

How to Apply (TAFE, Undergraduate and Postgraduate (Coursework))

Please read the information below to ensure your application is complete to enable processing.

AA Education Network
26 Kooringa Avenue, Cleveland
QLD 4163
Telephone: +61 7 3488 2916
Email: info@aa-education.com
Web: www.aa-education.com



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Choose the program that best suits your interests and career goals

See TAFE, Undergraduate and Postgraduate program descriptions

2

Complete the application form located at the back of this Program Guide

If you are applying for credit you must complete the Application for Credit section of the form

If you are applying for a Research degree, download the Research application form

3

Attach the relevant documents with your form

Attach certified copies of all your academic transcripts and testamurs. If your documentation is in a language other than English an official translation must be provided

Copy of IELTS or TOEFL (or equivalent) test scores

Details of work experience, if applicable
If you are applying for credit, include the program or unit syllabus

4

Read the Payment & Refund Terms

Available for viewing at www.ballarat.edu.au/fdp/international/courses/policies.shtml

5

Submit your application form and required documents

Fax, email or mail the completed application form, including all required documents to:

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Receive your letter of offer

Your application will be assessed and if successful you will receive a letter of offer via email



International Student Application Form

Secondary Studies (High School, 12th)

Are you currently completing secondary studies?

- YES** > Go to Section 1
 NO > Go to Section 2

Section 1

Name of Examination: _____

Date results will be available: _____

Documentary evidence must be provided.
Please fax/email results as soon as they become available.

Section 2

Name of qualification: _____
(Eg. A Levels, STPM, IB)

School/Institution: _____

Country: _____

Date completed: _____

Year completed: _____

Documentary evidence must be provided.

Further Education

(Certificate, Diploma, Degree, Bachelor, Masters)

Are you currently completing or awaiting results of post secondary studies?

- YES** > Go to Section 1
 NO > Go to Section 2

Section 1

Name of University/Institution: _____

Date results available: _____

Documentary evidence must be provided.
Please fax/email results as soon as they become available.

Section 2

Name of qualification: _____

University/Institution: _____

Country: _____

Years attended: (eg. 2006 –2009) _____

Date completed: _____

Documentary evidence must be provided.

Work Experience/Relevant Employment History

Years: _____

Employer's name: _____

Position held: _____

Duties: _____

Documentary evidence must be provided.

Advanced Standing/Credit Exemptions

Are you seeking advanced standing (credit exemption)?

- YES** **NO**

If you answered YES, you must attach detailed syllabuses/curricula of all subjects you have successfully completed and would like credit for.

Checklist

- Have you answered all the questions?
- Have you attached certified copies of your IELTS/TOEFL results? (If English is not your first language)
- Have you attached certified copies of your qualifications and academic transcripts?
- If you are applying for advanced standing/exemptions, have you attached the subject syllabuses/curricula?
- Have you read the University's Refund and Payment Terms?
www.ballarat.edu.au/fdp/international/courses/policies.shtml
- Have you signed and dated the declaration?

Application Deadline

There is no application deadline, but prospective students are advised to apply as early as possible in order to allow sufficient time for visa processing by the Australian authorities.

Declaration by Applicant

I am aware of the conditions as they relate to my admission and agree to pay all fees for which I am liable. I have read and agree to the conditions relating to the University of Ballarat Fees, Payment and Refund Terms
www.ballarat.edu.au/fdp/international/courses/policies.shtml

I declare that the information provided by me is true and complete in every detail. I acknowledge that the University of Ballarat may obtain further information about me from educational institutions I have attended or from the Australian Department of Immigration, Multicultural and Indigenous Affairs. I acknowledge that the University reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect or incomplete information. I confirm that I am seeking temporary entry into Australia for educational purposes only and that I must undertake studies as a full-time student.

Signature: _____

Date: _____

Return this form to:

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Accepting Your Offer

If your application is successful, you will receive a letter of offer. The offer will detail:

- The program you have been offered
- The annual tuition payable
- The program commencement date
- The deposit required
- The amount of Overseas Health Cover (OSHC) payable
- Any conditions
- Any additional information relevant to your program

Included with your offer will be a detailed guide to accepting your offer to study at the University of Ballarat. The 'Accepting Your Offer' guide can be viewed at

www.ballarat.edu.au/fdp/international/courses/acceptance.shtml

Applying For Your Student Visa

Visa Assessment Level (AL) One or Two countries

If this is your first application for a student visa and you are applying from an AL1 or AL2 country, you will receive your electronic Confirmation of Enrolment (eCoE) upon receipt of your student acceptance and full payment of the required deposit.

Visa Assessment Level (AL) Three, Four or Five countries

If this is your first application for a student visa and you are from an AL3, AL4, or AL5 country, you must provide a favourable Pre-Visa Assessment (PVA) letter before your eCoE will be issued.

Packaged Programs

If you are offered two or more programs (a packaged program) an eCoE will be generated for each offer you accept. All eCoE's will need to be provided to the Department of Immigration and Citizenship (DIAC) or the Australian Diplomatic Mission where you apply for your student visa.

E-Visas

Students from some countries may be eligible to apply for an e-visa. Check the DIAC website www.immi.gov.au for details. You can also check your visa assessment level on this site.

English requirements

Students from AL3, AL4 or AL5 countries will be required to take an IELTS test. Please refer to the DIAC website www.immi.gov.au for information on which assessment level your visa falls under.

Overseas Student Health Cover (OSHC)

It is compulsory for all student visa holders and their dependants to maintain OSHC for the duration of their studies. The fee for OSHC is included in your offer letter under 'Fees due in advance'.

The University will purchase health cover on your behalf, through BUPA Australia Health. However, if you wish to purchase your OSHC through another provider please advise International Student Programs of your membership details.

OSHC fees as at February 1st 2009

Length of Cover	Single Cover	Family Cover
12 months	AUD\$360.00	AUD\$720.00
24 months	AUD\$684.00	AUD\$1368.00
36 months	AUD\$1026.00	AUD\$2052.00

A full list of fees and information regarding coverage and exclusions is available at www.overseasstudenthealth.com

Your Rights and Responsibilities

To view the full University of Ballarat Fee Payment & Refund Terms, please visit

www.ballarat.edu.au/fdp/international/courses/policies.shtml

For information about the circumstances under which your enrolment may be deferred, suspended or cancelled, please visit

www.ballarat.edu.au/fdp/international/ESOS/index.shtml

The Educational Services for Overseas Students (ESOS) Act regulates the education and training sector's involvement with overseas students studying in Australia on student visas. To view the ESOS Framework, please visit

www.ballarat.edu.au/fdp/international/ESOS/index.shtml

Refund and Tuition Payment Guidelines

For information regarding Refund and Tuition Payments please visit the below websites:

Refund Policy:

http://policy.ballarat.edu.au/esos/standard_3/ch01.php

Refund Procedure

http://policy.ballarat.edu.au/esos/standard_3/ch02.php

Tuition Fee Payment Terms

http://policy.ballarat.edu.au/esos/standard_3/ch03.php