



Please attach  
a passport  
sized  
photograph

**ENROLMENT FORM (International Students)**

Course Details	
<b>Subject Area</b>	<input type="checkbox"/> Diploma of Hospitality Management SIT50416
<b>Course Level</b>	<input type="checkbox"/> Certificate III in Commercial Cookery SIT30816 <input type="checkbox"/> Diploma of Hospitality Management SIT50416 <input type="checkbox"/> Advanced Diploma of Hospitality Management SIT60316 <input type="checkbox"/> Diploma of Business BSB50215 <input type="checkbox"/> Diploma of Leadership & Management BSB51915
<b>Intake</b>	DATE _____ MONTH _____ YEAR _____
<b>1. Personal Details</b>	
<b>Student ID &amp; USI</b> _____	<b>Date of Birth</b> _____ <b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Title</b> Mr/Mrs/Ms <b>First Name</b> _____	
<b>Family Name</b> _____	
<b>2. Emergency Contacts</b>	
<b>(In Canberra) Full Name</b> _____	<b>Relationship</b> _____
<b>Address</b> _____	<b>Phone/Mobile No.</b> _____
<b>(Family in Canberra) Full Name</b> _____	<b>Relationship</b> _____
<b>Address</b> _____	<b>Phone/Mobile No.</b> _____
<b>3. Country of Home Residence</b>	
<b>Country</b> _____	
<b>Contact Person</b> _____	
<b>Address</b> _____	
<b>City</b> _____ <b>State</b> _____	
<b>Country</b> _____ <b>Post Code</b> _____	
<b>Phone No.</b> _____	
<b>Email</b> _____	
<b>4. Mailing Address for Correspondence In Australia</b>	
<b>Student Name</b> _____	
<b>Street No. &amp; Name</b> _____	
<b>City / Suburb</b> _____	
<b>State</b> _____ <b>Post Code</b> _____	
<b>Mobile No.</b> _____	
<b>Home Phone No.</b> _____	
<b>Email</b> _____	
<b>5. Term Residence</b>	
<b>Please indicate your residence during term (Select One)</b>	
At home	Away from home
<input type="checkbox"/> With parents	<input type="checkbox"/> With relatives
<input type="checkbox"/> With relative / guardian	<input type="checkbox"/> In a hostel / hotel
<input type="checkbox"/> Own home / flat	<input type="checkbox"/> Shared rented house or flat
<b>6. Background Information</b>	
<b>Do you speak a language other than English at home?</b>	
Select One	
<input type="checkbox"/> No, English Only <input type="checkbox"/> Yes – Other (Please specify) _____	
<b>Religion (optional)</b> _____	
<b>Are you from Indigenous background</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (Please specify) _____	
<b>7. English Language Skills</b>	
<b>English Skills</b>	<b>Additional Help Required</b>
Select One	<input type="checkbox"/> No <input type="checkbox"/> Yes (If YES, please select one)
<input type="checkbox"/> Very well	<input type="checkbox"/> Tutorials
<input type="checkbox"/> Well	<input type="checkbox"/> Computer assisted
<input type="checkbox"/> Not well	<input type="checkbox"/> Language Learning
<input type="checkbox"/> Not at all	<input type="checkbox"/> Self-access materials in ESL (CD-ROMs, Text, etc...)
1.	
<b>8. Special Assistance</b>	
<b>Additional Help Required</b>	<b>Disability, Impairment of long – term, condition</b>
<input type="checkbox"/> No <input type="checkbox"/> Yes (If YES, please select )	<input type="checkbox"/> No <input type="checkbox"/> Yes (If YES, please select )
<input type="checkbox"/> Numeracy	<input type="checkbox"/> Hearing <input type="checkbox"/> Vision
<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Physical impairment <input type="checkbox"/> Mental illness
<input type="checkbox"/> Familiarisation with Australian Culture	<input type="checkbox"/> Medical condition <input type="checkbox"/> Learning
<input type="checkbox"/> CV writing/ Interview Skills	<input type="checkbox"/> Other (briefly describe): _____
<b>9. Highest Education Level Completed</b>	
<input type="checkbox"/> Completed Year 12 or equivalent	
<b>Year of Completion</b> _____	
<b>10. Previous Qualifications Achieved</b>	
<b>i)</b> _____	<b>Year of completion</b> _____
<b>ii)</b> _____	<b>Year of completion</b> _____
<b>11. Employment Status</b>	
<input type="checkbox"/> Not employed – not seeking employment	<input type="checkbox"/> Employer <input type="checkbox"/> Self-employed <input type="checkbox"/> Part time employee
<b>12. Study Reason (Tick ONE box only.)</b>	
<input type="checkbox"/> To get a job	<input type="checkbox"/> To Start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion
<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> For personal interest or self- development

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

**Enrolment fee for Courses**

All JP International College course applicants must pay a *non-refundable* enrolment fee of **AUD\$250.00**.

