

2009

APPLICATION FOR ENROLMENT AUSTRALIAN STUDENTS

Think: Colleges Pty Ltd

ABN: 93 050 049 299

RTO: 0269

HEP: NSW5028

APM Training Institute Pty Ltd

ABN: 92 003 690 506

RTO: 90378

Trading as

APM COLLEGE OF
BUSINESS AND
COMMUNICATION

Please send this application to:

Address

APM College of Business
and Communication
North Sydney Campus
171 Pacific Highway
North Sydney NSW 2060
Australia

Mailing address

Admissions Office
APM College of Business
and Communication
PO Box 728
North Sydney NSW 2059
Australia

Phone: 1300 880 610

Fax: +61 2 9957 1811

Email: enquiries@apm.edu.au

Web: www.apm.edu.au



2009 courses, dates and fees for Australian students

APM College of Business and Communication	Course start dates	Course fees
Bachelor of Business (Marketing) Bachelor of Business (Public Relations) Bachelor of Business (Advertising) Bachelor of Business (Event Management)	23 February, 8 June & 21 September	\$19,500 (per year) \$6,500 (per study period)
Bachelor of Communication (Journalism)	8 June & 21 September	\$19,500 (per year) \$6,500 (per study period)
BSB60507 Advanced Diploma of Marketing Includes: BSB51207 Diploma of Marketing.	23 February, 8 June & 21 September	\$15,500
BSB51207 Diploma of Marketing	23 February, 8 June & 21 September	\$6,700

*To qualify for Direct Entry, students must hold a BSB51207 Diploma of Marketing and are only required to complete 2 study periods of the APM Advanced Diploma programs.

Please note:

- APM College of Business and Communication is closed on public holidays in 2009: 1 January, 26 January, 10 April, 11 April, 13 April, 25 April, 8 June, 5 October, 25 December, 26 December.
- The above fees are confirmed exclusively for the 2009 enrolment period. Course dates and fees are subject to change without notice.

Terms and conditions

1. Students may apply for course credit based on previous studies or other prior learning. Applications are assessed and approved by the Head of College (or delegated nominee) and must be submitted with the application or at the latest within one week of course commencement.
2. Accepted students are enrolled into the first year of the course for which they have applied unless they have been granted course credit.
3. Under exceptional circumstances, and at the discretion of the Head of College (or delegated nominee), a student may be allowed to start a course up to 10% into the initial study period based on the published course start date. Later arrivals will need to defer to the next intake.
4. Students who have not attended the first 10% of any study period or who have not attended class for 5 consecutive days at the start of a study period or after a break without approval will be considered inactive. These students will have their enrolment automatically cancelled.
5. Progression to the next study period is based on student academic results and compliance with the *Academic Progression Policy and Procedure*.
6. Any student applying for direct entry into the second year of a course will be charged the published fees for the year they are entering.
7. Before an Australian student enrolled in a vocational course which is not VET or Higher Education FEE-HELP enabled can repeat a study period, the tuition fees in relation to the repeat study period must be paid in full. A student repeating may apply to have any balance of the fees paid from the previous academic year transferred. Only in exceptional circumstances will a refund be considered.
8. All tuition and associated course fees for the study period must be paid no later than two weeks prior to the course start date for Australian students enrolled in a vocational course which is not VET or Higher Education FEE-HELP enabled.
9. Australian students enrolled in Higher Education courses or a VET FEE-HELP enabled course must apply for FEE-HELP or make other arrangements for payment of course fees by the census date.
10. Unless exemptions are granted for course credit which are equal to full study period(s) no adjustment to tuition fees will be made.
11. Students must complete a re-enrolment form at the beginning of each study period to confirm their enrolment and contact details.
12. A student who does not meet their financial obligations throughout their enrolment may be suspended from training until they have paid the fees due or have their enrolment cancelled.
13. A student who completes their course but has not paid all the fees for that course will not be issued with their transcripts, Statement of Attainment or qualifications until such monies have been paid in full.
14. Fees shown on the 2009 application form apply exclusively to the 2009 enrolment period.

