



NEW ERA INSTITUTE

CRICOS No.: 03509B • National Provider no.: 41543

INTERNATIONAL STUDENT ENROLMENT FORM

CAMPUS LOCATION

WINDSOR NSW 2756

BURWOOD NSW 2143

STUDENT DETAILS

Title: Mr Miss Ms Mrs

Family Name: Given Name(s):

(as shown on your passport)

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

Nationality: Country of Birth:

Passport No: Date of Expire: / / (DD/MM/YYYY)

Do you hold a current Australian visa*? Yes No

*If Yes, which visa do you hold? Student Tourist Working Holiday Other

Date of Expire: / / (DD/MM/YYYY)

VEVO CHECK AUTHORIZATION

(Please tick) I authorize the New Era Institute designated officer to access my visa status and details using Visa Entitlement Verification Online (VEVO) maintained by the department of Home Affairs (DHA).

CONTACT DETAILS

Contact number: Email address:

EMERGENCY CONTACT DETAILS

Full Name: Relationship:

Contact Number: Email address:

ADDRESS

Address of usual residence (overseas):

Unit No: Street No: Street Name:

Suburb: State: Postcode: Country:

Address in Australia (if known):

Unit No: Street No: Street Name:

Suburb: State: Postcode:

UNIQUE STUDENT IDENTIFIER (USI) (Onshore students)

Do you already have USI? Yes No If yes, enter your USI:

If not, Onshore students must apply for USI and complete this field before submitting this form



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EDUCATION BACKGROUND

What is your highest completed school level?

Year 12 Certificate I- IV Diploma Advanced Diploma Bachelor degree or higher

Qualification	Institution	Year completed

ENGLISH PROFICIENCY

Is English your first language? Yes No

If No, which language do you speak?

How well do you speak English? Fluent Very Well Well Not Well Not at All

Do you have any form of formal English testing? Yes No

Name of test :..... Overall Score:Date of test taken: / / (DD/MM/YYYY)

DISABILITY

Do you consider yourself to have a disability, impairment or long –term condition? Yes* No

*If YES, please select from the list:

Hearing / Deaf Learning Vision Physical Mental illness Medical Condition Intellectual

Acquired brain impairment Others

Do you have any special learning needs? Yes* No *If YES, please explain

COLLECTING PERSONAL INFORMATION

In accordance with section 11 of the *Student Identifiers Act 2014*, new Era institute 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.

INTAKE START DATES

Choose your preferable intake date:

Visit <https://newerainstitute.edu.au/intake-dates/>

Note: Due to COVID-19, New Era Institute may change courses academic timetables, class sessions and mode of delivery (from face to face to online) at any time during the course.

REPRESENTATIVE

Are you applying through an educational agent? Yes No

Agency Name: Agent/Representative Name:

Address:.....

Phone:..... Email:.....



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Choose a course (tick the box)

Package (Certificate IV in Commercial Cookery and Diploma of Hospitality Management)

Duration: 104 weeks (2 years)

Certificate IV in **Commercial Cookery** 78 weeks

SIT40516 CRICOS Course Code: 104590H

Diploma of **Hospitality Management** 90 weeks

SIT50416 CRICOS Course Code: 104591G

Certificate III in **Wall and Floor Tiling**

Duration: 104 weeks (2 years)

CPC31320 CRICOS Course Code: 104662H

Advanced Diploma of **Information Technology**

Duration: 104 weeks (2 years)

ICT60220 CRICOS Course Code: 105147H

Specialisation in: **Please choose one**

Cyber Security OR Telecommunications Network Engineering

FLEXIBILITY IN PAYING TUITION FEES IN ADVANCE

Would you wish to pay your full fees in advance? Yes No

Would you wish to pay more than 50% of your tuition fees in advance? Yes No

OVERSEAS STUDENT HEALTH COVER (OSHC)

Do you have OSHC? Yes No

Do you require New Era Institute to arrange OSHC*? Yes No

If yes, which cover are you applying for? Single* Couple Family

**OSHC arrangement is a requirement for student's visa application from Department of Home Affairs (DHA). *Single cover is for student only, Couple cover is for the student and spouse/partner and Family cover is for the student and dependents (including spouse, partner and dependent children).*

CREDIT TRANSFER (CT) or RECOGNITION OF PRIOR LEARNING (RPL)

Do you wish to apply for CT or RPL? Yes* No * If YES, please request the CT Application Form or RPL

Application Form by emailing admissions@newerainstitute.edu.au (Fee applies)



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PAYMENT

The letter of offer is conditional until all other documents stated on the letter of offer are provided. Once New Era Institute has received all the documents. Students are required to make the payment stated on the letter of offer. (See terms & conditions below). Signed International Student Acceptance Agreement must be submitted with the payment of the fees requested on the letter of offer to New Era Institute nominated Bank account.

