



**APPLICATION FORM FOR INTERNATIONAL  
STUDENT**

All fields are mandatory. Please write in English using BLOCK LETTERS and tick where applicable.

PERSONAL DETAIL (As appear in Passport)	
Family Name:	
Given Name:	
Gender:	<input type="checkbox"/> Male / <input type="checkbox"/> Female
Date of Birth (DD/MM/YYYY):	/ /
Nationality:	
Passport Number:	
USI Number (if applicable):	
AUSTRALIA CONTACT DETAILS	
Address:	
Telephone:	
Email:	
OVERSEAS CONTACTS DETAILS	
Address:	
Email:	
Phone:	
EDUCATION BACKGROUND	
Current course or highest completed course:	
Name of Education Provider:	
Start date of current course:	/ /
Completion date of current or previous course (if applicable):	/ /
RESIDENCY INFORMATION	
Are you Permanent Resident or citizen of Australia?	
Have to applied to become Permanent Resident of Australia?	
If Yes, date of application:	
EMPLOYMENT STATUS	
<input type="checkbox"/> Employed full-time	<input type="checkbox"/> Employed part-time
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Not Employed – not seeking employment	
OVERSEAS STUDENT HEALTH COVER (OSHC)	
Do you require Melbourne College of Business and Technology to arrange OSHC for you?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
RECOGNITION OF PRIOR LEARNING(RPL)and CREDIT TRANSFER	
Are you applying for RPL or Credit Transfer?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
APPLICATION CHECKLIST	
<input type="checkbox"/> Complete all sections in this form; <input type="checkbox"/> Certified copy of photo page of passport; <input type="checkbox"/> Certified copy of proof of English Proficiency; <input type="checkbox"/> Certified copy of the academic transcript from most recent education provider; <input type="checkbox"/> Certified copy of the Letter of Completion from most recent education provider.	
Please lodge the above documents via the following options. <b>ATTN:</b> Admission Office <b>Email:</b> <a href="mailto:admissions@mcbt.vic.edu.au">admissions@mcbt.vic.edu.au</a> or; <b>In Person/Post:</b> Unit 101, 991 Whitehorse Road, Box Hill VIC 3128 Or Suite 2 Level 9/190 Queen Street, Melbourne VIC 3000	
Name:	
Phone:	
Relationship to Applicant:	
HOW DID YOU FIND OUT MCBT?	
<input type="checkbox"/> Agent	<input type="checkbox"/> Online Search
<input type="checkbox"/> Friends	<input type="checkbox"/> Exhibition/Seminar
STUDY REASON	
<input type="checkbox"/> To get a job	<input type="checkbox"/> To change my career
<input type="checkbox"/> To get extra skill for my job	<input type="checkbox"/> To start my own business
<input type="checkbox"/> Others: IMPROVE MYSELF	<input type="checkbox"/> To get promotion



PREFERRED COURSE AND INTAKE (For ELICOS General English, please specify number of intended weeks)			
Tick	Course Code and Name	CRICOS Course Code	Preferred Intake (MM/YY)
	General English	099309E	
	BSB50820 Diploma of Project Management	104084D	
	BSB40520 Certificate IV in Leadership and Management	103994G	
	BSB50420 Diploma of Leadership and Management	104338J	
	BSB60420 Advanced Diploma of Leadership and Management	106882B	
	BSB80120 Graduate Diploma of Management (Learning)	106883A	
	AUR30620 Certificate III in Light Vehicle Mechanical Technology	110934E	
	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	110935D	
	ICT50220 Diploma of Information Technology	110928C	
	ICT60220 Advanced Diploma of Information Technology	110929B	
	SIT30821 Certificate III in Commercial Cookery	110930J	
	SIT40521 Certificate IV in Kitchen Management	110931H	
	SIT50422 Diploma of Hospitality Management	110932G	
	SIT60322 Advanced Diploma of Hospitality Management	110933F	

VISA INFORMATION			
Passport Number:		Expiry Date:	
Visa Type and subclass:		Visa subclass:	

LANGUAGE AND DIVERSITY	
In which country you were born?	
Do you speak a language other than English at home? If yes, please specify	
Are you of Aboriginal and/or Torres Strait Islander origin? If yes, please specify.	

TRANSFERRING STUDENT INFORMATION (If applicable):	
Are you transferring from another education provider in Australia?	
If yes, have you completed the first SIX (6) months of your principal course?	

