

International Student Application Form

Please complete this form in clear English using black / blue ink, please ☒ where applicable

Part A: PERSONAL DETAILS

Title: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss

Family Name:

Given Names:

Gender: ☐ Male ☐ Female ☐ Other

Date of Birth: DD/MM/YYYY

Mobile/Phone:

E-mail:

Address in Australia (if applicable):

Address:

Suburb:

State:

Postcode:

Permanent Address in Home Country

Address:

Country:

Postcode/ ZIP Code:

Mobile/Phone:

E-mail:

Emergency Contact

Name:

Relationship:

Address:

Country:

Postcode/ ZIP Code:

Mobile/Phone:

E-mail:

PART B: PASSPORT and VISA DETAILS

Passport Number:

Expiry Date:

Country of Passport:

Are you currently in Australia? ☐ Yes ☐ No (If No, skip the following section)

What type of visa are you currently holding (if currently holding a visa)?

**Please leave blank if you are not holding a visa*

☐ Student Visa, Subclass: _____

☐ Visitor Visa

☐ Working Holiday Visa

☐ Work and Travel Visa

☐ Other, please specify _____

Visa Expiry Date: _____

Are you currently enrolled with any other education provider?

☐ Yes ☐ No (If No, skip the following section)

**If currently enrolled with any other education provider, please provide a copy of your current student visa and all eCoEs that you are holding with your application.*

If Yes,

Do you have a Letter of Release? ☐ Yes ☐ No

Did you abide by the conditions of your student visa with your previous provider? ☐ Yes ☐ No

State the reason of leaving your current provider: _____

Confirmation of Enrolment

Do you require a CoE to lodge your visa application? ☐ Yes ☐ No, please state your reason and provide supporting evidence: _____

Are you lodging your visa application in Australia? ☐ Yes ☐ No

If No, please specify Country: _____

Has your visa been cancelled / refused before? ☐ Yes ☐ No

Overseas Student Health Cover (OSHC)

Do you require MIA to arrange OSHC for you? ☐ Yes ☐ No

If Yes, please select cover type: ☐ Single ☐ Couple ☐ Family

OSHC Policy Start Date: DD/MM/YYYY

(if different from course commencement Date)

NOTE:

- Overseas Student Health Cover (OSHC) is compulsory for students on student visas. If MIA is not arranging OSHC, student is fully responsible for his/ her own insurance and must provide proof of currency.
- you also need to arrange cover for your dependents.

PART C: ENGLISH LANGUAGE PROFICIENCY

Have you ever completed any of the English tests within last 2 year? ☐ Yes ☐ No

If yes, please specify:

☐ IELTS ☐ PTE ☐ Others, please state: _____

Year of Test: _____ Test Score: _____

PART D: EDUCATION AND EMPLOYMENT HISTORY

Have you SUCCESSFULLY completed any qualification in the past? ☐ Yes ☐ No

If yes, please indicate below

Year attained	School or Institute	Title of qualification eg "Qld Senior Certificate" or "Bachelor of Business"	Country

Please indicate your work experience below if you have any:

Based on your past work, study and life experiences, applicants may be eligible for Recognition of Prior Learning (RPL), or credit transfer (CT) or meet the work experience entry requirement for specified qualification. More evidence will be required for RPL/CT application and entry requirement evidence.

Year of Employment	Company Name	Position / Job Duty

Do you wish to Apply for RPL/Credit Transfer: ☐ Yes ☐ No

If yes, MIA will contact you for further information.

