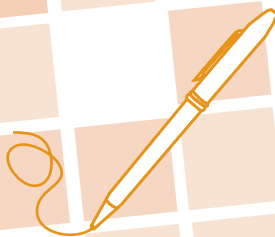


# INTERNATIONAL STUDENT APPLICATION FORM



## Application Process

1. Obtain and complete the application form for Bendigo TAFE International Students. You can obtain the form:
  - direct from the Institute (telephone, fax, e-mail or write to us),
  - from our accredited representatives in your country,
  - from Bendigo TAFE booth at selected education exhibitions, or
  - by downloading it from Bendigo TAFE website:  
<http://www.britafe.vic.edu.au/index.php/default/action/downloads/>

You will need the following supporting documents:

- copy of passport, and visa pages (if applicable) from the passport,
- certified true copy of educational certificates and academic records (if applicable),
- evidence of employment history (if applicable),
- english language test results (IELTS if applicable).

*Note: If your documentation is in a language other than English, you must provide an official certified translation.*

2. Submit or mail the application form, the AUD \$50 non-refundable application fee, and all the required documents to:

Bendigo TAFE International Office  
P.O Box 170  
BENDIGO  
Victoria 3552  
AUSTRALIA

- or take it to your local Bendigo TAFE representative (education agent),
- or fax it to Bendigo TAFE +61 3 5434 1569,
- or e-mail it to Bendigo TAFE at [international@britafe.vic.edu.au](mailto:international@britafe.vic.edu.au).

3. If your application is successful, we will send you a Letter of Offer for a place at Bendigo TAFE.
  - the time taken to assess your application depends on the prerequisites that need to met.
  - if your application is unsuccessful we will send you a letter stating why you have not met the selection prerequisites, or a letter informing you that all places in the course for which you have applied have been filled.

### About your offer

- the Bendigo TAFE International Office will send you a Letter of Offer and your agreement with Bendigo TAFE.
- at this point, you must download a copy of the International Student Handbook at  
<http://www.britafe.vic.edu.au/index.php/default/action/downloads/>
- the Letter of Offer will state whether the offer is a conditional offer.

### A conditional offer means

You have been offered a place in the program if you meet the conditions stated on your Letter of Offer. You must provide evidence that you have met these conditions, for example results of an International English Language Test Score (IELTS).

4. To accept your offer, you must:
  - meet all the conditions as stated on the Letter of Offer,
  - read the documents accompanied with the Letter of Offer, and
  - return the signed copy of the Student Agreement with Bendigo TAFE and the full fees as outlined in your letter of offer to the Bendigo TAFE International Office.

Note: fees will not be accepted until we have received the signed copy of the Student Agreement and associated documents at Bendigo TAFE.

5. Your enrolment package and student visa

After Bendigo TAFE has received the International Student Agreement with BRIT, fees and documents, Bendigo TAFE will send you the following items:

- your Confirmation of Enrolment (eCOE) for your application of your student visa,
- you need to access the pre-departure information in the International Student Handbook and the Pre- Departure Checklist at:

<http://www.britafe.vic.edu.au/index.php/default/action/downloads/>

6. When you arrive at Bendigo TAFE

You must participate in the Bendigo TAFE Orientation program.

Representative/agent stamp:

Please denote type of application:

Direct       Via an agent



Do you hold a valid Australian visa:  Yes  No If yes, type of visa: \_\_\_\_\_

If student visa, number on visa: \_\_\_\_\_

Visa Expiry Date:   /   /

Do you have any disability?  Yes  No  
If yes, please specify \_\_\_\_\_

Have you been granted a scholarship or sponsorship?  Yes  No (If yes, please provide a letter from your sponsor/s)

Scholarship/Sponsor provider name: \_\_\_\_\_

### SECTION 3: COURSE PREFERENCES

PREFERENCE	COURSE NAME	INTAKE	YEAR
1st			
2nd			
3rd			

#### English Program Only (Tick the type of program you are applying for)

<input type="checkbox"/> General English	Number of weeks: _____
<input type="checkbox"/> English for Further Studies	Preferred starting date: _____

If you are applying for English only, do you intend to undertake further studies at another institution after your studies at Bendigo TAFE?  Yes  No

If yes, please provide the details and attach evidence of the Letter of Offer (s) for the future studies.

Name of Institution: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Start Date: \_\_\_\_\_

### SECTION 4: ENGLISH LANGUAGE PROFICIENCY

What is your first language? \_\_\_\_\_

RECENT USAGE OF ENGLISH (Please tick where appropriate and **attach evidence**)

- I have satisfactorily completed secondary/tertiary studies in Australia  I have an IELTS test and my score was \_\_\_\_\_
- I have successfully completed an approved ELICOS programme:  Other (Please specify) \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Length of course: \_\_\_\_\_

Date of completion: \_\_\_\_\_



## SECTION 10: PRIVACY STATEMENT

The Institute is required to comply with the federal and state privacy regimes. The information you have provided to the 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 Bendigo TAFE International Office at the contact address below, or by sending an email to [international@britafe.vic.edu.au](mailto:international@britafe.vic.edu.au). If you do not wish to provide the requested information, this may restrict the range of services and educational programs that the Institute can offer you.

## SECTION 11: STUDENT DECLARATION

- I declare that the information supplied in this application and the supporting documentation is true and complete.
- I acknowledge that the provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s might invalidate my application and that Bendigo TAFE may withdraw an offer of a place or cancel my enrolment in consequence.
- I consent to Bendigo TAFE to obtain official records from any educational institutions in which I have previously enrolled and/or my current or any past employer for the purpose of verifying my grades and/or qualifications or experience.
- I am fully responsible for my educational and living expenses while studying at Bendigo TAFE.
- I have read and understood the Schedule of Fees, Application Procedure and the Inbound International Refund Procedure, which is available in the International Student Handbook [www.britafe.vic.edu.au](http://www.britafe.vic.edu.au)
- I have read and understood the Privacy Policy in Section 10.
- I confirm that I have read a copy of the Bendigo TAFE's International Handbook and fully understand the requirements of my selected course.
- I understand that the information provided, as a requirement of the National Code of Practice 2007 (Standard 7) states that I may not transfer between registered providers within the first six (6) months of the commencement date of the principal course of study.
- I understand that the information provided to me by Bendigo TAFE may be made available to Australian Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2007.
- I understand that Bendigo TAFE is required to notify Australian Immigration Authorities about changes to my enrolment, and any breach of Visa conditions relating to attendance and unsatisfactory academic progress. (DIAC website: [www.immi.gov.au](http://www.immi.gov.au))
- I understand that this agreement does not remove my right to take further action under Australia's consumer protection laws.
- I agree to abide by the statutes, regulations and policies of Bendigo TAFE.

**I have read and understood the above conditions and accept them fully.**

Applicant's  
Signature required:

Date:  /  /

Witness  
Signature required:

Date:  /  /

### Send your application to:

Bendigo TAFE International Office  
(CRICOS Provider No: 03059A)  
PO Box 170  
Bendigo Victoria 3552  
Australia

Telephone: +61 3 5434 1555  
Facsimile: +61 3 5434 1569  
Email: [international@britafe.vic.edu.au](mailto:international@britafe.vic.edu.au)  
Website: [www.britafe.vic.edu.au](http://www.britafe.vic.edu.au)