

# MEGA STUDENT APPLICATION FORM

## COMPLETING APPLICATION FORM

All fields must be completed in English clearly using **BLOCK LETTERS** to proceed. Please tick boxes where appropriate.

### STUDENT DETAILS

Title:  Mr  Miss  Ms  Mrs

Family Name:

Given Name(s):

Date of Birth:  Gender:  Male  Female

Nationality:  Country of Birth:

Are you a citizen or permanent resident of Australia?  No  Yes

If yes, please provide evidence of citizenship or residency (e.g. a birth certificate, passport or citizenship certificate)

#### Address in Australia (if known, must be applicant's address):

Unit n°:  Street n°:

Street Name:  Suburb:

State:  Postcode:  Country:

Home Phone n°:

Mobile Phone n°:

Email Address:

#### Home Address - Overseas (must be applicant's address):

Unit n°:  Street n°:

Street Name:  Suburb:

State:  Postcode:  Country:

Home Phone n°:

Mobile Phone n°:

Email Address:

Emergency contact Name and mobile number:

### INTERNATIONAL STUDENTS ONLY

Have you previously received visa refusal to Australia or to another country(s)?  No  Yes

If yes, please provide details:

Passport n°:

Passport Expiry Date:

Do you have a current Australian visa?  No  Yes

If yes, Visa Type:  Student  Visitor  Business  Other

Are you applying for a student visa?  No  Yes

At which DHA office will you submit visa application?

#### Information on Special Needs and Personal History

The information provided below will assist MEGA in arranging, monitoring, and improving services to assist students.

Do you have a disability, impairment or long term medical condition which may affect your studies?  No  Yes

Would you like to receive information on support services, equipment and facilities available which may assist you?  No  Yes

Please indicate the type of disability that applies.

Mobility  Hearing  Vision  Learning  Medical

Other Please specify:

Do you have any medical conditions or allergies?  No  Yes

If yes, please provide details:

Is there anything in the student's history or circumstances (including behavioural, physical violence or illegal drug use) that might pose a risk of any type to the student, other students or staff  No  Yes

If yes, please provide details:

### FOR UNDER 18 YEARS OLD ENGLISH STUDENT ONLY - GUARDIANSHIP ARRANGEMENT

Do you require a CAAW from MEGA?  No  Yes

Do you require MEGA to arrange guardianship?  No  Yes

If no, will you (parent) reside in Australia as a guardian?  No  Yes

If no, do you want to nominate a person to be a guardian?  No  Yes

**You will be required to complete 730-FM-MEGA Under 18 Guardianship Form and 729-FM-MEGA Parent and Guardian Contact Details Form.**

Nominated guardian must be over 21 years old and Australian Citizen or Permanent Resident and approved by MEGA through an interview if the person is not a family member or relative of the student. Relevant documents are required to provide at an interview.

#### PARENT OR GUARDIANSHIP DETAILS

Family Name of Parent or Guardian:

Given Name(s) of Parent or Guardian:

Relationship to Student:  Mother  Father  Relatives  Guardian

Unit no:  Street no:

Street Name:  Suburb:

State:  Postcode:  Country:

Home Phone no:

Mobile Phone no:

Email Address:

### ENGLISH COURSE SELECTION

Adult students without official English test results will be assessed by MEGA to determine the minimum duration required to attain their target levels.

English Language Programs

English for Academic Purposes (EAP)

IELTS Preparation

Cambridge English B2 First (FCE)

Cambridge English C1 Advanced (CAE)

All under 18 High School Preparation students are required to take the Australian Education Assessment Services (AEAS) Test at the time of application. For more information about the AEAS Test, please visit [www.aeas.com.au](http://www.aeas.com.au).