PART E: Accommodation/ Airport Transfer

Do you wish Mastery Institute Australia to arrange your accommodation? ☐ Yes ☐ No

Do you wish to be met at the airport and transferred to your accommodation? ☐ Yes ☐ No

PART F: DELIVERY LOCATION

MIA Brisbane Campus (BNE)

☐ Level 5, 119 Charlotte Street Brisbane QLD 4000

2025 Commencement Date for VET Course:

☐ 28 Jan ☐ 03 Mar ☐ 22 Apr ☐ 26 May ☐ 14 Jul ☐ 18 Aug
☐ 07 Oct ☐ 10 Nov ☐ 15 Dec

2026 Commencement Date for VET Course:

☐ 27 Jan ☐ 02 Mar ☐ 20 Apr ☐ 25 May ☐ 13 Jul ☐ 17 Aug
☐ 06 Oct ☐ 09 Nov ☐ Other: _____

PART G: COURSE INFORMATION

ELICOS Program

☐ General English
(CRICOS Code:097462A)

Proposed Start Date

Number of weeks

☐ PTE Preparation
(CRICOS Code:116868F)

Proposed Start Date

Number of weeks

VET Course	CRICOS Code	Duration
Health & Community Service		
☐ CHC33021 Certificate III in Individual Support	113317F	52 Weeks
☐ HLT52021 Diploma in Remedial Massage	113295G	56 Weeks
☐ 22656VIC Advanced Diploma of Myotherapy	116781B	60 Weeks
Beauty		
☐ SHB50121 Diploma of Beauty Therapy	110567A	62 Weeks
Graduates Studies		
☐ BSB80120 Graduate Diploma of Management (Learning)	105012A	104 Weeks
Business		
☐ BSB30120 Certificate III in Business	105009G	52 Weeks
☐ BSB40120 Certificate IV in Business	105010C	52 Weeks
☐ BSB50120 Diploma of Business	105011B	52 Weeks
☐ BSB50420 Diploma of Leadership and Management	104302K	52 Weeks
☐ BSB60120 Advanced Diploma of Business	104679K	78 Weeks
Commercial Cookery & Hospitality		
☐ SIT40521 Certificate IV in Kitchen Management	109515A	78 Weeks
☐ SIT50422 Diploma of Hospitality Management	110939M	62 Weeks
☐ SIT60322 Advanced Diploma of Hospitality Management	110940G	92 Weeks
Childhood Education & Care		
☐ CHC30121 Certificate III in Early Childhood Education and Care	106974J	52 Weeks
☐ CHC50125 Diploma of Early Childhood Education and Care	118900F	64 Weeks

Package Course	CRICOS Code	Duration
Package for Hospitality program		
☐ SIT40521 Certificate IV in Kitchen Management SIT50422 Diploma of Hospitality Management	109515A 110939M	104 Weeks
☐ SIT40521 Certificate IV in Kitchen Management SIT50422 Diploma of Hospitality Management SIT60322 Advanced Diploma of Hospitality Management	109515A 110939M 110940G	130 Weeks
☐ SIT50422 Diploma of Hospitality Management) SIT60322 Advanced Diploma of Hospitality Management	110939M 110940G	88 Weeks
Package for Early Childhood Education and Care program		
☐ CHC30121 Certificate III in Early Childhood Education and Care CHC50125 Diploma of Early Childhood Education and Care	106974J 118900F	116 Weeks
Package for Health program		
☐ CHC33021 Certificate III in Individual Support HLT52021 - Diploma of Remedial Massage	113317F 113295G	108 Weeks
☐ HLT52021 - Diploma of Remedial Massage SHB50121 Diploma of Beauty Therapy	113295G 110567A	118 Weeks
☐ HLT52021 - Diploma of Remedial Massage 22656VIC - Advanced Diploma of Myotherapy	113295G 116781B	116 Weeks

PART H: Unique Student Identifier (USI)*

Do you have a USI Number? If 'YES', please provide: _____

If 'NO' or unknown, you may apply online via the government website <https://www.usi.gov.au/students/create-your-usi>
OR you can authorize MIA to apply USI on your behalf:

☐ I do not have a USI (Unique Student Identifier) and authorize MIA to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/about-us/privacy>

I understand that MIA will provide to the Registrar the following items of personal information:

- My name, including first or given names(s), middle name(s)
- and surname or family name as they appear in an identification document.
- My date of birth as it appears, if shown, in the chosen document of identity
- My city or town of birth / My country of birth
- My gender and contact details

PART I: PAYMENT OPTIONS

- ☐ Pay in Full (for programs less than 24 weeks)
☐ Standard Payment Plan: Deposit at enrolment + multiple instalments

Payment Information

Payment methods include:

1. **Telegraphic Transfer, Direct Deposit:** bank details are provided in below, please notify MIA of your payment after you paid
2. **Cash Payment:** ONLY accepted at MIA Reception
3. Payment in person can be made by cash, bank cheque or EFTPOS at MIA campus. Card payments incur a 1.50% surcharge.

