Holmesglen Institute requires all Education Agents to implement the following process when recruiting international students for study at Holmesglen. This is to ensure that only genuine students and genuine temporary entrants are recruited. The process should be adhered to as follows:

a. The Education Agent must complete the Applicant Assessment Form during an interview with the prospective international student (the applicant).
b. The Education Agent must collect and retain all relevant evidence to support the applicant’s responses to this interview. This documentation must be available to Holmesglen upon request.
c. The Education Agent must accurately record the applicant’s response to every interview question.
d. The applicant must sign and date the Student Declaration upon completion of the interview.
e. The Education Agent must complete, sign and date the Risk Assessment & Recommendation.
f. The Education Agent must forward a copy of the completed Applicant Assessment Form with the student’s application to International.Admissions@holmesglen.edu.au.

APPLICANT’S DETAILS

Given Name(s)  
Gender  (M) Male  (F) Female  
Family Name  
Date of Birth  
Residential address (In home country)  
City  Country  Postcode / Zipcode  
Home Phone Number  Mobile Phone Number  Work Phone Number  
Email Address  
How long has the applicant lived at the above address? (If less than one year, please provide previous address)  
City  Country  Postcode / Zipcode  

INTERVIEW DETAILS

Interviewer Name  Date of Interview  

NB: Applicants from Assessment Level 1 countries (as outlined in the following www.immi.gov.au/Study/Pages/student-visa-assessment-levels.aspx) are exempt from submitting this form when applying for ELICOS programs only.
SECTION 1 – APPLICANT’S STUDY PLAN

1. How did you hear about Holmesglen?

2. Why did you choose Holmesglen over other providers in Australia or overseas?

3. Have you read the Holmesglen Prospectus and researched the Holmesglen International website?  
Yes  No

4. Why do you want to study the course/s you have applied for at Holmesglen?

5. Explain the relevance of your current qualifications to the course you have selected to study at Holmesglen.

6. Are similar courses available in your country? If yes, how do you believe you will benefit from studying this course at Holmesglen?

7. Why have you chosen Australia as a study destination?

8. Why have you chosen to live and study in Victoria?

9. What research have you undertaken to assist you with making this decision?

10. What is your IELTS or equivalent score? (Please provide evidence)  
How many years since you last studied?

11. What is the highest qualification you have been awarded?

12. Is there a course you have commenced previously but did not successfully complete?  
Yes  No  If so, when?

13. What do you hope to achieve upon your completion of studies at Holmesglen?

14. What are your career plans and how is this course relevant to your chosen career?

15. Please provide information about employment opportunities available in your country upon completion of your chosen qualification?

16. Do you know the annual salary in your country for graduates with a similar qualification?  
If yes, provide estimate  
Yes  No  (AUD) $

17. Have you been refused course entry from an Australian education provider?  
Yes  No

18. If so, what was the reason for this refusal?

19. Which provider?

20. What were you seeking to study?
SECTION 2 – APPLICANT AND FAMILY BACKGROUND

Please list your immediate family members (e.g. Parents, siblings) and their current country of residence?

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Country of residence</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Is your family supportive of your study in Australia? Yes No
   Do you have any relatives in Australia? Yes No

3. What is their relationship to you? (E.g. aunt/uncle/cousin etc)

4. In which city/state do they live? City State

5. How long have they lived in Australia?

6. What is their occupation?

7. Have you previously travelled or studied overseas? Yes No
   If yes, which countries?

8. What is your relationship status? Single Engaged Married De Facto Separated/Divorced Widowed

9. If relevant, will your partner / spouse accompany you to Australia? Yes No

10. Do you have any dependants? Yes No
    If yes, what are their ages?
    Will any dependants Travel to Australia Remain at home

11. If relevant, please provide an estimate of how much it will cost to enrol them into an Australian School (AUD) $

12. Have you or your dependants (if any) had a student visa rejection(s) from Australia or other countries in the past. If yes, please provide a copy of the Visa Refusal Letter. Yes No

SECTION 3 – APPLICANT’S FINANCIAL DECLARATION

1. What are the expected tuition fees for the duration of your chosen course? (AUD) $

2. Who will be funding your study and living expenses while in Australia? Please provide an estimate of the sponsor’s annual income in Australian Dollars (AUD) $

