
ABN 12 050 100 279

COASTJET PTY LTD
STUDENT ENROLMENT FORM

CRICOS: 02816K

NTIS: 91277

STUDENT ENROLMENT APPLICATION FORM

STUDENT ENROLMENT FORM**Application fee for Courses**

All Coast Jet course applicants must pay a non-refundable Application Fee of AUD 200.00 This fee can be paid together with course fees.

Tuition Fees

Tuition fees DO cover the charges for tuition.

Tuition fees DO NOT cover the charges for registration fee for vocational courses, accommodation, living expenses, textbooks, uniforms, stationery, equipment, and external examinations.

Due date - Tuition fees for vocational courses are payable by semester (2 terms) in advance.

If vocational course fees are paid per semester, fees must be paid at least six weeks prior to the commencement of each semester and NO later than the commencement of the term.

If fees are not paid by the due date, a late fee may be charged and students may lose their place in the course.

Transfer of Fees

If a student completes their course at Coast Jet earlier than expected and enrolls in a vocational course, the remainder of paid fees will be transferred to that course. No fees will be transferred to other external institutions or persons.

Refund policy

The request for refund is made in writing to the Chief Executive Officer using Fee Refund Form (Form 15).

For International Students

If a visa application is rejected for a student applying for enrolment from offshore, then the tuition fees will be refunded in full provided that the rejection is certified. The administration fee (see Fee Schedule for current amount) will not be refunded.

If a student withdraws from a course a minimum of 28 days prior to the course start date, 80% of the semester tuition fee will be refunded. The administration fee (see Fee Schedule for current amount) will not be refunded.

If a student withdraws from a course less than 28 days before the course start date 50% of the semester tuition fee will be refunded. The administration fee (see Fee Schedule for current amount) will not be refunded.

For local students:

If a student withdraws from a course a minimum of 28 days prior to the course start date 50% of the first semester's tuition fee will be refunded. The administration fee (see Fee Schedule for current amount) will not be refunded.

If a student withdraws from a course less than 28 days before the course start date 50% of the course tuition fee will be refunded. The administration fee (see Fee Schedule for current amount) will not be refunded.

For all students:

If a student withdraws from a course after course commencement each semester, that semester's tuition fee will be forfeited. The administration fee (see Fee Schedule for current amount) will not be refunded.

No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party.

As a member of ACPET if the college is unable to fulfil its obligations to complete a course, the student will be offered no cost enrolment in another ACPET member college.

Where a refund is approved by the Chief Executive Officer, Coast Jet will make payment of refunds within 28 days of receipt of application for refund.

Coast Jet defaults if the course they offer does not start on the agreed starting day.

Coast Jet defaults if the course stops being provided after it starts and before it is completed or the course is not provided fully to the student because the registered provider has had a sanction imposed.

If Coast Jet defaults, it must pay a full refund to the student within 14 days after the default day.

Coast Jet will give the student a statement that explains how the refund amount has been worked out.

Coast Jet's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

This agreement does not remove the right of either party to take further action under Australia's consumer protection laws for unpaid and overdue fees.

The refund policy is subject to review from time to time.

English language proficiency & Minimum scores

To gain admission into course students must demonstrate English language proficiency. Students must show certified proof of their proficiency or proof of having passed an English Language Test in the last two years. IELTS is the preferred test for English proficiency.

International English Language Testing System (IELTS)

- A total score of 6.0 is required. Some courses require higher English test scores. Results of other testing systems may be accepted subject to availability of current documentation. Certified copies of IELTS certificates are required with this application.

Academic Qualifications & Recognition of Prior Learning

The College offers courses at different levels. Different academic qualifications are required for each level. For

Please sign to indicate you have read and understood the contents of this page.

Date: _____

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more course information details see the relevant course outline or our web site. Enrolling students can apply for recognition of prior learning (RPL) for whole competencies and up to a limit of 50% of the course they enrol in. **Note** that a shortening of overall course duration does not change the requirement for students to be enrolled in full-time study.

Arrival and orientation

If students are enrolled in a vocational course, they are required to arrive one to two weeks prior to course commencement for enrolment and orientation programs. If students do not attend the study skills workshops and later in the semester require assistance, there will be a fee charged.

Attendance/Academic Performance

Regular attendance is a requirement for all students. All overseas students must attend a minimum of 80% of classes to qualify for a certificate and meet student visa regulations. If students do not make satisfactory academic progress they may not be allowed to continue or to re-enrol.

Definitions

Vocational Course – Is formal vocational study of two terms or more.

How to Apply:

Choose a course and check the course outline for English and academic entry requirements.

After reading the terms & conditions complete the enrolment form/ student agreement on reverse.

Attach all the relevant documents and your application fee. Return all of these to:

**Coast Jet
Port Macquarie Airport
NSW 2444**

If your application is successful you will receive a letter of offer in a nominated course and campus. We will advise you about fee payment, how to apply for your student visa and arrangements for airport pickup and accommodation if required.

