



Melbourne Education Group International Student Course Acceptance & Agreement

CRICOS Provider No. 02810E

Please print **CLEARLY** in black ink using **BLOCK LETTERS**. Please submit forms by post to Melbourne Education Group, PO Box 12302 A'Beckett Street Post Office, Melbourne, VIC, 8006 Australia. Telephone (61 + 3) 8327 2600 Facsimile (61 + 3) 8327 2699

1. PERSONAL INFORMATION

Family Name/Surname	Given Names	Preferred or Adopted Given Name	Title (Mr/Mrs/ Miss/Ms)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender (M/F)	Date of Birth (dd/mm/yy)	Citizenship	Country of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you hold a current Australian visa? Yes No If 'Yes', what category?
Please attach a copy

Visa expiry date Passport number

If no, where will you apply for your visa?
(Please provide name of Australian Diplomatic Office)

Compulsory Overseas Student Health Cover (OSHC) fee

Single / Family	(1)	A\$ <input type="text"/>
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OSHC Membership (if you have one) Expiry Date:

Fees:

Accommodation placement fee (optional) (A\$165)	A\$	
Airport pick-up (optional) (A\$100)	A\$	(2) <input type="text"/>

2. COURSE ACCEPTANCE

ENGLISH PROGRAM – complete if you are accepting an offer for an English Language Program (ELICOS)

I accept this offer of week course commencing
(dd/mm/yy)

Fees:

English Language Program enrolment fee	A\$ 200.00	
English Language Program course fee	A\$	(3) <input type="text"/>

MEG PROGRAM – complete if you are accepting an offer for a MEG program

I accept the Conditional Offer Offer

Program name	Program code	Commencement Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

FEES: (please indicate the amount paying) (4)

Enrolment Fees: (5)

PACKAGED PROGRAM – complete if you are accepting an offer for a second program as part of a course package

I accept the Conditional Offer Offer

Program name	Program code	Commencement Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

FEES: (please indicate the amount paying) (6)

TOTAL FEES (the total of boxes 1- 6)

- **Proof of payment must be attached to this form when accepting your offer**
- **Visa Status**

Preliminary Visa Approval (PVA) for Assessment Level 3 or Level 4 country applicants is required (does not apply to students applying under the new e-visa program in China and India)

Have you received a PVA letter? Yes No (Please attach a copy)

Have you received a copy of the MEG International Student Information Handbook? Yes No

Have you received a copy of the AIPS/MEG Student Code & Conduct? Yes No

3. FEE PAYMENT INFORMATION

Please indicate method of payment below:

- Money Order**
- Bank Cheque**
- Electronic Funds Transfer**
 Payee: Melbourne Education Group
 Bank: National Australia Bank
 Branch: Melbourne, Victoria, Australia
 BSB No: 083-155
 Account No: 799736472 (SWIFT Code NATAAU3303M)
- Credit Card** **VISA** **MASTERCARD**

Card Holder's Name: _____ **Card Expiry Date:** ____/____

Card Number:

4. DECLARATION & ACCEPTANCE

I understand that:

- MEG reserves the right to discontinue or alter any program, course/subject, fee, admission requirement, staffing or other arrangement without prior notice.
- Under the ESOS Act 2000 and National Code personal information I have provided may be made available to Commonwealth & State agencies, the ESOS Assurance Fund and our collaborators
- I may access my student records, subject to privacy legislation. For more detailed information please see MEG's privacy policy at www.meg.edu.au.
- Quoted fees are an estimate only, based on standard full time loads and will vary depending on program. Tuition fees are based on the minimum number of hours/credit points required to complete the award program, and tuition fees will increase if course needs to be repeated or additional electives that will exceed the minimum requirement need to be undertaken.
- Fees quoted by MEG are subject to change and the fees quoted in the letter of offer apply only to the current year of study.
- Fees are to be paid upfront for the proposed study period and penalties will apply if payment is not received by the due date.
- Tuition fees do not include the Overseas Student Health Cover (OSHC), administrative service charges, books/equipment and/or other materials required to undertake the program or compulsory activities where relevant such as field work.
- The OSHC and application fee are non-refundable by MEG. Students must apply directly to Medibank Private for possible refund.
- I declare that I am not a permanent resident/citizen of Australia or a citizen of New Zealand.
- I understand that I must arrive by the commencement date otherwise I will not be able to enrol.

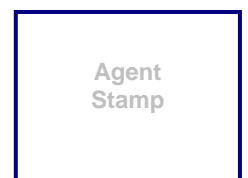
I acknowledge that I have read, understood, and accept the terms & conditions of enrolment including the information contained in the letter of offer and the refund policy for MEG and its collaborators.

I declare that to the best of my knowledge the information supplied in this application and the documentation supporting my application is correct and complete. I acknowledge that the withholding of, or provision of incorrect documentation relating to my application may result in cancellation of any offer or enrolment by MEG.

By accepting this offer, I give MEG the right to check my visa status on the DIAC Electronic Verification Online System.