DISABILITY			
Do you have any of the following disabilities, impairments or long-term conditions? If 'yes', then please indicate the area:			
<input type="checkbox"/> Hearing	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Vision	<input type="checkbox"/> Other _____

**Privacy Statement:**

Information collected about an individual learner or intended applicant in this form and during the student enrolment, can be provided by RTO, the Commonwealth including the TPS or state or territory agencies, in certain circumstances, to the Australian Government and designated authorities; in accordance with the Privacy Act 1988. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. Under the Data Provision Requirements 2012, Melbourne College of Business and Technology is required to collect personal information about any individual learner or intended applicant and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Learner's personal information (including the personal information contained in Written Agreement and Acceptance of Offer and during the course of their study), may be used or disclosed by RTO for statistical, administrative, regulatory and research purposes. MCBT may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorized agencies; and
- NCVER.



### REFUND POLICY

Melbourne College of Business and Technology will maintain a fair and equitable Refund Policy.

Outline of Default Refund Arrangements (Application Fee is non-refundable under all circumstances)	
Initial Visa refused prior to course commencement (with Department of Home Affairs Refusal Letter)	Full refund less Administration Fee
Melbourne College of Business and Technology is unable to provide the course for which the original enrolment and payment has been made	Full refund of the initial pre-paid fees
Withdrawal prior to agreed start date: Notify the Institute more than 60 days prior the course commencement date or within cooling off period	75% refund of the initial pre-paid fees less Administration Fee
Withdrawal prior to agreed start date: Notify the Institute less than 60 days and greater than 28 days prior the course commencement date	Only course material and/or equipment fee is refundable
Withdrawal prior to agreed start date: Notify the Institute less than 28 days prior the course commencement date	No refund
Visa refused after course commencement (with Department of Home Affairs Refusal Letter)	Refund of unused Tuition Fees for future study period/s
Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund of unused Tuition Fees for future study period/s
Melbourne College of Business and Technology is unable to continuously provide the commenced course for which the payment has been made	Refund of unused Tuition Fees for future study period/s
Withdrawal after course commencement without extenuating circumstances or cancellation of course due to student default.	No Refund
Abandonment of Course / Failure to return after scheduled break. Overseas Students withdrawing from a course of study will be reported to Department of Home Affairs, as required by law.	No refund
Student's extension of Visa is not granted.	No refund
	If entire fees is paid, refund of unused tuition fees less (fess for ongoing term and administration fee)
Visa is cancelled due to any action of student	No refund
RPL assessment	No refund

#### Payment of Refund

All refunds for which a student is eligible will be forwarded to the person who paid the fees in his or her home country, unless the student is transferring to another institution in Australia (subject to Visa conditions), in which case any refund may be remitted to that institution.

Written authorisation from that person, or entity, is required before refunds can be made payable to any other party. Students should submit this authorisation with their written request for refund. All Student refunds are made in Australian dollars or the foreign currency equivalent at the time and will be net of any handling fee charged by local representatives used by the Student. Bank Charges on processing refund payments such as Telegraphic Transfer or draft fees to \$40 will be deducted from any refund. Melbourne College of Business and Technology will provide the student with a statement detailing the calculation of therefund.

### DECLARATION

- I understand that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring.
- I certify that all details provided on this form are correct and agreed to abide by the requirements of Melbourne College of Business and Technology.
- I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.
- I acknowledge that failure to disclose my academic record may result in revoking of an offer or terminating my studies at any stage.
- I authorise the college to seek verification of my academic and professional qualifications, and work experience. I understand that the college reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
- I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
- I acknowledge that the college reserves the right to alter any course, subject, admission requirement or fee without prior notice.
- I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of progressing my application.
- I acknowledge that I have read and understand the description of the program that I am applying for on [www.mcvt.vic.edu.au](http://www.mcvt.vic.edu.au).
- I authorise the college to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
- I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements.
- I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course.
- I will make timely payments of any fees or associated costs.
- I understand that if I have any school-aged children or dependents accompanying me to Australia, they must attend school and I will be required to pay a full fee if they are enrolled either in a government or non-government school

I declare that the information provided in this form is true and correct. I also consent to the collection use and disclosure of my personal information in accordance with the Privacy information provided above.

### APPLICANT'S SIGNATURE

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



AGENT'S USE-ONLY

Name of Agent: \_\_\_\_\_ Name of Counsellor: \_\_\_\_\_

**Agent Declaration**

I confirm that I have assessed the Applicant's Genuine Temporary Entrant (GTE) criterion.

I confirm that the Applicant is a genuine student who satisfies the GTE criterion.

I have taken necessary measures to ensure the accuracy and currency of the information provided by the Applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Agent's Stamp**