

APPLICATION FORM

STUDENT INFORMATION

International Student Australian Citizen/ Permanent Resident	
Family name	
First name(s)	Male Female
Date of birth	Country of birth
Nationality	First Language
Full address*	
City	Postcode
Country	
E-mail	
Telephone	
Language level	
Type of visa (if relevant)	Visa number (if relevant)
Passport number (if available)	Expiry Date
Do you hold Permanent Residency or a current Australian Visa? Yes No N/A (If yes, please provide a copy of your PR or current Australian visa.)	

*Your permanent/home country address is required by the Australian Government. If it is not supplied your application cannot be processed. Permanent address of legal guardian if student is under 18 years of age is required – please supply over page.

REPRESENTATIVE INFORMATION (IF APPLICABLE)

Agent name/Contact person	
Country	
Email	
Telephone	Fax
For all partner bookings, please confirm who will be responsible for the total payment of this booking by selecting an option below Agent Student Agent and Student (please give details including amounts):	
Agent Signature	Date

EDUCATION DETAILS

Highest academic qualification studied			
Completed Year 12 or equivalent** Yes No		Do you have an ATAR (If studies completed in Australia) Yes No	
Name of Institution			
Country/State		Year awarded	
Language of instruction			
Are you currently studying in Australia? Yes No			
Do you wish to apply for credit or exemptions for any units? Yes No (If yes, please supply full academic details separately)			
Required supporting documentation: Academic results Birth Certificate, Citizenship documentation or Passport!			

** Refer to entry requirements if not completed in Australia.

† Please provide a certified copy of your identification and qualifications by post or hand deliver originals for sighting.

ENGLISH PROFICIENCY

Is English your first language? Yes No If yes - please move on to Program Selection	
Please provide evidence of your English proficiency qualifications IELTS TOEFL CAE Pearson Other (please specify)	
Exam score	Test date (dd/mm/yyyy)
Have you met the English entry requirement of the intended course at MIT? Yes No	

PROGRAM SELECTION/STUDY PLAN

General English		
Start date:	End date:	Number of weeks:
English for Academic Purposes (10 weeks)		
Start date:	End date:	Number of weeks:
Murdoch University Preparation Course		
Intake:	Feb Jun Oct	
Year:	Number of Trimesters:	
Diploma		
Business Information and Communication Technology Communication and Media Studies		
Intake:	Feb Jun Oct	
Year:	Number of Trimesters:	
Murdoch University		
Degree name		
Degree major		

ADDITIONAL SERVICES

Do you have a disability, impairment or long-term medical condition which may affect your studies? Yes No	
If yes, please provide medical documentation from a relevant treating professional detailing the impact of your condition on your ability to meet academic demands. Disclosure will not disadvantage your application and is confidential. The information you provide will assist us in best catering for your needs.	
Do you wish to purchase Overseas Student Health Cover (OSHC)^ through Murdoch Institute of Technology? Yes No	
If yes, please indicate: Single Couple Family	
If no, please list your current OSHC details.	
Policy provider:	
Policy number:	Start date: Expiry date:

^ OSHC is compulsory for Student Visa holders and their accompanying family members.

PAYMENT

At this time, I wish to pay:	
the enrolment fee	the full program fees
part of the program fees	FEE-HELP (must be eligible)
I wish to pay by credit card (MasterCard/Visa)~ Payable to Murdoch Institute of Technology	
I enclose a cheque for the amount of	
I would like to arrange a bank transfer.	
Payment to be made to:	
Bank:	HSBC Bank Australia Limited
Branch:	28 Bridge Street (Exchange) Sydney NSW 2000 Australia
Swift code:	HKBAU2S
BSB:	342-011
Account number:	461472-163
Account name:	Murdoch Institute of Technology
Payment reference: Student Name and DOB/MIT Student Number	
I am sponsored by:	
Signature of parent/guardian (required if student is under 18 years old)	Date

~ Credit card payments can only be made in person at MIT by the cardholder. All credit card payments will incur a surcharge of 1.3%.

Form continues overleaf.

PARENT/GUARDIAN CONTACT DETAILS

(COMPULSORY IF THE STUDENT IS UNDER 18)

Title Mr Ms Other	Male Female
Family name	
First name(s)	
Relationship to student (i.e. mother or father)	
Permanent address of Parent or Guardian (if different from previous page)	
E-mail	
Telephone	
Parent/guardian is aware that Under 18 students are required to stay in accommodation approved by MIT	

APPLICATION CHECKLIST

<p>Completed all sections of the Application Form</p> <p>Read and understood the Terms and Conditions</p> <p>Completed Murdoch University Application Form (if applicable)</p> <p>Attached certified copies of your academic qualifications (translated into English).</p> <p>If waiting for results then these can be submitted at a later date.</p> <p>Attached evidence of English language proficiency (if available)</p> <p>Included a copy of your passport (if available)</p>
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HOW DID YOU HEAR ABOUT US?