Bank transfer confirmation must be provided with the Signed International Student acceptance agreement via email admissions@newerainstitute.edu.au

A processing fee applies if you pay by Credit Card/PayPal. **Student's full name and student ID** must be used as a reference for your transaction.

TERMS & CONDITIONS

Fees and charges

- On accepting the letter of Offer, 1st payment is 50% of total tuition fees and an enrolment fee (non-refundable) and a Learning Resources fee including textbook as stated on your Letter of offer. This payment is due before the commencement of the course (upon signing the international student acceptance agreement).
- Tuition fees and charges must be paid and payment confirmation must be provided in order to obtain an eCoE and to secure a place prior to course commencement date.
- The balance of the tuition fees is scheduled to be paid as per the Tuition Instalment schedule. The tuition fee must be paid by the due date. If tuition fees are not paid by the due date, a late fee of 10% per instalment will occur.
- The overdue fees are tracked by a debt recovery agency. This may lead to a legal action taken against a student. The enrolment will be cancelled and reported to DHA. A processing fee + Debt collector recovery fees apply.
- Tuition fees must only be paid to New Era Institute. New Era Institute will not be responsible for any fees paid to an agent or third party. Tuition fees only cover the charges for tuition. Tuition fees DO NOT cover the charges for accommodation placement, airport pickup, transport, living expenses, textbooks, stationery, and equipment. Individual payment plans can be organised upon request on an individual student basis.
- Learning resources fee consists of: (This may vary based on the type of the course):
(Unlimited student support sessions, access to free wifi, first aid workshop & issuance of its statement of Attainment (SOA), e-learning materials/access to Moodle, handouts, excursions materials, consumable materials, work placement materials and workshop preparation, Work Placement insurance, tools and kits, USB and textbook) and charged as stated on the letter of offer. Printing Service, Work placement uniforms and some kits are not included in this fee. Students are required to read the course information prior to enrol which can be found at www.newerainstitute.edu.au
- In competency-based assessment, the student will always be offered re-assessment opportunities. Students will be charged a fee of \$50 for missing to submit on due date and for re-submission for each assessment event during a unit. The resubmission fee is to cover the cost of guiding the student toward competence. The re-assessment service includes individual guidance to prepare the student for the re-assessment. Resubmission fee (Re-assessment) is available on "Other Charges" section on New Era Institute Website www.newerainstitute.edu.au.

CANCELLATION & REFUND POLICY- STUDENT DEFAULT

1. Student Default applies in the case where the course starts on the agreed start date but the student does not start on the agreed start date and has not previously withdrawn from the course or advised of visa cancellations in writing within an agreed time period prior to the course start date or the student cancels or withdraws from the course either before or after the agreed starting date. The following refund conditions apply.

- Refund of paid tuition fees paid and learning resources fee paid if the student visa was refused by the Department of Home Affairs (DHA). (Enrolment fee is non-refundable) and a charge of \$250 (NEI admin & banking processing fee apply).
- 70% refund of tuition fees paid if the student cancels 28+ days before the course starts. (Enrolment fee is non-refundable) and NEI processing fee of \$250 of each issued COE.
- 50% refund of tuition fees paid if the student cancels within 28 days (Enrolment fee is non-refundable) and NEI processing fee of \$250 of each issued COE.
- zero% refund of all fees paid applies if the student cancels on or after the course commencement date.

NOTE: In cases where visa refusal was a result of fraudulent, forged document(s) or misleading information, all fees paid will be forfeited and no refund will be considered under any circumstances.

The agreed starting date is the date the course was scheduled to start or a later date agreed between New Era Institute and the student.

2. New Era Institute will make a refund in Australian Dollars only within 4 weeks (28 days) of receiving a completed written claim by the student in accordance with the Terms and Conditions as outlined in this Enrolment Form. Refer to the Fees and Refunds Policy.

