

## Cross-institutional Student Application Form

**Application ID#** \_\_\_\_\_

Thank you for your interest in enrolling in GHEA. Please ensure that you answer ALL of the following questions to ensure correct processing of your enrolment.

☒ Please tick where appropriate

Personal Details					
Surname:		Given Name/s:			
Date of Birth:		Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Residential Address:					
Suburb:		State:		Postcode:	
Postal Address:					
Suburb:		State:		Postcode:	
Phone Number:		Mobile Number:			
Email Address:					
Unique Student Identifier:		Verified By:	Date:		
Proof of Identification:					

For applicants under 18, a legal guardian must be nominated and the guardian will need to fill in his/her details below:

Legal Guardian Detail			
Surname:		Given Name/s:	
Relationship to Student:		Contact Number:	
Email address:			
Residential address:			
Suburb:	State:	Postcode:	
Emergency Contact			
Surname:		Given Name/s:	
Relationship to Student:		Contact Number:	

Overseas Emergency Contact			
Surname:		Given Name/s:	
Relationship to Student:		Contact Number:	
Origin / Disabilities			
Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify:		
Main language spoken at home:	<input type="checkbox"/> English only <input type="checkbox"/> Other, please specify:		
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all		
Are you Aboriginal or Torres Strait Islander?	<input type="checkbox"/> No Islander <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait		
Educational / Employment History			
What is your highest completed school level?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school		
What year did you complete the above school level?			
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
What is the highest qualification you have completed?	<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate other than the above		
Which best describes your current employment status?	<input type="checkbox"/> Full-time employee		

	<input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed - not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed - unpaid worker in family business <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment
Which best describes your main reason for undertaking this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons
Are you currently enrolled in other education institutes in Australia?	<input type="checkbox"/> University: _____ <input type="checkbox"/> Other (please specify): _____ <input type="checkbox"/> None
<b>Prerequisite requirements</b>	
Some unit(s) you wish to study may require prerequisite and you must attach certified evidence of how you have met these requirements. Have you checked whether the unit(s) you wish to study requires prerequisite? <input type="checkbox"/> Yes <input type="checkbox"/> No (Your application may be rejected)	
Have you attached certified proof of having met any existing prerequisites? <input type="checkbox"/> Yes <input type="checkbox"/> No – there are no prerequisite requirements	
<b>Please indicate the course/s and intake that you wish to apply for</b>	

Bachelor of Marketing at GHEA	Commencement date:  ____/____/____
Unit(s) code and name you wish to study at an external institution:	Prefer Start date:  ____/____/____
Name of external institution:	City / Country:
Do you consider yourself to have a disability, impairment or long term condition that may impact on your learning? (If Yes, please indicate which of the following area/s may impact your learning:  <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please ensure that you have read the Guarantee Statement below before you sign this form

### Student Declaration

☐ I declare that the information on this enrolment form is to the best of my knowledge, true, accurate and absolute at the time of this enrolment.

☐ I further acknowledge that any false information and not disclosing relevant information for enrolment of this qualification will result in the cancellation of my enrolment at GHEA.

☐ I understand that it is my full responsibility to provide all relevant and required documentation and answer all questions truthfully

☐ I further understand that the enrolment fee is NON-REFUNDABLE and NON-TRANSFERABLE

☐ I have USI, and my USI is \_\_\_\_\_

☐ I do not have USI. I authorize GHEA to apply USI on my behalf (Form 61).

