

# 2015 MEGA STUDENT APPLICATION FORM

## COMPLETING APPLICATION FORM

All fields must be completed in English clearly using **BLOCK LETTERS** to proceed. Please tick boxes where appropriate.

## COURSE INFORMATION & FEES 2015



COURSE	CRICOS CODE	DURATION	TUITION FEE
<b>MEGA ENGLISH (ENGLISH LANGUAGE COURSES)</b>			
English Language (Programs) Elementary – Advanced	059823G	1-60 week(s)	\$350 per week
English for Academic Purposes (EAP) Intermediate – Advanced	059275G	12-36 weeks	\$350 per week
IELTS Preparation	059273K	12 weeks	\$350 per week
Cambridge First Certificate in English Preparation (FCE)	070189B	10 or 12 weeks	\$350 per week
High School Preparation (HSP)	059274J	25 weeks	\$370 per week
<b>MEGA INSTITUTE (VOCATIONAL COURSES)</b>			
Certificate III in Accounts Administration (FNS30311)	083592F	26 weeks	\$3,000
Certificate IV in Accounting (FNS40611)	083593E	39 weeks	\$6,000
Diploma of Accounting (FNS50210)	076180G	29 weeks	\$6,000
Advanced Diploma of Accounting (FNS60210)	076181F	27 weeks	\$7,000
Certificate III in Business (BSB30112)	083590G	26 weeks	\$3,000
Certificate IV in Business (BSB40212)	083591G	26 weeks	\$6,000
Diploma of Business (BSB50207)	073803E	26 weeks	\$6,000
Advanced Diploma of Business (BSB60207)	073805C	26 weeks	\$7,000
Certificate IV in Marketing (BSB41307)	073800G	27 weeks	\$6,000
Diploma in Marketing (BSB51207)	073802F	27 weeks	\$6,000
Advanced Diploma in Marketing (BSB60507)	073804D	27 weeks	\$7,000

\*Fees may differ by countries. Special offers for courses may be available each month by countries. For more details, please check with International Relations Department.

\*Classes for different shifts are available for some English courses and subject to cancellation due to low student number.

\*For availability and specific English and Academic entry requirements for each course, please contact the Admissions Department.

## COURSE START DATES

MEGA VOCATIONAL COURSES Intake Dates 2015-2017			
START/Intake	FINISH	START/Intake	FINISH
12 Jan 15	28 Mar 15	06 Apr 15	20 Jun 15
06 Jul 15	19 Sep 15	05 Oct 15	19 Dec 15
11 Jan 16	25 Mar 16	11 Apr 16	24 Jun 16
04 Jul 16	16 Sep 16	31 Oct 16	17 Dec 16
06 Feb 17	22 Apr 17	08 May 17	22 Jul 17
07 Aug 17	21 Oct 17	06 Nov 17	03 Feb 18

\*ENGLISH LANGUAGE (Programs), EAP, IELTS Preparation and HSP will commence every Monday except when Monday is public holiday (commence on Tuesday).

\*MEGA courses will not run on Australian public holidays and three weeks for Christmas holiday at the end of the year.

## OTHER FEES 2015

APPLICATION & Material Fee (excluding textbooks)			HOMESTAY & GUARDIANSHIP ARRANGEMENT		FEES	
ITEM	DESCRIPTION	FEES	ITEM	Under 18 years of age	Over 18 years of age	
Application (Non-refundable)		\$200	Airport pick-up	\$140	\$140	
Materials for MEGA English (compulsory)	4-12 weeks	\$30	Homestay Placement	\$250	\$250	
	13-24 weeks	\$60	Homestay Inspection	\$250	\$250	
	25-36 weeks	\$90	Homestay (weekly)	\$300	\$300	
	37 weeks +	\$120	Guardianship Arrangement/Guardian Interview	\$150	N/A	
			Guardianship (weekly) * minimum 10 weeks	\$30	N/A	
<b>Contingency Fees</b>			<b>Shared Accommodation Details</b>			
Late Fee Payment Charge	\$200/Instalment		Shared Room Placement Fee	-	\$250	
RPL /Credit transfer Application Fee (Non-refundable)	\$100/Application		Shared Room 2 Flatmates per room	-	\$190	
			3 Flatmates per room	-	\$180	
			4 Flatmates per room	-	\$150	
RPL Assessment Fee	\$100/unit		Shared Room	-	\$150	
Re-Assessment Fee	\$100/unit		Room for Couple	-	\$350	
			Single Room	-	\$250	
<b>JET ENGLISH COLLEGE</b>						
After school extra English tuition (weekly)				\$100		
Enrolment Fee				\$200		
Material Fee				\$35 per level		