Account Name QIHE Pty Ltd
Bank Commonwealth Bank of Australia
BSB 064 162
Account Number 1134 4005
SWIFT Code CTBAU2S400
Bank Address Sunnybank Plaza Shopping Centre Main Road Sunnybank QLD 4109, Australia

***Please use Full Name of the Applicant as reference**

PART J: TERMS AND CONDITIONS

A. Payment of fees - Protection of student fees (TPS)

The following fees must be paid for student visa enrolments under the Tuition Protection Scheme:

- For courses of 24 weeks or less, all fees can be paid in full before the course start date, unless otherwise agreed with MIA.
- For courses of 25 weeks or more, a maximum of 50% of the total tuition fees plus materials fees must be paid before the course start date. The balance will be due as per payment plan.
- If international students pay more than 50% of tuition before the course start date, this has to be declared.
- The tuition assurance program is dedicated to locating equivalent training options, enabling affected students to complete their education without incurring further financial stress.
- The institute may provide payment plans for students, where the conditions of payment will be established in accordance with the institute's policy and after approval, extra costs or a different fee schedule may be imposed.
- The institute maintains all prepaid tuition fees in a designated account, separate from operating funds, in accordance with Section 28 of the ESOS Act. Funds from this account will only be withdrawn as permitted under the regulations, once the student begins the course.
- Before enrolment, payment options must be clearly communicated to the student and made publicly accessible, including on the institute.

B. Fees and Refund Policy

- 1) Tuition fees are defined as fees payable for tuition as officially published or provided by MIA's. Course fees consist of tuition fees plus non-tuition fees, such as the enrolment fee and learning materials fee (where applicable).
- 2) \$200 Enrolment fee is non-refundable whether you have completed your course or not.
- 3) A \$150 payment plan arrangement fee applies when opting for a monthly instalment plan.
- 4) Payment in person can be made by cash, bank cheque or EFTPOS at MIA campus. Card payments incur a 1.50% surcharge.
- 5) Requests to revise/change enrolment information such as course, commencement date, OSHC and visa lodgment location may incur an administration fee. Refer to the MIA Fee and Refund Policy and Procedure for details on administration fee. Administration fee will be paid upfront before processing change request.
- 6) Refunds are available under below circumstances:
 - If student's visa refused prior to the course commencement, A full refund of tuition and unused material fees will be issued, minus a \$200 enrolment fee, \$250 administration fee, and any bank charges.
 - If visa refusal following the start of the course, the course fees will be refunded starting on the day the student defaults. The amount of the refund will be determined by how many weeks the student is in default plus the weekly course fees.
 - Provider Default:
 - A complete refund is due in cases where the institute is unable to come to an agreement, with the student and either fails to perform the agreed-upon services, terminates the contract early, or modifies the training product.
 - In the unlikely event that Mastery Institute Australia (MIA) is unable to deliver the course in full, all unused tuition fees will be refunded. Alternatively, students may be offered enrolment in a comparable and suitable course within MIA at no additional cost.
 - Students have the right to choose between receiving a refund of unused course fees or accepting a place in an alternative course. Course and other associated fees are non-transferable to another student.
 - If a student accepts placement in another course, they must sign a new Enrolment Agreement with MIA, and a new Confirmation of Enrolment (CoE) will be issued.
 - If MIA is unable to provide a refund or offer a suitable alternative course, the Tuition Protection Scheme (TPS), administered by the Commonwealth, will assist in placing the student in an equivalent course at no extra cost.
 - Compassionate and compelling circumstances: where a student is able to evidence legitimate hardship, which renders the student unable to complete the requirements of the training product, MIA may, at its sole discretion, offer a full or partial refund of tuition fees paid.
- 7) Refunds are NOT available under below circumstances:
 - Student default: no refund will be given if a student has given false or misleading information; fails to comply with the conditions or enrolment; is in breach of student code of conducts; is in breach of their visa requirements as imposed by Australian Government; and/or withdraws after the commencement date of the course.
 - Government changes: where a training product has been superseded on the national register, or is otherwise amended by government regulations, MIA will negotiate with students in order to determine whether they complete their training in the original or upgraded training product.
 - Medical issues: in cases where a student is suffering from an illness and adequate documentation being provided, the student's enrolment may be extended for a maximum of six (6) months upon application in writing. Student remains liable for all agreed payments under the original offer and payment plan.

