

JP International College
RTO Code: 88196 CRICOS Code: 03190J
Enrolment Terms and Conditions

Application fee for Courses

All JP International College course applicants must pay a *non-refundable* application fee of **AUD\$200.00**.

Tuition Fees

Tuition fees **DO** cover the charges for tuition administration.

Tuition fees **DO NOT** cover the charges accommodation, living expenses, textbooks, uniforms, and stationery, and personal tools or equipment.

If fees are not paid by the due date, a **late fee** of **\$250** will be charged and students may lose their place in the course.

Transfer of Fees

No fees will be transferred to other external institutions or persons.

Cancellation & Refund policy

1. If an application for a student visa is rejected for an international student applying for enrolment from offshore, then all course fees will be **refunded in full** provided that documentary evidence is supplied within fourteen (14) days of visa rejection. The course enrolment fee will not be refunded plus an **administration fee** of **\$250** or **5%** of Total Course fee paid.
2. If a student withdraws from a course and supplies JP International College written notification of more than 28 days before the course commencement date, **80%** of the total course fees paid will be refunded. The course enrolment fee will not be refunded.
3. If a student withdraws from a course less than 28 days before the course commencement date, **60%** of the total course fees paid will be refunded. The course enrolment fee will not be refunded.
4. If a student withdraws from a course at anytime after the commencement date of the course **No Refund** will be made.
5. As a member of the ACPET TPS, if we are unable to fulfil our obligations to complete a course, the international student will be offered a no cost enrolment into another ACPET TPS member Institute.
6. We undertake to make payment of all refunds within **28 days** of receipt of a written application for refund.

Refunds Paid If JP International College defaults:

1. On the offered course does not start on the published or agreed starting day.
2. On the a course that stops being provided after it starts and before it is completed or if a course is not provided fully to the student because we have had a sanction imposed ASQA or the ESOS Act 2000.
3. We will pay a full refund to all international students within two weeks after the default day. We will provide all students with a statement that explains how the refund amount has been calculated.
4. Students are not permitted transfer course fees to another student.
5. Students cannot transfer to another course at another institution within the first six months of commencement of a course.

Note: The refund policy is subject to review from time to time. Please check the current refund policy before accepting an offer. **"This agreement does not remove the right to take further action under Australia's consumer protection laws for unpaid and overdue fees."**

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 **minimum** IELTS score of **5.5** is required for any JP International course. Results of other testing systems may be accepted subject to availability of current documentation. Certified copies of IELTS certificates are required with this application. **Submitted results should be less than two (2) years old.**

Academic qualifications & Recognition of Prior Learning

JP International College offers courses at different levels. Enrolling students can apply for **recognition of prior learning (RPL)** for whole units of competencies. **Note** that the awarding of RPL does not shorten the overall course duration as students will be required to participate in further academic project work to ensure that they meet the requirements of their student visa conditions.

Arrival and orientation

Students are required to arrive **two weeks** prior to course commencement for enrolment and orientation programs.

Academic Performance

If students do not make satisfactory academic progress they may not be allowed to continue or to re-enrol.

Hospitality Students

This qualification has a work-placement component.

Course transfer

The student cannot transfer from an allocated course during their first semester.

Definitions

Semester - Consists of 18 weeks of study.

Annually – Each academic year is made up of 2 semesters to a total of thirty six weeks

How to Apply: A step-by-step guide for International Students. Read this information carefully.

1. Choose a course and check the course outline for English and academic entry requirements.
2. After reading the terms & conditions complete the enrolment form on reverse of this page.
3. Ensure you have attached all the relevant documentation.
4. Return your application form, and the necessary documentation to:

JP International College
Unit 5, 118-128 Mawson Place
MAWSON ACT 2607
AUSTRALIA

5. If your application is successful you will receive a letter of offer in your nominated course. We will advise you about fee payment (including the AUD\$200 registration fee), how to apply for your student visa and arrangements for airport pickup and accommodation if required.
6. 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: JP International College
 Account Number: available on request

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

Overseas Student Health Cover (OSHC)

For **all** new and continuing international students, it is important (and a compulsory visa requirement) to hold and maintain a valid OSHC for the duration of time they are staying in Australia. For new students, you will need to buy OSHC before you come to Australia to cover you from when you arrive.

You can purchase OSHC online by visiting the OSHC insurers' website – e.g., **AHM OSHC, Allianz Global Assistance, BUPA Australia, Medibank Private, NIB OSHC**, etc. The cost of OSHC will vary depending on the type of cover required. The **average cost of minimum cover** is \$437 for 12 months singles cover; \$1,222 for 12 months couples cover; \$1,744 for 12 months single-parents cover, and \$2,022 family cover (Australian dollars).

Indicative Cost of Living (\$AUD)

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

Accommodation/Electricity/Phone/Food	\$20,000.00
OSHC (as above)	\$ 437.00
Travel/Incidentals	\$ 5,200.00
Yearly Total	\$25,637.00

International Student Application Form

Please attach
two passport
size photos

PERSONAL DETAILS

Family Name _____
 Given Names _____
 Date of Birth (dd/mm/yy) _____ Place of Birth _____
 Sex Male Female
 Home Address _____

 Postcode _____ Email address _____
 Phone Contact Number Home _____ Mobile _____ Work _____

EDUCATION DETAILS

Highest Level of Education School Institute Technical Institute University
 Name of Institution(s) 1. _____ Year Completed _____
 2. _____

Proficiency In English

What is your level of English? (Please tick)

Beginner Intermediate Advanced

Have you taken TOEFL/IELTS/other English test?

Yes No If "Yes", Score: _____

Special Needs

Do you have any special needs that JP International College should be aware of (e.g. medical condition, disability, dietary, etc) Yes No

If "Yes" please specify: _____

Do you wish to apply for recognition of prior learning?

Yes No

International Details

Country of Citizenship _____
 Passport No: _____
 Visa Type: _____
 Visa No: _____

Overseas Health Student Cover

The Australian Government requires **all** people entering Australia on a student visa to take out Overseas Student Health Cover (OSHC). The cost of OSHC varies depending on the type of cover required. The **average cost of minimum cover is AUD\$437** for 12 months **singles** cover. You can compare prices by visiting the OSHC insurers' websites.

Do you require JP International College to assist you in arranging OSHC for you?

Yes No

Office of Visa Application _____

COURSE DETAILS (Please select the course you wish to enrol into by ticking the box beside the relevant course)

Course Name _____ CRICOS Code _____
 Course Name _____ CRICOS Code _____
 Start Date _____ Finish Date _____ Duration _____

METHOD OF PAYMENT

Cheque Cash Credit Card Bank Deposit* International Money Order

* For bank account details for direct deposit please contact JP International College directly

FEES/PAYMENT DETAILS (Fee Calculation)

Enrolment Fee (*non-refundable*) _____

Tuition Fee - Annual _____

OSHC _____

Other: Books, materials, etc. (*non-refundable*) _____

TOTAL _____

DECLARATION

I hereby declare that I have read, understood and accepted the terms and conditions of enrolment stated on the reverse of this form.

I also acknowledge that I have read the information contained within the Student Manual.