

INTERNATIONAL STUDENT APPLICATION FORM

Send your application to:
 Stirling Institute of Australia
 Ground Floor 99 Queensbridge Street,
 Southbank, VIC 3006 Australia
 Email: info@sia.edu.au
 Telephone: +61 3 9020 7331
 RTO: 21132 / CRICOS 03797M
 Website: www.sia.edu.au

1. This Application Form is for applicants that intend to study while on Student Visa
2. Please ensure all sections are completed clearly, using BLOCK LETTERS. Missing or incorrect information may cause delays in the application process
3. Return your completed application form and supporting documents to Stirling Institute of Australia or an authorised representative agent
4. You must notify us of any changes to your address, telephone number, email address or emergency contact details within 7 days.

SECTION 1: PERSONAL DETAILS

If you have previously been enrolled at Stirling Institute of Australia, provide you Student ID number

Provide your personal details as shown in your passport

Family Name:

Given Names:

Date of Birth (DD / MM / YYYY): Age: Gender: • Male • Female • Other

SECTION 2: CONTACT DETAILS

Note – please clearly state your personal email address (not the same as your education agent’s). All successful offers will be sent to this address and you will be contacted via email with important information about this application, enrolment and compulsory orientation activities

Applicant’s email address:

Permanent address in your home country

Street address

Town / City Postcode Country

Telephone Skype

Current Australian address (only complete if you are already residing in Australia)

Flat / Unit Number Street Number (or Lot Number) Street Name

Town / City Postcode State

Telephone Mobile

Postal address in Australia (only complete if different from above)

Flat / Unit Number Street Number (or Lot Number) Street Name

Town / City Postcode State

SECTION 3: EMERGENCY CONTACT DETAILS

OVERSEAS

Given Name Last Name

Relationship Contact Number

AUSTRALIA

Given Name Last Name

Relationship Contact Number

OFFICE USE ONLY

Education Agent Name:	
Processed by RTO Representative:	
Signed:	Date:

SECTION 4: COURSE PREFERENCES

Note – see sia.edu.au and the provided brochures and course outlines to assist you with your course selection. Check for correct course name and codes, intake availability and entrance requirements to see if you qualify for the course

I am applying for admission in Year With a preferred start date of Into the following course –

Name of Course CRICOS Code

SECTION 5: RESIDENCY, LANGUAGE AND CULTURAL DETAILS

Country of Birth Citizenship

Passport Number

Do you speak a language other than English at home? *(if more than one language, indicate the one that is spoken most often)*

- No, English only
 Yes, other - please specify

Are you of Aboriginal and/or Torres Strait Islander origin? *(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)*

- No Yes, Aboriginal Yes, Torres Strait Islander

Do you hold a valid Australian visa? • Yes • No Visa type: Visa Expiry Date: (DD / MM / YYYY)

Will you be applying for a student visa to study at Stirling Institute? • Yes • No

If yes, which country will you lodge your student visa application?

Have you already organised Overseas Student Health Cover (OSHC) • Yes • No

Have you ever had a visa application refused or withdrawn? • Yes • No If yes, provide the date, country and details below

Have you ever had a visa application cancelled, or breached any visa conditions? • Yes • No If yes, provide the date, country and details below

Have you ever been convicted of any criminal activity? • Yes • No If yes, provide the date, country and details below

SECTION 6: DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?

- Yes* No (if no proceed to Schooling section)

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Hearing / Deaf | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Intellectual |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Acquired Brain Impairment | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Other |

**if you answered YES, our Student Support Services Officer will contact you to discuss and determine whether SIA will be able to accommodate your needs. Please also add separately, additional documentation or details regarding your disability, impairment or long-term condition.*

SECTION 7: PREVIOUS SCHOOLING

Provide details of **all secondary** studies you have undertaken in the table below, attaching a separate sheet with details if necessary

Qualification	Institution	Country	Year started	Year completed

Note – you will need to provide relevant documentation to this application – including certificate and academic transcripts, translated into English

Provide details of any studies you are currently undertaking in the table below.

Qualification	Institution	Country	Year started	Year completed

Note – you will need to provide relevant documentation to this application – including available results and the Confirmation of Enrolment (CoE) documentation if your current studies are within Australia.

