

# International Student Enrolment Form

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## Section 1 | Student personal details (as stated on passport)

Family name	Given name/s
Title    Dr    Mr    Mrs    Ms    Miss	Gender    Male    Female    Other/Not specified
Date of birth    D D / M M / Y Y Y Y	Country of birth
City of birth	Nationality
Passport number	First language

Do you currently hold an Australia visa?

Yes – Visa type

When did you first arrive in Australia?

D D / M M / Y Y Y Y

No – Where will you apply for your student visa?

Australia

Overseas

Are you under 18?

No

Yes

If yes, unfortunately you are not eligible to apply. We only accept students aged 18 and over.

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## Section 2 | Student contact details

Contact details outside Australia

Address   Unit No. /Name	Level	Street name	Street No.
Suburb & city	State	Postcode	Country
Home phone	Mobile phone		

Emergency contact details

Contact full name	Relationship to you
Mobile phone	Email

Contact details in Australia (if known)

Unknown. I will provide these details prior to commencement of my course.

Address   No. and street name		
Suburb	State	Postcode
Home phone	Mobile phone	
Email		

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## Section 3 | Previous studies

Have you previously studied in Australia?	Yes	No
Are you transferring from another education provider?	Yes	No
Did you complete your course?	Yes	No
Do you have a release letter?	Yes	No

What is your highest completed qualification in Australia?

What is your highest completed qualification from overseas?

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## Section 4 | English proficiency

English is my first language. Go to Section 5.

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IELTS score                      Other (please specify)

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You will be required to provide a certified copy of your IELTS score as part of the enrolment process.

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\* Please note, only test results taken two years prior to commencement will be accepted.

\*\* Please note that Sydney Design School reserves the right to ask applicant to sit for an internal English test in order to issue a letter of offer.

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## Section 5 | Program selection

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Diploma of Interior Design MSF50218 - AUD \$24,990	Intake	January	July
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Advanced Diploma of Interior Design MSF60118 - AUD \$36,990	Intake	January	July
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## Section 6 | Declaration of financial capacity

I declare that I am aware of and understand my financial obligations relating to studying in Australia and with Sydney Design School. I confirm that I have access to the funds to cover all costs associated with my study and living expenses whilst in Australia required as outlined by DIBP (<https://www.border.gov.au/trav/stud/more/student-visa-living-costs-and-evidence-of-funds>).

How will your studies be funded?

Self-funded      Private sponsor      Home-government      Other

\* Please be advised that Sydney Design School reserves the right to ask for additional evidence of financial capacity.

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## Section 7 | Student declaration

I have read, understood and accept all the terms and conditions of enrolment including any information, policies and procedures and information that may be found on Sydney Design School's website, <https://www.sydneydesignschool.com.au> I hereby agree to be bound and adhere to all applicable standards of conduct, laws, regulations, policies and procedures of Sydney Design School, and acknowledge that failure to do so may result in the suspension or cancellation of my enrolment. I understand that I am not required to pay more than 50% of my tuition fees before my studies commence, but that I may do so if I choose. By submitting this application, I declare that all information and documentation provided in support of it is accurate and true. I acknowledge that submission of false, incorrect, incomplete or misleading information may result in the delay or cancellation of my enrolment.

Student full name (please print)

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Student signature

Date    D D / M M / Y Y Y Y

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## Section 8 | Conditions of enrolment

**Student rights** | This agreement, and the availability of the complaints and appeals processes, does not remove or circumscribe the right of the student to take action under Australia's consumer protection laws or other legal remedies as specified in the National Code 2018.

**Indemnity** | By signing this form, I am agreeing to indemnify and keep indemnified Sydney Design School and all its employees and agents in respect to any loss, damage or injury suffered by myself or to my property, resulting from any breach of this agreement or negligent act, error or omission in connection with the performance of this agreement by any third party, Sydney Design School or its employees and agents. Neither I nor any of my executors will make any claims against Sydney Design School, its employees or agents for any loss, damage, injury or death that occurs on Sydney Design School's campus, any premises rented by Sydney Design School or at any recreational or educational event organised by Sydney Design School.

