

☐ I have read and understood the Course Brochure/Pamphlet

1. PERSONAL DETAILS (in BLOCK letters)

Title Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other (please specify)

Family Name

Given Name

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

What are your contact details in your home country?

Home Address

Town / City

Country State PostCode/ZIP

Telephone Mobile

What are your current contact details?

Home Address

Town / City

Country State PostCode/ZIP

Telephone Mobile

Email Address

Nationality Country of Birth

Passport Number

Do you hold a current Australian visa? ☐ Yes ☐ No

If yes, please provide code and category of visa

2. AGENT DETAILS (IF ENGAGING WITH AN AUTHORISED RECRUITING AGENCY)

Please stamp here (including mailing address)

What country is the applicant in when completing this form ?

Councillor's name

Email address

Where should we send notification of your application:

☐

Agent

☐

Home Contact

☐

Current Contact

3. PROGRAM DETAILS

Course Name & CRICOS Code

Start Date

Students applying must attach certified transcripts of previous qualifications and must be over 18 years of age at the time of course commencement. Please note that IHNA Management reserves the right to alter any student's timetable as per IHNA's requirements.

Preferred Location

☐

Melbourne

☐

Perth

☐

Sydney

4. SCHOOLING

Did you completed secondary school (Year 12)?

☐

Yes

☐

No

In which year did you complete Year 12?

Students applying for Credit Transfer and Recognition of Prior Learning (RPL) application form must attach certified transcripts of previous qualifications, course profiles and/or experience.

5. PREVIOUS QUALIFICATIONS ACHIEVED

(Including Bridging Preparatory Studies, English Language Programs, Tertiary Studies, Certificate/Advanced Certificate/Trade/Traineeship or other studies, or Post-Secondary Qualifications).

Name of Program/ Qualification	Star Date (MM/YY)	Completion Date (MM/YY)	Institution	Country	Language of Instruction

6. EMPLOYMENT EXPERIENCE *(If applicable)*

Please only supply this information if it is a prerequisite for your program in which case you must attach your Curriculum Vitae (VC)/Resume with letters of reference or other documentary evidence of your work experience.

Start Date	Finish Date	Full-time or Part-time	Occupation Title	Name of Employer

7. ENGLISH PROFICIENCY

Is English your first language?

☐ Yes ☐ No

Did you complete tertiary studies in an English-speaking country ?

☐ Yes ☐ No

Do you hold a certificate of English proficiency (eg. Academic IELTS, TOEFL) ?

☐ Yes ☐ No

Test Taken

Listening

Reading

Writing

Speaking

If any of these boxes are ticked, you must attach certified documentary evidence as outlined by searching 'English Requirements' on the Institute of Health and Nursing website www.ihna.edu.au

8. AUSTRALIAN STUDY

Have you previously studied in Australia? ☐ No ☐ Yes (please specify)

Please state your overseas qualifications in the columns below: (Please specify the most current qualification first)

Qualification	Institution	Start Date (DD/MMM/YYYY)	End Date (DD/MMM/YYYY)	Country	Transcript Attached?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you currently studying in Australia ? ☐ Yes ☐ No

If yes, please indicate name of institution

Name of program

Do you intend to complete ? ☐ Yes ☐ No

Are you applying for Credit Transfer/RPL Application Form?

(If yes, please complete and attach the Credit Transfer/RPL Application Form (available from IHNA website and IHNA Campus Reception) and talk to your agent or Student Services. An administration fee of \$100 is applicable to assess RPL/Credit Transfer applications.)

9. STUDENT SERVICES

Do you require Overseas Student Health Cover? ☐ Single ☐ Dual Family ☐ Multi Family Duration

Airport Pick-up: Do you require airport pick-up?

Accommodation: Do you require assistance with accommodation?

10. DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?

If yes, then please indicate the areas of disability, impairment or long-term condition and clarify accordingly:
(Please select all that apply)

- | | | | | |
|--|---------------------------------------|--|-----------------------------------|---|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Learning | <input type="checkbox"/> Vision | <input type="checkbox"/> Physical | <input type="checkbox"/> Mental Illness |
| <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Acquired Brain Impairment | <input type="checkbox"/> Other | |

Would you like to receive advice on support services, equipment and facilities which may assist you?

TERMS AND CONDITIONS OF ENROLMENT

As a condition of enrolment, the student agrees to abide by all IHNA policies referred to below for the duration of their enrolment and to disclose any medical or health conditions that may affect studies or student welfare. These could include:

1. Complaints and Appeals Policy
2. Course Progress and Attendance Policy
3. Behaviour Policy/Code of Conduct
4. Student Transfer Request Assessment Policy
5. Deferment, Suspension and Cancellation Policy

PRIVACY STATEMENT

IHNA will only use personal information collected for the purpose for which it was provided. This personal information will be kept confidential. IHNA will take reasonable steps to protect all personal information from misuse and loss due to unauthorised access, alteration or disclosure. Under the Freedom of Information Act 1982, you are able to access your student file by placing a request in writing and providing adequate identification. You must allow 48 hours for access to be provided. IHNA will also take reasonable steps to destroy or re-identify personal information if it is no longer needed. Upon signing this application form, you acknowledge and give consent for IHNA to provide your information to a Government or legislative body, as required under law. In these circumstances, the minimum amount of information required or requested will be disclosed. You consent to IHNA providing your personal information to the Australian Government, designated authorities and the Tuition Assurance Scheme's Manager. This information may include personal and contact details, course enrolment details and changes.