3. Have you provided evidence of your sponsor’s capability to fund your study and living expenses? Yes No

4. How will you organise and access these funds?

5. How much will your monthly living expenses be while studying in Australia? (AUD) $

6. Will you be using a bank loan to fund your studies? Yes No
   If yes, have you researched the availability of funding from an approved financial institution in your home country? Yes No

7. Who will be repaying any money you may need to borrow?

8. What contingencies do you have in place should you be unable to access your funds?

9. If you intend to work while studying in Australia, how much do you expect to earn per week? (AUD) $

10. Are you required to provide financial support to others whilst studying in Australia? If yes, provide details:

11. Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your student visa? Yes No

12. What type of accommodation will you be seeking in Melbourne? (E.g. shared housing, institute accommodation, homestay etc.)

13. If you plan to live with family/friends have you considered accessibility to the Holmesglen campus you will be attending? Yes No

14. What do you expect to pay per week for accommodation? (i.e. rent) (AUD) $

15. Are you aware of the work limitations and other Australian Student Visa conditions? Yes No

16. Do you understand the Holmesglen Fees and Refunds policy provided with this Applicant Assessment Form? Yes No
Fee Payment and Refund Procedures

When the Institute accepts an international student’s application for enrolment, the policy and procedures detailed here and in the Terms and Conditions of Enrolment will constitute a written agreement between Holmesglen and the international student for the purposes of the ESOS Act and the Revised National Code (2007).

1. Application Fee
1.1 On application for admission to a course, an application fee of $500 is payable and will be credited against the student’s tuition fee.
1.2 The application fee of $500 is non-refundable in the case of a student withdrawing an application after a Letter of offer is issued.
1.3 If the student’s application for admission is rejected, then the $500 application fee will be refundable if the student does not wish to pursue this course any longer.
1.4 Students applying through the accredited agents and IDP Education offices are exempt from including the $500 application fee with their application.

2. Payment of Tuition Fees
2.1 A study period at Holmesglen consists of no more than 24 weeks within a semester or a trimester.
2.2 Tuition fees paid offshore are payable to Holmesglen Institute of TAFE by Electronic Funds Transfer, MasterCard, Visa or international bank draft (in Australian dollars, drawn on an Australian bank in Australia). Holmesglen’s bank account details are:
   
   **Name:** Holmesglen Institute of TAFE
   
   **Bank:** Commonwealth Bank of Australia - Ashburton Branch
   
   **Bank Account:** 00901243
   
   **Branch Number (BSB):** 063103

   Once payment has been lodged, students must immediately forward the remitter’s name together with the bank reference number to Holmesglen’s Fee Services to ensure the fee is appropriately credited.

2.10 There is no reduction in fees for subject exemptions for Certificate and Diploma programs. For students enrolled in, a refund will be granted if a student has their visa refused.

2.8 Students who enrol in additional courses will be required to pay the full-time course fee applicable to their new commencement date. If the student withholds an upfront fee which will not be refundable.

2.2 Tuition fees paid onshore are to be paid in cash, by bank cheque, MasterCard or Visa, through Australia Post or over the Internet.

2.11 When students have to repeat a subject or subjects in the same study period in which they have paid a full fee, no additional fee is payable. However when they repeat a subject or subjects in a study period in which they have not paid a full fee, a pro-rata tuition fee is payable.

2.5 Additional fees are payable for additional courses, graduation ceremonies, excursions, resit tests and examinations and textbooks.

2.12 Where a student has been accepted into a course subject to attaining a required level of English tests and examinations and textbooks.

3. Refunds
3.1 If a student withdraws from Holmesglen, for whatever reason, within the first 10 days of the term, a full refund will be made to students withdrawn in this period.

3.15 Students who hold a package offer with University of Canberra will be subject to the University of Canberra Refund Procedures for the University of Canberra component of their program. These are available on the University of Canberra website at www.canberra.edu.au. A copy of these will be made available to students at the time of their application for a package offer. The University of Canberra Refund Procedures do not apply to the diploma component of the program.

3.7 Where a student has been granted a deferral in their course due to a delay in their visa grant, tuition will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted.

3.8 Where a student has had to withdraw because of visa refusal offshore or onshore (prior to commencement of a study period), a full refund of all tuition fees will be paid less a $250 administrative fee. Where the student has been refused in Australia for a course they are currently enrolled in, a refund will be granted on a pro rata basis.