When we receive your fees, and confirm you have signed our Terms & Conditions on the application form, we will send you a Confirmation of Enrolment Form. This form is used to apply for your student visa.

Payment

Payment should be forwarded by bank transfer:

Account Name: Coast Jet

Account Number:

Bank:

Tuition fees must otherwise be paid in the form of a bank draft or bank cheque, and made payable to the College. The Coast Jet will not be responsible for any moneys paid to an agent or third party.

Overseas Student Health Cover (OSHC)

All international students are required to pay Overseas Student Health Cover (OSHC). It is the student's responsibility to check the conditions of this health cover. A Medibank brochure is available from the College's office. This fee is not payable to the college but to Medibank Private direct. We can arrange the cover for you on production of a completed application form and a bank draft or bank cheque payable to Medibank Private for the appropriate premium. (Fees may be subject to change)

Rates	3 months	6 months	9 months	12 months
Single	\$81.00	\$162.00	\$243.00	\$324.00
Family	\$162.00	\$324.00	\$486.00	\$648.00

School Aged Dependants

Students are advised that any school aged dependants accompanying them will be required to pay full fees if they are enrolled in either a government or non-government school.

Indicative Cost of Living (\$AUD)

The figures below are *estimates* only to give an indication of living expenses in the city of Sydney for one year (excluding course fees):

Accommodation/Electricity/Phone/Food	\$12,000
OSHC (as above)	\$570
Travel/Incidentals	\$1,200
Yearly Total	\$13,770

Consent for use of photograph.

I agree to have my photograph used by the Australian School of Business and Technology for promotional material. I understand that I can withdraw my consent at anytime in writing

DECLARATION

Please sign to indicate you have read and understood the contents of this page.

Date: _____

STUDENT ENROLMENT FORM

I have fully read and understood Coast Jet Terms and Conditions and agree to abide by the same.

PERSONAL DETAILS* (Please Read Terms & Conditions)

Please attach two passport size photos

Family Name _____
 Given Names _____
 Date of Birth (D/M/Y) ____ / ____ / ____ Place _____
 Sex Male Female
 Home Address _____

Next of Kin: _____ Relationship: _____
 Email Address: _____
 Phone Number Home _____ Mobile _____ Work _____
 Level of Education School College Technical Institute University
 Name of Institution _____ Year Completed _____

COURSE DETAILS – ALL STUDENTS

Course Name: _____ CRICOS # _____
 Start Date: _____ Duration: _____
 Do you intend to claim recognition of prior learning towards this course? Yes No

DISABILITY – ALL STUDENTS

Do you consider yourself to have a disability, impairment, or long-term condition?
 Yes No
 If yes, select the one that best describes your disability, impairment or long term condition:
 Hearing/ Deaf Physical Intellectual Mental Illness
 Acquired Brain Injury Vision Medical Condition Other:

EMPLOYMENT DETAILS – LOCAL STUDENTS ONLY

Full-time Employee Part-time Employee
 Self-Employed Employer
 Employed – Unpaid family worker Unemployed – Seeking f/ t work
 Not employed – not seeking employment Unemployed – Seeking p/ t work

EDUCATION AND TRAINING DETAILS – LOCAL STUDENTS ONLY

Are you attending Secondary School Yes No
 If yes, please indicate what year you are in: 9 10 11 12
 If you have left, what level did you finish: 9 10 11 12

Please sign to indicate you have read and understood the contents of this page. _____ Date: _____

For a copy of our student handbook, fees structure, course flyer and refund policy please go to our website at www.coastjet.com.au

Declaration and Authority to view documents (Privacy Act 1998)

I declare that the information provided by me on this form is true and correct, and I understand that this information will be treated as private and confidential and will not be divulged without my written consent, except where Coast Jet is legally obliged to do so.

When you enrol in a course at Coast Jet you agree that the staff of Coast Jet can access the personal information contained in your student file without written consent being obtained. You also agree that representatives of Government Departments such as the Department of Immigration and Multicultural Affairs and the Vocational Education, Training and Accreditation Board can have access to your student file.

The information requested in this form will be used by the relevant state department of education and training for research, statistical and internal management purposes only. In supplying the requested information, the participant is deemed to have consented to the use of the information for those purposes.

During your training there may be circumstances that will require a Coast Jet trainer/ assessor to discuss your progress with an appropriate third party. Also there will be the need to examine workplace samples for the purpose of assessment. All discussions will be strictly confidential.

I (print name) _____ authorise the training representative from Coast Jet to discuss my training program development, and/ or view appropriate evidence with my employer/ supervisor/ trainer.

Signed: _____ Date: _____

Change of Address Details

Please list any change of address or contact details below

<p>New Address:</p> <p>Contact Details:</p>
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