SECTION 8: PREVIOUS QUALIFICATIONS ACHIEVED

Provide details of **all tertiary** studies you have undertaken in the table below, attaching a separate sheet with details if necessary.

Qualification	Institution	Country	Year started	Year completed

Note – you will need to provide relevant documentation to this application – including certificate and academic transcripts, translated into English

Provide details of any studies you are currently undertaking in the table below.

Qualification	Institution	Country	Year started	Year completed

Note – you will need to provide relevant documentation to this application – including available results and the Confirmation of Enrolment (CoE) documentation if your current studies are within Australia.

SECTION 9: EMPLOYMENT AND WORK HISTORY

Provide details of your employment history in the table below, attaching a separate sheet with details if necessary

Position and Type of Work	Country	Period of Employment E.g. May 14 – Sept 16

SECTION 10: STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course / traineeship / apprenticeship (Tick **ONE** box only)

- 01 – To get a job
- 02 – To develop my existing business
- 03 – To start my own business
- 04 – To try for a different career
- 05 – To get a better job or promotion
- 06 – It was a requirement of my job
- 07 – I wanted extra skills for my job
- 08 – To get into another program of study
- 12 – For personal interest or self-development
- 11 – Other reasons

SECTION 11: FAMILY DETAILS

Are you married? • Yes • No Date of marriage (DD / MM / YYYY)

Is your spouse already in Australia? • Yes • No Visa Type Visa Expiry Date (DD / MM / YYYY)

List all dependents (spouse and children) who will be included in your student visa application and accompany you to Australia.

1. Full name Relationship Date of Birth / /
2. Full name Relationship Date of Birth / /
3. Full name Relationship Date of Birth / /

List all close family members (i.e. partner, dependants, parents, grandparents, aunt / uncles, cousins) currently living in Australia.

1. Full name Relationship Date of Arrival / / Residency status
2. Full name Relationship Date of Arrival / / Residency status
3. Full name Relationship Date of Arrival / / Residency status

Note – For each family, specify the current residency status (citizenship, permanent resident or temporary resident). If the family member is a permanent or temporary resident please provide their current visa details (including visa type, subclass, and visa grant date).

SECTION 12: ENGLISH PROFICIENCY

Indicate which form of English proficiency evidence you will provide with your application

- I have (or will) take an English proficiency test:
 - IELTS (or equivalent) Overall Test Score Test Date (DD/MM/YYYY)..... / /
- I have (or will) complete studies in Australia where English was the language of instruction
- I have (or will) complete studies in an English-speaking country* where English was the language of instruction
- I have (or will) complete studies in an accepted program where English was the language of instruction
- I have (or will) complete an English proficiency qualification in Australia / other form of evidence

* Stirling Institute of Australia approved English language countries are: Australia, New Zealand, United Kingdom, Republic of Ireland, United States, Canada, South Africa

SECTION 13: ADVANCED STANDING

Are you seeking credit recognition / RPL on the basis of your post-secondary studies? • Yes • No

Note – to be granted credit exemption for previous study, you will need to provide documentary evidence of your current or previous studies. Provide certified copies and official translations of academic transcripts, certificate and syllabus / course outline of the relevant units or courses.

SECTION 14: FUNDING SOURCE

What is your planned source of funding while studying? You may choose more than one

- Self-financed
- Family in home country
- Family in Australia
- Bank loan
- Sponsorship / scholarship
- Other – please specify

SECTION 15: STATEMENT OF PURPOSE, GENUINE STUDENT AND GENUINE TEMPORARY ENTRANT (GTE)

(TO BE COMPLETED ONLY IF APPLYING FOR A VISA OUTSIDE AUSTRALIA)

To be granted a student visa, applicants must be both a Genuine Student and a Genuine Temporary Entrant - refer to the Department of Home Affairs website: <https://www.homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant>.

Will you have family (husband / wife / children / de facto partner) accompanying you to Australia either (a) included in your visa application or (b) joining after you have had your visa granted as a subsequent entrant?

- Yes – Please complete: *International Students Genuine Temporary Entrant – Statement of Purpose Dependent Applicant Form*
- No – Please complete: *International Students Genuine Temporary Entrant – Statement of Purpose Single Applicant Form*

These forms are available from Stirling Institute and on the website sia.edu.au/International-Students

SECTION 16: HOW DID YOU HEAR ABOUT STIRLING INSTITUTE OF AUSTRALIA?