**Student release** | Students, who are enrolled with another provider and have completed less than 6 months of their primary course, must provide Sydney Design School with a letter of release before we may issue a CoE.

**Course progress** | Students must maintain satisfactory course progress for each study period, please refer to Sydney Design School's course progress policy for more information. Failure to maintain satisfactory course progress may result in being reported to the Department of Immigration and Border Protection (DIBP) by Sydney Design School.

**Overseas student health cover (OSHC)** | Under the student visa requirements set by the DIBP, students must have a current OSHC policy for the student and their family (if applicable) for the entire period of their visa. Students must provide a copy of their current insurance policy 7 days prior to entry into Australia.

**Contact details** | Under student visa requirements students are obligated to inform Sydney Design School in writing within 48 hours of any change in address or contact details.

**Orientation** | It is a legal requirement that all students must attend their scheduled orientation.

**Student conduct** | Where a student fails to adhere to Sydney Design School's student code of conduct or policies and procedures reserves the right to suspend or cancel the student's enrolment.

**Compassionate and compelling circumstances** | Students may apply to the provider for deferment or suspension of their studies if they have good reasons for doing so. Sydney Design School will choose to grant or decline such requests by assessing the documents and evidence presented, based on the information presented in Standard 9, of the National Code of Practice 2018.

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## Section 9 | Refund policy

I understand my application to cancel my enrolment may require up to 7 working days to process and that I must return my Sydney Design School student card. A fee of AUD \$275 (per course) will apply for the cancellation of the enrolment. Where a student has not completed at least 6 months of their principal course, they are required to follow the student release policy. I understand that cancelling my studies may affect my student visa and that the secretary of the Department of Education (DOE) will be notified via prisms once my cancellation has been finalised and approved. Where the cancellation of enrolment has been initiated by Sydney Design School, the student is allowed 20 working days to access our internal complaints and appeals process to refute the decision.

Students may not be eligible for any fee refund if they have not met the terms and conditions stated below.

- a. | All requests for fee refunds must be submitted to Sydney Design School using the refund fees form. Students must also complete and submit a cancellation of enrolment form. Both forms are available for download from the Sydney Design School eCampus.
- b. | Students may only be eligible for a refund as assessed by Sydney Design School. Refunds are made in line with the framework of the Tuition Protection Service (TPS) ([www.tps.gov.au](http://www.tps.gov.au)).
- c. | Where a student defaults, the student is unable to obtain a visa, or there is no written agreement in place between Sydney Design School and the student, students may apply for a refund of their unspent pre-paid tuition fees. No refund is eligible for other student defaults such as the breach of student visa conditions, failure to pay the fees, misconduct, or failure to commence their course without valid reason. Student default is not confirmed until students have had a chance to access internal or external complaints and appeals processes. The complaints and appeals form and policy may be found on the Sydney Design School website at <http://www.sydneydesignschool.com.au> and the eCampus.
- d. | In the event that Sydney Design School defaults, students will be eligible for a refund of their unspent pre-paid tuition fees. Provider default includes:
  - i. Where Sydney Design School is unable to deliver a course or program. In such cases, students will be offered a suitable alternative place at no cost disadvantage. Where this is not possible, Sydney Design School will provide students with a refund of their unspent pre-paid tuition fees.
  - ii. Where Sydney Design School is unable to complete a program once it has started.
  - iii. Where Sydney Design School is unable to complete the course because of a sanction imposed upon it.
- e. | Student refunds due to provider default will be processed within 14 days after the default date. All other refunds will be made within 4 weeks of the submission to Sydney Design School of a completed cancellation of enrolment and refund form.

f. | Refunds are subject to deductions, including any outstanding fees to the School, such as international bank transfer fees or fees relating to the re-issuance of CoEs. The following table details the status of items of student refund.