Student Name:

Student Signature:

Date:

Student Administration Signature:

Date:

### Legal Guardant Declaration

<input type="checkbox"/> I declare that the information on this enrolment form is to the best of my knowledge, true, accurate and absolute at the time of this enrolment.	
<input type="checkbox"/> I further acknowledge that any false information and not disclosing relevant information for enrolment of this qualification will result in the cancellation of my child's enrolment at GHEA.	
<input type="checkbox"/> I understand that it is our full responsibility to provide all relevant and required documentation and answer all questions truthfully	
Legal Guardian Name:	
Legal Guardian Signature:	Date:

Please return completed form to **admissions@ghea.edu.au**. If you have any questions, please contact the Student Admissions and Enrolment Officer using the same email address

### Guarantee Statement:

GHEA guarantee that you have enrolled in the course of your choice and paid the appropriate fees. If it can no longer deliver the courses or services then it will refund all outstanding tuition fees for whichever service or courses it can no longer deliver.

### Student Privacy Statement:

#### 1. Why the Global Higher Education of Australia (GHEA) collects personal information?

Personal information collected by GHEA is for the primary purpose of providing the requested course of study. This includes information used

- For administrative purposes and to correspond with you;
- To meet legal obligations and respond to emergency situations;
- To inform you about your course or other GHEA courses, events and services;
- To facilitate or verify the allocation of a Unique Student Identifier (USI);
- Information may also be collected for the following related secondary purposes;
- For the purposes of quality assurance and course evaluation;
- For the purposes of undertaking GHEA commissioned research and student elections; and
- To invite you to participate in the GHEA Alumni upon completion of your course.

#### 2. To whom do we disclose the information we collect?

Information may be disclosed to the following types of organisations, upon written application where there is a specific reason and where the disclosure is required or authorised by law:

- Government departments eg. Department of Home Affairs, Tertiary Education Quality and Standards Agency (TEQSA), State Department of Education and Training;

- External organisations contracted for the purposes of undertaking GHEA commissioned research for the benefit of GHEA and the student body;
  - Contracted service providers which the GHEA uses to perform services on its behalf;
  - To an employer or organisation sponsoring a student's study;
  - To the parent or authorised representative of a student who is a minor (under 18);
  - Other tertiary educational institutions for results, course completion or certificate verification to facilitate your subsequent application to that institution.
3. What happens if you choose not to provide information for primary and related secondary purposes?
- Your enrolment and study cannot proceed if you choose not to provide enrolment information;
  - If you have reason to restrict the release of personal information collected by GHEA in any of the ways explained above, you may contact the Registrar by emailing: [Hed.admin@ghea.edu.au](mailto:Hed.admin@ghea.edu.au).

#### 4. Accessing your personal information

You have a right to access personal information that GHEA holds about you, subject to any exceptions in relevant legislation. If you wish to access your personal information or enquire as to how it is handled, please contact the Registrar by emailing: [Hed.admin@ghea.edu.au](mailto:Hed.admin@ghea.edu.au).

#### 5. Privacy Policy

GHEA has a Privacy Policy which outlines the ways in which we intend to meet our privacy commitments. GHEA also has a Grievances and Appeals Policy and Procedure (academic and non-academic matters), which provide the procedures for making complaints in details.

#### 6. Statement on GHEA Photography

GHEA may on occasion take and publish photographs of students involved in GHEA activities on and off campus for educational and promotional purposes, and may publish photographs in hard copy or via electronic media or on the GHEA's website. Such photos may be viewed by the general public. GHEA will only use for information when you give GHEA a written consent to do so. If you object to your photograph being taken or wish to restrict its use, please notify the photographer at the event.

#### 7. For Students for Whom a Unique Student Identifier is required:

GHEA is also collecting information for the purpose of being able to apply for a Unique Student Identifier on your behalf, or verify a Unique Student Identifier that you have supplied, under the Student Identifiers Act 2014. GHEA will disclose this information to the Student Identifiers Registrar.

#### 8. More information,

For more information, please refer to GHEA's Policy 25 Privacy Policy at <http://ghea.edu.au/students>

## **Terms and Conditions of Enrolment**

### **General**

A prospective and/or enrolled international student acknowledges and agrees to the Terms and Conditions of Enrolment on signing the Offer and Acceptance Agreement.

The Terms and Conditions of Enrolment apply equally to a new and/or continuing student unless otherwise specified.

