

## INTERNATIONAL STUDENT APPLICATION FORM

Please carefully read the Primus English brochure, complete this International Student Application Form and send all supporting documents and a copy of your valid passport to the following email and postal address. All documents must be certified by an appropriate authority such as school, university, institute and/or the education agent. It is your responsibility to inform Primus English of any change in information prior to enrolment.

**By Express Post:**  
**Admissions Manager**  
**Primus English**  
**Level 3**  
**123 Lonsdale Street,**  
**Melbourne, VIC 3000**  
**Australia**

**Electronically:**  
**admissions@eprimus.com.au**

*Important: All fields in application form are compulsory unless otherwise specified. Incomplete application forms will not be processed.*

### Personal Details

Mr./Mrs./Miss/Ms./Dr.    First Name: \_\_\_\_\_    Middle Name/s: \_\_\_\_\_

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Surname: \_\_\_\_\_    Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

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Current Address: \_\_\_\_\_

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Suburb: \_\_\_\_\_    State: \_\_\_\_\_

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Country: \_\_\_\_\_    Postcode: \_\_\_\_\_

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Home Phone: (+    )    Mobile: (+    )

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Email: \_\_\_\_\_

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Citizenship: \_\_\_\_\_

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Native Language: \_\_\_\_\_

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Passport Number: \_\_\_\_\_

Passport Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

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Gender:     Male     Female     Other

Do you have a disability, impairment or long term medical condition which may affect your studies?    Yes     No

If yes, please attach details to this form (this information is for support services only and will not affect the outcome of your application).

### Australian Visa and OSHC Details

Are you currently in Australia?    Yes     No

Do you hold a valid Australian Visa which has study rights?    Yes     No     Indicate Visa type (i.e.: Student, Working Holiday, etc.) \_\_\_\_\_

I understand and agree that it is my responsibility and obligation to obtain and retain a visa which permits me to study full time in Australia for the duration of the course.

Do you have Overseas Student Health Cover?    Yes     No     If YES, card number and OSHC provider: \_\_\_\_\_

If NO, I require:    Single Cover     Dual Cover     Family Cover

**Immigration History Details**

Have you had a visa refused or cancelled from Australia? Yes  No

If yes, provide details and copies of any documentation.

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Have you had a visa refused or cancelled from a country other than Australia Yes  No

If yes, provide details and copies of any documentation.

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**Home Country Contact Details**

Contact address in home country (mailing address):

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Country: Postcode:

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Telephone: (+ ) Mobile: (+ )

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Email:

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**Emergency Contact Details**

In the case of an emergency I request that the Institute use its reasonable efforts to contact the following person:

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Emergency contact name: Relationship to me:

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Address:

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Country:

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Language spoken: Telephone: (+ )

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**Agent Details (if applying with agency)**

Agency Name: Student Agent Representative Name:

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Signature:

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### Academic Course Selection

Please tick	Course Title and CRICOS Code	Weeks: _____ Morning or Evening class: _____ Start Date: ____/____/____
<input type="checkbox"/>	General English (Elementary to Advanced) 5 – 50 weeks CRICOS Code: 073626F	Weeks: _____ Morning or Evening class: _____ Start Date: ____/____/____
<input type="checkbox"/>	English for Academic Purposes (Intermediate to Advanced) 5 – 30 weeks CRICOS Code: 069591B	Weeks: _____ Start Date: ____/____/____
<input type="checkbox"/>	IELTS Preparation (Intermediary to Advanced) 5 – 30 weeks CRICOS Code: 069592A	Weeks: _____ Morning or Evening class: _____ Start Date: ____/____/____
<input type="checkbox"/>	Business English (Upper Intermediate to Advanced) 5 – 20 weeks CRICOS Code: 080600B	Weeks: _____ Start Date: ____/____/____
<input type="checkbox"/>	Occupational English Test (OET) Preparation 5 – 20 weeks	Weeks: _____ Morning or Evening class: _____ Start Date: ____/____/____

### Study Plan for Student (please complete the table below if the student requires a holiday between terms)

Week (numbers)	Start Date (dd/mm/yy)	End Date (dd/mm/yy)	Note
			Study Period 1
			Holiday
			Study Period 2
			Holiday
			Study Period 3
			Holiday
			Study Period 4
			Holiday
			Study Period 5

**Note: Primus English compulsory holiday for 2017 Christmas Holiday is 25 December 2017 to 07 January 2018. We return on 08 January 2018**

**Payment Plan for Student (select how student wants to pay their fees)**

<b>Onshore Student</b> <input type="checkbox"/> <input type="checkbox"/> 6 months <input type="checkbox"/> 3 months <input type="checkbox"/> 1 month <input type="checkbox"/> Upfront	<b>Offshore Student</b> <input type="checkbox"/> <input type="checkbox"/> 6 months <input type="checkbox"/> 3 months <input type="checkbox"/> 1 month <input type="checkbox"/> Upfront
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**Airport Pick Up and Short Term Accommodation (optional)**

Do you require Airport Pick Up?      Yes       No

Do you want to book accommodation with Primus English?        
 If YES, please specify which option below:      Yes      No     

Accommodation in Student Residence:      **Share room:**.....people\* (Please specify 2, 3, 4 or 6)  
 \* Depending on availability, please enquire with the student services team.  
 Number of weeks:

Accommodation in Family Homestay:      **Individual**      with meals       no meals       Number of weeks:  
 Min. 4 weeks.