	More than 7 days before start date	Less than 7 days before start date	After start date
Deposit	AUD1,000	Non refundable	Non refundable
Tuition fee	100%	100%	Non refundable

- g. | All student refunds due to visa refusal will be documented and reported to the secretary of the Department of Education, via PRISMS. This information includes the date and amount of refund.
- h. | Students who have commenced their course (according to the date stated on their current CoE), and subsequently wish to cancel their course will forfeit the balance of their fees for that term. Term fees paid in advance will be refunded.
- i. | Refunds will be made only to the student enrolled in the course with Sydney Design School, or to a designated person with written consent from the student.
- j. | All fees must be paid, and will only be refunded, in Australian dollars.
- k. | Those cases in which a student seeks a refund of fees paid to Sydney Design School due to individual circumstances beyond the control of the student which have been detrimental to the student’s studies should be discussed personally with Sydney Design School student services. In such situations, each case shall be judged on its own merit.
- l. | Students unsatisfied with the fees refunded to them, or with Sydney Design School’s refund policy, may at no extra cost to the student access Sydney Design School’s internal complaints and appeals process.
- m. | 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 law.
- n. | Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS act and the national code 2018; 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 2018. 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 and the ESOS assurance fund manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

## Section 10 | Complaints and appeals

- a. | Students may lodge a complaint or appeal for any grievances by following the Sydney Design School complaints and appeals policy.
- b. | Students wishing to access the formal complaints and appeals process must first access the informal complaints and appeals process. All formal complaints must be made in writing and submitted to Sydney Design School student services located at our college reception. To access our complaints and appeals form, students may find it on our website or approach one of our student services staff at the reception area for a copy.
- c. | Upon the receipt of the formal complaint or appeal, the managing staff member will make reasonable efforts to investigate, resolve and put appropriate corrective/preventive action in place within 7 working days from receipt of the written complaint.
- d. | The student will be given an opportunity to present their case to the panel; they may choose one person to accompany them to this meeting as a support person. If applicable, the relevant staff member involved in the complaint and appeal will also be given an opportunity to present their case to the panel, they may choose one person to accompany them to this meeting as a support person. The complaints and appeals panel will then discuss and assess the complaint and appeal, to try an objective and fair decision. The person managing the

complaint and appeal will then communicate the final decision, in writing, to all parties within five working days of making its decision. The complaints and appeals process may take up to 20 working days.

- e. | If at this point, the student is still unsatisfied with the final decision made by Sydney Design School or if the matter is unable to be addressed internally, the student may initiate an appeal to the Overseas Student Ombudsman (OSO), [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072.
- f. | The decision or outcome of the student's complaint or appeal will be communicated to the student in writing.
- g. | Nothing in the Sydney Design School complaints and appeals policy negates any right of any student to pursue further action or legal remedies.

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## Section 11 | 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 2018; 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 2018. 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 assurance scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

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## Application checklist

Complete all sections of this enrolment form

Print, sign and scan this enrolment form

Email this enrolment form to [campus@sydneydesignschool.com.au](mailto:campus@sydneydesignschool.com.au) and attach the following:

A certified copy of your current passport

A copy of your highest qualification certificate and transcript (if applicable)

A copy of your IELTS English language test result (if English is your second language)

Release letter if you are currently enrolled with another Australian provider

Any relevant employment documentation (if applicable)

Your motivational statement

Your portfolio (optional)

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## Next steps

1. | You will receive an email to confirm that we have received your application.
2. | We will assess your eligibility and request a Skype interview.
3. | If successful you will be issued with a Letter of Offer and be given a hyperlink to pay your deposit of AUD \$1,495 via PayPal.
4. | Upon receipt of your signed Letter of Offer and payment we will issue you with a Confirmation of Enrolment (CoE) so that you can begin the visa application process.

Office use only	Date processed	Processed by	Position
Skype interview booked		Date	Time
Approved	Refused - please refer to refusal letter for reason		

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