Search Engine	Friend	Forum or Blog	
Social Network*	Event*	Advertisement*	Other*
*please specify:			

PRIVACY NOTICE

<p>Murdoch Institute of Technology understands and respects that privacy is important to you. We collect personal information about you so that we can provide you with the services you have requested. We may also use your information to improve our products and services and offer you our, or our partners' or suppliers', products and services which may be relevant to you. We may disclose personal information about you in accordance with our Privacy Policy (available at www.murdochinstitute.wa.edu.au), including to your education agent and the Australian government. Our privacy policy contains information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer (privacy@kaplan.edu.au) for more information.</p> <p>In regard to promotional material, please indicate below.</p> <p><input type="checkbox"/> I do not want to receive communication in any format from Murdoch Institute of Technology sent on behalf of its sponsors, partners or suppliers, or</p> <p><input type="checkbox"/> I do not want to receive communication in any format from Murdoch Institute of Technology about its own publications, information and events.</p>
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DECLARATION

<p>I have read, understood and agree to be bound by the Terms and Conditions of enrolment as listed on pages 3-4. I declare that I have read the instructions on this application form and that, to the best of my knowledge, the information provided by me is true and complete in every particular. I acknowledge that Murdoch Institute of Technology may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me. I give permission to Murdoch Institute of Technology to verify or obtain records from other educational institutions that I have attended. I understand that I am seeking temporary entry into Australia for educational purposes only as a fee-paying student. I understand that if I change my visa status, I may be subject to different rules and conditions. I understand the above conditions and am prepared to accept them in full. In particular that I, or my sponsor, will be responsible for the full costs of the academic program for which I am seeking admission, as well as the associated travel and living costs. I give permission to Murdoch Institute of Technology to provide information to my parent(s) or guardian(s) and my agent regarding my application for admission to the program listed above. I declare that I am not entitled to any Title IV aid funding in the United States.</p> <p>I confirm that I have read, understood and agree to the Murdoch Institute of Technology Terms and Conditions on pages 3-4</p>	
Signature	Date
Signature of parent/guardian (required if student is under 18 years old)	Date



APPLICATION PROCESS

- 1. Submit application**
Submit the application form and copies of any relevant documents via email to admissions@murdochinstitute.wa.edu.au
Please ensure you have completed all sections of the form.
- Read and understood the terms and conditions
- Attached certified copies of:
 - Academic qualifications (school reports)
 - English proficiency document
 - Passport
 - Birth Certificate (domestic students only)
- 2. Offer letter**
Successful applicants will receive an offer letter from MIT.
- 3. Accept offer and pay deposit**
Accept the offer and pay the amount stated on the offer letter.
- 4. Orientation**
An orientation letter outlining the details of the first day of term will be sent out to all new students.
- Contact MIT**
Contact the team at MIT by calling +61 8 9360 1700 or by sending an email to admissions@murdochinstitute.wa.edu.au

Terms and Conditions

1. GENERAL TERMS AND CONDITIONS

These Terms and Conditions are applicable to all students studying at Kaplan Higher Education Pty Ltd 85 124 217 670 trading as Murdoch Institute of Technology CRICOS 03127E (MIT), a registered higher education provider on the Tertiary Education Quality and Standards Agency National Register of Higher Education Providers (PRV12030).

1.1. Policies and procedures: All MIT students are subject to the policies and procedures that are published on our website (<http://www.murdochinstitute.wa.edu.au/about-us/mit-policies/>) and in the MIT student handbook, including those dealing with student misconduct, assessment, progression, enrolment deferral and cancellation, complaints and appeals, and refund. Students must review these policies and procedures, and ensure they understand and comply with the most up to date version of our policies and procedures.

1.2. Late arrivals, vacations and absences: All students are expected to attend class from the first day of their course. No refund is given for time missed due to arrivals after the published course commencement date, vacations, absences or public holidays. Such periods of absence will not be replaced by a free extension of any course. No refunds or substitutions will be made for classes missed due to exams, excursions, first day orientation or other obligations that fall outside the normal teaching schedule. Classes are not held, and many campus facilities are closed, on public holidays. All published course dates start on a Monday, but if the Monday is a public holiday, the course start will fall on the Tuesday. New students cannot commence their course if they fail to attend the first 2 weeks, or the first 1 week in the case of English for Academic Purposes (EAP) students. Continuing students must attend classes from the first day of their continuing course of study.

