

Holmesglen Institute Genuine Temporary Entrant (GTE) Applicant Assessment Form

Holmesglen Institute requires all Education Agents to implement the following process when recruiting international students for study at Holmesglen. This is to ensure that only genuine students and genuine temporary entrants are recruited. The process should be adhered to as follows:

- The Education Agent must complete the Applicant Assessment Form during an interview with the prospective international student (the applicant).
- The Education Agent must collect and retain all relevant evidence to support the applicant's responses to this interview. This documentation must be available to Holmesglen upon request.
- The Education Agent must accurately record the applicant's response to every interview question.
- The applicant must sign and date the Student Declaration upon completion of the interview.
- The Education Agent must complete, sign and date the Risk Assessment & Recommendation.
- The Education Agent must forward a copy of the completed Applicant Assessment Form with the student's application to International.Admissions@holmesglen.edu.au.

APPLICANT'S DETAILS

| | | | |
|--|----------------------|--|--|
| Given Name(s) | | Gender | |
| <input type="text"/> | | <input type="checkbox"/> (M) Male <input type="checkbox"/> (F) Female | |
| Family Name | | Date of Birth | |
| <input type="text"/> | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D M M Y Y | |
| Residential address (In home country) | | | |
| <input type="text"/> | | | |
| City | Country | Postcode / Zipcode | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Home Phone Number | Mobile Phone Number | Work Phone Number | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| E-mail Address | | | |
| <input type="text"/> | | | |
| How long has the applicant lived at the above address? | | (If less than one year, please provide previous address) | |
| <input type="text"/> | | <input type="text"/> | |
| City | Country | Postcode / Zipcode | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |

INTERVIEW DETAILS

| | |
|----------------------|--|
| Interviewer Name | Date of Interview |
| <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D M M Y Y |

SECTION 1 – APPLICANT'S STUDY PLAN

1. How did you hear about Holmesglen?

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2. Why did you choose Holmesglen over other providers in Australia or overseas?

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3. Have you read the Holmesglen Prospectus and researched the Holmesglen International website?

☐ Yes ☐ No

4. Why do you want to study the course/s you have applied for at Holmesglen?

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5. Explain the relevance of your current qualifications to the course you have selected to study at Holmesglen.

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6. Are similar courses available in your country? If yes, how do you believe you will benefit from studying this course at Holmesglen?

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7. Why have you chosen Australia as a study destination?

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8. Why have you chosen to live and study in Victoria?

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9. What research have you undertaken to assist you with making this decision?

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10. What is your IELTS or equivalent score? *(Please provide evidence)*

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How many years since you last studied?

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11. What is the highest qualification you have been awarded?

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12. Is there a course you have commenced previously but did not successfully complete?

☐ Yes ☐ No

If so, when?

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13. What do you hope to achieve upon your completion of studies at Holmesglen?

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14. What are your career plans and how is this course relevant to your chosen career?

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15. Please provide information about employment opportunities available in your country upon completion of your chosen qualification?

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16. Do you know the annual salary in your country for graduates with a similar qualification?
If yes, provide estimate

☐ Yes ☐ No

(AUD) \$

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17. Have you been refused course entry from an Australian education provider?

☐ Yes ☐ No

18. If so, what was the reason for this refusal?

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19. Which provider?

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20. What were you seeking to study?

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SECTION 2 – APPLICANT AND FAMILY BACKGROUND

Please list your immediate family members (e.g. Parents, siblings) and their current country of residence?

| 1. | Name | Relationship | Country of residence | Occupation |
|----|----------------------|----------------------|----------------------|----------------------|
| | <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"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

2. Is your family supportive of your study in Australia? ☐ Yes ☐ No Do you have any relatives in Australia? ☐ Yes ☐ No

3. What is their relationship to you? *(E.g. aunt/uncle/cousin etc)*

4. In which city/state do they live? City State

5. How long have they lived in Australia?

6. What is their occupation?

7. Have you previously travelled or studied overseas? ☐ Yes ☐ No If yes, which countries?

8. What is your relationship status? ☐ Single ☐ Engaged ☐ Married ☐ De Facto ☐ Separated/Divorced ☐ Widowed

9. If relevant, will your partner / spouse accompany you to Australia? ☐ Yes ☐ No

10. Do you have any dependants? ☐ Yes ☐ No If yes, what are their ages? Will any dependants ☐ Travel to Australia ☐ Remain at home