Change of contact details

Please advise APM College of Business and Communication of any changes to your residential address and/or phone number within 7 days of the change. This is extremely important. APM College of Business and Communication will send notices to your last known address including your results, concerns about your attendance or academic performance, and fees due. It is your responsibility to ensure that you always update your address details with APM College of Business and Communication to ensure you receive important information.

Acceptance and enrolment

Once we receive your application form and supporting documents, you may be asked to undertake an interview. Successful applicants will be issued a *Letter of Offer, Acceptance Letter and Agreement and Tax Invoice*. Payment of a deposit is required for non-FEE-HELP students, along with your signed *Acceptance Letter and Agreement* to secure a place in the course.

Some applicants may be issued a *Conditional Letter of Offer* if most entry requirements have been met and it will be possible for the applicant to meet the remaining entry requirements. Applicants with a *Conditional Letter of Offer* must meet the conditions of the offer before they can finalise their enrolment and enrol in specific units of study.

Fees

What is FEE-HELP?

FEE-HELP is an Australian Government loan scheme that covers all or part of your tuition fees, up to a lifetime limit of \$81,600 (for 2008). Think: Colleges Pty Ltd is a recognised Higher Education Provider, meaning that our students have the opportunity to apply for FEE-HELP if eligible.

The FEE-HELP limit is indexed annually (as measured by the CPI index) and a loan fee of 20% applies to FEE-HELP loans. Indexation and the loan fee do not count towards your FEE-HELP limit.

Who is entitled to FEE-HELP? (*Bachelor Degree courses only*)

Students must be an Australian citizen or the holder of a Permanent Humanitarian visa, plus a resident in Australia for the duration of the course.

Census dates (*Bachelor Degree courses only*)

You must finalise the payment of your fees by either:

- Submitting your request for a FEE-HELP loan, or
- Making an up-front payment of your fees.

If you do not make these arrangements by the census date, your enrolment may be cancelled. *For Semester and Trimester Census dates 2009 refer to www.think.edu.au.*

What happens if I withdraw on or before the census date?

If you correctly withdraw from any unit on or before the census date, you will not incur a FEE-HELP debt for that unit.

What happens if I withdraw after the census date?

You cannot withdraw after the census date without incurring a FEE-HELP debt. This debt is with the Australian Government and must be repaid.

If however, you become seriously ill or other special circumstances occur after the census date, and you are unable to continue your studies, you may apply to Think: Colleges to have your FEE-HELP balance re-credited and your FEE-HELP debt removed. Please note that there are time limits for applying.

Where can I get more information on FEE-HELP?

Students interested in FEE-HELP should read the 'FEE-HELP Information Booklet' available from Think: Colleges. For further information please contact a Course & Career Advisor or refer to www.think.edu.au/feehelp or the Australian Government website www.goingtouni.gov.au.

Fee schedule

All fees shown in this document are confirmed exclusively for the 2009 enrolment period. Subjects delivered in 2010 will be charged 2010 fees.

The following information applies to Australian students who are not applying for FEE-HELP.

Diploma, Advanced Diploma and Bachelor Degree courses (all), require a deposit of A\$2,000 to secure your place in the course, with the balance of fees required 28 days prior to the commencement of each study period. Alternatively, your first year fees may be paid in one installment.

Payment details

The following information applies to Australian students who are not applying for FEE-HELP.

Fees may be paid by bank cheque/draft, bank transfer, credit card, or cash.

If payment is being made by bank cheque/draft, please make it payable to Think: Colleges Pty Ltd and send to the Admissions Office. If payment is to be made by credit card (Visa or MasterCard), please fill in the details below on this Application Form.

