



Mercury Colleges Application Form

A. PERSONAL DETAILS

Title	Family Name (as it appears on your passport)	Given Name/s
Date of Birth (dd/mm/yy)		Gender (M/F)

PASSAPORT DETAILS

Citizenship	Country of Birth
Passport Number	USI
Visa Type:	Student Tourist Other

Is English your first language? Yes No If 'No' what is your first language? _____

STUDENT'S ADDRESS IN HOME COUNTRY	STUDENT'S ADDRESS IF ALREADY IN AUSTRALIA
Number and Street:	Number and Street:
Suburb/Town:	Suburb/Town:
State, Zip/Postcode & Country:	State, Zip/Postcode:
Email:	Email:
Phone (Include Country Code):	Phone (Include Country Code):

Do you have a disability, impairment or long-term medical condition that may affect your studies? Yes No If 'Yes' please indicate area(s)
of impairment Hearing Medical Vision Mobility Learning Other (please specify) _____

B. COURSE OPTION

Course Code	Course Name	Campus		Start Date
059870M	General English	City	Hurstville	
059871K	IELTS	City	Hurstville	
062952E	EAP	City	Hurstville	
086807E	Certificate III in Business	City		
086881F	Certificate IV in Business	City		
090857E	Diploma of Leadership & Management	City		
092935B	Advanced Diploma of Leadership & Management	City		

C. OTHERS SERVICES

The Australina Government requires all studenta on student visa to have Overseas Student Health Cover.

Do you require us to arrange OSHC for you? Yes, for _____ months No Type: Single Couple Family

Do you require us to help with airport pick-up? Yes No

Do you require us to help with accommodation for you? Yes (please complete Accommodation Profile) No

Depending on your previous student and work experience, we are able to give your credit or exemptions from certain course units.

Do you wish to apply for Recognition of prior learning (RPL)? Yes (please complete RPL assessment form) No

CREDIT TRANSFER Are you seeking credit transfer for previous study? Yes No

if yes, please complete credit transfer application form, with the supporting documentation including a certified copy of the transcript.

D. ENROLMENT CHECKLIST AND DECELERATION FORM

Have you ever had an Australian visa application denied or an Australian visa cancelled? Yes No If 'Yes' please provide details.

Do you have any relatives in Australia? Yes No

What is your relationship status? Please specify:

Single Married Separated/Divorced De Facto

If you have a spouse/partner, is he/she coming to Australia with you, as a dependant on your student visa? Yes No

If yes, has he/she previously applied for an Australia visa? Yes No

Please provide his/her full name: _____

Do you have any children? Yes No If yes, how many and will they accompany you to Australia? _____

All documents must be certified copies of originals. Translation of documents into English must be completed by an accredited translation authority or a Mercury Colleges approved representative.

Completed International Application for Admission form

Evidence of employment history (if required)

Academic transcripts (with grading system)

Any other supporting documents applicable to your application.

English language test results

Copy of passport (include photo page and relevant visa page/s)

Credit transfer form and documentation (if required)

Copy of Marriage Certificate (if applicable)

E. RELEVANT EMPLOYMENT HISTORY

If you would like to include work experience as part of your application, provide a current resume and work references.

Form	To	Full-time/Part-time	Employer	Position	Duties

G. REFUND POLICY

1. The Enrolment Fee, Accommodation Placement Fees, Airport Pick-Up Fees and IT Levy are non-refundable whether you complete your course or not.

2. A \$350 fee is payable for administering course cancellation after course commencement

3. Where a student has cancelled prior to commencement a fee of \$150 is charged for processing the refund (except in visa rejection cases).

4. An administrative charge of \$150 is made to vary an application e.g. Change of Start Date, Change of Course

5. Tuition Fees and OSHC are refunded in full if your visa application is rejected and you provide official written notification of the refusal from the Australia Government.

6. Student Default: No refund will be made if a student:

- has given false or misleading information
- fails to comply with the conditions of enrolment at the College
- is in breach of their visa requirements as imposed by the Australian Government
- withdraws after the commencement date of the course

7. Tuition fee refund: If you give written notice of your intention to withdraw from a course

- 40 days or more before the commencement date, tuition fees will be refunded less a cancellation fee of 15%.
- more than 5 days before the commencement date, tuition fees will be refunded less a cancellation fee of 30%.
- less than 5 days before course commencement date, tuition fees will be refunded less a cancellation fee of 45%.

Refund procedures:

- You must complete the Refund Application Form.
- Your refund will be processed within 4 weeks of receipt of your completed refund application if it includes all the required documents.

A written statement will be provided to the student to explain how the refund is calculated.

8. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date of the

first course.

9. Commencement of the course is defined as the course start date in the first Application form submitted by the student or agent and not subsequent changes to the starting date.

10. All refunds will attract an administration charge of \$150.00 (except for visa refusal).

11. Course and other Fees are not transferable to another student or institution but may be transferred to another course within the College at the discretion of the College.

12. Any approved refunds are made payable to and sent to the student or his/her agent, in the country of origin as applicable in Australian dollars.

13. Bank charges are deducted for refunds made by bank draft or electronic transfer.

14. Provider Default: In the unlikely event that the College is unable to deliver your courses in full starting from the agreed date, you will be offered a partial refund of unused tuition fees within 2 weeks after the default date.

15. Fees for services paid to education agents by students are not covered by this refund policy.

16. This refund policy applies to all tuition fees paid to the College and includes any tuition fees paid to an education agent to be remitted to the College.

17. All refund considerations will be strictly limited to the monies paid, which the College has received from the student as tuition fees only i.e. exclusive of all non-refundable fees and agents' commission (whether this commission was deducted before or after student payment the College).

18. Students are encouraged to view the college student handbook as part of enrolment. Please refer to the College's website, section "Study"

19. This policy does not remove the right of the student to take further action under Australia's Consumer Protection Laws http://www.australia.gov.au/Consumer_Protection

I have fully read and understood the College's terms and conditions including the refund and cancellation policy and I agree to abide by them.

_____	_____	_____	_____
Student Signature	Date	Agent Signature	Date

If fees are being paid by another person(s) or company:

I, _____
(Name of person(s) / company paying fees-please print)

declare that I have the financial capacity to meet Course fees and agree to pay these fees as they become due and I have read, fully understood and accept College's terms and conditions and I have signed and attached the compulsory checklist to this enrolment form.

How did you hear about our College? (please tick)

Friends/relatives

Agent (name/stamp)

Website

Newspaper/magazine

Embassy

SUBMIT YOUR APPLICATION WITH ATTACHMENTS TO MERCURY COLLEGES

MERCURY COLLEGES CITY CAMPUS

MERCURY COLLEGES HURSTVILLE CAMPUS

admin@mercurycolleges.nsw.edu.au