- High School Preparation (HSP)  
 Primary School Preparation (PSP) - Not a CRICOS course

**First Course:**

Start Date:

Duration (nº of Weeks):

**Second Course:**

Start Date:

Duration (nº of Weeks):

**Third Course:**

Start Date:

Duration (nº of Weeks):

Timetable Preference\*

- Day Classes  
 Evening Classes

\* There is no guarantee of timetable preference. Timetables will be allocated when English placement test has been completed at MEGA.

## VOCATIONAL COURSE SELECTION

Applicant must be over 18 years of age at the time of vocational course commencement. Please tick to select course(s) you wish to study:

### Accounting Courses

- FNS40222 - Certificate IV in Accounting & Bookkeeping (CRICOS: 109970M)  
 FNS50222 - Diploma of Accounting (CRICOS: 111705K)  
 FNS60222 - Advanced Diploma of Accounting (CRICOS: 111706J)  
 \*Please refer to our website for entry requirement - <http://www.mega.edu.au/accounting/>

### Business Courses

- BSB40120 - Certificate IV in Business (CRICOS: 105957G)  
 BSB50120 - Diploma of Business (CRICOS: 105959E)  
 BSB60120 - Advanced Diploma of Business (CRICOS: 105961M)\*  
 \*Please refer to our website for entry requirement - <http://www.mega.edu.au/business/>

### Marketing and Communication Courses

- BSB40820 - Certificate IV in Marketing & Communication (CRICOS: 105958F)  
 BSB50620 - Diploma of Marketing & Communication (CRICOS: 105960A)\*  
 BSB60520 - Adv. Dip. of Marketing & Communication (CRICOS: 105963J)\*  
 \* Please refer to our website for details of prerequisites and entry requirements - <http://www.mega.edu.au/marketing-and-communication/>

### Social Media Marketing Course

- 10904NAT - Diploma of Social Media Marketing (CRICOS: 105628B)

### Leadership and Management Courses

- BSB40520 - Certificate IV in Leadership & Management (CRICOS: 103950H)  
 BSB50420 - Diploma of Leadership & Management (CRICOS: 104164D)  
 BSB60420 - Adv Diploma of Leadership & Management (CRICOS: 105962K)\*  
 \*Please refer to our website for details of entry requirement. - <http://www.mega.edu.au/leadership-and-management/>

### Information Technology Courses

- ICT50220 - Diploma of Information Technology (CRICOS: 106720J)  
 ICT60220 - Advanced Diploma of Information Technology (CRICOS: 117294J)\*  
 \*Please refer to our website for entry requirement - <http://www.mega.edu.au/information-technology/>

### Project Management Courses

- BSB40920 - Certificate IV in Project Management Practice (CRICOS: 117287H)  
 BSB50820 - Diploma of Project Management (CRICOS: 117288G)  
 BSB60720 - Advanced Diploma of Program Management (CRICOS: 117289F)\*  
 \*Please refer to our website for entry requirement - <http://www.mega.edu.au/project-management/>

### Cyber Security Course

- 22603VIC - Certificate IV in Cyber Security (CRICOS: 117295H)\*  
 \*Please refer to our website for entry requirement - <http://www.mega.edu.au/cyber-security/>

### Management Course

- BSB80120 - Graduate Diploma of Management (Learning) (CRICOS: 117290B)\*  
 \*Please refer to our website for entry requirement - <http://www.mega.edu.au/management/>

Please tick to select when you wish to commence studies:

- January Intake     February Intake  
 April Intake       May Intake  
 July Intake         August Intake  
 October Intake     November Intake

Year:

Are you applying for Recognition Prior Learning or Credit Transfer?

- No     Yes

If yes, please contact Admissions for more information or visit <http://www.mega.edu.au/>

### Pathway Courses & Institutions

Course:

Institution:

### Overseas Student Health Cover (OSHC):

Do you require MEGA to arrange OSHC?  No     Yes

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

Do you have OSHC?  No     Yes

If you have OSHC, please provide details:

Membership nº:  Expiry Date:

OSHC arrangement is a requirement for student's visa application from DHA.