11. If relevant, please provide an estimate of how much it will cost to enrol them into an Australian School (AUD) \$

12. Have you or your dependants (if any) had a student visa rejection(s) from Australia or other countries in the past. *If yes, please provide a copy of the Visa Refusal Letter.* ☐ Yes ☐ No

SECTION 3 – APPLICANT'S FINANCIAL DECLARATION

1. What are the expected tuition fees for the duration of your chosen course? (AUD) \$

2. Who will be funding your study and living expenses while in Australia? *Please provide an estimate of the sponsor's annual income in Australian Dollars?* (AUD) \$

3. Have you provided evidence of your sponsor's capability to fund your study and living expenses? ☐ Yes ☐ No

4. How will you organise and access these funds?

5. How much will your monthly living expenses be while studying in Australia? (AUD) \$

6. Will you be using a bank loan to fund your studies? ☐ Yes ☐ No
If yes, have you researched the availability of funding from an approved financial institution in your home country? ☐ Yes ☐ No

7. Who will be repaying any money you may need to borrow?

8. What contingencies do you have in place should you be unable to access your funds?

9. If you intend to work while studying in Australia, how much do you expect to earn per week? (AUD) \$

10. Are you required to provide financial support to others whilst studying in Australia? If yes, provide details: ☐ Yes ☐ No

11. Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your student visa? ☐ Yes ☐ No

12. What type of accommodation will you be seeking in Melbourne? (E.g. shared housing, institute accommodation, homestay etc.)

13. If you plan to live with family/friends have you considered accessibility to the Holmesglen campus you will be attending? ☐ Yes ☐ No

14. What do you expect to pay per week for accommodation? (i.e. rent) (AUD) \$

15. Are you aware of the work limitations and other Australian Student Visa conditions? ☐ Yes ☐ No

16. Do you understand the Holmesglen Fees and Refunds policy provided with this Applicant Assessment Form? ☐ Yes ☐ No

Fee Payment and Refund Procedures

When the Institute accepts an international student's application for enrolment, the policy and procedures detailed here and in the Terms and Conditions of Enrolment will constitute a written agreement between Holmesglen and the international student for the purposes of the ESOS Act and the Revised National Code (2007).

1. Application Fee

- 1.1 On application for admission to a course, an application fee of \$500 is payable and will be credited against the student's tuition fee.
- 1.2 This application fee of \$500 is non-refundable in the case of a student withdrawing an application after a Letter of Offer is issued.
- 1.3 If the student's application for admission is rejected, then the \$500 application fee will be reimbursed in full.
- 1.4 Students applying through the accredited agents and IDP Education offices are exempt from including the \$500 application fee with their application.

2. Payment of Tuition Fees

- 2.1 A study period at Holmesglen consists of no more than 24 weeks within a semester or a trimester. The ESOS Act now limits the collection of pre-paid tuition fees. Tuition fees for all courses including ELICOS are payable per study period. Fees payable are documented in the student's written Letter of Offer and Fee Schedule. Holmesglen collects no more than 50% of the total course cost prior to the student commencing the course except for courses that fall within one study period of 24 weeks or less.
- 2.2 Tuition fees paid offshore are payable to Holmesglen Institute of TAFE by Electronic Funds Transfer, MasterCard, Visa or international bank draft (in Australian dollars, drawn on an Australian bank in Australia). Holmesglen's bank account details are:
Account Name: Holmesglen Institute of TAFE
Bank Name: Commonwealth Bank of Australia - Ashburton Branch
Bank Address: 205 High Street, Ashburton, Victoria, Australia
SWIFT CODE: CTBAU2S
Branch Number (BSB): 063103
Account Number: 00901243

Once payment has been lodged, students must immediately forward the remitter's name together with a copy of the remittance advice/TT transmission notice in order for us to track the payment in our account.