**Tuition Fees**

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

Tuition fees **DO NOT** cover the charges for accommodation, living expenses, textbooks, uniforms, stationery, 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 enrolment 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 enrolment fee will not be refunded.
2. If a student withdraws from a course and supplies JP International College written notification more than 28 days prior to the course commencement date, **80%** of the total course fees paid will be refunded. The enrolment fee will not be refunded.
3. If a student withdraws from a course less than 28 days prior to the course commencement date, **60%** of the total course fees paid will be refunded. The enrolment fee will not be refunded.
4. If a student withdraws from a course at any time 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 enrolment for refund.

**Refunds Paid If JP International College defaults:**

1. If the offered course does not start on the published or agreed starting day.
2. If the course ceases being provided after it starts and before it is completed or if a course is not provided fully to the student because JP International College

has a sanction imposed by ASQA or the ESOS Act 2000.

3. JP International College 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 to 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 a 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 enrolment. **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 may apply for **Recognition of Prior Learning (RPL)** for whole units of competencies. **Note** that the awarding of RPL may not shorten the overall course duration as students may 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 need to re-enrol or not be permitted to continue.

**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 20 weeks of study.

**Annually** – Each academic year is made up of 2 semesters to a total of forty 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.
3. Ensure you have attached all the relevant documentation.
4. Return your enrolment form, and the necessary documentation via email or post to support@jpic.edu.act.au
5. If your enrolment is successful you will receive a letter of offer in your nominated course. We will advise you about fee payment (including the AUD\$250 enrolment fee), how to apply for your student visa and arrangements for airport pickup and accommodation if required.
6. Upon receipt of your fees, and confirmation that you have signed the Terms & Conditions on the enrolment form, we will send you an electronic Confirmation of Enrolment (eCoE) which 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 ( in Letter of Offer)**

Tuition fees must otherwise be paid in the form of a bank draft, bank cheque or bank transfer and made payable to JP International College. 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 valid Overseas Health Cover (OSHC) for the duration of time they are staying in Australia. For new students, you will need to purchase OSHC before you come to Australia to ensure you are covered immediately upon arrival.

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 \$556 for 12 months singles cover; \$2,915 for 12 months couples cover; \$5,117 for 12 months 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	\$22,000.00
OSHC (as above)	\$ 556.00
Travel/Incidentals	\$ 5,200.00
<b>Yearly Total</b>	<b>\$27,756.00</b>

FEES/PAYMENT DETAILS (Fee Calculation)		DECLARATION	
Enrolment Fee ( <i>non-refundable</i> )		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.  _____	
Tuition Fee - Annual			
OSHC			
Other: Books, materials, etc. ( <i>non-refundable</i> )			
<b>TOTAL</b>			

**Permission To Use Photographs/Other Course Work For Promotional Literature Purposes**

*Education Access Australia often requires the use of photographs or video coverage of students and their coursework as well as of student life at JPIC, for marketing purposes such as in brochures, banners and posters, JPIC's website, promotional videos for display on DVD and as television advertising, etc.*

I....., hereby give my consent to JPIC to use my photograph/s or other work, for promotional purposes in media such as website, advertisements, video, television, CD-ROMs, etc.

Signed..... Date .....

your enrolment.

You have the right to request access to and/or correct any personal information concerning you held by JPIC. Please see the JPIC office regarding the procedure to access your student file. Routine corrections, changes and enquiries regarding your enrolment should be submitted in writing to the Director, JPIC at the following address:

**ADDRESS: JPIC, P.O Box 400, MAWSON ACT 2607**

This information is being collected and will be held by the Director, JPIC.

**Student Declaration**

I declare that the information provided by me on the enrolment is true and correct. I accept responsibility for maintaining up-to-date personal and program details. I understand that to knowingly provide incorrect or false information may result in the cancellation of my enrolment. I agree to abide by the published statutes, regulations and policies of JPIC, available on [www.jpic.act.edu.au](http://www.jpic.act.edu.au) I authorise JPIC to obtain details of my past results from other educational Institutions and professional bodies. I authorise JPIC to release my details of attendance and other records to relevant authorities such as DIBP, State or Territory Registering bodies, Legal bodies, etc.

**Consent to Participate in Surveys and Permission to Contact Employers**

*From time to time JPIC conducts surveys to collect feedback and information to improve the quality of training/assessments to student services. This may also include contacting your employers (under NVR Std. 1 for continuous improvement and NVR Quality Indicator No. 2) to collect input/advice about the industry's training needs, how we can improve our own training as well as the usefulness/relevance of the skills of our students to their employers/jobs. By signing below you will consent to participate in surveys and allows JPIC to contact your employer for the purposes mentioned above.*

Signed..... Date .....