

☐ I have read and understood the Course Brochure/Pamphlet

1. PERSONAL DETAILS (in BLOCK letters)

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

Given Name Family Name

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

Country of Birth Passport Number

Expiry Date (DD/MMM/YYYY)

Visa Type ☐ Student ☐ Tourist ☐ Working Holiday ☐ Other Visa Number

Student's OVERSEAS Address*

Unit No:

Street No:

Street Name:

Suburb:

State:

Postcode:

Telephone:

Mobile:

Student's AUSTRALIAN Address*

Unit No:

Street No:

Street Name:

Suburb:

State:

Postcode:

Telephone:

Mobile:

AGENT'S Address (optional)

Unit No:

Street No:

Street Name:

Suburb:

State:

Postcode:

Telephone:

Mobile:

* You must provide at least one current address before this application will be accepted

Student's Email (mandatory):

Agent's Email (mandatory):

2. ENGLISH LANGUAGE COURSES

Course Name & CRICOS Code

Start Date

No. of Weeks

Some courses are only available to students who have reached the required level. Please check on the IHNA website www.ihna.edu.au for more information. All English language courses start on Monday (excluding public holidays) unless specified for example FCE.

Note: You may be scheduled for a morning or afternoon session. This will be determined upon your arrival at the Institute.

2.1 Do you speak a language other than English at home? If yes – please specify

2.2 What is your current level of English?

2.3 Have you ever studied English? If yes, attach certified documentary evidence to this application form

2.4 If yes, please specify length of time (in months) In which country?

2.5 Have you ever taken an official English language test? If other – please specify

Overall Result Month and Year Taken (MMM/YYYY)

3. VOCATIONAL EDUCATION TRAINING COURSES

Course Name & CRICOS Code	Start Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

4. HIGHER EDUCATION PROGRAMS

Course Name & CRICOS Code	Intake Semester
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Students applying for VET or Higher Education Programs 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.

5. SCHOOLING

5.1 Are you still attending secondary school?

5.2 What is your highest completed school level? (Tick ONE box only.)

☐ Year 12 or equivalent ☐ Year 10 or equivalent ☐ Year 08 or equivalent

☐ Year 11 or equivalent ☐ Year 09 or equivalent

5.3 In which year did you complete this school level?

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. Please note that the Academic Director reserves the right to alter any student's timetable without prior notice

6. PREVIOUS QUALIFICATIONS ACHIEVED

Have you successfully completed any of the following qualifications?

☐ Yes ☐ No

If yes, then tick applicable boxes.

☐ Bachelor Degree or Higher Degree

☐ Advanced Diploma or Associate Degree

- ☐ Diploma (or Associate Diploma)
- ☐ Certificate IV (or Advanced Certificate/Technician)
- ☐ Certificate III (or Trade Certificate)
- ☐ Certificate II
- ☐ Certificate I
- ☐ Other Qualification (please specify)

7. EMPLOYMENT

Of the following categories, which best describes your current employment status? (Tick ONE box only.)

- ☐ Full-time employee
- ☐ Part-time employee
- ☐ Self employed - not employing others
- ☐ Employer
- ☐ Employed - unpaid worker in a family business
- ☐ Unemployed - seeking full-time work
- ☐ Unemployed - seeking part-time work
- ☐ Not employed - not seeking employment

8. REASON FOR STUDY

Of the following categories, which best describes your main reason for undertaking this course/traineeship/ apprenticeship? (Tick ONE box only.)

- ☐ To get a job
- ☐ To develop my existing business
- ☐ To start my own business
- ☐ To try for a different career
- ☐ To get a better job or promotion
- ☐ It was a requirement of my job
- ☐ I wanted extra skills for my job
- ☐ To get into another course of study
- ☐ For personal interest or self-development
- ☐ Other reasons

9. EDUCATION

9.1 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"/>

9.2 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.)

9.3 Do you plan to continue studying in Australia after completing your studies at IHNA?

If yes – please specify, name of education provider and/or qualification

10. 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?

Homestay: ☐ Single Room ☐ Share Room ☐ With Meal ☐ Without Meal

Share Accommodation: ☐ Single Room ☐ Double Room ☐ Triple Room

If yes, please specify length of stay (minimum 4 weeks): Accommodation Start Date (DD/MMM/YYYY)

Medical Conditions ☐ Nil ☐ Yes (please specify)

11. DISABILITY

11.1 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 |

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

CALCULATION OF FEES

**Enrolment Fee	AU\$	<input type="text"/>
Course/s Fee	AU\$	<input type="text"/>
Airport Pick-up Fee	AU\$	<input type="text"/>
Health Cover	AU\$	<input type="text"/>
Accommodation	AU\$	<input type="text"/>
Total	AU\$	<input type="text"/>

IHNA Bank Details:

Send Applications to: enquiry@ihna.edu.au via email or post it to:
Admissions,
IHNA Melbourne, 597-599 Upper Heidelberg Heights, VIC 3081 or
IHNA Perth, Level 2 Carillon City Arcade, 680-692 Hay Street Mall,
Perth WA 6000 or
IHNA Sydney, Level 7, 33 Argyle Street, Parramatta, NSW 2150, Australia.
Phone: 1800 22 52 83 Facsimile: +61 3 9450 5111

** Homestay / Share Accommodation request and payments must be made for minimum 4 weeks. Minimum 2 weeks' notice period is required for organising Homestay / Share Accommodation*

*** The Enrolment Fee should be submitted along with all due fees upon acceptance of a Letter of Offer and signed Contract through a cheque or money order drawn in favour of "Institute of Health and Nursing Australia". Students can also choose to pay with credit card. Please click on Online Fees Payment on the IHNA website and follow the prompts.*

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 Border 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.

☐ 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.

I agree with the terms and conditions stated above

A saved digital signature can be attached in the box.

Applicant's Signature

Guardian's Signature
(if applicant under 18)
(Please attach Guardian Agreement form available on IHNA website)

Name
Date

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)
- ☐ Attached notification of Guardian form (if under 18)