- 2.3 Tuition fees paid onshore can be paid in cash, by bank cheque, MasterCard or Visa, through Australia Post or over the internet.
- 2.4 After a student commences at Holmesglen, fees for subsequent study periods are due two weeks prior to the commencement of the study period. Invoices to students will indicate a due date that is compliant with current ESOS requirements. Unpaid fees will result in the cancellation of a student's enrolment at the end of any appeals process. International students are required to demonstrate to the Australian Government sufficient funds to cover their studies in Australia. As such, financial hardship is not considered grounds for appeal. A fee of \$300 will be levied on students who fail to make payment by the required date and where an enrolment has to be reinstated after cancellation.
- 2.5 Additional fees are payable - for additional courses, graduation ceremonies, excursions, resitting tests and examinations and textbooks.
- 2.6 When students have to repeat a subject or subjects in the same study period in which they have paid a full fee, no additional fee is payable. However when they repeat a subject or subjects in a study period in which they have not paid a full fee, a pro-rata tuition fee is payable.
- 2.7 Where a student has a package offer with a partner institution, Holmesglen reserves the right to impose an upfront fee which will not be refundable.
- 2.8 Students who enrol in additional courses will be required to pay the full-time course fee applicable to that course.
- 2.9 Holmesglen reviews its tuition fees and other charges annually. You will be required to pay the current fee that applies from the beginning of the next study period. If you defer your course, you will be required to pay the fees applicable to your new commencement date. If the student changes course the new course tuition fee will apply. Students enrolled in programs with Holmesglen's partners will be required to pay the tuition and other fees set by the partner. Holmesglen makes every attempt to provide an indication of the partner institution's fees at the time of production of this brochure. However, students should refer to the partner institutions' websites for full information. Holmesglen takes no responsibility for fee increases at partner institutions.
- 2.10 There is no reduction in fees for subject exemptions for Certificate and Diploma programs. For degree programs, fees are charged per subject.
- 2.11 The Institute does not accept liability for any fees paid to an agent or third party in relation to an application for enrolment.
- 2.12 Where the Goods and Services Tax (GST) applies to programs and services in this prospectus, the tax is included in the advertised fee.

3. Refund Procedures

Claims for refunds must be made in writing using the prescribed form available from the International Office or online at www.holmesglen.edu.au/international. Refunds that are approved will be made within four weeks after receipt of a written claim. If after payment of fees a student withdraws an application, the following will apply:

- 3.1 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of an ELICOS course, a 75% refund of tuition fees paid for the study period will be made to students. No refund of the ELICOS tuition fee will be made to students withdrawing from the course less than four weeks prior to commencement or after the commencement of the course.
- 3.2 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of a course study period, a 50% refund will be made to students who have paid tuition fees for a forthcoming study period.
- 3.3 If notice of withdrawal is received by Holmesglen in writing less than four weeks prior to commencement or after commencement of the course study period, no refund of the tuition fee will be made.
- 3.4 Where a student has been granted a deferral or suspension to their enrolment after the commencement of a study period, a pro rata transfer of the remainder of the study period tuition will be granted. The fee transferred will be held towards tuition for the study period the student is returning to and the student will be required to pay any balance prior to resuming their studies. If the student does not return to their studies see 3.5. No refund will be granted if the student decides not to recommence studies except in compelling or compassionate circumstances.
- 3.5 Where a student has been granted a deferral in their course, tuition paid will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted. Where a student has been granted a release letter, claims for refunds will be processed according to Refund Procedures 3.1, 3.2 and 3.3.
- 3.6 Where a student has been accepted into a course subject to attaining a required level of English language proficiency and the student does not attain that level of proficiency, the student will be requested to continue with English language training for a prescribed further period. Where the student does not wish to take up this option, they will be entitled to a 75% refund of the tuition fees paid towards a subsequent study period.

