



**MAYFAIR  
COLLEGE**



# **INTERNATIONAL STUDENT ENROLMENT APPLICATION FORM**

Mayfair College Pty Ltd GPO Box 2866 Brisbane, QLD 4001

Phone: (07) 3733 1436 Fax: (07) 3456 1500

RTO Provider code: 31293

CRICOS Provider code: 03589G

## CAREFULLY READ THE BELOW INSTRUCTIONS BEFORE COMPLETING THIS ENROLMENT APPLICATION FORM

Your application to enrol as an international student will be assessed by Mayfair College. An offer will be issued to you only if you meet the admission/entry requirements including academic, English language and student Visa requirements as assessed by Mayfair College

### Instructions for completing this enrolment application form:

1. Ensure you have received your “*International Student Handbook*” and “*Course Information booklet*” before you complete this application. If there is anything within the handbook and/or course booklet that you do not understand, then contact Mayfair College administration before submitting this application.
2. Ensure you understand your requirements for studying a course in Australia under a student Visa i.e. you are a Genuine Temporary Entrant (GTE).
3. Ensure you have completed and signed the “*Student / Parent Declaration*” (last page) of this application and of the Student Handbook.
4. Ensure you are fully aware of the following “*Terms and Conditions*” before submitting your application:
  - a. There is a \$200.00 (AUD\$) application fee required with this application and is non-refundable.
  - b. Restrictions apply while you are studying on a student Visa.
  - c. Completing the course within the duration specified on the eCoe (electronic Confirmation of Enrolment).
  - d. Maintain satisfactory attendance and course academic progress.
  - e. Maintain approved Overseas Student Health Cover (OSHC) while in Australia.
  - f. Remain with principal education provider for six (6) calendar months unless issued with a letter of release from provider to attend another institution.
  - g. Notify the educational provider of your Australian address and any subsequent changes of address, phone or email within seven (7) days.
  - h. Work allowance of up to 40 hours per fortnight during school study periods.
  - i. Requirements for acceptance into a course, including the minimum level of English language, academic qualifications or work experience required and whether course credit of RPL may be applicable.
  - j. Course content and duration, qualification offered, modes of study and assessment methods.
  - k. Campus locations and a general description of facilities, equipment, learning and library resources available.
  - l. Details of any arrangements with another registered provider, person or business to provide the course or part of the course.
  - m. Course related fees including advice on the potential for fees to change during a student’s course and applicable refund policies.
  - n. Information about the grounds on which enrolment may be deferred, suspended or cancelled.
  - o. Description of the ESOS (Education Services for Overseas Students) Framework made available in the Student Handbook and on the College website.
  - p. Relevant information on living in Australia including:
    - i. Indicative costs of living.
    - ii. Accommodation options, and where relevant
    - iii. Schooling obligations and options for school-aged dependants of intending students including possible school fees incurred.
  - q. Suitability of application of enrolment in your chosen course.
  - r. Mayfair College is required to report to the DIBP (Department of Immigration and Border Protection) in the instance where by a student fails to make academic and/or attendance progress in two (2) consecutive study periods.
  - s. All students are bound by the code of conduct / behaviour as outlined in the Student Handbook.
  - t. Understand and accept all the applicable requirements, policies and procedures as outlined in the Student Handbook and Mayfair College website.
  - u. Unsigned applications forms and declarations will not be processed, and
  - v. Education agents cannot sign on behalf of applying students.

## PLEASE PRINT IN ENGLISH AND ENSURE THE DETAILS ON THIS FORM ARE CLEAR AND CORRECT.

If you require assistance in completing this form, do not understand parts of this form or are not sure what is required prior to your enrolment application is assessed, then contact Mayfair College administration using the following contact details:

Phone: 61 7 3733 1436 or Email: [admin@mayfaircollege.com.au](mailto:admin@mayfaircollege.com.au)

Office hours: Monday to Friday, 8am to 4pm (AEST)

### 1.0 PERSONAL DETAILS PLEASE ENSURE NAME IS AS SHOWN ON YOUR PASSPORT

Title:  Mr  Mrs  Ms Other:

Student I.D. (if known):

Family name:

Given names:

Preferred name:

Are you 18 years of age or older?  Yes  No - if NO contact Mayfair College administration

Date of birth (DD/MM/YYYY):

Gender:  Male  Female  Other

Current nationality (as shown on your passport):

Country of birth:

City/town of birth:

### 2.0 CURRENT CONTACT DETAILS IF YOU ARE CURRENTLY LIVING IN AUSTRALIA PLEASE PROVIDE YOUR AUSTRALIAN ADDRESS. IF YOU ARE CURRENTLY LIVING OUTSIDE OF AUSTRALIA PLEASE PROVIDE YOUR OVERSEAS ADDRESS.