FEE REFUND POLICY AND PROCEDURE FOR INTERNATIONAL STUDENTS

1. If an intending overseas student is not granted a student visa from Australian High Commission/Australian Embassy/Department of Immigration & Border Protection (DIBP) for any reason, the refund applicable will be fees paid as a deposit towards an eCoE will be refunded, minus administration and processing charges of AUD300.00. Documentary evidence of visa refusal is re
2. If Institute receives a written notice of withdrawal more than 28 days before the commencement of the course, the refund applicable will be: 25% of the fees paid by the student, minus administration and processing charges of AUD300.00
3. If written notice is received between 14-28 days before the commencement of the course, the refund applicable will be: 15% of the fees, minus administration and processing charges of AUD300.00
4. If written notice is received less than 14 days before the course commencement date, there will be no refund.
5. If the student withdraws after the Study Period has commenced, there will be no refund of fees. Further, the student will have to pay any unpaid fees for that study period to IHNA before the request for release letter is considered.
6. If a student's visa is cancelled due to their breach of international student visa conditions or IHNA Policies and Procedures after the commencement of course or Student Misbehaviour. There will be no refund of the current

study period's fees. Maintaining the conditions of the visa grant and following IHNA's policies and procedures as agreed is the student's responsibility. Students are also liable to pay the balance of fee payable to IHNA by student

7. At the time of enrolment any Credit Transfer (CT)/ Recognition of Prior Learning(RPL) will be discussed & granted after the student provides sufficient evidence. If the CT allows shortening of the duration of the course, pro-rata fees will be calculated and offered to the student. Once the student accepts the offer, there will be no further reduction of the fee.
8. If a student requests to defer to any following intake/s within 28 days before the commencement of the course initially applied for, while waiting for a decision from the regarding their student visa application, IHNA will require a proof of lodgment of student visa and a written request from the student explaining why the deferment is requested. Any deferment is solely at the Institute's discretion. If the Student's visa application is rejected, all fees minus administration and processing charges of AUD300.00 will be refunded. If the commencement is deferred again, a deferment fee of AUD250 will be charged for every subsequent deferment (to be paid along with request for deferment).
9. If student defers before or after the start of the course or temporarily suspends studies after the start of the study period, the tuition fee will not be carried forward, unless the student is deferring/temporarily suspending studies for exceptional reasons or compassionate / compelling circumstances. Any refund will be based purely on the discretion of the Institute's CEO/Director. If the Students' visa application is rejected all fees minus administration and processing charges of AUD300.00 will be refunded.
10. In cases of the Institute's default, full refund of unused portion of Tuition Fee is applicable. IHNA will be considered in default in relation to an overseas student or prospective overseas student, if either of the following occurs:
 - IHNA fails to start to provide the course to the student on the agreed starting day;
 - The course ceases to be provided to the student at any time after it starts but before it is completed; and the student has not withdrawn before the default day.
 - In case of onshore transfer of provider, it is the student's responsibility to obtain Department of Immigration and Boarder Protection (DIBP) approval and visa extension:
 - If visa extension is rejected after course commencement date, there is no refund of fees by IHNA
 - If visa extension granted after course commencement date, full refund of unused portion of tuition fees will be provided by IHNA.

ENTRY REQUIREMENTS

IHNA outlines strict entry requirements and guidelines for all its programs. All such details including English language requirements are listed in the IHNA brochure or website under the section entitled 'course entry requirement'. To apply for IHNA programs you must comply with these entry requirements at the time of application and enrolment.

DISCLAIMER

IHNA undertakes many recreational as well as activities of academic value to its students. You permit IHNA to take pictures/videos of such activities and use them for IHNA's promotional purposes. These pictures and videos or any such material created involving you remains the property of IHNA and IHNA does not owe any monetary benefits for any promotional material that has been created.

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Please tick here if you do not consent to use your image.

RIGHTS AND RESPONSIBILITIES

By attending IHNA, you acknowledge that the Institute is committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001. Your information may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code. This agreement and the availability of the complaints and appeals processes does not remove your right to take action under Australia's Consumer Protection Laws.

IN SIGNING THE IHNA APPLICATION FORM YOU UNDERSTAND AND AGREE TO THE FOLLOWING

a. You have read and accept IHNA's Terms and Conditions of Enrolment and Refund Policy.

- b. You have the financial capacity to meet tuition fee commitments and agree to pay all fees as they are due.
- c. You will abide by the rules and regulations of IHNA.
- d. The information provided within all application documentation and the accompanying documentation is true and correct.
- e. IHNA is obliged by law to keep confidential student records on file for administrative purposes only.
- f. A copy of IHNA's Privacy Policy can be viewed on the Institute's website: www.ihna.edu.au
- g. IHNA has permission to forward any relevant information regarding academic results, attendance and course progress at the Institute to parents/ guardians/representing agents and employers/Human Resource departments in which industry training may be arranged.
- h. If you instruct an agent to complete this application on your behalf, you do so on the understanding that the agent is acting for you. However, this does not negate your responsibility to abide by IHNA's terms and conditions - as such it remains your responsibility to read and understand the Terms and Conditions of enrolment.
- i. Information provided may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and National Code 2007. This information includes contact and personal details, course enrolment details and changes to the circumstances of any suspected breach by the student of student visa conditions.

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I agree with the terms and conditions stated above

A saved digital signature can be attached in the box.

Applicant's
Signature

Name

Date

APPLICATION CHECKLIST

Completed all sections of the application form

Application Checklist:

- ☐ Read and understood the terms & conditions
- ☐ Signed the application form
- ☐ Attached transcribed certified copies of your academic qualifications
- ☐ Attached evidence of English language proficiency
- ☐ Attached copies of valid passport
- ☐ Attached copies of current visa (if available)
- ☐ Attached University application form (if applying for pathway studies)