1.3. Campus facilities: Students are advised that campus facilities may not be available during study breaks. Details are available from the Student Services Team or Reception.

1.4. Placement: MIT reserves the right to place a student into the most appropriate class, and to postpone subjects to the following study period where there is an insufficient number of students for that subject.

1.5. Course changes: MIT has the right to change course dates, course curricula, tutors and programs at any time at its discretion. However, in cases where the course is rescheduled before the first class and the new date is unacceptable to the student, all unused tuition fees will be refunded. The deadline for any course or unit transfers is the end of week 1 in each study period.

1.6. Tuition fees: The student or student's family agrees to pay the annual tuition fee and any additional charges in accordance with the fee schedule available on our website www.murdochinstitute.wa.edu.au. Any refund is made in accordance with the MIT refund policy. Tuition fees include lessons, orientation, use of computer facilities and internet quota, placement and progress testing and an MIT certificate on upon successful completion of the course. MIT reserves the right to withhold the granting of a certificate attained by a student if tuition fees or any other fees remain outstanding. All fees are published on our website www.murdochinstitute.wa.edu.au and tuition fees can be found in the fee schedules.

1.7. Late Enrolment: Continuing students in MUPC and Diploma must attend registration day prior to the start of the teaching period. Continuing students who do not attend registration day will be permitted to enrol and start studying in the first week of the teaching period, but will be required to pay a AUD 250 late enrolment fee. Continuing students must enrol in their final choice of units by the end of week 1 in each study period. Students that miss their enrolment deadline must defer their studies to the next study period, and for international students this may affect their student visa.

New students must enrol in their final choice of units by the end of week 2 in each study period. Unless new students can provide satisfactory evidence of the date of their enrolment, a late enrolment fee of AUD 250 will apply, and no enrolments will be accepted, after the

end of week 2 in each study period. Students that miss their enrolment deadline must defer their studies to the next study period, and for international students this may affect their student visa.

1.8. Books and learning materials: Students may be required to purchase textbooks, workbooks, stationery, software and other required learning materials at an additional cost. Details of any additional costs are in the MIT Student Handbook or the relevant course or unit outline.

1.9. Additional services: Any additional services (such as travel, telephone costs, excursions, medical costs, special diet, non-MIT exams and enrolment amendments) are not included in any fees unless specifically stated on a valid invoice from MIT. Students wishing to arrange homestay accommodation and/or airport transfer should contact Australian Homestay Network at www.homestaynetwork.org/mit-students. Enquiries about on-campus accommodation should be directed to www.murdochuv.com.au.

1.10. Privacy: Personal information collected by MIT, which identifies a student and information regarding a student's course progress and attendance may be shared by MIT with the Australian government, or State and Territory governments, and their designated authorities, the Tuition Protection Service, the agent that recruited the student (unless specifically excluded), the students' parents (if under 18), MIT staff and contractors, Murdoch University and related body corporates of MIT and their staff and contractors. This information may include personal and contact details, course enrolment details and changes, course results, and the circumstance of any suspected breach by the student of a visa condition. MIT's Privacy Policy complies with the Privacy Act 1988 (Cth) when dealing with personal information. For further information please review the Privacy Policy (at <http://www.murdochinstitute.wa.edu.au/privacy/>) or contact our Privacy Officer at privacy@kaplan.edu.au.

1.11. Medical costs: MIT is hereby authorised to seek medical treatment should MIT or a staff member acting on their behalf consider such action necessary for a student. The student agrees to indemnify MIT for any expense, loss, damage or liability whatsoever suffered or incurred as a result of authorising and arranging such emergency medical treatment.

1.12. Photography, filming and sound recording: MIT or its representatives may arrange to photograph or shoot video footage of students for promotional or marketing purposes, in print and/or online, at any time. Any student who does not wish to participate should advise us at the time of booking and state at the time of the photographing or video shooting their wish not to participate.

2. MURDOCH UNIVERSITY FEES

2.1. Murdoch University course fees will depend on the student's choice of undergraduate degree course and point of entry. Further information is available on the Murdoch University website: www.murdoch.edu.au.