Bank transfers are to be paid in Australian dollars to:

Account name:	Think: Colleges Pty Ltd	Branch number:	332027
Bank name:	St George Bank Ltd	Account number:	551178534
Swift code:	SGBLAU2S	Address of bank:	Level 12, 55 Market Street, Sydney, NSW, 2000, Australia

Deferring your studies

Applications for deferment are accepted at the discretion of the Head of College (or delegated nominee). APM College of Business and Communication will not allow students to defer commencement of their studies, or suspend their studies, except on the grounds of illness, evidence by a doctor's certificate, or other exceptional compassionate circumstances beyond the control of the student.

The maximum period of deferment is 12 months. If you apply to defer your studies 28 days before the course commencement date, the student's fees will be transferred to the next study period. If a student applies to defer their studies 0-28 days before the course commencement date or after the course commencement date, deferral will be granted at the discretion of the Head of College (or delegated nominee). Any fees paid or due for the course/unit of study may be carried forward until the student's return to study, be refunded, or students may remain liable for fees according to the *Refund Policy and Procedure*.

Suspension or expulsion of studies

The Head of College (or delegated nominee) may suspend a student or recommend expulsion as part of the *Academic Progression Policy and Procedure*, *Academic Integrity Policy and Procedure*, or the *General Misconduct Policy and Procedure*. This includes suspension or expulsion as a result of unsatisfactory academic progress; plagiarism; submitting assignments and exams that are not a student's own work (except where appropriately referenced); facilitating other students to cheat on assignments and exams; and student behaviour that intentionally disrupts or interferes with educational, administrative and/or operational activities.

Disclosure of information

APM College of Business and Communication acknowledges and respects the privacy of individuals. We advise that the information you provide is "personal information" as defined by the *Privacy and Personal Information Protection Act 1998*. This information is collected for the purposes of processing your registration application or enquiry, keeping you informed of upcoming events and assisting us in improving our educational service. This information includes but is not limited to your personal contact details and course enrolment details and changes.

The College may be required to provide personal information to external organisations including the Australian Government and designated authorities in order to provide specific services and as required by law. This may include, but is not limited to sharing information with the Department of Immigration and Citizenship (DIAC), Department of Education, Employment and Workplace Relations (DEEWR), Australian Council for Private Education and Training (ACPET), and the Tuition Assurance Fund. This information includes personal contact details, and course enrolment details and changes. The College may also disclose information if it is reasonably believed to be necessary to prevent or lessen a serious threat to the life or health of any person.

For FEE-HELP students, APM College of Business and Communication collects information for the purpose of assessing entitlement to Commonwealth assistance under the Higher Education Support Act 2003, and allocation of Commonwealth Higher Education Student Support numbers (CHESSN). APM College of Business and Communication will disclose this information to DEEWR for the above purposes and DEEWR will store the information securely in the Higher Education Information Management System. DEEWR may disclose the information to the Australian Taxation Office (ATO), and APM College of Business and Communication will not disclose the information without a student's consent unless required or authorised by law.

Refund policy and procedure

Requesting a Refund

- To request a refund a student must lodge a *Change/Defer/Withdraw Application Form* to APM College of Business and Communication. Applications are only processed once all required documentation has been received.

FEE-HELP and VET FEE-HELP students

- If a student lodges a request for refund on or before census date for the period of study no financial penalty will apply.
- If a student lodges a request for refund after census date for the period of study the student is liable for all tuition fees for the study period. If eligible, a student may apply for a refund under special circumstances, and if approved, tuition fees will be re-credited.