Student and Witness:

Student's Signature:	
Full Name (Block Letters):	
Reference Number (see Offer of Enrolment)	Date:
Witness Signature (Education Agent if applicable):	
Witness Name (Block Letters):	
Witness Mailing Address:	



MEG – OFFICE USE ONLY

Accepted (Signature of Registrar/Nominee):
Signed copy of this agreement with eCoE, fees receipt , MEG International Student Information Handbook & AIPS/MEG Student Code and Conduct to:
Student on (date) _____ ;or
Agent on (date) _____

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

Please read carefully as this information forms part of your agreement

1. Refunds

1.1 **Full refunds** will be paid in the following circumstances:

- A. MEG is unable to provide the course;
- B. An offer of a place is withdrawn. If however, the offer was made on the basis of incorrect or incomplete information supplied by the student, MEG reserves the right to retain 10% of the annual fee;
- C. MEG defaults (the course does not commence on the agreed starting date; or the course ceases to be provided after it commences but before it is completed);
- D. The student fails to meet course progression requirements and is subsequently not permitted to re-enrol for the next teaching period. The student is eligible for a full refund of pre-paid tuition fees for subjects/units not yet attempted;
- E. The student does not meet the condition(s) stated in the offer letter;
- F. The student withdraws from the course to take up an offer at another institution. Proof of this offer must accompany the withdrawal application;
- G. Cancellation of enrolment prior to commencement of the course due to exceptional circumstances may be accepted as grounds for a full refund of any pre-paid fees, subject to provision of acceptable documentation supporting a written cancellation of enrolment prior to the relevant census date. Exceptional circumstances include:
 - (i) inability to obtain a student visa;
 - (ii) illness or disability;
 - (iii) death of the student or a close family member (parent, sibling, spouse, partner or child);
 - (iv) a political, civil or natural event which prevents a student commencing their studies; or
 - (v) other special extenuating circumstances, at the discretion of MEG.

1.2 **Partial refunds** apply to both commencing and continuing overseas students. Partial Refunds are only available if:

1. an application for withdrawing or taking Leave of Absence is made in writing;
2. the application is submitted with appropriate and acceptable supporting documentation, such as a medical report or offer letter from another course; and
3. submitted within the specified time frames.
4. In exceptional circumstances the Chief Executive Officer may exercise discretion in awarding a partial refund.

Note: The above does not apply to students who are not permitted by MEG to continue in the course.

Partial Refunds are calculated according to the following time line:

1. Where a student cancels their enrolment prior to the commencement of classes, and without exceptional circumstances, the refund provided will be all the fees paid in advance for the coming year, less 10%.
2. Where a student withdraws, is offered a place in another course or takes Leave of Absence after classes have commenced but prior to the census dates in each semester, the refund will be all the fees paid in advance for the year, less half the current fee for the teaching period i.e. semester or trimester.
3. Where a student withdraws, is offered a place in another course, or takes Leave of Absence after the census dates in each semester, the refund will be all the fees paid in advance for the year, less the current teaching period fee i.e. semester or trimester.
4. Where a student is not permitted to complete a semester due to failing to meet course progression requirements, the refund will be all the fees paid in advance for the year, less half the current teaching period fee i.e. semester or trimester.

The date which the Institute receives the letter of withdrawal or request for Leave of absence, is the date at which such withdrawal or Leave of Absence takes effect for the purposes of calculating the refund to be paid.

A separate application for refund is not required to be submitted. The acceptance of the written application to cancel enrolment, or withdraw or take Leave of Absence, will trigger the refund process.

- 1.3 Administration Fee** of AUD\$500 applies to all fee refunds, except where MEG is in default within the meaning of the ESOS Act in which case no administrative fee is applied.

The refund will normally be made to the student, unless otherwise requested in writing by the student. Refunds will be made in Australian dollars payable to the overseas student and sent to the overseas student's permanent home country address, unless otherwise specified in writing.

Where a refund is to be paid to a third party, this should be specified in the letter of request for a refund.

Where the tuition fee has been paid by a sponsoring body or scholarship agency, any refund payable will be made to the sponsoring body or scholarship agency.

Where an overseas student is transferring to another institution, the refund will be paid direct to the new institution, if requested in writing under the applicant's signature and supported by production of an offer letter.

- 1.4 Dispute Resolution** - An overseas student who wishes to dispute the decision made regarding their refund should write to the CEO, Melbourne Education Group, in the first instance. Should the matter remain unresolved, it may be taken to ACPET (Australian Council for Private Education and Training), the peak body for private education providers in Australia.

This refund policy does not remove the student's right to take further action under Australia's consumer protection laws.

2. Other

- 2.1 MEG may only enable students to defer or temporarily suspend their studies, including a grant of leave of absence, during the course through formal agreement in certain limited circumstances and in accordance with the National Code 2007.
- 2.2 Personal information about the student may be shared between MEG, its collaborators and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.
- 2.3 The student must notify MEG of any change of address to contact details within 7 days while enrolled in the MEG course(s).
- 2.4 In the unlikely event of default by MEG and for some reason MEG cannot refund the student their course fees, a Tuition Assurance Scheme (TAS) will attempt to find a suitable alternative course for the student. If a suitable alternative course cannot be found, the ESOS Assurance Fund will refund course fees. ACPET will usually manage this process and advise students accordingly.
- 2.5 MEG reserves the right to timetable teaching and related sessions at times suitable, generally between 9am and 9pm Monday to Saturday.
- 2.6 Where a student fails to commence the course within 14 days of the scheduled commencement date, confirmation of enrolment will be cancelled and DIAC notified accordingly.
- 2.7 Students are required to purchase their own resources such as text books and other support materials when needed throughout the course(s).
- 2.8 Students must keep copies of receipts or records or receipt numbers for all payments to MEG or its collaborators.
- 2.9 Students must pay all debts to be eligible to graduate from any course.