

APPLICATION FORM

INTERNATIONAL STUDENT

INSTRUCTIONS : Ensure that you fill this form with BLOCK LETTERS; DO NOT fill this form if you are a DOMESTIC Student.

PERSONAL DETAILS

Title Surname / Family Name

Given Names

Date of Birth Male Female

Contact Number

Emergency Contact Details

Email Address

Passport Number

Place of Issue Expiry Date

Current Address

Country Post Code

Permanent Address in Home Country (if different to above)

Permanent Address

Country Post Code

Do you have a disability, impairment or long-term medical condition which may affect your studies. If YES, please provide supporting documents with this application

Yes No

VISA APPLICATION HISTORY

Are you currently in Australia : Yes No

Do you have a current visa : Yes No

Visa Type

Visa Number

ENGLISH PROFICIENCY DETAILS

Have you completed an English Test : Yes No

If Yes, date test was taken

Test result score (overall)

individual module score

Listening

Writing

Speaking

Reading

Name of English Test taken

Eg. IELTS (academic), PTE, TOFEL (iBT)

Expiry Date

PREFERRED COURSE CHOICE

Bachelor of Agribusiness Expected Start Date DD / MM / YYYY

Diploma of Business Expected Start Date DD / MM / YYYY

Graduate Certificate in Management Expected Start Date DD / MM / YYYY

Master of Agricultural Information Management Expected Start Date DD / MM / YYYY

Bachelor of Accounting Expected Start Date DD / MM / YYYY

Diploma of Commerce Expected Start Date DD / MM / YYYY

Graduate Diploma in Agribusiness Expected Start Date DD / MM / YYYY

Master of Business Administration (Agribusiness) Expected Start Date DD / MM / YYYY

PREFERRED CAMPUS CHOICE

Brisbane Campus

Sydney Campus

Are you looking to apply for Credit Transfer : Yes No

If YES, please ensure that you submit your evidence for credit transfer along with the credit transfer form and this application.

WORK EXPERIENCE / EMPLOYMENT DETAILS (Please Enter most recent first)

Year	Place of Employment	Type of Professional Experience

OVERSEAS STUDENT HEALTH COVER (OSHC)

Please note, as an International Student, you will be required to have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia.

Do you have Overseas Health Insurance? Yes No

Insurance Name & Number

Expiry Date

Would you like Leaders to organise your Overseas Health Insurance?

Yes No

Type of Cover Required : Single Couple Family

FINANCIAL SUPPORT

Sufficient funds are needed for tuition fees and living expenses. Please indicate the source of your financial support.

I am self-financed/have family support.

I will be sponsored/on a scholarship.

If you have chosen Sponsored / on a Scholarship, please write the name of your sponsor / scholarship.

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EDUCATIONAL DETAILS / QUALIFICATIONS

Please provide certified copies of academic transcripts or records for all courses you have undertaken to date; DO NOT send your original documents

Start Date	Finish Date	Study Type (full time / part time)	Institution Name	Qualification Awarded (Diploma, Bachelor, etc)	Country Awarded

Refund Policy

For the confirmation of your enrolment, you will also be paying a **non-refundable** deposit that shall be a part of your course fee and will be outlined in your student agreement letter.

Please visit our Refund Policy and Procedures located in Policy & Procedures Online (www.leaders.edu.au).

Refunds - International Students

An offshore international student is applicable to receive a refund in full where:

- The student's visa application is rejected and student has not commenced their current course of study online; or
- The student is unable to commence their course because of a serious and prolonged illness, disability or death of an immediate family member; or
- The offer of a place is withdrawn; or
- The course which was applied for ceases to be offered by Leaders.

Tuition fees will not be refunded to international student where the student has:

- Commenced their course online; or
- Supplied fraudulent, forged or deliberately misleading information and/or documentation to Leaders; or
- Had their enrolment terminated due to either academic or behavioural misconduct for the session in which the misconduct occurred; or
- Failed to notify their request before the census date in the trimester in which the tuition fee was applicable; or
- Had their CoE cancelled due to non-commencement of studies, lack of academic progression, failure to attend the required classes or other reasons within the student's control; or
- Submitted the request for withdrawal from the unit(s) after the census date of the course; or
- When a student is enrolled in a package course and has not yet commenced their principal course, a refund will not be available on any non-refundable deposit or advance payment of tuition fees for their principal course.

Exceptional Circumstances

A refund may be granted to a student who makes changes to, or withdraws from a unit, after census date, provided evidence is supplied that the student had ceased attendance by the census date, and was unable to notify Leaders for reasons beyond his or her control.