Full-fee paying students

- If a student lodges a request for refund up to 28 days before course enrolment all fees will be refunded less a processing fee of AUD\$1,000. For courses where the total course fee is less than AUD\$1,000 all fees will be refunded less a processing fee of AUD\$450.
- If a student lodges a request 0-28 days before course enrolment for a conditional offer where the conditions of the offer have not been met all fees will be refunded less a processing fee of AUD\$1,000. For courses where the total course fee is less than AUD\$1,000 all fees will be refunded less a processing fee of AUD\$450.
- If a student lodges a request for refund 0-28 days before course commencement and all conditions of the offer have been met, all fees for the academic year remain payable and are not refundable except in *special circumstances*.
- If a student lodges a request for refund after course commencement then all fees for the academic year remain payable and are not refundable except in *special circumstances*.

Student Suspension

- If a student enrolment is terminated by the College, then all fees for the academic year remain payable and are not refundable except in special circumstances. Student enrolment may be terminated by the College because of a failure to comply with college policy, bad behaviour, unsatisfactory progress, failure at examinations, or unsatisfactory attendance, refer to the *Suspension and Expulsion Policy and Procedure*.

Cancellation of Course by APM College of Business and Communication

- If APM College of Business and Communication cancels a student enrolment based on a course no longer being offered, a course not being offered for a particular term, or other provider default, students will be notified in writing and will be given the option to transfer their enrolment to another course and/or term or request a full refund of their tuition fees. Requests for a full refund of tuition fees will be processed within 20 working days of the provider default unless a request to transfer enrolment to another course or term is received from the student in writing during this period.

Payment of Refunds

- APM College of Business and Communication will make a refund to student enrolment within 4 weeks of receiving a *Change/Defer/Withdraw Form* along with required supporting documents from the student.

Special Circumstances for a Refund

- Where no refund is granted a student enrolment may be considered for a refund of his/her tuition balance and/or exemption from liability for tuition fees. The student must complete a *Special Circumstances Form* and submit within 20 working days of the date of his/her withdrawal/deferral from those units of study. Approval of special circumstances will only be given for extenuating circumstances, refer to the *Withdrawal Policy and Procedure*.
- A student must apply in writing for re-crediting of their FEE-HELP/VET FEE-HELP balance within 12 months from the date of withdrawal from the unit of study or the date of receiving their final results for the unit. APM College of Business and Communication may exercise its discretion to waive this requirement if in its opinion it was not possible for the application to be made before the end of the 12 month period. Refer to *Student Review Policy and Procedure for Re-Crediting a FEE-HELP/VET FEE-HELP Balance* for more information.

Disclosure of information

- APM College of Business and Communication acknowledges and respects the privacy of individuals. We advise that the information you provide is "personal information" as defined by the *Privacy and Personal Information Protection Act 1998*. This information is collected for the purposes of processing your registration application or enquiry, keeping you informed of upcoming events and assisting us in improving our educational service. This information includes but is not limited to your personal contact details, course enrolment details and changes, and the circumstances of any suspected breach of a student visa condition.
- The College may be required to provide personal information to external organisations including the Australian Government and designated authorities in order to provide specific services and as required by law. This may include, but is not limited to sharing information with the Department of Immigration and Citizenship (DIAC), Department of Education, Employment and Workplace Relations (DEEWR), Australian Council for Private Education and Training (ACPET), the Tuition Assurance Scheme and ESOS Assurance Fund Manager, and with College representatives/agents in order to provide overseas students with services. This information includes personal contact details, course enrolment details and changes and the circumstances of any suspected breach by the student of a student visa condition (National Code 2007, Standard 3.1). The College may also disclose information if it is reasonably believed to be necessary to prevent or lessen a serious threat to life or health of any person.

The full, current Privacy Policy can be viewed online at: <http://www.think.edu.au/policiesandforms>. Contact your Course & Career Advisor or Agent if you would like a paper copy sent to you.