Building/property name:

Flat/unit details:

Street or lot number:

Street name:

City, suburb, locality or town:

State/province/territory:

Country:

Post/zip code:

Home phone No:

Work phone No:

Mobile phone No:

Alternative phone No:

Email address:

Alternative email address:

### 3.0 POSTAL CONTACT DETAILS IF DIFFERENT TO YOUR RESIDENTIAL ADDRESS

Same as above:

Postal address:

#### 4.0 CURRENT PASSPORT AND VISA STATUS

Current passport number:

Nationality (as shown on passport):

Country passport was issued:

Do you currently hold an Australian Visa?  No

[GO TO SECTION 6.0](#)

Yes

[CONTINUE TO SECTION 5.0](#)

#### 5.0 CURRENT VISA STATUS AND DETAILS IF YOU ARE APPLYING FROM WITHIN AUSTRALIA

What is your current Visa type?

What is the Expiry Date on your current Visa (DD/MM/YYYY)?

*\*If you are currently on a Student Visa and studying with another educational institution, please provide details below.*

Name of institution:

Institution administration contact phone no:

What course are you currently studying?

When did you commence this course?

Do you currently owe tuition fees or any other fees to this institution?  No  Yes

Have you been issued with any warning letters from this institution?  No  Yes

Do you currently have a 'Letter of Release' from your current institution?  No  Yes

Are you seeking a 'Letter of Offer' from Mayfair College?  No  Yes

What is the reason for you wishing to transfer from your current institution to Mayfair College?

#### 6.0 ENGLISH PROFICIENCY PLEASE TICK ONE OF THE THREE OPTIONS THAT BEST APPLIES TO YOU

OPTION 1: I HAVE TAKEN A RECOGNISED ENGLISH LANGUAGE TEST IN THE PAST TWO YEARS I.E. IELTS, TOEFL, PTE

Name of test:

Score:

Date of test (DD/MM/YYYY):

*\*You must provide/attach documentation as part of this application*

OPTION 2: I HAVE ENROLLED IN AN IELTS, TOEFL, PTE ENGLISH TEST ON DATE (DD/MM/YYYY) AND I WILL PROVIDE MAYFAIR COLLEGE WITH THE CERTIFICATE ONCE COMPLETED.

OPTION 3: I HAVE NOT COMPLETED OR ENROLLED IN AN ENGLISH PROFICIENCY TEST

*\*If you have not yet enrolled in an English Proficiency Test, contact Mayfair College administration. Application candidates who are unable to provide adequate English Proficiency may not have their application processed.*

OPTION 4: ENGLISH WAS THE MEDIUM OF INSTRUCTION IN MY SENIOR SCHOOL YEAR OF STUDIES AND I GAINED A SATISFACTORY PASS IN ENGLISH

*\*You must provide/attach documentation as part of this application*

#### 7.0 EDUCATION DETAILS PLEASE PROVIDE DETAILS OF YOUR HIGHEST LEVEL OF SCHOOLING AND THE YEAR COMPLETED, AS WELL AS DETAILS OF ANY QUALIFICATIONS YOU HAVE ACHIEVED.

Highest school level achieved:

Year completed:

Highest qualification/level of study e.g. A-levels, Year 12 or equivalent, Diploma or Degree:

Institution name:

Country:

Date completed (DD/MM/YYYY):

#### 8.0 COURSE SELECTION PLEASE TICK YOUR PREFERRED COURSE. IF YOU ARE APPLYING FOR MORE THAN ONE COURSE PLEASE CONTACT COLLEGE ADMINISTRATION FOR SPECIAL PRICING OPTIONS.

SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT (FRONT OF HOUSE)

CRICOS course code #094789B – 16th July 2018 intake

Total tuition fees \$15,000 (AUD\$), not including application fees

SIT50416 DIPLOMA OF HOSPITALITY MANAGEMENT (COOKERY)

CRICOS course code #094789B – 16th July 2018 intake

Total tuition fees \$15,000 (AUD\$), not including application fees

*\*If your preferred course and intake date is not listed above please contact College administration*

#### 9.0 TUITION FEES PAYMENT PLEASE SELECT PAYMENT OPTION BELOW FOR YOUR COURSE

Applicants may opt to pay tuition fees as per Mayfair College's Course Fees Policy, whereby, the applicant may choose to pay up to, but not exceeding 50% of the total tuition fees prior to their course commencement. Applicants may also choose to opt for a 'Tuition Fees Payment Plan'. The payment plans are for applicants who are genuinely in need of assistance with payment of tuition fees.

*\*Please note. Applications for Tuition Fees Payment Plans are assessed individually and may not be approved to all applicants. Terms and Conditions of payment of tuition fees are provided below. Full details of our refund policy can be obtained in the Student Handbook or by accessing the College website at <http://www.mayfaircollege.com.au>*

Once you have read and fully understood the payment terms and conditions please choose a payment option.

OPTION 1: PAYMENT OF COURSE TUITION FEES PRIOR TO COURSE COMMENCEMENT

- 50% of course tuition fees must be paid (in Australian dollar\$) upon acceptance and submission of the 'International Student Contract/Letter of Offer' to Mayfair College.
- Students will not be allowed to commence studies until all applicable fees have been paid as per your International Student Contract/Letter of Offer' or any other subsequent invoices.
- Students are responsible for associated sundry expenses including stationery, computers/laptops and other personal expenses during your program of study.
- The remainder of the course tuition fees will be required prior to your course completion. If you have not paid your total outstanding fees as outlined in your contract agreement you will not be eligible to graduate your course.
- Mayfair College is not required to provide a student who owes fees for their current study period with a 'Letter of Release'.

OPTION 2: TUITION FEES PAYMENT PLAN \*APPROVED APPLICANTS ONLY

By choosing this option you have applied to enter into an agreed payment plan for your course of studies with Mayfair College. Choosing this option does not constitute automatic acceptance to study with Mayfair College. Should this application be accepted, you must also sign a 'Tuition Fees Payment Plan Agreement' which will be included with the 'International Student Contract/Letter of Offer'.

#### TERMS AND CONDITIONS

1. By signing and entering into a 'Tuition Fees Payment Plan Agreement' the applicant and/or guarantor acknowledges that they are responsible for correctness of all information provided in connection with entry into the agreement including that set out in all sections of the agreement
2. The candidate and/or guarantor agree to pay each and every instalment of the tuition fees by their respective due dates as outlined in the 'International Student Contract/Letter of Offer'
3. Failure to pay any instalments may result in discontinuance of study including:
  - a. Attending class
  - b. Sitting for assessment and/or examinations
  - c. Receipt of academic qualifications, and
  - d. Use of college amenities and/or services relating to the course of studies
4. If Mayfair College cancels the course or program before it starts a full refund will be issued for candidate fees paid for a course program

5. The candidate may be eligible for a partial refund if they withdrew from their course and discontinue their studies as outlined in 'refund policy' of the Student Handbook. This includes but is not limited to:
  - a. Unsuccessful Visa application: 100% refund of all un-used prepaid fees, less \$ 200.00 (AUD\$) administration fee.
  - b. Cancellation of enrolment more than 20 days prior to course commencement date: 85% refund of tuition fees paid less \$ 200.00 (AUD\$) administration fee.
  - c. Cancellation of enrolment less than 20 days prior to course commencement date: 50% refund of tuition fees paid less \$ 200.00 (AUD\$) administration fee.
  - d. Cancellation after course commencement date: No refund.
  - e. Visa cancelled due to student actions: No refund.
  - f. Course cancelled by Mayfair College (provider default): 100% refund.
6. It is the responsibility of the student to notify Mayfair College of their withdrawal and discontinuation of studies by applying for a 'Letter of Release' within seven (7) days of the students last participation in

