

Representative's Stamp

APPLICATION FOR ADMISSION – DOMESTIC STUDENTS

Please print clearly in English and in BLOCK letters. Tick boxes where appropriate.

Personal Information

Family Name	Given Names	
Male <input type="checkbox"/> Female <input type="checkbox"/> Age	Date of Birth (day/month/year)	
Home Address		
City	Code	Country
Home Telephone	Mobile Telephone	
Email		

Country of Residence

Nationality	Country of Birth
Are you a Citizen or Permanent Resident of Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<small>Note: Students who are not Australian citizens, Australian Permanent Residents or New Zealand citizens must complete the International Application Form</small>	
If you are a Permanent Resident, what is your Visa Subclass?	

Parent/Guardian Correspondence Details (if under 18)

Name	Relationship to Student	
Home Address		
City	Code	Country
Home Telephone	Mobile Telephone	
Business Telephone	Fax	
Email		

Course Selection

Taylor's UniLink Diploma	Diploma of Business <input type="checkbox"/>	Diploma of IT <input type="checkbox"/>	Start Date	Feb 2011 <input type="checkbox"/>	Jun 2011 <input type="checkbox"/>	Oct 2011 <input type="checkbox"/>
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The undergraduate course I would like to study is (list in order of preference):

1.
2.
3.

Educational Qualifications

Please attach certified copies of all academic transcripts or reports

Secondary Studies

School	Country
Highest Level Completed	Year Completed

Tertiary Studies

Course	
Institution	Country
Highest Level Completed	Year Completed

Other relevant information

DECLARATION to be signed by the student and parent or legal guardian

- I have read, understood and agree to be bound by the Terms and Conditions, including Grievance Policy, as stated in this document
- I have read the Cancellation and Refund Policy and agree to abide by these Terms and Conditions
- I hereby declare that the information supplied by me is true and correct

Taylor's UniLink ("the College") will only collect personal information by fair and lawful means which is necessary for the functions of the College and is committed to ensuring the confidentiality and security of the information provided to us. The personal information supplied by individuals to the College will only be used to provide information about study opportunities, course administration, academic information and to maintain proper academic records. If an individual chooses not to give the College certain information then the College may be unable to enrol the individual in a course or supply them with appropriate information. In collecting personal information the College will comply with the privacy requirements of the Higher Education Support Act 2003 and the Information Privacy Principles set out in the Privacy Act 1988 (Cth).

Signed (Student)	Date
Signed (Parent, Legal Guardian*)	Date

*if applicant is under the age of 18

APPLICATION CHECKLIST (Check that you have)

- Completed all sections of the Application for Admission form
- Read and understood the Terms and Conditions, and the Cancellation, Refund and Grievance Policies
- Included a detailed résumé (if you are a mature age applicant)
- Attached certified copies of your academic qualifications

Send your application to

Admissions Centre
Level 8, 97-99 Bathurst Street
Sydney NSW 2000
AUSTRALIA
T 02 8263 1888
F 02 9287 0531
E tayloradmissions@studygoup.com

Melbourne Campus
399 Lonsdale Street
Melbourne VIC 3000
AUSTRALIA
T 03 9670 3788
F 03 9670 3567
E tayloradmissions@studygoup.com

TERMS & CONDITIONS

I (which expression includes the parent/guardian who has signed this contract) hereby apply to enrol in the course commencing at the campus indicated on the Application for Admission form ('the Application'). I agree that on acceptance of the Application by Taylors UniLink ('the College'), and my subsequent receipt and return of the Acceptance of Offer ('the Offer'), the Letter of Offer with the Acceptance of the Offer will become the Contract between myself and the College and further I agree to abide by the following terms and conditions of enrolment:

1. I agree that I am required to use my best endeavours to meet the requirements of the course selected and to abide by the rules and regulations of the College. I understand that if I breach any of the College's rules or my behaviour is deemed unacceptable by the College, my enrolment may be cancelled and I may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract. (Information on the College's policies, rules and regulations is located in the Student Handbook and on the Taylors UniLink website taylorscollege/unilink)
2. I agree that I am responsible for my own books, equipment and personal items and I hereby release, indemnify and hold harmless the College against all liability and claims for any loss or damage to such items, howsoever caused.
3. I agree that I may be required, and permission is hereby granted, to attend organised College excursions and activities as part of the course.
4. I agree that the College is hereby authorised to obtain medical treatment for myself should such action be deemed necessary by the College or a staff member acting on behalf of the College. I agree to indemnify and hold harmless the College and its staff for any expense, loss, damage or liability of whatsoever nature or howsoever occasioned as a result of authorising and arranging such emergency medical treatment.
5. Tuition fees do not include the cost of text books.
6. I agree to advise the College of any change of my address while I am enrolled in any course.
7. I acknowledge that I have read and understood the Student Complaints and Appeals Policy and Procedure available on the located in the Student Handbook and on taylorscollege.edu.au/UniLink.
8. I hereby acknowledge that I have read, understood and agree to the terms of the Cancellation and Refund Policy in the Student Handbook and on taylorscollege.edu.au/UniLink.
9. I confirm that the terms and conditions have been explained to me and understand that any variation of those stated terms and conditions of the Contract must be provided in writing and be signed by an authorised officer of the College.