- Family / Friend
- Education Agent
- Exhibition / Education Fair
- Internet / Website
- Advertisement
- Others, please specify

SECTION 17: UNIQUE STUDENT IDENTIFIER (USI) DETAILS

From 1 January 2015, we Stirling Institute of Australia can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device once you are in Australia and commenced study. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

Enter your Unique Student Identifier (USI) if you already have one _____

Do you give Stirling Institute of Australia permission to contact the USI Register on your behalf if clarification of your details is required?

Yes No

If you **DO NOT** have a USI would you like Stirling Institute of Australia to apply for a USI on your behalf?

- Yes – you will need to complete the form below. You will be contacted by the USI Office once your USI has been registered.
 No – you will need to provide a USI before Stirling Institute of Australia can issue any certificates or records of training in your name

Application for Unique Student Identifier (USI)

If you would like us, Stirling Institute of Australia (RTO 21132), to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information contained at the end of this form and <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

I [NAME] authorise Stirling Institute of Australia (RTO 21132) to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>.

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI. Please provide details below if this is not supplied above:

- Immicard – details _____
 Student Visa – Type _____ expiry: _____

In accordance with section 11 of the Student Identifiers Act 2014, Stirling Institute of Australia will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.

SECTION 18: TO BE READ AND COMPLETED BY THE STUDENT

UNIQUE STUDENT IDENTIFIER (USI): PRIVACY NOTICE

Consent for collection, use or disclosure of personal information

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).
 You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the Student Identifiers Act 2014.
- is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing VET, VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;

- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar on usi@education.gov.au or telephone 1300 857 536, international enquiries +61 2 6240 8740. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

NATIONAL VET DATA PRIVACY NOTICE

Privacy Notice

Under the *Data Provision Requirements 2012*, Stirling Institute of Australia (SIA) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by SIA for statistical, regulatory and research purposes. SIA may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988 (Cth)*, the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

PRIVACY STATEMENT

The Stirling Institute is required to comply with the federal and state privacy regimes. The information you have provided to Stirling Institute will be used, where applicable, for purposes of assessing your application, accepting your enrolment, assessing your welfare needs (if any), processing and advising you of your assessment results and other communications to you as required. Where you have been asked to provide us with a unique identifier of another organisation, we will only use this identifier for the purposes to which you have consented or for which we may use it as authorised by law. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition. A condition of your application and enrolment is that you consent to release of your results or statement of progress to your employer, sponsoring organisations or government agencies where appropriate. You can request access to your personal information by writing to Stirling Institute of Australia at the contact address below, or by sending an email to info@sia.edu.au. If you do not wish to provide the requested information, this may restrict the range of services and educational program that the Institute can offer you.

PHOTO AND VIDEO CONSENT

Stirling Institute of Australia seeks consent to disclose personal information in the form of photographs, images and videos of persons for the purpose of promotional activities and advertisement of the company.

- Until further notice, I hereby consent to the use of images and/or audio on film, video, photographic or any other form of electronic recording taken of me by or on behalf of Stirling Institute of Australia.

I understand and authorise the use or reproduction of any of these images and recordings referred to above in all or any of the following media: Film, Video, Internet, printed matter, posters, magazines, newspapers and advertisements.

I understand that these images and recordings may be used for the purposes of marketing, advertising, tender or business submissions, illustrations, graphic design, entering competitions, and exhibitions or in any publication in any manner in Australia or elsewhere in the world by Stirling Institute of Australia for advertising or public relations purposes related to the activities, programs and services of Stirling Institute of Australia.

I acknowledge that I do not have copyright of these images and recordings and that ownership of these images and recordings reside with Stirling Institute of Australia.

I agree and understand that the use or reproduction of any of these images and recordings will be without acknowledgement and without me being entitled to remuneration or compensation.

I also acknowledge that I am not entitled to any remuneration, royalties or any other payment from Stirling Institute of Australia in respect of the use by Stirling Institute of Australia of the photographs and/or videos.

I understand and agree that I will notify Stirling Institute of Australia if I decide to withdraw this permission.