3.9 Where there is no invoice after receiving eCerts, refunds will be processed as per procedures outlined in Items 3.1, 3.2, and 3.3.

3.10 Where a student’s enrolment is cancelled because of misbehaviour or breaching of visa conditions a pro rata refund of tuition fees will be made from the date of enrolment cancellation.

3.11 Tuition fees will not be transferred to the student in the event of the Institute’s closure in exceptional circumstances and at the discretion of the Director, International Centre.

3.12 No refund or transfer will be made to third parties.

3.13 International students who cancel their residency status will be refunded as per procedures outlined in Items 3.1, 3.2, and 3.3.

3.14 Students who are enrolled in the Charles Sturt University degrees at Holmesglen will be subject to the Charles Sturt University Refund Procedures. These are available on the Charles Sturt University website at www.cstu.edu.au. A copy of these will be made available to students at the time of their enrolment in the degree component of the course at Holmesglen. The Charles Sturt University Refund Procedures do not apply to the diploma component of the program.

3.15 Students who hold a package offer with the University of Canberra will be subject to the University of Canberra Refund Procedures for the University of Canberra component of their program. These are available on the University of Canberra website at www.canberra.edu.au. A copy of these will be made available to students at the time of their application for a package offer. The University of Canberra Refund Procedures do not apply to the diploma component of the program.

3.16 Students who are enrolled at Headmasters Advanced Academy will be subject to the Headmasters Advanced Academy Refund Procedures, and these are available at www.headmasters.com.au. A copy of these will be made available to students at the time of their enrolment at Headmasters Advanced Academy. The Headmasters Advanced Academy Refund Procedures do not apply to any preparatory program undertaken at Holmesglen, e.g., an ELICOS program.

3.17 These regulations may be waived by the Board of the Holmesglen Institute of TAFE in exceptional circumstances at its absolute discretion and the decision of the Board is final.

3.18 These procedures do not remove the right of an international student to take further action under Australia’s consumer protection laws.

4. Refunds – Accommodation
4.1 The Accommodation Placement Fee is non-refundable in any circumstances other than when a student has had his/her visa refused.

4.2 Where a student has made a payment towards Institute Accommodation, there will be no refund if the student chooses not to proceed with their degree course, the refund procedures described under item 3.6 (Refund Procedures) will apply.

5. Refunds – Welfare Expenses
5.1 Combined welfare fees for students in Australia are charged per subject.

5.2 In instances where a student withdraws because of visa refusal, a 75% refund will be made to students withdrawing less than four weeks before the commencement of the course, and

5.3 Where a student has had to withdraw because of visa refusal offshore or onshore (prior to commencement of the course), and

5.4 In circumstances other than where a student has had their visa refused: a 90% refund will be made to students withdrawing up to four weeks before the commencement of the course, and

5.5 No refund will be made once a student has arrived in Australia. Upon arrival in Australia, failure to take up your confirmed place in Institute Accommodation on the confirmed arrival date would result in you forfeiting your place in Institute Accommodation.

5.6 Students who are already in Australia and book into Institute Accommodation, there will be no refund of payment towards Institute Accommodation once a place is confirmed.

5.7 All welfare fees for students studying at Holmesglen are charged per subject.

5.8 Where the student chooses not to proceed with their degree course, the refund procedures described under section 3 (Refund Procedures) will apply.

6. Educational Package
6.1 Holmesglen: When applicants are required to complete a prerequisite course at Holmesglen as a condition of entry into a principal course at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course. An example is a student required to satisfactorily complete an English Language Program and attain a stated level of proficiency in English, as a condition of entry into a principal course. In these circumstances the refund procedures described under Item 3.6 (Refund Procedures) will apply.

6.2 Holmesglen bachelor degrees: When applicants are required to complete a prerequisite course as a condition of entry into a higher level principal course at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course. An example is a student required to complete a prerequisite course as a condition of entry into a principal course at Holmesglen. In circumstances where the student chooses not to proceed with their degree course, the refund procedures described under section 3 (Refund Procedures) will apply.

6.3 Other Institutions: Where an international student is required to complete a prerequisite course at another Institute as a condition of entry into a higher level principal course at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course. An example is a student required to satisfactorily complete an English Language Program and attain a stated level of proficiency in English, as a condition of entry into a principal course. In these circumstances the refund procedures described under Item 3.6 (Refund Procedures) will apply.