## 9.0 TUITION FEES PAYMENT CONTINUED

- training. When withdrawing from a course, students will be considered for deferral of their studies before consideration is given to discontinuation. The student needs to set out the reasons for their withdrawal and provide supporting documentation as appropriate.
- For withdrawals at or after the commencement of classes or participation in training, there is no refund for the enrolled units in the term in which the student withdraws and discontinues their studies or where a course has a duration of less than six (6) months.
  - Should the instalment payments under the agreement be less than the fees associated with the units that have commenced or for which there is a record of participation in training or class, the student will be liable for payment of the outstanding fees associated with those units.
  - Any outstanding balance of student fees must be paid no later than 20 business days after the student has advised of a withdrawal from a course.
  - The student will remain liable for tuition fees for any delivery or participation as at the time of withdrawal from the course.
  - If the student is unable to make any instalment payments, they must notify the Student Support Officer of Mayfair College no later than seven (7) days prior to the instalment due date.
  - Cancellation of enrolment in the course does not cancel the obligation to pay outstanding instalments under the agreement. The student remains liable for payment of all instalments, unless formal notice of withdrawal is received and accepted in accordance with Clause 6.
  - Where the student defaults on any agreed instalment payments, the following may apply:
    - Any outstanding balance becomes payable in full immediately.
    - The student may be suspended from further tuition.
    - Mayfair College may issue a formal letter of warning which may result in the student contravening the requirements under a student Visa.
    - No subsequent payment plans shall be considered.
    - If the student completes the requirements for the course in which the student is enrolled and has completed the course before the duration as outlined in the CoE (Confirmation of Enrolment) course duration date, but has outstanding fees, the student will not be issued with evidence of completion (i.e. testamur or transcript of results) until such time as the outstanding amounts are paid in full.
  - Mayfair College has a flexible and realistic approach to repayment arrangements according to financial circumstances of the student.
  - Any amounts or instalments not paid by the student and/or Guarantor to the reasonable satisfaction of Mayfair College may be referred to a debt collection agency and may result in additional costs being incurred and charged to the student and/or guarantor.
  - If any liability under the agreement is disputed, the student may apply to the Director of Mayfair College within seven (7) days to request a reconsideration of the payment plan liability. The student and/or guarantor acknowledge that no financial advice will be provided by the college or its representatives, however if the student requires financial support and/or advice the student may consult with the college Student Support Officer in obtaining financial services that are available within their vicinity.
  - The student's personal information (as defined by the Privacy Act 1988) will only be used for the purposes of the course enrolment, training and study records, management of the relationship with the student, including any payment plan, and to comply with any legal obligations and other purposes as disclosed in the student's enrolment applications relating to the course, under Australian law.
  - The College may vary the terms and conditions of the agreement by providing the student thirty (30) days written notice to the student and/or guarantor after which the student and/or Guarantor will be considered as having expressly consented to all such amendments to the agreement.
  - In the first instance, any issues relating to the operation of the agreement should be the subject of discussions between the student and the College, but if issues cannot be resolved with the College, the student may wish to seek assistance or review from an independent organisation. These may include:
    - The Office of Fair Trading – Queensland; <http://www.qld.gov.au/law/fair-trading/>

## 10.0 RECOGNITION OF PRIOR LEARNING OR CREDIT TRANSFER

RECOGNITION OF PRIOR LEARNING (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

CREDIT TRANSFER (CT) is a process that provides students with agreed consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes matched qualifications.

Mayfair College uses various methods in this process to individually assess each applicant. This process includes the submission of acceptable evidence from the applicant. If you are applying for RPL or CT you must provide evidence as per the \*RPL & CT Evidence Guidelines below.

Please indicate if you applying for RPL or CT in your application.

- Recognised Prior Learning (RPL)
- Credit Transfer (CT)
- Not applying for RPL or CT on this application

### \*RPL & CT EVIDENCE GUIDELINES:

- Evidence must be presented in English and academic evidence must be certified from an educational institution.
- RPL & CT applications will be assessed on an individual basis.
- RPL & CT applications do not guarantee enrolment with Mayfair College, and
- All RPL & CT applications must be first assessed by interview with a Mayfair College Trainer/Assessor prior to final approval.

## 11.0 OVERSEAS STUDENT HEALTH COVER (OSHC)

It is a requirement under the ESOS Act for a student studying on a Student Visa to have Overseas Student Health Cover (OSHC), for the duration of their stay in Australia. Please tick the appropriate box regarding your OSHC.

*\*Please note. Mayfair College does not provide OSHC. Refer to the Student Handbook for contacts regarding OSHC.*

- I have OSHC and I am attaching the Insurance Cover Note with this application.
- I have not obtained OSHC. I will organise this once I have received confirmation of my Visa status.

