

STUDENT ENROLMENT FORM

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Medicus College

Canberra I Sydney I Adelaide Phone: 1300 131 017 | Email: info@medicus.edu.au

www.medicus.edu.au

Are you of Australian Aboriginal or Torres Strait Islander o (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Y							Yes			A	boriginal	Yes		No 🗌
							No			es Strait	Islander	Yes		No 🗌
How well do you speak English?						Very well		V	Vell		Not well		Not at	all
Main language spoken at home if not English														
Program History														
To ge	t a job			To ge	et a better	job or promo	r promotion To get into another course of study							
To try	To try for a different career It was a requirer				ment of my	job		For personal interest or self-development						
To sta	art my own busin	ess		l war	nted extra s	skills for my	job		Other reasons					
To de	velop my existing	g busines	SS											
Do y	ou wish to appl	y for Re	ecognit	ion of I	Prior Lear	ning?			Yes			No		
						Di	sabili	ty						
-	ou consider yours				-	<u> </u>				Ye]	No []
If YES	, then please ind	icate the	e areas	of disab	ility, impai	irment, or lo	ng-term	conditior	1 (You may in	idicate mo	re than one	area.)		<u> </u>
Heari	ng/Deaf				Learning	5		Vision						
Physi	cal				Mental I	liness 🗌 Me				Medi	Nedical Condition			
Intell	ectual				Acquired	d Brain Impa	irment	ent 🗌 Other						
Pro	posed Stuc	ly												
\checkmark	CRICOS Code		Course	Code		Unit of	Competer	cy Name	ame Tui			Enrolment Fee	Material Fee	Time
	104359D		BSB50		•	f Leadership and Management			ç		\$300.00	\$300.00	50 weeks	
	107096J		BSB60			Diploma of Leadership and Management \$ \$300.00 \$300.00								
	104480C		BSB80			Diploma of Strategic Leadership\$\$300.00\$300.0Diploma of Information Technology\$\$200.00\$300.0					-			
	107154D		ICT602		(Telecomr	nunications	tions Network Engineering)				52 weeks			
	1					Campı	us Lo	catio	n		-			
	С	anberra	a					Syd	ney			Adelaide		
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	Tuition Fee	\$				ng the require								
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Initial tuition fee de Initial tuition fee will be deducted)					-		tion fee)							
No obligation is created on Medicus College until an official receipt is issued.														
Preferred Commencement Month														
					🗆 Jul		0			Other	1	D/MM/YY	1	
	It may not be	e always	possib	e to con	nmence at	your preferr	ed select	ion, but a	Ill conside	ration w	ill be prov	ided for th	at selectio	'n
_	Where di	d you h	iear ab	out this	course?	o Newspa	per o V	Vebsite	o Intern	et o	Nord of	Mouth c	Google	
Photography Consent														

 $\label{eq:page2} \mathsf{Page}\, 2 \,|\, \textbf{Medical Training and Development Pty Ltd}$



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I consent to having my photograph used in documents for advertising for this organization.	Yes	No	
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Fees Collection

Medicus College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration:

Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course.

Medicus College cannot require students to pay more than 50 per cent of their tuition fees before they start the course. A further 50% fee is due at the commencement of the second semester.

Any payment plan for any outstanding fees will be negotiated and will be detailed on a separate document and will only apply to the second payment.

Please Note: Medicus College does not accept Cash Payments under any circumstances. No responsibility will be taken if cash is paid to any person. All payments by Bank Transfer Only.

Other Potential Fees

LEADR External Complaint Resolution Fee		Re sit assessment due to Academic Misconduct	\$400.00
Administration/Enrolment Fee (Non-refundable)	\$300.00	Replacement Certificate	\$100.00
Re-enrolment Fee	\$500.00	Use of Photocopier	\$0.10
1 st Assessment	No Fee	Welfare Service - Medicus College Referral Service	No Fee
2 nd Assessment – same unit	No Fee	Welfare Service - Medicus College Representative	No Fee
3rd and subsequent Reassessment – Maximum 4 (same unit)	\$250.00	Welfare Service - External Professional Fees	\$60 +

Note: There is a possibility for potential fees to change during a student's course and applicable refund policies.

Refunds for international students

All course fees for international students include a non-refundable enrolment fee which is detailed on the Course Outline and Student Agreement. The deposit is non-refundable, except in the circumstances detailed below.

A. Full refunds

A <u>full refund</u> of any course fees paid will be provided to students in any of the following circumstances:

- If MEDICUS COLLEGE is required to cancel a course before it commences due to insufficient numbers or for other unforeseen circumstances.
- Where a course does not start on the starting date outlined in the Letter of Offer
- If a student cannot commence the course because of illness, disability or where there is death of a close family member of the student (parent, sibling, spouse, or child).
- At the discretion of MEDICUS COLLEGE's CEO or approved representative, when other special or extenuating circumstances have prevented the student from commencing their studies including political, civil or natural events.
- If an offer of a place is withdrawn by MEDICUS COLLEGE and this is not due to incorrect or incomplete information being provided by the student.