6.4 Students will be required to pay the fees as prescribed in the student’s offer. Where fees are charged per subject.

7. Additional Subjects
7.1 Students who have paid a full fee in the current study period may take additional or repeat subjects in the same course at no additional cost except for Bachelor degree studies where fees are charged per subject.

7.2 Students who have not paid a full fee in the current study period a pro rata fee will be charged for additional or repeat subjects.

7.3 Students will only be allowed to enrol in offcampus subjects they have failed in a previous study period and provided that they are enrolled in a full-time course.
SECTION 5 – APPLICANT’S DECLARATION

I, ________________________________, acknowledge that I have been interviewed by ___________________________ (Education Agent) and that all information and supportive documentation provided in this application is true and genuine.

I declare that:

• I have a genuine intention to undertake the study pathway for which I have applied.
• I have read, understood and consent to the Fees & Refund policy and procedures as outlined in the Applicant Assessment Form.
• I also understand that the provision of misleading or false information will impact negatively on my application to study in Australia.

Student Signature: ___________________________  Date of Signature: ________/_______/_______
## SECTION 6 – RISK ASSESSMENT AND RECOMMENDATION

**TO BE COMPLETED BY THE EDUCATION AGENT**

Once the applicant has responded to all interview questions, the agent must complete the assessment and recommendation below.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Applicant has the minimum English language requirement to undertake their chosen study pathway</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Applicant meets the academic requirements for their chosen study pathway</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Applicant has researched their career goals and prospects in their home country</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Applicant has done adequate research on Holmesglen’s courses, support services, facilities and locations</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Applicant has demonstrated a clear understanding of the benefits of undertaking their chosen study pathway at Holmesglen</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Applicant has strong family support</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Applicant has a clear understanding of the Australian Student Visa conditions including GTE and SVP</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Applicant has a confirmed source of funding and contingencies in place should their source of funding suddenly cease</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Supporting documentation has been sighted and is available upon request</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Applicant has realistic expectations of all costs for the duration of their studies</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Applicant has realistic expectations about their ability to find work and their likely part-time income whilst studying</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SECTION 7 – EDUCATION AGENT DECLARATION

**SUBMISSION CHECKLIST**

- Applicant Name:
- Education Agent:
- Passport
- IELTS / English Equivalent
- Academic Transcripts
- Under 18 year of age documents (if applicable)
- Completed Application Form
- Completed Applicant Assessment Form
- Original supporting documents sighted and copies stamped by assessing agent

**AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT**

As a result of an interview and counselling session undertaken at [Education Agency Name], I hereby declare that;

- The applicant, to the best of my knowledge, has a full and clear understanding of the Genuine Temporary Entrant (GTE) requirements to undertake study in Australia.
- All information and documentation to support this application has been sighted and verified to be true and genuine.

I hereby recommend Holmesglen proceeds with the assessment of this application.

**SUBMISSION CHECKLIST**

- Applicant Name:
- Education Agent:
- Supporting Documents for all new student applications:
  - Passport
  - IELTS / English Equivalent
  - Academic Transcripts
  - Under 18 year of age documents (if applicable)
  - Completed Application Form
  - Completed Applicant Assessment Form
  - Original supporting documents sighted and copies stamped by assessing agent

- Onshore Students must also provide the following additional documents:
  - Current eCOE/s
  - Current Visa grant confirmation / label
  - Release letters (if applicable)
  - OSHC Cover

**AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT**

Name of officer: ____________________________  Date of Signature: ____________

Signature: ____________________________  (AGENT STAMP HERE)

**SUBMISSION CHECKLIST**

- Applicant Name:
- Education Agent:
- Supporting Documents for all new student applications:
  - Passport
  - IELTS / English Equivalent
  - Academic Transcripts
  - Under 18 year of age documents (if applicable)
  - Completed Application Form
  - Completed Applicant Assessment Form
  - Original supporting documents sighted and copies stamped by assessing agent

- Onshore Students must also provide the following additional documents:
  - Current eCOE/s
  - Current Visa grant confirmation / label
  - Release letters (if applicable)
  - OSHC Cover

I hereby recommend Holmesglen proceeds with the assessment of this application.

**AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT**

Name of officer: ____________________________  Date of Signature: ____________

Signature: ____________________________  (AGENT STAMP HERE)