I hereby authorise Stirling Institute of Australia to use my image as outlined above **Yes** **No**

SECTION 13: AGENT DETAILS – TO BE COMPLETED BY THE EDUCATION AGENT

Agent Representative Stamp

Agency name

Branch office

Agency address

Email address

Agent declaration

I am satisfied that the applicant is a genuine student and genuine temporary entrant as defined by DHA and I recommend them for admission to Stirling Institute of Australia.

I am satisfied that the applicant has access to sufficient funds to cover tuition, travel, living and OSHC costs for themselves and any dependents.

I am satisfied that the documentation provided with this application is authentic, and where the document has been stamped or translated by the agency, the original document has been sighted.

Agent's name

Agent's signature

Date (DD/MM/YYYY)

DECLARATION – TO BE COMPLETED BY STUDENT

I declare that the information given in this application and the supporting documentation, to the best of my knowledge, is true and correct.

I understand that any incorrect information or documentation given or the withholding of relevant information or documentation that relates to this application may result in cancellation of an offer letter or enrolment as a consequence.

I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs (homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant)

I declare that I have access to sufficient funds to cover tuition fee, travel, living and OSHC costs for myself and my dependents for the total duration of my stay in Australia.

I declare that I have visited Stirling Institute's website and/or read the International Course Brochure and Student Handbook and understand the relevant sections, including the course information of the courses I have selected, admission requirements, tuition fees, terms and conditions and refund policy.

I agree to allow Stirling Institute to check my visa entitlements via DHA's Visa Entitlement Verification Online (VEVO) system.

I agree to allow Stirling Institute to obtain official records from any prior or current educational institutions I have attended or employers I have stated on this application form.

I understand that tuition fees do not include books and other course materials other than those specifically stated on an offer letter.

I have read and understood the above conditions and accept them in full.

Applicant's name

Applicant's signature

Date (DD/MM/YYYY)

If the applicant is under 18 at time of application:

Parent or Legal Guardian's signature

Date (DD/MM/YYYY)

APPLICATION CHECKLIST

Please ensure you attach the following documents with your application.

- Completed and signed *International Student Application Form*
- Certified copy of the personal details page of your passport
- Evidence of English proficiency
- Certified copy of all academic qualifications, including secondary school studies
- Additional documents as outlined by the course entrance requirements - e.g. folio, personal statement
- Course syllabus / detailed course outlines - if applying for credit exemption
- CoE document(s) for all courses enrolled - if you are currently studying in Australia
- Documentation verifying name change - if your academic documents are under a previous name
- Certified official translation of any document not in English
- Completed in applicants handwriting and signed *International Students Genuine Temporary Entrant Profile – Statement of Purpose (Dependent/Single) Form* – if you are applying for student visa from outside Australia.

A **certified copy** is a copy of an original document that has been verified as an authentic copy by an authorised person who has sighted the original document. A certified copy should include the certifier's name, signature, date of certification and agency/organisation stamp.

An **authorised person** includes – a Stirling Institute of Australia authorised agent representative, public notary, justice of the peace, commissioner for declarations, or a Stirling Institute of Australia staff member.

A **certified official translation** are translations performed by a National Accreditation Authority for Translators and Interpreters (NAATI - naati.com.au) accredited translator, or a Stirling Institute authorised agent representative.

Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'1 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'2 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'3 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'4 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'5 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'6 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'7 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'8 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'9 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

Schedule 1

International Student Refund Policy Summary

This is a summary of the International Student Refund Policy, please see the website for the complete policy.

Refunds

- The Refund policy for Stirling Institute will be fair and reasonable to all students and will comply with relevant legislation provisions
- Stirling Institute will not provide a refund if misleading or fraudulent information or documentation is provided by the student
- Stirling Institute reserves the right to amend refund terms and conditions at any time to ensure compliance with applicable State and Federal legislation
- A refund of tuition fees will be considered when a student submits a completed Refund Application form and in line with this policy and procedure
- All refund information is made available to students through the enrolment process and is included on the student enrolment agreement form, which the student acknowledges and agrees to, on signing the student enrolment agreement form
- Refunds will be paid to the same person or body from whom the payment was received on behalf of the student, unless the student / payee provides written directions to pay another party
- The fees paid to Stirling Institute by credit cards must be cleared at the time of the application for refund by the student.
- Refunds will be made to students after deducting any fee owing to Stirling Institute
- Stirling Institute of Australia will provide the outcome of the refund assessment in writing to the student's registered address, outlining the decision and reasons for the decision along with any applicable refund or adjustment notice within 21 business days
- Students will be advised that they may appeal the refund assessment following Stirling Institute of Australia's Complaints and Appeals Policy and Procedure.