STUDENT CANCELLATION AND REFUND POLICY

1. I understand that I can withdraw from a unit of study and obtain a full refund of tuition fees on or before the Census Date. If I withdraw from a unit of study on or before census date, I will not incur a FEE-HELP debt.
2. I confirm that when I am an enrolled student and I want to withdraw from a unit of study, I must advise the College in writing. The date the letter is received by the College is the effective date of notification of withdrawal.
3. I understand that if I withdraw after the Census Date for a unit of study there will be no refund of tuition fees and/or I will incur a FEE-HELP debt.
4. Students may apply for a recredit under special circumstances.

SPECIAL CIRCUMSTANCES

If a student withdraws from a unit of study after the census date, or has been unable to successfully complete a unit of study, and believes this was due to special circumstances then the student may apply to have their FEE-HELP balance re-credited.

The College will re-credit the student's FEE-HELP balance if it is satisfied that special circumstances apply that:

- are beyond the student's control; and
- did not make their full impact on the student until on or after the census date for the unit of study in question; and
- make it impractical for the student to complete the requirements for that unit of study.

Please refer to the FEE-HELP information booklet.

STUDENT GRIEVANCES POLICY

In the event of a dispute between an individual student and the college, procedures are in place to facilitate the resolution of the dispute. If the student remains dissatisfied with the outcome, they may seek an independent review through the Australian Council for Private Education and Training (ACPET). Students may apply to the Administrative Appeals Tribunal (AAT) for a review of a decision in relation to the FEE-HELP balance.

A summary of dispute resolution procedures follows:

1. Code of conduct, attendance and discipline

Students are expected to abide by the Terms and Conditions of enrolment and the published rules and Code of Conduct of the College. Disciplinary procedures will be applied in the event of a breach of these rules. All staff are expected to apply the school's policy and rules fairly and without favour, but if a student considers that this has not occurred, the student may refer the matter to the Campus Director/State Academic Director. If the student is dissatisfied with the decision, he/she may ultimately refer the matter to the Campus Director/State Academic Director for determination.

2. Service and academic programs

In the event of a student complaint concerning the quality of the service or teaching provided by the College, the student will report the matter to a person in a position of authority within the College. The complaint may either be dealt with by that person, or referred to the Campus Director/State Academic Director for resolution. The Campus Director/State Academic Director will confer with the parties in dispute, and the decision of the Campus Director/State Academic Director will be communicated to the student. This decision will be conveyed in writing to the parties. If either the action taken or the outcome does not satisfy the student, they may write to the Managing Director, who will in turn convey a decision in writing to the student.

3. Contractual and financial issues

Matters relating to the interpretation of the contract, or the payment or refund of moneys, are stated clearly in the contract of enrolment. Any queries relating to course fees and other charges payable to the College (or refunds) will initially be dealt with by the College Finance and Administration staff. If the student is dissatisfied with the decision, the matter will be referred to the Campus Director/State Academic Director for determination. If either the action taken or outcome does not satisfy the student, they may write to the Director - Finance, who will in turn convey a decision in writing to the student.

PRIVACY STATEMENT

Taylors UniLink complies with the Information Privacy Principles as set out in the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000. A copy of our Privacy Policy can be found on our website: taylorscollege.edu.au/UniLink. We will ensure the personal information included in this application is stored in a secure environment protected from unauthorised access, modification or disclosure. We will carefully protect your data from loss, misuse, unauthorised access or disclosure, alteration or destruction.

CREDIT CARD PAYMENTS

Payment made by credit cards (Visa, MasterCard and American Express) will attract a 2% surcharge.

PUBLICITY

Students and their parents or guardians agree that the student's photo, video footage, details and achievements may be used for promotional purposes without written consent or notification. If you do not agree, please contact the College in writing.

SERVICES

The College reserves the right to change the particulars of the services, facilities and courses where circumstances beyond the College's control necessitate such changes or where the level of enrolments does not reach the minimum numbers required to operate a course viably.

If the College is unable to deliver your course in full, you will be offered a place in a suitable alternative course or a refund. If the College is unable to place you in a suitable alternative course or provide you with a refund, our tuition assurance scheme (TAS) ACPET ASTAS will place you in a suitable alternative course at no extra cost to you.

LIABILITY

The College and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law. The College will not be liable in the event that any service contracted to be supplied by the College becomes impossible to supply for any reason or any cause outside the control of the College.