\*IMPORTANT: MEGA reserves the right to change course fees, dates and information at any time without notice. Please contact MEGA campus on 02 9299 6788 or visit [www.mega.edu.au](http://www.mega.edu.au) for the latest information.

## STUDENT DETAILS

Title:  Mr  Miss  Ms  Mrs

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

Given Name(s): \_\_\_\_\_

Date of Birth: / / (DD/MM/YYYY) Gender:  Male  Female

Nationality: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Are you a citizen or permanent resident of Australia?  Yes  No  
If yes, please provide evidence of citizenship or residency  
(eg. a birth certificate, passport or citizenship certificate)

Are you of  Aboriginal  Torres Strait Islander

### Address in Australia (if known, must be applicant's address):

Unit No: \_\_\_\_\_ Street No: \_\_\_\_\_

Street Name: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

Mobile Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Home Address- Overseas (must be applicant's address):

Unit No: \_\_\_\_\_ Street No: \_\_\_\_\_

Street Name: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

Mobile Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Information on Special Needs and Personal History

The information provided below will assist the college in arranging, monitoring and improving services to assist students.

Do you have a disability, impairment or long term medical condition which may affect your studies?  Yes  No

Would you like to receive information on support services, equipment and facilities available which may assist you?  Yes  No

Please indicate the type of disability that applies.

Mobility  Hearing  Vision  Learning  Medical

Other, please specify: \_\_\_\_\_

Do you have any medical conditions or allergies?  Yes  No

If yes, please provide details: \_\_\_\_\_

Is there anything in the student's history or circumstances (including behavioural, physical violence or illegal drug use) that might pose a risk of any type to the student, other students or staff?  Yes  No

If yes, please provide details: \_\_\_\_\_

## GUARDIANSHIP ARRANGEMENT

Do you require a CAAW from MEGA?  Yes  No

Do you require MEGA to arrange guardianship?  Yes  No

If no, will your parent reside in Australia as a guardian?  Yes  No

If no, does your parent want to nominate a person to be a guardian?  Yes  No

### You will be required to complete 247-FM-MEGA Under 18 Guardianship Form and 253-FM-MEGA Parent/Guardian Contact Details Form.

Nominated guardian must be over 21 years old and Australian Citizen or Permanent Resident and approved by MEGA through an interview if the person is not a family member or relative of the student. Relevant documents are required to provide at an interview.

## GUARDIANSHIP DETAILS (Applicants under 18 years old)

Family Name of Guardian: \_\_\_\_\_

Given Name(s) of Guardian: \_\_\_\_\_

Relationship to Student:  Mother  Father  Relatives  Guardian

Unit No: \_\_\_\_\_ Street No: \_\_\_\_\_

Street Name: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

Mobile Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

## PARENT DETAILS (Applicants under 18 years old, if different to above)

Family Name of Parent: \_\_\_\_\_

Given Name(s) of Parent: \_\_\_\_\_

Relationship to Student:  Mother  Father

Unit No: \_\_\_\_\_ Street No: \_\_\_\_\_

Street Name: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

Mobile Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

## ENGLISH COURSE SELECTION

Students without IELTS results will be tested upon arrival for English level and test result will determine the minimum duration and may be required to study additional weeks for entry into EAP, IELTS Preparation and FCE courses.

\*Different shifts are available. Please check availability.