3. All refund considerations will be strictly limited to the fees which New Era Institute has actually received from the student. The following items are not refunded:

- Enrolment fee - Bank charges
- Overseas Student Health Cover (OSHC) (once issued and up on arrival of the student, OSHC is non-refundable)
- Accommodation and other domestic services that cannot be offset by providing the services to someone else

4. New Era Institute will make the refund available to either the student or the student's representative as identified in the Enrolment Form as per the ESOS Act Regulation 3.19.

5. When students are enrolled in package courses, in the event of a cancellation or withdrawal, a refund will be granted based on the fees and Refunds Policy.

6. Cancelled and reported students to DHA with overdue fees are tracked by a debt recovery agency. This may lead to a legal action taken against a student. A processing fee + Debt collector recovery fees apply. Refer to Fees and Refunds Policy.

7. Tuition fees and other charges are not transferable to another student or institution.

8. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.



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SUBMISSION OF ASSESSMENT

(Please tick) I declare that I read the student handbook and understand that Students are required to submit all tasks on or before the prescribed due dates. Students who are continually falling behind in the submission of assessments will be required to meet with the Management/Academic team. Any resubmitted assessments sent to New Era Institute after the course end date will not be marked and a Statement of Attainment will be issued for completed units only. Resubmission of Assessments and late submission will occur additional charges.

INDEMNITY DECLARATION

(Please tick) I declare that I agree and acknowledge that New Era Institute shall not be liable in any manner whatsoever in the respect of any injury, loss or damage arising from the student's participation in or attendance at New Era Institute or excursions or other activities arranged by New Era Institute whether or not such injury, loss or damage arises from the intentional or negligent acts or omission of any employee, agent or student of New Era Institute.

PRIVACY NOTICE

Under the Data Provision Requirements 2012, New Era Institute 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 enrolment form), may be used or disclosed by New Era Institute for statistical, administrative, regulatory and research purposes. New Era Institute may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

In signing this International Student Enrolment Form, you agree that you have read and understood: The Terms and Conditions of Enrolment and the course details and accept and agree to be bound by them;

(Please tick)

- I declare that I read and understand the terms and conditions of the New Era Institute's enrolment;
- I declare that I read and understand the Policies, Procedures, student Handbook and Other charges of New Era Institute;
- I declare that I will abide by the Policies, Procedures and expectations of New Era Institute;
- I have the financial capacity to meet tuition fees and other charges and agree to pay all tuition fees and charges as they become due.
- I declare that I will notify NEI by email of any change of my contact details;
- I understand that I am required to have a Unique Client Identifier (USI) which I can obtain from <http://usi.gov.au> In the event that I do not get my own USI, I give permission for New Era Institute to obtain my USI and I am required to activate this through the USI portal <http://usi.gov.au>
- I understand that information in this form and the outcomes of this course may be collected and shared with other state and federal government agencies; This information on this form may be used for monitoring, program planning and statistical purposes;
- I understand that assessments need to be regularly submitted to ensure successful progression through the course and it is my responsibility to keep a copy of all submitted assessments;
- I understand that in the event that my enrolment is terminated any further submissions of assessments will not be marked and a Statement of Attainment will be issued for those units in which I have demonstrated competence;
- New Era Institute has permission to use any photographic and/or video image in which I may appear on marketing and advertising materials with signed consent; (if not, please do not tick)
- The information provided in the International Student Enrolment Form and any accompanying documents are my own, true and correct details.
- There is a charge of \$250 to issue a deferred COE (Changes in COE details) when the student defers prior to lodging the visa.

Student Signature over printed name: _____ **Date:** _____



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DOCUMENTS REQUIRED (Please attach)

Please ensure you have attached the following documents to this form.
Email it to admissions@newerainstitute.edu.au

Certified translations must accompany the documents if the originals are not in English.

All students (Onshore and Offshore)

1. A coloured copy of passport
2. Resume (Offshore Students Only)
3. Passport photo
4. Student Visa (Onshore Students Only)
5. Confirmation of Enrolment (COE) (Onshore Students Only)
6. Cancellation and release evidence (Onshore Students Only)
7. Certified copies of English proficiency (must be obtained within the last 2 years, if required).
8. Onshore students may sit for a placement test to satisfy this point if their IELTS is not available.
9. OSHC card (onshore students) or OSHC Letter (Offshore students) if arranged by students.
10. Certified copies of Academic Transcripts and Certificates