3. DEFERRAL POLICY

3.1. A student may apply to defer their studies on the grounds of exceptional circumstances such as their own ill health or that of a very close relative. All applications for deferral from a course of study must be made in writing or using the deferral form available from MIT. Students should refer to the deferral policy (available at www.murdochinstitute.wa.edu.au/about-us/mit-policies/) for details of the circumstances in which their enrolment may be deferred, suspended or cancelled, before submitting their application. An administration fee of AUD 250 is required for processing a deferral application.

4. REFUND POLICY

4.1. MIT's refund policy is available at www.murdochinstitute.wa.edu.au/about-us/mit-policies/. All students must read the refund policy before accepting an offer of admission from MIT. Students requesting a refund are required to do so in accordance with the MIT refund policy. Approved refunds are paid in Australian dollars into the bank account nominated on the refund form. All refund requests will be responded to in writing, and

approved refunds will be paid within 14 days of written notification by MIT. For under 18 students, refunds will be paid to the parent(s) or guardian(s) of the student unless MIT receives written approval from a parent or guardian consenting for the refund to be paid directly to the student. Tuition fees are not transferable to other students.

4.2. In all cases, the enrolment application, medical insurance, courier, Murdoch University deposit and any other service fees (such as the accommodation placement fee) are non-refundable.

4.3. Students that are accessing a FEE HELP loan from the Australian government, who wish to withdraw from their course, must do so in writing before the published census date for the course. Failure to do so may result in the student incurring a debt to the Australian government. Students should note that the census date for each Diploma program at MIT is 3 weeks from the published course start date. Further information is available at <http://studyassist.gov.au/sites/StudyAssist/>.

Course enrolment fees will not be refunded if a student withdraws from the subject after the census date for the trimester, except under the following circumstances:

- where the student's application for enrolment is declined by the school.

- the student is prevented from studying a module or subject for reason(s) beyond the student's control, including acts of government authorities, civil strikes and riots.

- the school cancels a subject in which the student has enrolled or where the commencement of the subject or module is postponed for more than two weeks.

4.4. In the event a student wishes to withdraw from their course, the following fees apply both to international students and students who do not have access to FEE-HELP:

Notification Period	Cancellation Fee
More than 10 weeks before course commencement date:	AUD 1,000
More than 4 weeks and up to 10 weeks before course commencement date:	40% of the course fees
Less than 4 weeks before course commencement date:	70% of the course fees
Less than 2 weeks after course commencement date:	80% of the course fees
More than 2 weeks after course commencement date:	100% of the course fees

* For the purposes of the refund policy, a course is defined as one trimester of study, or for English programs, 24 weeks of study.

4.5. Where a student visa application is refused before the published course commencement date, all unspent tuition fees will be refunded, less an administration fee of AUD 240. Where a student visa application is refused after the published course commencement date, or a student with a visa is refused a release letter from their previous provider, all unspent tuition fees will be refunded. Unused tuition fees will be calculated from the date of written notification received by MIT.

No refund is due in the following cases:

- Visa application rejected by the Department of Immigration and Border Protection (DIBP) due to submission of fraudulent documents.

- Confirmation of Enrolment (CoE) is cancelled due to non-compliance with visa requirements.

In all cases, the student must provide satisfactory evidence to MIT of their visa or release letter refusal (as applicable) before MIT will provide the refund amount.

4.6. If MIT has to cancel a student's enrolment caused by a breach of student visa conditions or by student misconduct (including any serious breach of these Terms and Conditions or the MIT policies and procedures by the student), then no refund of tuition fees will apply.

4.7. Protection of student fees: In the unlikely event that MIT is unable to deliver a course in full, students will be offered a refund of all unspent tuition fees. This refund will be paid within 14 days of the day on which the course ceased being provided. Alternatively, students may be offered enrolment in an alternative course at no extra cost. Students have the right to choose whether they would prefer a refund of unspent tuition fees or to accept a place in another course. If they choose placement in another course, students will need to sign documentation to indicate their acceptance of the placement. In the unlikely event that MIT is unable to provide a refund or place a student in an alternative course, the Tuition Protection Service (TPS) will assist the student in finding an alternative course or to get a refund if a suitable alternative is not found. Further information concerning the TPS can be found at www.tps.gov.au.

4.8. Students that cancel their enrolment may not be eligible to receive a certificate for a partially completed course from MIT.