- Visa terminated or rejected: no refund is given if student's visa is rejected due to breaches of visa conditions or providing fraudulent or false documents.
- 8) All refund requests must be made in writing. Student must complete MIA Refund Request Form and hand in the paper form(s) at MIA campus reception, or email to MIA: student@mastery.edu.au
- 9) For an approved refund application, refunds will be paid within 20 working days after receipt of a written application, all refunds will deduct the \$200 enrolment fee and the administration fee. Please refer to the MIA Fee and Refund Policy and Procedure for the detail of administration fee. The residual will be paid to student's nominated bank account, in Australian dollars.
- 10) If a withdrawal request is made
 - 3 months or more prior to the course commencement date, a 75% refund of paid tuition fees will be granted with the deduction of \$350 administration fee and \$200 non-refundable enrolment fee;
 - 2 months prior to the course commencement date, a 50% refund of paid tuition fees will be granted with the deduction of \$350 administration fee and \$200 non-refundable enrolment fee;
 - 1 month prior to the course commencement date, a 25% refund of paid tuition fees will be granted with the deduction of \$350 administration fee and \$200 non-refundable enrolment fee;
 - No refund will be given to the student if the refund request is received on or after course commencement date.
- 11) Anything in the offer, and the right to make complaints and seek appeals of decisions and actions under various processes, does not remove your rights to take action under Australian Consumer Law if the Australian Consumer Law applies.
- 12) Please refer to the MIA Fee and Refund Policy and Procedure for more details information. <https://www.mastery.edu.au/copy-of-forms>

C. Complaints and Appeals Procedure

MIA acknowledges that a student has the right to raise complaints or appeals and expect that every effort will be made by MIA to resolve it in accordance with this process, without prejudice or fear of reprisal or victimisation. The student has the right to present the complaint or appeal verbally or in writing.

If a student is dissatisfied with the outcome of the complaint or appeal at the end of the internal process, the student may wish the matter to be dealt with through an external dispute resolution process facilitated by the Overseas Students Ombudsman. A copy of the complaints and appeals process is available to all students and staffs via MIA website and is available in the Student Handbook. The information will also contain details of external authorities that students may approach.

D. Use of Personal Information

Information provided to MIA may be made available to the Commonwealth including the TPS, or State or territory authorities and agencies for quality assurance, statistical, law enforcement and tuition assurance purposes, including fulfilling the legal requirements of the ESOS Act 2000, ESOS Regulations 2019, National Code 2018 and ELICOS Standards 2018. MIA is bound to abide by the requirements of the Privacy Act (1988).

The Privacy Notice and Student Declaration is a statement acknowledged by a student to indicate awareness that personal information collected from the student may be used together with training activity information. The privacy statement lists the ways information about the student is held, used, disclosed and managed.

The following is minimum mandatory content for inclusion in a Privacy Notice and Student Declaration.

<https://www.education.gov.au/using-site/privacy-statement-department-education> <https://www.ncver.edu.au/privacy>

E. Photographs, videos, and sound recordings consent

MIA regularly uses photographs, videos, and sound recordings of its students in its publications, promotional, and marketing material, and on its website and on other media to the general public for the purpose of promoting MIA to the general public. MIA wishes to take and use the photographs, videos and/or sound recordings of you for the purpose above and request your consent to do so.

