



## Written Agreement (International Student)

ALL SECTIONS OF THIS DOCUMENT CONSTITUTE THE WRITTEN AGREEMENT BETWEEN THE STUDENT AND GLOBAL INSTITUTE

SELECT COURSE	QUALIFICATION	COURSE DURATION	TUITION FEE
<input type="checkbox"/>	BSB42015 Certificate IV in Leadership and Management	39 Weeks	A\$12,000
<input type="checkbox"/>	BSB51915 Diploma of Leadership and Management	50 Weeks	A\$12,000
<input type="checkbox"/>	BSB61015 Advanced Diploma of Leadership and Management	39 Weeks	A\$12,000
<input type="checkbox"/>	SIS50612 Diploma of Sport Development	52 Weeks	A\$23,000
<input type="checkbox"/>	SIT40416 Certificate IV in Hospitality	52 Weeks	A\$12,000
<input type="checkbox"/>	SIT50416 Diploma of Hospitality Management	78 Weeks	A\$18,000
<input type="checkbox"/>	SIT40516 Certificate IV in Commercial Cookery	83 Weeks	A\$28,000

Commencement Date in **2018**:

15 January  19 February  16 Apr  21 May  16 July  20 August  15 October  19 November

Commencement Date in **2019**:

14 January  18 February  15 Apr  20 May  15 July  19 August  14 October  18 November

### Personal details

Family Name ..... Given Name .....

Nationality .....  Male  Female Date of Birth ...../...../.....

Passport Number ..... USI (Unique Student Identifier) .....

### Home Country Contact Details

Address .....

Telephone ..... Mobile.....

Email .....

### Australian Contact Details

Address .....

Telephone ..... Mobile.....

Email ..... Health problems .....



# GLOBAL INSTITUTE

RTO No. 41102 | CRICOS Provider Code: 03538G

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Level 6, 56-58 York Street, Sydney  
NSW 2000, Australia  
Ph. 02 8076 8000  
Web. [www.globalinstitute.edu.au](http://www.globalinstitute.edu.au)  
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Person to Contact in an Emergency	
Name .....	Relationship.....
Telephone .....	Mobile.....
Email .....	



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### PART B – EDUCATION AND EXPERIENCE

Highest qualification .....

English exams completed and score .....

Have you enrolled in a similar course elsewhere?       Yes       No  
(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Director of Studies for further information)

Have you been employed in the area covered by the course applied for?       Yes       No  
(If you have you may be eligible for Recognition of Prior Learning – contact the Director of Studies for further information)

(Please attach **verified** evidence of qualifications, work experience (if relevant) and IELTS test results)

Own assessment of English level       Elementary     Pre-Intermediate     Intermediate     Upper- Intermediate     Advanced

Language spoken at home ..... Other languages spoken.....

Tell us the reason you want to take our course       Career       Academic       Personal

Other reason to take course.....

Where did you hear about us? .....

Do you have any disability that will affect in your learning environment?       Yes       No  
If yes, please specify.....

Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student information handbook. All courses require applicants 18 years and above and proficiency in English equivalent to the level of IELTS 5.5 or equivalent.

### 2017 OVERSEAS STUDENT HEALTH COVER

Period of stay in Australia	3 months	6 months	12 months	24 months	36 months
Single Cover	\$139	\$278	\$556	\$1,138	\$1,707
Couples Cover	\$729	\$1,458	\$2,915	\$6,012	\$9,017
Family Cover	\$1,280	\$2,559	\$5,117	\$11,756	\$17,634

### PART C – FEES

Tuition Fee (from first page of application)	A\$
CoE Re-issuance Charges (Excepting Visa rejection)	A\$ 100 /per CoE
Application Fee (not refundable)	A\$ 200
Admin. Processing fee for visa rejection case	A\$ 250
Material fee (per course)	A\$ 200
Assessment resit fee	A\$ 50
Late payment fee (per week)	A\$ 100
Homestay Assistant fee - optional (not refundable)	A\$ 220
Airport pickup – optional (not refundable)	A\$ 130
OSHC	A\$
<b>Total Fees</b>	<b>A\$ .....</b>

Please make your payment by Bank Draft to Australian International Training College Pty Ltd T/A Global Institute. No obligation is created on Global Institute until funds are cleared and an official receipt is issued.

### Acceptance Procedure:

- As soon as decision is made on your eligibility you will be informed of the outcome
- If your application is successful you will receive a copy of this countersigned Student Written Agreement and a Letter of Offer stating the course, for which you have been accepted, courses fee to be paid, commencement date and Overseas Student Health Cover information.
- When you have paid your fees a Confirmation of Enrolment will be sent to you, and Global Institute will have DIBP advised within 14 days



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### PART D - REFUNDS

- The Applicant confirms that all the information provided in this application is complete and correct.
- The Applicant agrees to be bound by Global Institute rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
- All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with Global Institute. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- Refund application form must be completed and submitted to Global Institute. Refunds will be refunded within 28 days of receipt of a refund application form and will include a statement explaining how the refund was calculated.

#### 4.1 Tuition Fee & Material fee

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Visa rejected (Offshore or onshore student before commencement of the course)</li> </ul>   | <ul style="list-style-type: none"> <li>Refund of tuition fee less A\$250</li> <li>Admin. Processing fee (Refer Part C)</li> <li>100% refund of material fee</li> </ul>  |
| <p>Visa rejected (Onshore student after commencement of the course)</p>   |   |
| <ul style="list-style-type: none"> <li>Withdrawal notified in writing and received by Global Institute 28 days or more prior to course commencement</li> <li>Withdrawal notified in writing and received by Global Institute less than 28 days prior to course commencement and before the commencement date</li> <li>Withdrawals notified in writing and received by Global Institute on the commencement date or after the course commences OR In case of deferment of course by the student</li> </ul> | <ul style="list-style-type: none"> <li>Charged according to the study period and No refund of Material fee.</li> <li>70% refund of tuition fee</li> <li>100% refund of material fee</li> <li>50% refund of tuition fee</li> <li>100% refund of material fee</li> <li>No refund of current semester tuition fee</li> <li>No refund of current course material fee</li> </ul> |

- 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.
- In the unlikely event that Global Institute is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by Global Institute at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If Global Institute is unable to provide a refund or place you in an alternative course the Tuition Protection Service (TPS) will be responsible for providing refunds or providing assistance to locate an alternative.
- Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
- Students wishing to defer the commencement of studies or suspend their studies must complete deferral or suspension form and submit to Global Institute. Global Institute may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIBP and may affect the status of a student visa
- Students must notify Global Institute of changes of address, telephone number, email address and fax number within 7 days they occur. Failure to do this may mean student do not receive important information which may affect their course, their enrolment or the visa.

#### Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at Global Institute.

Information is collected on this form and during your enrolment in order to meet Global Institute 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 generally. 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 Service (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.

Applicant Signature .....

Date ..... / ..... / .....

### PART E – PROVIDER ACCEPTANCE

Accepted by Australian International Training College Pty Ltd T/A Global Institute

Signed.....

Date ..... / ..... / .....

Name of the authorised Global Institute employee accepting the application.....