INTERNATIONAL STUDENT ACCEPTANCE FORM

VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

OFFICE USE ONLY

Rcpt No:

Payment type:

Rctptd by:

This is your study agreement with Victoria University (VU) in Melbourne, Australia. You must ensure all details are correct, that the form is signed and that you lodge it with VU International as soon as possible. Please keep a copy of this form for your records.

Please print clearly in black or blue pen. Mark boxes with a cross ☒ where required.

VU STUDENT ID NUMBER (REFER TO YOUR OFFER LETTER): ☐☐☐☐☐☐☐

PERSONAL DETAILS

Family name (as stated in passport):

Given names :

Mailing address:

Suburb/city: Post code:

Country:

Email address:

Telephone number: Fax number:

Gender: ☐ M ☐ F Date of birth: D D / M M / Y Y Y Y

OFFER DETAILS AND VISA INFORMATION

What type of visa will you be applying for through immigration? ☐ Student ☐ Temporary

Students who are from a country with a level 3-5 visa subclass will need to apply for a pre-visa assessment.
To determine your visa subclass, visit www.immi.gov.au.

Where will you be applying for your visa? City:

Country:

Your country of birth:

Your nationality:

Your passport number:

Will you be enrolling in VU's Study Abroad program? ☐ Y ☐ N

Will you be enrolling in a Student Exchange program? ☐ Y ☐ N

COURSE INFORMATION

Please indicate which course offer(s) you are accepting in the table below. This includes any package offers.

Course name	CRICOS Code	Course Code	Campus	Semester (1 or 2)	Year

City Flinders (CF) City King (CK) City Queen (CQ) Footscray Nicholson (FN) Footscray Park (FP) Melton (MT) Newport (NP)
St Albans (SA) Sunbury (SN) Sunshine (SS) Werribee (WB)

OVERSEAS STUDENT HEALTH CARE (OSHC)

VU will arrange OSHC with OSHC Worldcare (VU's preferred provider) and will request payment to cover you for the duration of your course. If you make the entire payment up-front, you are protected against any increases in the OSHC fees during your studies. If you complete your studies earlier than expected, you may be entitled to a refund from OSHC Worldcare. Health insurance is your responsibility and current cover must be maintained by students for the duration of your stay in Australia.

Do you wish to commence a new OSHC Worldcare membership? ☐ Y ☐ N

If yes, please indicate the type of cover and amount payable. ☐ Single ☐ Family Amount: A$☐☐☐☐☐

If no, please indicate why you are not commencing a new OSHC Worldcare membership.

☐ You are eligible for the Norwegian or Swedish exemption.

☐ You are currently studying in Australia at another institution and already have current OSHC membership for the duration of your studies.

☐ You have opted to organise your own OSHC cover.

SPONSORED STUDENTS (COMPLETE ALL RELEVANT QUESTIONS)

Have you been granted a scholarship or received sponsorship (e.g. from a government or private company)? ☐ Y ☐ N

If no, please proceed to 'Tuition Fee and Payment Details'.

If yes, what is your sponsor's name? ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

You must provide a sponsorship statement/financial guarantee.

Do you give VU permission to provide your sponsor with information about your academic progress, examination results, details of your contract and a broad outline of any health issues affecting your academic studies? ☐ Y ☐ N

TUITION FEE AND PAYMENT DETAILS

Course deposit fee: A$☐☐☐☐☐ OSHC payment: A$☐☐☐☐☐ **TOTAL: A$**☐☐☐☐☐

How will you make this payment?

☐ Bank draft/cheque

Bank drafts and cheques should be made payable to Victoria University.
Please ensure you write your:

- Family name
- Given name
- VU Student ID Number

on the back of the cheque for quicker processing.

☐ Telegraphic transfer (wire remittance)

Bank: National Australia Bank
Address: 330 Collins Street, Melbourne VIC 3000
BSB No: 083004
Account No: 62 191 9124
Account Name: Victoria University, Opening Account
SWIFT No: NATAAU3303M

You must attach a copy of your receipt to this form if you paid via telegraphic transfer. Payments made using this method will incur a bank charge of up to A$50. Please note that there may be delays with telegraphic transfer. It is not recommended for urgent visa documentation.