- Beyond the student's control; and
- Did not make their full impact on the student until on or after the census date; and
- Such that it made it impracticable for the student to complete the unit(s) of study requirements.

Refund Schedule

If the international student is eligible for a refund and withdraws prior to the commencement of a course, the following refund schedule applies:

- If the request for withdrawal is received 28 days or more before the commencement of the course, 90% of pre-paid tuition fees will be refunded.
- If the request for withdrawal is received less than 28 days before the commencement of the course, 75% of pre-paid tuition fees will be refunded.

If the international student is eligible for a refund and withdraws after the commencement of a course, the following refund schedule applies:

- If the request for withdrawal is received prior to the census date of the course, 50% of pre-paid tuition fees will be refunded.
- If the request for withdrawal is received after the census date of the course, 0% of pre-paid tuition fees will be refunded.

Payment of Tuition Fees

International students are required to pay tuition fees prior to the commencement of studies. If, after the census date, a student's tuition fees are not paid, or the student has not made alternate arrangements, then the student will be notified of Leaders intention to report them to the Department of Home Affairs.

Package Courses

For a package course, the initial course may be offered by the business partner but the principal course must be with Leaders. International students taking package courses are required to pay the first semester's fees for both the initial course and the principal course of their package.

For package courses, the refund of fees for the principal course (which must be with Leaders) will be governed by this refund policy.

Payment of refunds by Leaders

In the event of a student withdrawing from a unit of study, any fees paid by the student for that unit of study, will be refunded by Leaders within 28 days of a written claim being received.

Refund of Overseas Student Health Cover (OSHC)

A Student may apply for a refund of the paid but unexpired portion of their OSHC premium where the student:

- Paid their OSHC premium but did not come to Australia;
- Could not/did not extend their Student Visa;
- Returned to their home country before the end of their approved stay for reasons beyond their control;
- Has completed their studies at Leaders and are returning home; or
- Has been granted Permanent Resident status in Australia.

Where monies for OSHC are held by Leaders, the refund will be processed by Leaders.

Declaration

- declare that the information I have supplied on this form is correct and complete, and the official academic records provided are a true record of my academic results. I agree to immediately advise Leaders Institute of any changes to the information provided on this form.
- authorise Leaders Institute to obtain official records and results from any previous educational institutions I have attended.
- declare that I have read and understood the published course information in the relevant Leaders Institute course guides and/or Leaders Institute website and that I have adequate information to proceed with the admission and/or enrolment process.
- declare that I have adequate funds available to cover tuition fees and living expenses (as applicable) for the duration of my degree and that I undertake to pay the prescribed tuition fee and other fees for which I am liable as part of my formal studies at Leaders Institute.
- understand and accept my obligations to comply with the Australian Government's provisions for full-time on campus international students upon enrolment at Leaders Institute including:
- Agreeing to use temporary entry to Australia, if granted, for study purposes only.
- Agreeing that I will only be permitted to continue my study in Australia if I make satisfactory progress in my course.
- Agreeing to inform Leaders Institute of my Australian residential address and telephone number at the time of enrolment and to advise of any subsequent changes to these details while I am enrolled at Leaders Institute.
- Agreeing to return home on the completion of my study or at the expiration of my temporary entry permit.
- agree to comply with all the conditions of admission and enrolment at Leaders Institute if admitted to candidature.
- agree, if financially sponsored, to permit Leaders Institute to release details of my academic progress to my sponsoring body on request.
- understand that Leaders Institute may make available to Commonwealth and State Government agencies any information provided by me, pursuant to obligations under the ESOS Act and 2018 National Code.

Privacy Disclaimer

The information provided by the student to the provider may be made available to Commonwealth and State agencies, the Fund manager of the ESOS Assurance Fund, and the Tuition Assurance Scheme, pursuant to obligations under the ESOS Act 2000 and the National Code Standard 3.1; and the provider is required, under ESOS Act 2000 and the National Code, Standards 8 to 10, to tell the Department about: certain changes to the student's enrolment; and any breach by the student of visa conditions relating to attendance or satisfactory academic performance. Additional information may be obtained from the Privacy and Personal Information Policy on the website.

By completing this form I agree to the terms and conditions of studying with Leaders Institute and giving written permission to Leaders Institute to access your personal information and use it for statistical and administrative purposes.

DOCUMENTS ATTACHED TO THIS APPLICATION

- Copy of Passport IELTS Certificate or equivalent proof of English Academic transcripts { please provide certified copies }
- Copy of Australian Visa (if applicable) Genuine Temporary Entrant (GTE) Evaluation form

Name Signature Date



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