- English Language (Programs) \*     HSP     EAP  
 IELTS Preparation\*     FCE (First Certificate in English Preparation)

### 1<sup>st</sup> Course

Course Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

Course Duration (No.of weeks): \_\_\_\_\_

### 2<sup>nd</sup> Course

Course Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

Course Duration (No.of weeks): \_\_\_\_\_

### 3<sup>rd</sup> Course

Course Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

Course Duration (No.of weeks): \_\_\_\_\_

## VET COURSE SELECTION

Please tick to select courses you wish to study:

Accounting Courses
<input type="checkbox"/> Certificate III in Accounts Administration (FNS30311 – CRICOS: 083592F)
<input type="checkbox"/> Certificate IV in Accounting (FNS40611 – CRICOS: 083593E)
<input type="checkbox"/> Diploma of Accounting (FNS50210 – CRICOS: 076180G)
<input type="checkbox"/> Advanced Diploma of Accounting (FNS60210 – CRICOS: 076181F)
Business Courses
<input type="checkbox"/> Certificate III in Business (BSB30112 – CRICOS: 083590G)
<input type="checkbox"/> Certificate IV in Business (BSB40212 – CRICOS: 083591G)
<input type="checkbox"/> Diploma of Business (BSB50207 – CRICOS: 073803E)
<input type="checkbox"/> Advanced Diploma of Business (BSB60207 – CRICOS: 073805C)
Marketing Courses
<input type="checkbox"/> Certificate III in Business (BSB30112 – CRICOS: 083590G)
<input type="checkbox"/> Certificate IV in Marketing (BSB41307 – CRICOS: 073800G)
<input type="checkbox"/> Diploma of Marketing (BSB51207 – CRICOS: 073802F)
<input type="checkbox"/> Advanced Diploma of Marketing (BSB60507 – CRICOS: 073804D)

Please tick to select when you wish to commence studies (refer to MEGA Vocational Course Intake Dates Table on Page 1):

### Sydney Campus

- January Intake     April Intake  
 July Intake     October Intake

### Pathway courses

- University of Canberra     University of Wollongong  
 University of Western Sydney     Curtin University  
 University of Sunshine Coast  
 Others: \_\_\_\_\_

## INTERNATIONAL STUDENTS ONLY

Passport Number: \_\_\_\_\_

Passport Expiry Date: \_\_\_\_\_

- Do you have a current Australian visa?     Yes     No  
 If yes, Visa Type:     Student     Visitor     Business     Other  
 Are you applying for a students visa?     Yes     No

At which DIBP office will you submit visa application? \_\_\_\_\_

### Overseas Student Health Cover (OSHC):

- Do you require MEGA to arrange OSHC?     Yes     No  
 If yes, which cover are you applying for?     Single     Couple     Family  
 Do you have OSHC?     Yes     No

If you have OSHC through MEDIBANK, please provide details:

Membership No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**OSHC arrangement is a requirement for student's visa application from DIBP.**

\*Single cover is for student only, Couple cover is for the student and spouse/partner and Family cover is for the student and dependants (inc.spouse, partner and dependant children).

### Overseas Visitor Health Cover (OVHC):

Parent who will be residing in Australia with student under 18 years old and applying for a guardian visa must hold OVHC. MEGA arranges the cover.

- Do you require MEGA to arrange OVHC for your parent?     Yes     No

### Accommodation Arrangement:

- Do you require MEGA to arrange airport transfer services?     Yes     No

Do you require MEGA to arrange accommodation?

- Homestay     Yes     No  
 Shared accommodation     Yes     No

Type of shared accommodation:

- Shared Room 2 Flatmates per room     Yes     No  
 Shared Room 3 Flatmates per room     Yes     No  
 Shared Room 4 Flatmates per room     Yes     No

If yes, you will be required to complete homestay application form for the services

**For under 18 years old only**

- Does your parent want to nominate homestay placement?     Yes     No

If yes, please complete 248-FM-MEGA Parental Advice of Independent Accommodation Arrangements form and MEGA will arrange homestay inspection

## EDUCATION DETAILS (documents are required to provide)

This is to identify if you satisfy MEGA entry requirements. Please list previous education that you have completed .