\*Single cover is for student only, Couple cover is for the student and spouse/partner and Family cover is for the student and dependants (including spouse, partner and dependent children).

### Accommodation Arrangement:

Do you require accommodation & airport transfer service?  No     Yes

If yes, you will be required to complete Australia Homestay Network application form at [www.homestaynetwork.org](http://www.homestaynetwork.org)

Does your parent want to nominate homestay placement?  No     Yes

If yes, please complete 728-FM-MEGA Application for Privately Arranged Accommodation Form and MEGA will arrange homestay inspection

### EDUCATION DETAILS (DOCUMENTS ARE REQUIRED TO PROVIDE)

This is to identify if you satisfy MEGA entry requirements. Please list previous education that you have completed.

Please provide details of other previous study:

Qualification Name	Institution Attended	Date of Completion

For detailed information on course contents, pre-requisites, mode, assessment methods, RPL and credit transfer, deferment and other information, visit <http://www.mega.edu.au/policies-forms/>

**MUST BE FULLY COMPLETED BY ALL VOCATIONAL APPLICANT**

**719-FM-MEGA LEARNER NEEDS ANALYSIS (PRE-ENROLMENT SELF-ASSESSMENT)**

Candidate Information			
<b>Marital Status</b>	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Never Married
<b>Email Address</b>			
<b>Contact Number</b>			
<b>Course(s) Applied For</b>	<b>Course Name</b>		<b>CRICOS Duration</b>
<b>Agency/Agent</b>			

**1. Please state your reason(s) for selecting the above course(s) at MEGA.**

**2. Briefly describe your career or academic goals/objectives that you aim to achieve within the next 2-3 years.**

**3. Is the course you are applying for directly related to your previous studies and/work experience? Explain how.**

**4. Is the proposed course in line with your future career plans? Please describe how these courses will help you achieve your goals and objectives.**

**5. Please list your Employment history (most recent first).**

6. Can you describe some of the job roles that are relevant to the qualifications you are seeking to achieve? Are they a part of your future? Please explain.

7. Which specific skills, knowledge – or an area of special focus/interest – which you aim to achieve through the proposed program/course?

8. Describe any specific learning or support need(s) that you may require while undertaking your studies; including any potential barriers or constraints that may affect your studies at MEGA.

**MEGA ADMIN USE ONLY**

<b>Received by</b>	
<b>Date</b>	
<b>Reviewed by</b>	
<b>Review and Report</b>	
<b>Recommendations</b>	
<b>Next Steps</b>	

## PAYMENT

Students are required not to make payment on conditional offer until required documents are provided. **Signed International Student Acceptance Agreement must be submitted with payment to MEGA.**

- Payment to be made by credit card at MEGA's Account Department, PayPal or Electronic Transfer
- 1.1% surcharge applies to Visa and Mastercard, 4% surcharge applies to International Credit Card, 3.9% surcharge applies to PayPal
- Please make Bank draft (off-shore student students) / or Bank cheque for (onshore students), payable to 'Macquarie Education Group Australia Pty Ltd (MEGA Trust Account)'
- Personal cheques are not acceptable
- Please provide student number or name for EFT direct bank deposit
- Please include \$25 for International Money Transfer

## TERMS & CONDITIONS

### Fees

#### For English students

- On accepting the Letter of Offer students must pay up to 50% of total course fees (duration more than 24 weeks) or
- In full (duration less than 24 weeks). Fees must be paid in order to obtain an eCoE and secure a place prior to course commencement date. For courses more than 24 weeks, the remaining tuition fees are not required until two weeks before the commencement date of the second study period of the course.

#### For vocational students

- On accepting the Offer students must pay the first payment instalment of tuition fee listed in the Payment Instalment Schedule in the Letter of Offer
- Fees must be paid in order to obtain an eCoE and to secure a place prior to course commencement date
- The remaining tuition fees must be paid by the due date as listed in the Payment Instalment Schedule.