An application for refund for an international student must be authorised by the General Manager of GHEA or his or her nominee.

GHEA reserves the right to amend the Terms and Conditions of Enrolment at any time.

Where fees are paid by a party on behalf of the student, GHEA reserves the right to notify that party.

GHEA is obliged to inform the Department of Home Affairs and Department of Education of any change of status where a student completes his or her program 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 change the expected completion date of his or her study.

GHEA must not receive more than 50% of the total tuition fees for the course prior to course commencement where total course duration is more than 24 weeks unless the applicant is willing to do so.

Students must pay their fee prior to commencing their study in each study period (semester) at GHEA.

When students choose to undertake cross-institutional study, they are also liable to paying fee to the external institution where they will undertake their study.

Refund Policy (extracted). For full policy, please refer to <http://ghea.edu.au>

Student default refers to the circumstances where:

- the student does not start the course on the agreed course commencement date (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed course commencement date); or
- GHEA refuses to provide, or continue providing, the course to the student at the location because of one or more of the following; or
- the student failed to pay the due amount to the course provider; or
- the student breached a condition of his/her student visa; or
- misbehavior by the student

Provider default refers to the circumstances where GHEA fails to start the course or the course ceases to be provided after commencement and no alternative course can be offered and accepted by the student.

Default day refers to the date specified on the student visa refusal letter, in the event that an international student is refused an Australian student visa. This day is not included in the count for the purposes of refund calculations.

Electronic Confirmation of Enrolment (CoE): This definition only applies for students who are in student visa at the time of enrolment. This is an official document printed via the PRISMS system on behalf of the Australian government confirming the enrolment of a student in a course. This document is required for an international student to apply for a student visa

Course Commencement Date for international students: Refers to the start date indicated in the first eCoE issued by GHEA to a student, OR the commencement date in the eCOE for which the student visa is granted. This does not refer to the deferred or subsequent eCoE.

Course Fees: The payment received by GHEA for providing the course to the students, which includes: tuition fees, course material fees and enrolment fee.

Other Fees: Other fees include, but are not limited to Overseas Student Health Cover (OSHC) and homestay/airport pickup fees (where applicable).

Non-tuition fees: Non-tuition fees cover items not directly related to tuition; this includes Material Fees.

The refund application will be processed within 20 working days of receipt of application. If application is successful, the refund will be paid to the student or another person nominated in writing by the student. If a credit card was used to make payment(s), GHEA will refund the amount on to that credit card. Refunds will be paid in Australian dollars (AUD\$) and a written statement detailing how any refund amount has been calculated will be provided.

Refund calculation in case of Provider Default and Student Visa Refusal after Course Commencement

The refund amount = weekly tuition fee x the number of weeks in the default period

The weekly tuition fee = total tuition fee for the course / number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar. The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates / 7.

Refunds for international students in case of student default or withdraw will be made according to the following refund table. A refund processing fee of \$500 will apply to student withdrawal and student default.

Student refused an Australian Student Visa due to a fraud reason	No refund
Student refused an Australian Student Visa due to a non-fraud reason and has not started the course (refusal letter required)	100% refund a & 3
Student refused an Australian Student Visa to a non-fraud reason and has started the course (refusal letter required to determine default date)	50% refund b & 3
GHEA fails to start course or the course ceases to be provided after it starts (provider default)	100% refund b
Withdrawal notified in writing and received by GHEA 28 calendar days or more prior to course commencement (student default)	20% refund 1, 2