Claiming a full refund

 In any of the above situations, MEDICUS COLLEGE will automatically conduct a refund assessment of all affected students and issue the refunds due accordingly. In these cases, there is no need for a student to make an individual application for a refund. Refunds will be issued within 28 business days.

B. Partial Refunds

1.1 Provider default

- Partial refunds will be paid in the event of provider default. The refund will be calculated from the day of the default as per section 7 of the Education Services for Overseas Students (Calculation of Refund) Specification 2014.
- Partial refunds will also be provided in the same manner as for provider default (as above) where MEDICUS COLLEGE fails to enter into a written agreement with a student or the Student Agreement is not compliant with the requirements of the ESOS Act or the National Code.

1.2 Student default

If an international student is refused a visa (student default) before commencing their course, MEDICUS COLLEGE will refund the total amount of all course fees (tuition and any non-tuition fees) received for the course less whichever is the lower amount of 5% of the total amount of the fees (tuition and non-tuition) or the sum of \$500.

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- If an international student is refused a visa (student default) but has already commenced their course, non-tuition fees will not be refunded.
 However, tuition fees will be refunded from the day of the student default as per Section 7 of the Education Services for Overseas Students (Calculation of Refund) Specification 2014.
- If a student has supplied incorrect or incomplete information and as a result MEDICUS COLLEGE withdraws the offer prior to commencement of the course, the student will be eligible to receive a refund of all course fees paid less a 20% administration fee.
- Where a student has not met the conditions included in the letter of offer and withdraws 0 28 days before cause commencement, the deposit paid will be refunded less a 20% administration fee.
- Where a student withdraws from a course 0 28 days before the course commencement, except for the reasons set out circumstances for full refunds, 50% of the deposit paid will be refunded.
- If a student withdraws or defers their course after the course has started and they have paid for units/clusters/modules that have not been commenced. This will be calculated on a per unit or cluster cost calculated as the course fee less administration fees of 20%, less textbook fees divided by the total number of units or clusters or modules in the course.

C. Circumstances in which a refund will not be paid

- A student is not entitled to a refund in the following circumstances:
 - \circ \quad Where a student is refused a visa due to one or all of the following reasons:
 - the student provided fraudulent or misleading information to Department of Home Affairs or
 - the student did not start the course at the location on the agreed starting day or
 - the student withdrew from the course at that location or
 - the student did not pay the fees due.
- Where MEDICUS COLLEGE terminates the student's enrolment because of a failure to comply with MEDICUS COLLEGE policies, misbehavior, or unsatisfactory course progress.

Note: Please visit our website or contact us via email (info@medicus.edu.au) to obtain copy of our refund policy or any clarification if may have.

Disclaimer

Students are requested to declare at your time of enrolment anything that might prevent you from satisfactorily progressing through the training and assessment program e.g., anything related to physical ability, cultural background, or educational background. Medicus College will not accept liability for any issue not declared at enrolment that has a potential to prevent satisfactory progress.

Medicus College Commitment

Medicus College undertakes to provide a course/program corresponding to the requirements of the relevant National Training Package and the respective qualification as identified by this application as well as being compliant to the National Vocational Regulator Standards as accredited by the Australian Skills Quality Authority.

Applicant Signature

Date

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Unique Student Identifier

Medicus College can be prevented from issuing you with a Nationally Recognized VET qualification Certificate or Statement of Attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI.

If you would like Medicus College to apply for a USI on your behalf you must authorize us to do so and declare that you have read the privacy information at http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf

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Please complete Section A

Section A (You will create your own USI)

Student Name:

I, (insert name) will create my own USI and advise Medicus College. I also give permission for Medicus College to verify my records by viewing them via the USI. I understand my enrolment cannot be confirmed until I provide the USI.

Signature:

Date:

PRIVACY NOTICE

You may include the following link instead of the below privacy notice if your enrolment form is online https://www.education.gov.au/privacy-notice-and-student-declaration

Under the Data Provision Requirements 2012, Medicus college is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

- Your personal information (including the personal information contained on this enrolment form) may be used or disclosed by <Medicus college> for statistical, administrative, regulatory and research purposes <Medicus college> may disclose your personal information for these purposes to third parties, including: Commonwealth and State or Territory government departments and authorized agencies.
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed for the following purposes:

- populating authenticated VET transcripts.
- facilitating statistics and research relating to education, including surveys and data linkage
- prepopulating RTO student enrolment forms.
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor or other authorized agencies You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Direct Deposit									
Рауее	Medicus College		us	(Canberra)	(Sydney)	(Adelaide)			
	Wedicus college	BSB Number		032718	032718	032718			
Financial Institution	Westpac BankAccount Number507448507456507472								
	admissions@medicus.edu.au or the specific campus email address								
Please post your enrolment to	Medicus College		Medicus Colle	ge	Medicus College				
enforment to	Level 3, 11 London Circui	t	Level 1, 575-5	97 Pacific Highway	Level 3, 90 King William Street				
	Canberra ACT 2601 AUST	RALIA	St Leonards N	SW 2065 AUSTRALIA	Adelaide SA 5000 AUSTRALIA				
OR bring the form to the Medicus College with your transfer of payment. By making this payment and signing, I agree to the									
terms and conditions of enrolling in the selected course.									