1 Illness or disability prevents a student from taking up the course;
- 3.1.2 The student has been excluded from the Institute for failure to meet progression rules and where fees were paid in advance of notification of that exclusion;
- 3.1.3 There is death of a close family member of the student (parent, sibling, spouse or child); or
- 3.1.4 Other special or extenuating circumstances, including political, civil or natural events affect the student.

### 4. **REFUNDS FOR STUDENTS WHO OBTAIN PERMANENT RESIDENT VISA STATUS**

- 4.1 Permanent resident status is recognised from the date that the permanent resident visa is formally notified to the student and not the date on which the application for the permanent visa was made.
- 4.2 If a student obtains Australian permanent resident status before his or her enrolment in a course but after the date of the Letter of Offer for the course, the fee-paying overseas place will be withdrawn. If the student wishes to continue study at the Institute he or she must apply for a local student place and will be subject to the same selection criteria applicable to these applicants and will be liable to pay the Tuition and Service and Amenity Fee for that

course. If the student has already paid the tuition fees applying to international students for this semester, or any future semesters, a total refund of these fees is payable to the student.

- 4.3 If a student obtains a permanent resident status after enrolling in a course, the student will be liable to pay the tuition fees applying to international students for that semester in which the permanent resident status was granted.

## 5. **PACKAGE COURSES**

- 5.1 A full refund will be made under the categories A1 - A4 and B as above.
- 5.2 Where a student has a package course fee deposit in advance and gives notice that they cannot undertake the principal course or is granted a release from the requirement to study 6 months of the principal course, the student will be eligible for a refund of 50% of the deposit paid for the principal course.

## 6. **PROCESSING TIME**

- 6.1 In circumstances where a the Institute course does not start on the agreed starting date, or in which the Institute stops the course after it starts and before it is completed or where the course is not provided fully to the student because the Institute has a sanction imposed by a government regulator, the refund of fees will be paid in full to the student within 2 weeks.
- 6.2 In any other circumstance, the Institute will refund the amount within 4 weeks after receiving the completed and signed Refund Application Form together with appropriate supporting documentation.
- 6.3 Refunds will be made in Australian dollars to the same person or body from whom the original payment was received on behalf of the student.
- 6.4 Date of the notification for request for refund is the date the request for a refund is received at the International branch of the Institute.
- 6.5 In the event that a student wishes to contest the decision on a refund request, he or she would have access to the Institute's existing dispute resolution procedures. These procedures would not circumscribe the student's right to pursue other legal remedies.