Please provide details of equivalent completion of Australian High School:

Qualification Name	Institution Attended	Date of Completion

Please provide details of any other previous education:

Qualification Name	Institution Attended	Date of Completion

# DOCUMENT CHECKLIST

Please ensure to check if you have attached the following documents to this application. All documents that are not in English must be translated in English.

## Documents for all students:

- A copy of passport and visa (if onshore)
- Certified copies of English proficiency (must be obtained within the last 2 years, if required)
- Certified copies of Academic Transcripts and Certificates

## Documents to provide for nominated guardian by parents and homestay host for students under 18 with required forms:

- Certified copies of passport, Australian Citizenship and a proof of residential address
- Certified copies of proof of relationship to the student s (if guardian is relative)
- Working with children checks & Police check
- Homestay inspection outcome (must be processed by MEGA in order to be issued CAAW)

# PAYMENT

Students are required not to make payment on conditional offer until required documents are provided. **Signed International Student Acceptance Form must be submitted with payment to MEGA.**

- Payment to be made by cash, cheques, bank draft or credit card (cash to Finance Department)
- 2% surcharge applies to credit card payment
- Please make cheques payable to 'Macquarie Education Group Australia Pty Ltd'.
- Personal cheques are not acceptable
- Please provide student number or name for EFT direct bank deposit.
- Please include \$25 for International Money Transfer
- UC payment must be made to UC accounts.

# TERMS & CONDITIONS

## Fees

### For Macquarie English students (ME)

- On accepting the Letter of Offer students must pay up to 50% of total course fees (duration more than 24 weeks) or
- In full (duration less than 24 weeks). Fees must be paid in order to obtain an eCoE and secure a place prior to course commencement date. For courses more than 24 weeks, the remaining tuition fees are not required until two weeks before the commencement date of the second study period of the course.

### For Macquarie Institute students (MI)

- On accepting the Offer students must pay the first payment instalment of tuition fee listed in the Payment Instalment Schedule in the Letter of Offer.
- Fees must be paid in order to obtain an eCoE and to secure a place prior to course commencement date.
- The remaining tuition fees must be paid by the due date as listed in the Payment Instalment Schedule.

Tuition fees may be paid in the form of cash, a bank draft or bank cheque, made payable to Macquarie Education Group Australia Pty Ltd. MEGA will not be responsible for any monies paid to an agent or third party. Tuition fees only cover the charges for tuition. Tuition fees DO NOT cover the charges for application fee, accommodation placement, airport pickup, transport, living expenses, textbooks, stationery, and equipment. Individual payment plans can be organised upon request on an individual student basis. If fees are not paid by the due date, a late fee of AUD 200.00 per instalment may be charged. Students are required to pay additional fees for, Re-assessment and Re-sit.

## Cancellation & Refund Policy-Student Default

1. Student Default applies in the case where the course starts on the agreed start date but the student does not start on the agreed start date and has not previously withdrawn from the course or advised of visa cancellations in writing within an agreed time period prior to the course start date or the student cancels or withdraws from the course either before or after the agreed starting date. The following refund conditions apply.
  - 100% refund of tuition fees paid if the student visa was refused by DIBP.
  - 80% refund of tuition fees paid applies if the student cancels 28+ days before the course starts
  - 50% refund of tuition fees paid applies if the student cancels within 28 days
  - zero% refund of tuition fees paid applies if the student cancels after the course commencement date

**NOTE: In cases where visa refusal was a result of fraudulent, forged document(s) or misleading information, all course fees paid will be forfeited and no refund will be considered under any circumstances.**

The agreed starting date is the date the course was scheduled to start or a later date agreed between MEGA and the student.