- 3.7 Where a student has been granted a deferral in their course due to a delay in their visa grant, tuition paid will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted.
- 3.8 Where a student has had to withdraw because of visa refusal offshore or onshore (prior to commencement of a study period), a full refund of all tuition fees will be paid - less a \$250 administrative fee. Where a student's visa is refused in Australia for a course they are currently enrolled in, a refund will be granted on a pro rata basis.
- 3.9 Where a student does not lodge the visa application after receiving eCoEs, refunds will be processed as per procedures outlined in items 3.1, 3.2 and 3.3.
- 3.10 Where a student's enrolment is cancelled because of misbehaviour or breaching of visa conditions a pro rata refund of tuition fees will be made from the date of enrolment cancellation.
- 3.11 Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of the Director, International Centre.
- 3.12 No refund or transfer will be made to third parties.
- 3.13 International students who attain permanent residency status will be refunded as per procedures outlined in Items 3.1, 3.2, and 3.3
- 3.14 Students who are enrolled in the Charles Sturt University degrees at Holmesglen will be subject to the Charles Sturt University Refund Procedures. These are available on the Charles Sturt University website at www.csu.edu.au. A copy of these will also be made available to students at the time of their enrolment in the degree part of the course at Holmesglen. The Charles Sturt University Refund Procedures do not apply to the diploma component of the program.
- 3.15 Students who hold a packaged offer with University of Canberra will be subject to the University of Canberra Refund Procedures for the University of Canberra component of their program. These are available on the University of Canberra website at www.canberra.edu.au. A copy of these will be made available to students at the time of their application for a packaged offer. The University of Canberra Refund Procedures do not apply to the diploma component of the program.
- 3.16 Students who are enrolled at Headmasters Advanced Academy will be subject to the Headmasters Advanced Academy Refund Procedures and Terms and Conditions. These are available on the Headmasters Advanced Academy website at www.headmasters.com.au. A copy of these will also be made available to students at the time of their enrolment at Headmasters Advanced Academy. The Headmasters Advanced Academy Refund Procedures do not apply to any preparatory program undertaken at Holmesglen, e.g. an ELICOS program.
- 3.17 These regulations may be waived by the Board of Holmesglen Institute of TAFE in exceptional circumstances at its absolute discretion and the decision of the Board is final.
- 3.18 These procedures do not remove the right of an international student to take further action under Australia's consumer protection laws.

4. Refunds – Accommodation

- 4.1 The Accommodation Placement Fee is non-refundable in any circumstances other than when a student has had his/her visa refused.
- 4.2 Where a student has made a payment towards Institute Accommodation, a full refund will be granted if a student has their visa refused.
- 4.3 In circumstances other than where a student has had their visa refused:
 - a 90% refund will be made to students withdrawing up to four weeks before the commencement of the course, and
 - a 75% refund will be made to students withdrawing less than four weeks before the commencement of the course, and
 - no refund will be made once a student arrives in Australia. Upon arrival in Australia, failure to take up your confirmed place in Institute Accommodation on the confirmed arrival date would result in you forfeiting your place in Institute Accommodation.
- 4.4 Students who are already in Australia and book into Institute Accommodation, there will be no refund of payment towards Institute Accommodation once a place is confirmed.

5. Refunds – Welfare Arrangements for Students Under the Age of 18

- 5.1 A period of thirteen weeks is defined as a welfare term. Once a welfare term has commenced, no refund is payable in any circumstances for that term. The balance of welfare fees paid in advance may be refunded.
- 5.2 In instances where a student defers their commencement of studies, excess welfare fees will be transferred towards tuition for their subsequent courses.

6. Educational Package

- 6.1 Holmesglen: When applicants are required to complete a prerequisite course at Holmesglen as a condition of entry into a higher level principal course at Holmesglen, they will be offered an education package comprising the prerequisite course and the principal course. An example is a student required to satisfactorily complete an English Language Program and attain a stated level of proficiency in English, as a condition of entry into a principal course. In these circumstances the refund procedures described under item 3.6 (Refund Procedures) will apply.
- 6.2 Holmesglen bachelor degrees: When applicants are required to complete a prerequisite course as a condition of entry into a higher level principal course at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course. An example is a student required to complete a diploma course as a condition of entry into a degree course at Holmesglen. In these circumstances an additional deposit fee of \$3,000 is payable for acceptance into the principal course at Holmesglen. This deposit will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. In circumstances where the student chooses not to proceed with their degree course, the refund procedures described under section 3 (Refund Procedures) will apply.
- 6.3 Other Institutions: When applicants are required to complete a prerequisite course at another institute as a condition of entry into a higher level principal course at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course. An example is a student required to complete a diploma course at another institute as a condition of entry into a degree course at Holmesglen. In these circumstances a deposit fee of \$1,500 is payable for acceptance into the principal course at Holmesglen. This fee will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. The \$1,500 deposit fee is non-refundable in any circumstances. Where subsequent Letters of Offer and eCoE's are required to be issued post arrival in Australia, Holmesglen will levy a fee of \$500. This fee is also non-refundable.