*\*If your application for enrolment is successful, you must provide evidence of your OSHC before you enter Australia. Failure to do so may result in your studies being cancelled.*

## 12.0 EMERGENCY CONTACT DETAILS PLEASE PROVIDE THE CONTACT DETAILS OF A FAMILY MEMBER OR FRIEND IN CASE OF AN EMERGENCY WHILST YOU ARE STUDYING IN AUSTRALIA.

Family name: \_\_\_\_\_

Given names: \_\_\_\_\_

Relationship: \_\_\_\_\_ Country where they live: \_\_\_\_\_

Street address: \_\_\_\_\_

City/Town/Suburb: \_\_\_\_\_

State/Territory/Province: \_\_\_\_\_ Post/Zip code: \_\_\_\_\_

Home phone no (include country code): \_\_\_\_\_

Mobile phone no: \_\_\_\_\_

Email: \_\_\_\_\_

Alternative email: \_\_\_\_\_

## 13.0 DISABILITY STATUS PLEASE INDICATE IF YOU HAVE A DISABILITY FROM THE LIST BELOW. MAYFAIR COLLEGE WILL ENDEAVOUR TO ASSIST YOU IN YOUR STUDIES WHEREVER POSSIBLE BASED ON THE INFORMATION YOU PROVIDE. PLEASE REFER TO THE DISABILITY SUPPLEMENT FOR AN EXPLANATION AND INDICATION.

Do you consider yourself to have a disability, impairment or long-term condition?

- No – I do not have a disability, impairment or long-term condition that will hinder my studies.
- YES – Please indicate which disability, impairment or long-term condition you have from the list below.

- Hearing/deaf     Vision impaired     Physical     Intellectual     Learning
- Mental illness     Acquired brain impairment     Medical condition
- Other – Please provide details

### DISABILITY SUPPLEMENT

The purpose of the disability supplement is to provide additional information to assist with answering the disability question. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) from the following list. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

- Hearing/deaf – Hearing impairment is used to refer to a person who has acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from at or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.
- Vision impaired – This covers a partial loss of sight causing difficulties in seeing, up to and including, blindness. This may be present from birth or acquired as a result of disease, illness or injury.
- Physical – A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of accident, illness, or injury suffered later in life. For example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome
- Intellectual – In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before and after birth, trauma during birth, or illness

- Learning – A general term that refers to a heterogenous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning or mathematical abilities. These disorders are intrinsic to the individual; presumed to be due to central nervous system dysfunction and may occur across the life span. Problems in self-regulatory behaviours, social perception and social interaction may exist with learning disabilities but do not themselves constitute a learning disability.
- Mental illness – Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.
- Acquired brain impairment – Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological disease or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment
- Medical condition – Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of sickness, and/or periods of hospitalisation. For example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.
- Other – A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism Spectrum Disorders are reported under this category.

PLEASE CONTINUE TO THE APPLICATION DECLARATION

## APPLICATION DECLARATION

\* PLEASE NOTE; APPLICANTS UNDER THE AGE OF 18 YEARS MUST CONTACT MAYFAIR COLLEGE ADMINISTRATION BEFORE SIGNING THIS DECLARATION.

Please ensure you tick all boxes once you have read and understood all requirements. If you do not understand any details below or anything on this application form contact College Administration before signing this application.