Tuition fees may be paid in the form of cash, a bank draft or bank cheque, made payable to Macquarie Education Group Australia Pty Ltd (MEGA Trust Account). MEGA will not be responsible for any monies paid to an agent or third party. Tuition fees only cover the charges for tuition. Tuition fees DO NOT cover the charges for application fee, accommodation placement, airport pickup, transport, living expenses, textbooks, stationery, and equipment. Individual payment plans can be organised upon request on an individual student basis. If fees are not paid by the due date, a late fee of AUD 200.00 per instalment may be charged. Students are required to pay additional fees for, Re-assessment and Re-sit.

### Cancellation & Refund Policy-Student Default

The only refundable fees are the tuition fees. Fee refunds will be based on unexpended (unused) tuition fees.

Refunds will not be provided in the event that a student fails to accurately and honestly declare their previous visa history. It is the responsibility of the student to provide truthful information during the application process. Failure to do so will result in forfeiture of fees paid.

Where an enrolment change is necessitated by illness or other exceptional and compassionate circumstances beyond the student's control and which prevent the student from completing studies in that study period, any refund of tuition fees is contingent upon approval of the refund by the CEO.

The fees and charges required to be paid to MEGA by a student will be as specified in a signed written agreement between the student and MEGA that is entered prior to the student commencing in the course(s) to which the agreement pertains.

Fees and charges may be consolidated under a "package" if the student is enrolled in more than one course at MEGA.

The types of fees and charges payable to MEGA by a student may include, without being limited to, the following:

- Tuition fees (including fees referred to as course or program fees)
- Materials fee
- Application fee
- Reassessment or unit re-sit fee
- Late payment fee or charges
- RPL fee
- Other contingency fees (e.g. lost student cards, replacement award/transcript)
- MEGA does not allow its education agents to collect any fees on its behalf. In exceptional circumstances where payments to an agent are approved and made under specific written instructions of MEGA, MEGA will treat these payments as payments made to MEGA. The following refund conditions and procedures will apply to all the fees whether paid directly to MEGA or through an approved agent of MEGA.

#### Full Refund of Tuition Fees

All unexpended (unused) tuition fees will be refunded in full where:

- The course does not start on the agreed starting date which is notified in the Letter of Offer
- The course stops being provided after it starts and before it is completed
- The course is not provided fully to the student because MEGA has a sanction imposed by a government regulator
- An offer of a place is withdrawn by MEGA and no incorrect or incomplete information has been provided by the student
- Student Visa is refused by DHA (Offshore Applicant or Onshore Student prior to course commencement date).

#### Partial Refund of Fees

Partial refunds of the amounts specified below will be provided in the following circumstances:

- Where a student formally withdraws from a course more than four (4) weeks before the CoE start date, 80% of the tuition fees paid for that term or study period and any other unexpended (unused) tuition fees will be refunded

- Where a student formally withdraws from a course less than four (4) weeks before the CoE start date, 50% of the tuition fees paid for that term or study period and any other unexpended (unused) tuition fees will be refunded
- Where a student formally withdraws from a course less than two (2) weeks before the agreed CoE start date, 25% of the tuition fees paid for that term or study period and any other unexpended (unused) tuition fees will be refunded
- Special consideration in compassionate and compelling circumstances for student who can demonstrate and must provide supporting documents/evidences where possible.

And in compassionate or compelling circumstances (supporting documents/evidence must be provided where possible) at any time where:

- A student is unable to obtain a student visa
- Illness or disability prevents a student from taking up the course
- There is a serious health issue/death of a close family member of the student
- Other special or extenuating circumstances preventing a student from taking up or continuing the course, including political, civil, or natural events, and personal well-being, will be considered on a case-to-case basis on review of the supporting evidence at the discretion of the CEO.