7. Additional Subjects

- 7.1 Students who have paid a full fee in the current study period may take additional or repeat subjects in the same course at no additional cost except for Bachelor degree studies where fees are charged per subject.
- 7.2 For students who have not paid a full fee in the current study period a pro-rata fee will be charged for additional subjects.
- 7.3 Students will only be allowed to enrol in off-campus subjects they have failed in a previous study period and provided that they are enrolled in a full-time course.

SECTION 5 – APPLICANT’S DECLARATION

I, , acknowledge that I have been interviewed by (Education Agent) and that all information and supportive documentation provided in this application is true and genuine.

- I declare that;
- I have a genuine intention to undertake the study pathway for which I have applied.
 - I have read, understood and consent to the Fees & Refund policy and procedures as outlined in the Applicant Assessment Form.
 - I also understand that the provision of misleading or false information will impact negatively on my application to study in Australia.

Student Signature

Date of Signature:

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SECTION 6 – RISK ASSESSMENT AND RECOMMENDATION

TO BE COMPLETED BY THE EDUCATION AGENT

Once the applicant has responded to all interview questions, the agent must complete the assessment and recommendation below.

| | | | | | |
|-----|--|--------------------------|-----|--------------------------|----|
| 1. | Applicant has the minimum English language requirement to undertake their chosen study pathway | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. | Applicant meets the academic requirements for their chosen study pathway | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. | Applicant has researched their career goals and prospects in their home country | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. | Applicant has done adequate research on Holmesglen's courses, support services, facilities and locations | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. | Applicant has demonstrated a clear understanding of the benefits of undertaking their chosen study pathway at Holmesglen | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. | Applicant has strong family support | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 7. | Applicant has a clear understanding of the Australian Student Visa conditions including GTE and SVP | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 8. | Applicant has a confirmed source of funding and contingencies in place should their source of funding suddenly cease | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 9. | Supporting documentation has been sighted and is available upon request | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 10. | Applicant has realistic expectations of all costs for the duration of their studies | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 11. | Applicant has realistic expectations about their ability to find work and their likely part-time income whilst studying | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

SECTION 7 – EDUCATION AGENT DECLARATION

(Education Agency Name)

As a result of an interview and counselling session undertaken at , I hereby declare that;

- The applicant, to the best of my knowledge, has a full and clear understanding of the Genuine Temporary Entrant (GTE) requirements to undertake study in Australia.
- All information and documentation to support this application has been sighted and verified to be true and genuine.

I hereby recommend Holmesglen proceeds with the assessment of this application

AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT

Name of officer

(AGENT STAMP HERE)

Signature

Date of Signature:

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| D | D | M | M | Y | Y |

SUBMISSION CHECKLIST

Applicant Name:

Education Agent:

Supporting Documents for all new student applications:

| | |
|--|--------------------------|
| Passport | <input type="checkbox"/> |
| IELTS / English Equivalent | <input type="checkbox"/> |
| Academic Transcripts | <input type="checkbox"/> |
| Under 18 year of age documents (if applicable) | <input type="checkbox"/> |
| Completed Application Form | <input type="checkbox"/> |
| Completed Applicant Assessment Form | <input type="checkbox"/> |

Onshore Students must also provide the following additional documents:

| | |
|---|--------------------------|
| Current eCOE/s | <input type="checkbox"/> |
| Current Visa grant confirmation / label | <input type="checkbox"/> |
| Release letters (if applicable) | <input type="checkbox"/> |
| OSHC Cover | <input type="checkbox"/> |

Original supporting documents sighted and copies stamped by assessing agent ☐