Withdrawals notified in writing and received by GHEA within 28 days, on or after the course commencement date or student did not commence study at campus location identified (student default)	No refund of fees paid 1
Student visa cancelled due to actions of student	No refund of fees paid 1
Other circumstances including but not limited to: <ul style="list-style-type: none"> <li>• Changes occur in student work hours, student changes/leaves work</li> <li>• It becomes inconvenient for a student to travel to class</li> <li>• A student moves to a different location</li> <li>• A student enrolment is cancelled for misbehavior / breach of the GHEA's Student Code of behavior.</li> </ul>	No refund of fees paid 1
Student's enrolment is suspended or cancelled by GHEA due to the student being in breach of the student acceptance agreement (student default)	No refund of fees paid 1
<b>Legend:</b> <ul style="list-style-type: none"> <li>a. indicates amount minus 5% of the course fees received (including non-tuition fee); or \$500; whichever is less.</li> <li>b. indicates unspent tuition fee of weeks in default period (period from after default day and the end of the period to which the unspent tuition fee relates). 1 Student defaults if the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or the student withdraws from the course at the location (either before or after the agreed starting day); or GHEA refuses to provide, or continue providing, the course to the student at the location because of one or more of the following: student fails to pay an amount payable to GHEA for the course; the student breached a condition of his/her student visa; misbehavior by the student.</li> </ul> <p>A refund processing fee of \$500 will be deducted in cases that relate to student default (except when a student is refused a student visa) 3 Refunds for OSHC purchased from other agencies will need to be applied for directly with the supplier.</p>	

Students may transfer on one occasion to another GHEA course commencing within 15 working days of their original course without penalty. Refunds following cancellation of a transferred course will attract a further penalty of 20% of the total course fees in addition to the refund guidelines outlined above.

In some exceptional circumstance, students may apply to GHEA to transfer to the next intake of the same GHEA course. GHEA may approve the case at its discretion without applying penalty. Refund following cancellation of the same course will attract a further penalty of 20% in addition to the refund guidelines outlined above. For the refund calculation purpose, the course commencement date will be the original course commencement date.

Students who undertake cross-institutional study must adhere to the refund policy and procedure of the external institution.

Fee refunds will be made 14 calendar days after demand when GHEA defaults and within 28 calendar days after demand when the student defaults.

Students study more than one (1) course at GHEA

Students applying to start another course with GHEA are not allowed to commence until:

- The minimum payment related to tuition fee and material fee required as per the offer letter has been paid; and
- Any outstanding debts have been paid; and
- Has attended orientation at GHEA

### **Regulations governing International students**

GHEA does not require the student to pay more than 50 per cent of tuition fees before a course starts, unless it is for a course of 25 weeks or less.

GHEA can accept more than 50 per cent of tuition fees before a course starts if the student, or the person responsible for paying the fees, chooses to pay more as indicated in the application form.

GHEA can request any remaining fees as per the payment plan set out in the written agreement with the student.

GHEA is obliged to inform the Department of Home Affairs in the events where an international student: completes his/her course(s) early; or transfers to another provider; or is excluded on academic grounds and consequently fails to meet his/her visa conditions; or defers or suspends his/her study or otherwise changes the expected duration of his/her study.

Should an international student, who commences the course whilst awaiting an approval for a student visa, decides to withdraw prior to receiving the visa approval, the student will not be entitled to a refund (refer to refund table).

In the unusual circumstance where an international student has not entered into a student acceptant agreement but already paid the tuition fees, the refund specifications as detailed in the refund table still apply.

An international student may not submit an application for refund at the same time of applying for a letter of release. A refund application will be accepted once the student has been granted a letter of release; in which case, the refund calculation will be based on the date the student was granted the letter of release.

Complaints and Appeals (For full policy, please refer to <http://ghea.edu.au>)

If a student is dissatisfied with the outcome of the refund application, he/she may access the process outlined in the Complaints and Appeals Policy and Procedure 7.

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

**Official Use Only**

Application ID# \_\_\_\_\_ Student ID# \_\_\_\_\_

Special program code (if applicable): \_\_\_\_\_

Comment (if  
any) \_\_\_\_\_

Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return complete form to **admissions@ghea.edu.au**. If you have any questions, please contact the Student Admissions and Enrolment Officer using the same email address.