Please note that any and all rights (including copyright) in photographs, videos and/or sound recordings taken of you will belong absolutely to MIA and MIA may use such photographs, videos and/or sound recordings for promotional and marketing purposes as MIA requires.

By signing the enrolment, the student agrees to MIA or MIA's staff, representative, or contractor taking, using, reproducing, publishing, and releasing the photographs, videos, and sound recordings of the student in the manner explained above and agree not to make any claim against or object to MIA's use of such photographs, videos, and sound recordings. If you do not wish to be photographed or videotaped, please inform us in writing as soon as practicable.

F. Agreement between You and MIA

Our commitment to provision of quality courses as provided by MIA:

Upon receipt of the completed offer of a place in the course and the course fee (Initial Deposit) MIA agrees to:

- Provide a receipt (tax invoice);
- Undertake a pre-enrolment interview to identify and clarify course entry requirements and client needs where applicable;
- Confirm of the course enrolment and
- Confirm the course commencement date;
- Confirm the selected payment plan;
- Provide course materials and assessments;
- Provide a qualified trainer and assessor
- Provide training as described in the Student Handbook

- Provide support for special needs to the student;
- Provide trainer and administration support to students throughout the enrolment;
- Mark, provide feedback and results on the submitted assessment tasks;
- Support students to achieve their goal of completion of the qualification with reasonable adjustments;
- Issue results and a Qualification or Statement of Attainment/s upon satisfactory completion of the course requirements (if applicable).

Acceptance of course enrolment and the terms and conditions form the agreement by the student:

Upon accepting the offer of a place in the course, signing the agreement and making the first tuition payment, the student acknowledges their understanding of the agreement entered into with MIA and agrees that:

- Details provided on enrolment are correct;
- Course enrolment is complete when the 1st confirmation instalment is paid and the money is deposited in the MIA account;
- The terms and conditions of enrolment are accepted including fees and refund policy;
- The course entry requirements are understood and accepted and met by the student or the student has declared support needs with MIA at the application stage and accepted the policies on support;
- MIA will provide the date for course commencement and this date will be known as the agreed course commencement date;
- Course duration is effective from the agreed course commencement date;
- Students are responsible for their own attendance, progress and submission of work including assessments;
- Students are responsible for keeping a copy of the written agreement and payment receipts as supplied by MIA;
- As an international student, you are required to participate in scheduled classes in accordance with course timetable to make satisfactory course progress and maintain satisfactory attendance level (over 80%). The VET Regulator, ASQA, may, at any time, require MIA to implement policies and procedures to monitor minimum attendance requirements. If you don't meet these requirements, any breach of these conditions may result in you being reported to the Department of Home Affairs.
- MIA may need to reassess and shorten your course duration if you don't attend scheduled classes
- Students will communicate with the trainer and administration if there are issues or barriers to completion of the course where we may be able to help to support the student.
- Students understand that they must advise MIA within 7 days of any change in their address or contact details during their course.
- Student Must inform MIA to change the start date with at least 10 working days' notice.
- If Students do not arrive on the scheduled start date, they should notify MIA immediately of the reason, using the Course Deferment/Cancellation Form, available from MIA website or upon request. Students in default will have their enrolment cancelled and MIA will notify the Department of Home Affairs 14 days from the original start date
- Orientation is a legal requirement. You must attend Orientation. Failing to do so is reportable to the Department of Home Affairs. Your Orientation date and time will be emailed to you prior to course commencement.
- If you have been enrolled with another provider on a student visa, you may need to provide MIA with a letter of release from that principal course provider before we can issue your COE.
- As an international student, you are required to maintain your enrolment, the Department of Home Affairs may cancel your student visa if you fail to maintain your enrolment.