- I understand by signing this application form it does not guarantee acceptance/enrolment to study with Mayfair College.
- 
- I understand that my application for enrolment will be assessed based on the information I have provided.
- 
- I understand that I must not provide false or misleading information in any form and if I am found to have provided false or misleading information then my enrolment with Mayfair College may be cancelled and/or declined.
- 
- I authorise Mayfair College to contact me by SMS, email or phone and at any time I may opt out of being contacted by any such means by contacting Mayfair College.
- 
- I authorise Mayfair College to verify any information I have provided on this form or information contained on all attachments.
- 
- I give Mayfair College permission to obtain official records and/or confirm details from a previous educational institution as attended by me listed on this application form.
- 
- I am aware of my obligation to pay outstanding fees and I also understand that non-payment of fees can lead to cancellation of my course enrolment by Mayfair College.
- 
- I am aware I must abide by the Visa conditions throughout my enrolment period in Australia including maintaining course attendance and course progress.
- 
- I understand my application requires a \$200.00 (AUD\$) payment with lodgement and this application fee is non-refundable.
- 
- I understand that living costs in Australia may be higher than my home country and I have explored the various options shown to me from the Student Handbook.
- 
- I understand tuition and non-tuition fees may change during my course and that Mayfair College will inform me of any such changes before they occur.
- 
- I have been provided with the following pre-enrolment information:  
*You must also tick all boxes below to confirm you have received, read and understood all the information.*
- Mayfair College International Student Handbook which included:
    - Campus locations, information and contacts.
    - Studying in Australia, Queensland and Brisbane.
    - Accommodation options and living in Australia, Queensland and Brisbane.
    - Overseas Student Health Cover (OSHC).
    - Student Visa conditions & related policies including the ESOS (Educational Services for Overseas Students) Act 2000 and the National Code 2007.
    - Information concerning Migration & Recruitment agents.
    - Changing course & discontinuation of studies.
    - Deferring, suspending, not attending classes or cancellation of enrolment.
    - Pre-arrival & arrival information including; emergency contacts, what not to bring, orientation day & student support services.
    - Enrolment procedures & protection of fees.
    - CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) Legislation & information for international students, student code of behaviour/conduct and policies and procedures.
  - Course information brochure which included:
    - Course description, career pathway options, employment opportunities & employable skills.
    - Course information: course code & title, fees, intake dates, course duration, course structure, course units, methods of delivery & assessment, special considerations, class scheduling, course entry requirements, uniform requirements, course resources & facilities requirements, course credit conditions including RPL (Recognised Prior Learning) & CT (Credit Transfer).
    - I am aware that I can obtain additional copies of the 'International Student Handbook', Policies and Procedures, Marketing information & general information from the college website; <http://www.mayfaircollege.com.au>

## APPLICATION DECLARATION CONTINUED

- I declare that I have fully read and understood all the terms and conditions outlined on page two (2) of the application and subsequent terms and conditions outlined in the student handbook, course information, and on Mayfair College's website.
- 
- I understand that if my application is successful Mayfair College will send me an 'International Student Contract Agreement/Letter of Offer', and once signed by Mayfair College and myself, it constitutes a written agreement between the student and Mayfair College for the purpose of the ESOS Act 2000 and the National Code 2007.
- 
- I agree to pay the applicable tuition fees set out in the 'International Student Contract Agreement/Letter of Offer' prior to my course commencement.
- 
- I declare that during my course of studies I will abide by the 'Student Code of Behaviour/Conduct' and disciplinary action may occur if I do not abide by set rules.
- 
- I understand and consent that personal information provided by me to Mayfair College may be made available to the following organisations:
  - My health insurance provider.
  - Australian Commonwealth and state agencies pursuant to the ESOS Act 2000 and the National Code 2007.
  - Educational institutions relevant to my application and previous studies.
- 
- I understand that Migration and/or Recruitment Agents are not permitted to sign my application for enrolment on my behalf and that I alone can only sign this and other documents regarding my enrolment application.
- 
- I give consent/permission for Mayfair College to obtain information regarding my Visa application from VEVO (Visa Entitlement Verification Online) information from the DIBP (Department of Immigration & Border Protection) for the purposes of verifying any information provided by me to Mayfair College in connection with my application, enrolment, payment of fees and other Visa matters.
- 
- I have read and fully understood all the information on this form and any other information provided to me by Mayfair College and I declare that I have been provided with opportunities to contact Mayfair College in cases where I was unsure about any information regarding my application for enrolment and studying with Mayfair College.

MIGRATION AND/OR RECRUITMENT AGENTS  
MUST NOT SIGN ON BEHALF OF ANY APPLICANT

Applicants name:

Applicants signature:

Date:

**OFFICE USE ONLY**

Application received by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Application assessed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Application is:  **APPROVED**       **NOT APPROVED**

Application approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Provide details of any further action required with this application:

\_\_\_\_\_

**POST APPLICATION APPROVAL**

International Student Contract Agreement/Letter of Offer has been completed?  Yes  No      Date sent: \_\_\_\_\_

Entered into PowerPro RTO?  Yes  No

Entered into client file?  Yes  No

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



# MAYFAIR COLLEGE

Mayfair College Pty Ltd GPO Box 2866 Brisbane, QLD 4001  
Phone: (07) 3733 1436 Fax: (07) 3456 1500  
RTO Provider code: 31293  
CRICOS Provider code: 03589G