The candidate/student will have the right to choose whether to seek a full refund of the fees, or to accept a place in another course. If the candidate/student chooses placement in another course, MEGA will ask the candidate/student to sign a new student agreement to confirm acceptance of the placement.

#### No Refund of Fees

In certain circumstances, students will not be entitled for a refund of tuition fees. These circumstances include:

- Failure to accurately and honestly declare their previous visa history
- Where a student formally withdraws from:
  - A single course within MEGA
  - The first course within a packaged program comprised of two or more courses within one or more MEGA schools/institution.

After the CoE start date, the student will not be entitled for a refund and will still be liable for the tuition fee for that/current term or study period.

- Leave of absence, deferral, and suspension of studies do not entitle a student for a refund of tuition fees for the duration for which such absence, deferral or suspension were affected
- A student whose enrolment is either suspended or cancelled by MEGA for whatsoever reason during an enrolment period, including but not limited to misbehaviour or non-payment of fees to the MEGA, shall not be eligible for a refund for that term
- A Student whose visa is cancelled during an enrolment period while in Australia for any reason shall not be eligible for a refund
- A student, who supplies incorrect or fraudulent information or document to obtain a place at MEGA, shall not be eligible for a refund
- A student, who has visa refusal as a result of fraudulent or forged documents, shall not be eligible for a refund under any circumstances.

In the event where enrolment fee was waived at time of application and subsequently if student visa is not granted, MEGA shall withhold an amount equivalent to MEGA's published enrolment fee from any refunds made.

#### Penalties for Non-payment or Late Payment of Fees

- A late payment charge of \$200 may apply, where a student (or their agent in case of an international student) has not paid tuition fees by the fee due date notified to the student
- A student who has outstanding fees owing to the MEGA will not be permitted further enrolment (except where any Commonwealth or State legislation or code of practice provides otherwise) and will have their academic results withheld (as such will not be eligible to graduate) until the fee debt is paid in full
- A student who has not paid tuition fees by the fee due date may have their enrolment cancelled at MEGA
- A student whose enrolment has been cancelled due to non-payment of fees may apply for reinstatement of the enrolment within twenty (20) working days, commencing 3 days after the receiving of the notice of cancellation, provided the student pays in full for any outstanding amount owing to MEGA.

#### Ceasing Provision of Educational Services

MEGA refuses to provide, or continue providing, the course to the student because of one or more of the following events:

- The student failed to pay an amount he/she was liable to pay the provider, directly or indirectly, in order to undertake the course
- The student breached a condition of his/her visa and has received a notice from MEGA of intention to report the student to DET via PRISMS
- Misbehaviour by the student has resulted in MEGA issuing the student a letter of intention to report the student to DET via PRISMS.

#### Procedure for Claiming Refunds

- All refund claims must be submitted in writing via MEGA's Refund Request Form accompanied by appropriate supporting documents as specified to MEGA reception
- All refund applications must be made and signed in person by the student. Where it is not possible for a student to be present in person e.g. students residing overseas or international students, to claim a refund, the student must send a scanned copy of their signed forms to the Student Admissions Officer either by email or facsimile. On receipts of email or facsimile applications, the Student Admissions Officer will verify student's signatures on records and may also telephone the student to verify student's identity. No refunds will be made on email or facsimile applications until the time when student's identity has been verified
- All applications for the refund will be authorised by the Chief Executive Officer (CEO)
- When an amount is refunded to an international student, MEGA will provide the student with a statement explaining how the refund amount has been calculated
- A refund of fees in relation to an international student will be made in the same currency in which the fees were paid and be made to the party who entered into the written agreement with MEGA, unless that person directs MEGA otherwise in writing

- In normal circumstance, MEGA will refund the amount within four (4) weeks after receipt of the completed and signed Refund Request Form together with appropriate supporting documents
- Payments will be made to students by electronic transfer in their nominated bank accounts.