5. INTERNATIONAL STUDENTS

5.1. Visa information: It is the responsibility of the student to arrange all applicable travel permits or visas and to have a valid passport for the whole period of study. The student may be asked to make payment for the first study period before any of their visa documentation is issued. Visa application forms (Confirmation of Enrolment) may not be issued by MIT until payment for the first study period has been received and the enrolment agreement has been signed and returned by the student. The enrolment agreement includes reference to the pre-arrival information and grievance procedures information and can be found on our website www.murdochinstitute.wa.edu.au.

5.2. Student visa obligations: Student visa holders are required to maintain compliance with all applicable visa conditions including providing MIT with a current residential address and telephone number at all times, maintaining satisfactory academic progress and attending a minimum of 80% of their course. Students that fail to commence their enrolled course or fail to meet the requirement for 80% attendance or satisfactory academic progress will be reported to the Department of Immigration and Border Protection (DIBP). Any school-aged dependants accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

5.3. Health insurance: Health insurance is compulsory for student visa holders and their accompanying family members. Students are required to provide proof of health insurance at the time of their enrolment. Students will not receive Confirmation of Enrolment

until they have obtained satisfactory health insurance for the length of their visa. The Australian government requires all students on student visas to join the Overseas Student Health Cover (OSHC) scheme, a health insurance plan for overseas students in Australia. Students must ensure that payment is made for compulsory OSHC before their visa is issued and that the insurance provides adequate coverage for the duration of the student's visa.

5.4. Codes of practice: MIT abides by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code) and the Educational Services for Overseas Students Act 2000 (Cth) (ESOS Act). Further information about the National Code can be obtained at <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

5.5. Living expenses: Migration regulations in Australia require international students to show evidence that they can contribute to the cost of living and studying in Australia. Further information can be obtained at www.studyinaustralia.gov.au/en/Study-Costs or www.immi.gov.au.

6. CONSUMER PROTECTION

6.1. Agreement to these Terms and Conditions, and the availability of complaints and appeals processes, does not remove the right of a student to take action under Australia's consumer protection laws, or their right to pursue other legal remedies under Australian law.

6.2. Students will be advised of any changes to these Terms and Conditions that may result from a directive of the governing body of MIT or government legislation. Any dispute, claim or other matter arising will be subject to the laws of Western Australia.

7. DECLARATION

Upon submitting an application to MIT, and subsequently undertaking any study at MIT, the student (or their authorised representative on the student's behalf – if the student is under 18 years of age):

7.1. Declares that the information provided in their application form is true and complete in every detail.

7.2. Understands that giving false or incomplete information may lead to the refusal of their application or cancellation of their enrolment.

7.3. Has read and understood the published information in the MIT course information brochure and on the MIT (and Murdoch University) website and has sufficient information about MIT to enrol.

7.4. Authorises MIT to retain their photo image for identification purposes and consents to the use of any photographs or video footage taken of the student for promotional or marketing purposes, without further consent or notification.

7.5. Authorises MIT to provide Murdoch University, or any other educational institutions to which the student is seeking admission, any required relevant official records. The student also gives MIT permission to obtain official records from any educational institution the student has attended and from Murdoch University once their studies at MIT have finished.

7.6. For international students, the student understands that MIT will collect information during their enrolment in order to meet its obligations under the ESOS Act and the National Code, and to ensure the student complies with the conditions of their visa and the student's obligations under Australian immigration laws. The authority to collect information is contained in the ESOS Act, ESOS Regulations and the National Code. The international student authorises MIT to provide information including personal and contact details, course enrolment details, and the circumstances of any suspected breach of their student visa conditions to the Australian Government, the Tuition Protection Service (if relevant) and any other designated authorities. The student also understands that this information can be disclosed without their consent where MIT is authorised to or required to by law.

7.7. Understands that information collected during their enrolment will be handled in accordance with the Privacy Policy, and may be stored on a server controlled by a third party whether in Australia or otherwise (www.murdochinstitute.wa.edu.au/about-us/mit-policies/).

7.8. Accepts liability for payment of all relevant fees identified in these Terms and Conditions, the MIT course information brochure and on the MIT (or Murdoch University) website. The student also understands the circumstances in which refunds will not be applicable as set out in these Terms and Conditions, including the MIT refund policy, and that fees may increase with written notification from MIT during the course. For international students, the student has also read the information provided in relation to living expenses and they understand that the cost of living in Australia may be higher than in their own country, and the student confirms that they can meet those costs.

7.9. Understands and agrees to abide by all MIT policies and procedures (available at www.murdochinstitute.wa.edu.au/about-us/mit-policies/).

7.10. Agrees to notify MIT, in writing, of their change of address within 7 days of moving.