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Please submit the Homestay Application Form separately.      **Twin share**      with meals       no meals       Number of weeks:

**Privacy Statement**

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme (TPS). In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

**REFUND POLICY**

**Provider Default** Provider default is considered when:

- 1) The course does not commence on the agreed starting date, which is notified in the Letter of Offer
- 2) The course stops being provided after commencement and before it is completed
- 3) The course is not provided fully to the student because Primus has a sanction imposed by a government regulator; or
- 4) An offer of a place is withdrawn by Primus English and no incorrect or incomplete information has been provided to the student.

In the unlikely event that Primus English is unable to deliver a course in full, the student will in the first instance be offered an alternative course in which the entry requirements are met and which is acceptable to the student. If a suitable course is not offered, then a refund of an amount of unexpended pre-paid tuition fees will be made by the Tuition Protection Services Director (TPS Director).

The student has the right to choose whether he/she would prefer a refund equivalent to the unexpended pre-paid tuition 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. Where the student agrees to this arrangement,

Primus English will not be liable to refund the money owed for the original enrolment. If Primus English is unable to provide a refund or place a student in an

alternative course, then the TPS Director will place the student or provide refund in accordance with the TPS.

**Visa Rejection**

A full refund of all tuition fees except any administration fees charged will be provided where the student is unable to obtain a student visa. Documentary evidence of visa rejection must be provided. Fees will be refunded within 28 days.

**Student Withdrawal**

- a) Withdrawal from a course more than 10 weeks before commencement: all tuition fees are refunded, less any application and fees
- b) Withdrawal from a course, more than 4 weeks and up to 10 weeks: 70% of tuition fees are refunded, less any application and administration fees
- c) Withdrawal after the course starts: no refund
- d) Withdrawal of course 28 days before commencement: no refund

**Student Default in the event that:**

- |   |           |
|---|-----------|
| a) A student breaches a condition of their student visa; or                       | No refund |
| b) The student misbehaves and whose enrolment is cancelled due to misbehavior; or |           |
| c) Does not commence on time, without permission.                                 |           |
| d) Does not pay due fees  |           |

**Overseas Health Cover**

All applications for refunds must be made directly to the medical insurance company with which the student is a member

**Student Declaration**

I declare that I have read the Prospectus for International Students and the instructions on this application form and that the information provided by me is true and correct. I understand and acknowledge that I have received information about:

1. The minimum level of English language proficiency required for acceptance into my preferred course/s;
2. The structure, course content, progression rules, duration, modes of study and assessment methods for my preferred course/s;
3. The qualifications obtained at the end of my preferred course/s;
4. The campus locations, facilities, equipment and learning and library resources available at the Institute for my preferred course/s;
5. Details of arrangements with other registered providers, persons or businesses to provide the course or part of my preferred course/s;
6. The course related fees payable for my preferred course/s and the applicable Refund Policy of the Institute;
7. Withdrawing from courses, deferring and cancelling my enrolment from my preferred course/s;
8. The ESOS framework; and
9. Living in Australia, including: indicative costs of living; accommodation options; the need for school aged dependents to be enrolled to attend at school and my liability to pay their fees for their education.
10. The attendance requirements of The Department of Immigration and Border Protection (DIBP), which is 20 hours per week.
11. The Institute's reporting obligations for attendance which is less than 80% of my course.
12. The course progress requirements.

**I understand, acknowledge and agree to:**

1. Information provided by me being made available to Australian and State Government agencies pursuant to obligations under ESOS Act 2000 and the National Code 2007;
2. Make timely payments of any fees or associated costs for which I am liable. I have the necessary financial capacity to meet all costs for the duration of my course. I recognize that it is my responsibility to provide all necessary documentation to support my application and I authorised the Institute to obtain further relevant documentation where necessary either directly or through the Institute's accredited education agent or representative.

**I acknowledge that:**

1. The provision of incorrect information or withholding of relevant information relating to my application might invalidate my application and that the Institute may withdraw an offer of a place or cancel my enrolment in consequence.
2. I am fully responsible for my educational and living expenses while studying at Primus English.
3. I have read and understand the Schedule of Fees, Application Procedure and Refund Policy.
4. I have read and understand the Privacy Policy.
5. I have read and understand the Complaints and Appeals Policy.
6. I have read and understand the Transfer Policy.
7. I have read and understand the grounds for Deferment, Suspension and Cancellation.
8. VEO status Check: Visa Entitlement Verification Online (VEVO) Education provider's use VEO to check on your entitlement to live, work and study in Australia for Primus English to obtain this information we require your permission for us to conduct a VEO check on yourself I permit Primus English to conduct a VEO check

**STUDENT SIGNATURE:**



Date: / / (dd/mm/yy)

**CHECKLIST: Make sure before submitting that:**

- All the fields are completed.
- The application is signed and dated by the student.
- A certified copy of a valid passport is attached.
- Homestay Application Form is completed and attached (if applicable).
- Other English certificate is completed and attached (if applicable)