DECLARATION

You must read the following statements and sign below to indicate you understand your contract with VU. If you are under 18, you must get a parent or legal guardian to sign as well.

I, ____ , acknowledge that:

(please print name here)

- I have received a letter of offer that identifies my course, the fees payable, OSHC costs and any conditions attached to the offer.
- I agree to be bound by the conditions attached to the offer.
- I understand that the written agreement, as required by the *National Code of Practice 2007*, between VU and I consists of an offer letter (outlining course content and structure), the *Accept Your Place* booklet (outlining VU's refund policy) and this *Accept Your Offer* form.
- I understand my obligations under the *Education Services for Overseas Students (ESOS) Act 2000* which states that I must notify VU of any change in my Australian address within seven days for the duration of my enrolment.
- I understand that the information that I provide to VU may be made available to the Australian Government and designated authorities (see privacy statement below for further details).
- I understand that this agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- the university reserves the right to alter any course, subject, admission requirement or fee without notice.
- my tuition fees do not include the cost of books, study materials , field trips, visa costs or living expenses and may be subject to adjustment and annual increases.
- I understand that the Letter of Offer made by VU will be withdrawn and my enrolment cancelled if I have provided any false or fraudulent information. VU will also notify the Australian Government and other authorities of the change in my enrolment, which may lead to the cancellation of my visa.
- I am not a permanent resident/citizen of Australia or citizen of New Zealand accepting a Letter of Offer for a higher education course.
- I must arrive at VU before the commencement of classes unless I have obtained authorised permission from VU international.
- I recognise and accept any recognition of prior learning (RPL) as indicated in my Letter of Offer. I understand that if I do not accept a decision to refuse RPL, I must appeal within the time frame specified.
- VU will not permit my enrolment in any course or subject unless all fees have been paid in full by the required date. I understand that all fees will be based on the number of units I enrol in as explained in the letter of offer and are subject to change.
- I have read and understood VU's *Accept Your Place* booklet (including the Refund Policy contained in that booklet).
- I have read and signed a declaration on the VU *International Student Application Form* and agree to abide by those conditions.

If you are studying an ELICOS program with VU's English Language Institute (ELI), you must read and agree to the following in addition to the above.

- I must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
- I cannot change institutions during the course without a written letter of release from VU.
- I understand that VU can share information about my course and progress with my parents (only for students who are under 18).
- I understand that VU reserves the right to: change its tuition fees and conditions; cancel or defer courses; and alter course timetables and class locations at any time without notice.
- I may be required to do an additional number of weeks of study stated in my Letter of Offer after I complete a placement test on enrolment day at ELI.
- I will apply myself to study in order to complete the program successfully within the period as specified in my Letter of Offer, visa and CoE.
- I understand that I cannot change my study program after the VU census date (31 March for Semester 1 and 31 August for Semester 2).
- I understand that I am bound by all VU statutes, rules and policies.
- The ELI program has 20 hours of face to face lessons with up to 5 hours of supervised study in the Self Access Centre, Multi-media Centre or Learning Commons.

Signature: **X** Date: DD/MM/YYYY

Parent/guardian's signature: **X** Date: DD/MM/YYYY

(If the person accepting the offer is under 18 years of age.)

Email address:

PRIVACY STATEMENT:

Victoria University is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic). The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education, Employment and Workplace Relations (DEEWR), the Department of Immigration and Citizenship pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the Education Services for Overseas Students Act 2000. Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Victoria University holds about you. See the University's Privacy Policy for details, which can be accessed at **www.vu.edu.au/library/pdf/default/PrivacyPolicy.pdf**

SEND YOUR COMPLETED FORM TO:

POSTAL ADDRESS

Victoria University International
City Flinders Campus
PO Box 14428
Melbourne Victoria 8001
AUSTRALIA

STREET ADDRESS

Victoria University International
City Flinders Campus
Level 3, 301 Flinders Lane
Melbourne Victoria 3000
AUSTRALIA

EMAIL

intaccept@vu.edu.au

ENQUIRIES

Phone: +61 3 9919 1164
Fax: +61 3 9919 1466
Email: http://eaams.vu.edu.au/enquiry/

THANK YOU FOR CHOOSING VICTORIA UNIVERSITY.

Updated 25 January 2011