Refund conditions

Situation		Eligible Refund
1	Enrolment Fee	Non-refundable
2	Student Visa refused prior to course commencement	<p>Full refund of tuition fee not including enrolment fee.</p> <p>The amount of unspent pre-paid fees that the provider must refund the student for the purpose of subsection 47E(2) of the Act is the total amount of the pre-paid fees the provider received for the course in respect of the student less the following amount:</p> <p>the lesser of:</p> <p>(a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or</p> <p>(b) the sum of \$500.</p>
3	Student withdraws from course at least 10 weeks prior to agreed start date (student default)	Full refund (tuition + material fee) not including enrolment fee
4	Student withdraws from course less than 4 weeks prior to agreed start date (student default) due to not meeting the conditions included in the Letter of Offer	80% refund (tuition + material fee) not including enrolment fee
5	Student withdraws from course less than 4 weeks prior to agreed start date (student default)	50% refund (tuition + material fee) not including enrolment fee

6	Student withdraws from course on or after the agreed start date (student default) and they have paid for course delivery that have not yet commenced	No refund of tuition commenced, material and enrolment fee. Course delivery that has not been commenced will be refunded at 80% Exemption may apply under Compassionate or compelling circumstances
7	Student Visa cancelled due to actions of the student	No refund of tuition or enrolment fee
8	Student leaves the course without notice	No refund and the balance of outstanding fee for current Term/ Semester to be invoiced to the student
9	Course withdrawn by Stirling Institute (Before the agreed start date)	Full refund including enrolment and material fee
10	Stirling Institute is unable to provide the course after course start date (for which the original offer was made)	Return of unused tuition fees. Pre-paid fees may be transferred to an alternative enrolment where the student agrees
11	The course is not provided fully to the student because Stirling Institute has a sanction imposed by the government regulator	Return of unused tuition fees
12	Recognition of Prior Learning (RPL) fees	No refund if Statement of Attainment provided
13	Student Visa extension is refused by DHA	Return of unused tuition fees
14	Compulsory Health Insurance (Student Visa holders only)	Refer to Overseas Student Health Cover provider
16	Transfer to another provider	Return of unused tuition fees

Refund Procedures

- In the unlikely event of Provider Default:
 - students will be eligible for a refund of any 'unspent pre-paid tuition fees'
 - refunds under Provider Default will be paid in full within four (4) weeks
 - Stirling Institute may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, Stirling Institute will not be liable to refund the money owed for the original enrolment. If the student chooses to be placed in another course, the student will be required to sign a document to indicate that the student accepts the course place.
- An international student who withdraws from a course for any reason, excluding visa rejection, up to and including ten weeks before course commencement will receive as per the refund condition table
- In the case where an international student's visa is rejected due to providing misleading or fraudulent information to DHA, Stirling Institute will not provide any refund to the student
- In all the other cases than above where an international student's visa application is rejected due to some other reasons, the tuition fees will be refunded. The Application for Refund form must be completed and accompanied by a certified copy of the visa rejection letter from DHA

- In the case where an international students visa extension application is rejected by DHA or DHA cancels the students existing visa:
 - If this occurs prior to course commencement a full refund of fees will be paid
 - If this occurs after course commencement, there will be no refund of fees for the current study period. Where tuition fees have been paid for future study periods, a full refund will apply
- Student fills in Refund request form within 10 business days of their decision to discontinue their course
- Student emails / posts / hands in the form along with required documents
- Data and Finance Manager receives the form, checks all the relevant systems for any payment due and completes the Refund form and approves refund
- Data and Finance Manager communicates the decision in writing within 21 business days to the applicant
- The requested amount after deducting any amount owing to Stirling Institute will be credited to the applicant
- Data and Finance Manager files the application form in the relevant file.