For any refund to be paid to any other person than the students, a written authorisation from the student will be required.

**For any refund to be paid to any other person than the students, a written authorisation from the student will be required. Cancellation & Refund Policy-Provider Default**

Refunds in situations of Provider Default are covered by the provisions of *The Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012* and applies if:

- MEGA does not offer a course on the advertised start date or
- terminates a course after the course start date or before the course completion date or
- does not provide a course as advertised due to sanctions by any authority or
- does not provide a course in full.

In such a case, MEGA will pay the student a refund which equals the amount of the total tuition fees paid for the remainder of the course not completed at the time of default if an alternative placement with another provider cannot be found to the student's satisfaction. Such refunds will be made within 2 weeks following the default date.

**DECLARATION**

I have read, understood, and accepted the Terms and Conditions on this Application Form and agree to be bound by all policies and conditions. I declare that all information provided with this application form is correct and complete and that I have read and understood and agree to be bound by the Terms and Conditions on this form and agree to be bound by them. These terms and conditions together with any offer letter sent by MEGA in response to the application will, upon payment of fees, constitute a written agreement between the parents (student if over 18 years) and MEGA for the purpose of the ESOS Act 2000 and the National Code of Practice 2018. I agree that in the event that false, inaccurate, or misleading information is provided, MEGA reserves the right to cancel the enrolment. I agree that when I am accepted for enrolment into MEGA, I must comply with and ensure the student complies with the terms and conditions of enrolment. I understand and consent that personal information provided by the student to MEGA may be available to the health insurance provider, Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2018 and to any contractors engaged by MEGA to provide advice or services in connection with any aspect of MEGA's international student programme or operation. I hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I may at any time opt out of being contacted by any such electronic means by contacting Admissions Department and so advising.

I consent to the student named in this application form:

- Attending and participating in MEGA activities, including excursions and trips arranged by MEGA, and
- In the event of an emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary.

I am responsible for costs incurred in providing medical treatment and associated services for the student.

I agree that if there is any difference in meaning of the provision of an English version and any translated version of this form or the Terms and Conditions to me, the English version is to prevail.

*This agreement, and the availability of MEGA complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.*

Student Signature: \_\_\_\_\_

Date:

Print Name:

**Students under 18 years old, parent/guardian signature is required.**

Parent/Guardian Signature: \_\_\_\_\_

Date:

Print Name:

**DOCUMENT CHECKLIST**

Please ensure to check if you have attached the following documents to this application. All documents that are not in English must be translated in English.

**Documents for all students:**

- A copy of passport
- Certified copy of Academic Transcripts and Certificates
- A copy of current Australia visa (if applicable)
- Certified copy of English proficiency (if applicable)
- Certified copy of employment certificate (if applicable)
- Evidence of financial capacity (if applicable)
- Genuine Temporary Entrance (GTE) (if applicable)
- Statement of Purpose (if applicable)
- Other relevant supporting documents

**Documents to provide for nominated guardian by parents and homestay host for students under 18 with required forms:**

- Certified copies of passport, Australian Citizenship, and a proof of residential address
- Authorised confirmation letter of student's parent on nominated homestay or guardian
- Certified copy of proof of relationship to the student (if guardian is a relative)
- Working with Children Check & Police Check
- Homestay inspection outcome (must be processed by MEGA before CAAW is issued)

**PLEASE FORWARD COMPLETED APPLICATION TO:**

**MEGA Admissions Department**  
**Level 9, 225 Clarence Street Sydney NSW 2000**  
**[T]: 61 2 9299 6788 [E]: admissions@mega.edu.au [W]: www.mega.edu.au**  
**Macquarie Education Group Australia P/L trading as MEGA Education**  
**CRICOS Provider Code: 02657J RTO Code: 91305 ACN 111 742 15**

**EDUCATION AGENT/REPRESENTATIVE**

Are you applying through an education agent?  Yes  No

Representative's Details