PART K: DECLARATION AND SIGNATURE

I confirm and understand the following:

1. I have read, understood and agree to be bound by the **Terms and Conditions** as outlined by MIA
2. I hereby declare that the **information supplied** to MIA is true and correct, and will be used for the enrolment process, managing my study at MIA, and may also be made available to Commonwealth and State authorities and agencies for quality assurance, statistical, law enforcement and tuition assurance purposes.
3. If I don't have a USI number and I authorise MIA to apply USI number on my behalf. I understand that MIA will provide to the Registrar the required personal information as stated in **Unique Student Identifier (USI) section**
4. I also agree to abide by the **payment schedule** and **refund policy**.
5. I understand that it is my responsibility for keeping a copy of the written agreement and payment receipt as supplied by MIA
6. I consent to the collection, use and disclosure of my personal information in accordance with the NCVER Privacy Notice above
7. I understand that this agreement and the availability of complaints and appeals processes, does not remove my right to take action under Australia's consumer protection laws. A description of the Education Services for Overseas Students (ESOS) framework is available electronically by DET. "The ESOS Acts and regulations set out the legal framework governing delivery of education to overseas students studying in Australia on a student visa". Students may view it online. <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>

Applicant's Name:

Applicant's signature:

Date:

AVETMISS Student Questionnaire

As part of the requirements from the Australian Government, MIA is required to collect some statistical data from our students, please kindly fill out the following form.

Please note that data collected using this form are only for statistical purposes, and will have no impact on your study progress and its outcome – the only exception is we may use this data to improve our service to you.

Schooling	Are you still studying in the secondary school? ☐ Yes ☐ No What was your highest school level completed refer to the highest school level? Please list the year you left your highest school level (e.g. 1982) ☐ Year 8, Year _____ ☐ Year 9, Year _____ ☐ Year 10, Year _____ ☐ Year 11, Year _____ ☐ Year 12, Year _____ ☐ Did not attend
Further Studies	Have you SUCCESSFULLY completed any of the following qualifications? ☐ Bachelor or higher degree ☐ Diploma ☐ Certificate IV ☐ Certificate III ☐ Certificate II ☐ Certificate I ☐ Miscellaneous: (Please Specify) _____
Country of Birth	Were you born in Australia? ☐ Yes ☐ No If 'No', then where were you born? _____
Language	Is English your first language? ☐ Yes ☐ No If 'No', then what is your first language? _____
Disability	Do you have a disability? ☐ Yes ☐ No If 'Yes', please describe: ☐ Hearing (Deaf) ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental Illness ☐ Medical Condition ☐ Acquired brain impairment ☐ Vision ☐ Other _____
ATSI (Aboriginal or Torres Strait Islander)	Are you of Aboriginal or Torres Strait Islander origin? ☐ Yes ☐ No
Residency Status	Your residency status are/ will be in Australia? ☐ Australian Citizen ☐ Permanent Resident ☐ Temporary Visa (e.g Student Visa) ☐ Tourist Visa
Employment	Your current employment status? ☐ Full-time Employee ☐ Part-time Employee ☐ Self-Employed – Not Employing Others ☐ Self-employed – employing others ☐ Employed – Unpaid Family Worker ☐ Unemployed – Seeking Part Time Work ☐ Unemployed – Seeking Full Time Work ☐ Not Employed – Not Seeking Employment
Study Reason	Why are you enrolling in this course? ☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get a better job or promotion ☐ It was a requirement of my job ☐ I wanted extra skills for my job ☐ To get into another course of study ☐ For personal interest or self-development ☐ To get skills for community/voluntary work ☐ Other _____

PART L: REPRESENTATIVE, EDUCATION AGENTS OR EMPLOYER REFERRAL (OPTIONAL)

Name of Representative Referral (if any):

Representative/ Referral Company Stamp (if applicable):

PART M: OFFICE USE ONLY

OFFICE USE ONLY:

Accepted by Mastery Institute Australia

Admission Officer Signature:

Brisbane Campus

Level 5, 119 Charlotte Street Brisbane QLD 4000

☎ 1300135825

✉ info@mastery.edu.au

🌐 www.mastery.edu.au

📮 PO Box 15104, City East QLD 4002

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