2. MEGA will make a refund in Australian Dollars only within 4 weeks of receiving a written claim by the student in accordance with the Terms and Conditions as outlined on this Application Form.
3. All refund considerations will be strictly limited to the total of monies which MEGA has actually received. The refund calculation will not include:
  - application fee
  - Overseas Student Health Cover (OSHC)
  - administration expenses totalling no more than the lesser of \$250 or 5% of total course money received before the default date
  - the part of expenses for travel
  - bank charges
  - accommodation and other domestic services that cannot be offset by providing the services to someone else
  - the cost of books, equipment and other materials needed for the course
  - proportion of course money received for the proportion of the course provided to the student before the default date
  - agent's commission paid either directly by the student or through MEGA on behalf of the student whether the commission was paid before or after monies were received by MEGA.
4. MEGA will make the refund available to either the student or the student's representative as identified in the Application Form as per the ESOS Act Regulation 3.19.
5. When students are enrolled in package courses, in the event of a cancellation or withdrawal, a refund will be granted on the second course (treated as an independent course) as per the conditions above in point 1. If the student cancels or withdraws after the course commencement date of the first course, no refund of prepaid course fees will be made to any student who withdraws after the commencement date of a single course within a MEGA school, or the first course within a packaged program composed of two or more MEGA courses within one or more MEGA schools.
6. Course and other fees are not transferable to another student or institution.

7. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.

8. All applications for refund must be made by the student in writing using the Refund Request Form and submitted to the Finance Department.

9. If a student transfer to another provider is approved, he or she is subject to the normal refund policy conditions.

## Cancellation & Refund Policy-Provider Default

Refunds in situations of Provider Default are covered by the provisions of *The Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012* and applies if:

- MEGA does not offer a course on the advertised start date or
- terminates a course after the course start date or before the course completion date or
- does not provide a course as advertised due to sanctions by any authority or
- does not provide a course in full.

In such a case MEGA will pay the student a refund which equals the amount of the total tuition fees paid for the remainder of the course not completed at the time of default if an alternative placement with another provider cannot be found to the student's satisfaction. Such refunds will be made within 2 weeks following the default date.

# DECLARATION

I have read, understood and accepted the Terms and Conditions on this Application Form and agree to be bound by all policies and conditions. I declare that all information provided with this application form is correct and complete and that I have read and understood and agree to be bound by the Terms and Conditions on this form and agree to be bound by them. These terms and conditions together with any offer letter sent by MEGA in response to the application will, upon payment of fees, constitute a written agreement between the parents (student if over 18 years) and MEGA for the purpose of the ESOS Act 2000 and the National Code of Practice 2007. I agree that in the event that false, inaccurate or misleading information is provided, MEGA reserves the right to cancel the enrolment. I agree that when I am accepted for enrolment into MEGA I must comply with and ensure the student complies with the terms and conditions of enrolment. I understand and consent that personal information provided by the student to MEGA may be available to the health insurance provider, Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2007 and to any contractors engaged by MEGA to provide advice or services in connection with any aspect of MEGA's international student programme or operation. I hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I may at any time opt out of being contacted by any such electronic means by contacting Admissions Department and so advising.

I consent to the student named in this application form:

- Attending and participating in MEGA activities, including excursions and trips arranged by MEGA, and
- In the event of an emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary.

I am responsible for costs incurred in providing medical treatment and associated services for the student.

I agree that if there is any difference in meaning of the provision of an English version and any translated version of this form or the Terms and Conditions to me, the English version is to prevail.

*This agreement, and the availability of MEGA complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.*

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

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

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

*Students under 18 years old, parent/guardian signature is required.*

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

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

## PLEASE FORWARD COMPLETED APPLICATION TO:

**MEGA Admissions Department**

**Level 9, 225 Clarence Street Sydney NSW 2000**

**[T]: 61 2 9299 6788 [F]: 61 2 9299 7879**

**[E]: admissions@mega.edu.au [W]:www.mega.edu.au**

**Macquarie Education Group Australia P/L**

**CRICOS Provider Code: 02657J RTO Code: 91305 ACN 111 742 15**

# EDUCATION AGENT/REPRESENTATIVE

Are you applying through an education agent?  Yes  No

Representative's Details