2009

APPLICATION FOR ENROLMENT AUSTRALIAN STUDENTS

THINK: APM
COLLEGE OF BUSINESS
AND COMMUNICATION

Please send this application to:
Admissions Office
APM College of Business and Communication
PO Box 728 North Sydney NSW 2059 Australia
Email: enquiries@apm.edu.au
Fax: +61 2 9957 1811

Personal Details

<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth (DD/MM/ YYYY):	
Family name:		Given names:	
Current residential address:			
State:		Post code:	
Address during time of study (if different to current address):			
State:		Post code:	
Telephone:	Mobile:	Fax:	
Email (please print clearly):			
Who can we contact in case of an emergency?		Name:	Relationship:
Emergency contact details:			
Country of birth:		Year of arrival in Australia (if country of birth not Australia):	
Main languages spoken at home:		P - Code:	

Courses - tick the course you would like to enrol in and the preferred start date

I would like to study: Full-time (on campus) Part-time (on campus) Flexible and Online Learning[†]
Where would you like to enrol: Sydney Brisbane

Courses

Start Dates

Courses	23 February 09	8 June 09	21 September 09
<input type="checkbox"/> Bachelor of Business (Marketing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bachelor of Business (Public Relations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bachelor of Business (Advertising)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bachelor of Business (Event Management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bachelor of Communication (Journalism)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB60507 Advanced Diploma of Marketing (Includes BSB51207 Diploma of Marketing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB51207 Diploma of Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[†]Flexible and Online Learning is the online equivalent of traditional face to face teaching. Subjects are predominantly taught online whilst receiving high quality support and guidance. This mode is only available to permanent Australian residents.

How to apply

Please complete and sign the application form and send it to us along with the following documents in English:

- Authenticated* transcripts of relevant academic records (high school certificate or higher)
- Any additional documentation to support your application (e.g. your resume**, references and *Course Credit Application form*)

*Authenticated documents must be: 1) Original documents (i.e. Testamur and transcript of results) provided by the candidate to an authorised Think: Education Group representative
2) Copies of the original documents (i.e. Testamur and transcript of results) provided by the candidate which have been either:

- Notarised by a Justice of the Peace or equivalent authority in the country of origin;
- Verified as a true and correct copy of the original documents by an approved Think: Education Group representative.

** All claimed work experience must be relevant to the qualification being applied for and be within the last 3 years of date of application. Mature age candidates must provide Statements of Service on official company letterhead providing contact details of the employer. Past employers will be contacted to verify work experience on a case by case basis.

Education

Name of institution/high school:	Year of completion:	UAI score:
Highest academic qualification so far:		
Name of institution:	Year of completion:	

Do you wish to apply for Course Credit (based on previous academic study or informal learning)?

- No Yes Please include your *Application for Course Credit* form along with supplied documents.
(Forms available at www.think.edu.au/policiesandforms).

Special conditions

Do you have any pre-existing learning difficulties, disabilities or other conditions, which may inhibit your learning or ability to undertake study in your chosen course?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	Details:

Payment options

- Payment in full before start date.
- Payment by study period.
- Pay by monthly installments. (For further information please consult your Course & Career Advisor).
- I will be applying for FEE-HELP.

Optional credit card payment (to be processed on acceptance into selected course)

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	
Card number:	Card expiry date:	
Card holder name:	Amount AUD\$:	
Postal address:		
State:	Post code:	Contact phone number:
Signature of card holder:		

Declaration

In signing the APM College of Business and Communication application form, I understand and agree that:

- The information I have provided in this application form and accompanying documents is correct.
- I can view the full, current *Policies and Procedures* online at: www.think.edu.au/policiesandforms and I can contact my Course & Career Advisor or Agent if I would like a paper copy sent to me.
- If I am a FEE-HELP or VET FEE-HELP student, I have read all relevant information provided at www.think.edu.au/feehelp.

I declare that the information provided by me in this application form is correct. I confirm that I have read and understood the terms and conditions of enrolment and agree to be bound by them. I also confirm that I have the financial capacity to meet all my tuition fees and agree to pay all fees as they become due.

Signature of parent/guardian required for applicants under 18 years:

Name:	Signature:	Date (DD/MM/YYYY):
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