



Please fill out the form legibly.

APPLICANT PERSONAL DETAILS

*USI:

Title: Mr Ms. Mrs. Others Gender: Male Female

Given Name:

Family Name:

Date of Birth: DAY | MONTH | YEAR

Birth Country: Nationality:

Passport No: Expires on:

Phone No: Email:

Australian Address:

Suburb: State: Postcode:

Overseas Address:

Country: Postcode:

Emergency Contact Name:

Relationship: Mobile No:

Home Address:

Suburb: State: Postcode:

EDUCATION AGENT DETAILS

Agent name:

Name of contact Counsellor:

Email Address:

I nominate this Education Agent to be my agent for the entire duration of my enrolment: YES NO

Do you identify yourself as having disability? (Please Tick)

No Yes, Hearing/Deaf
 Yes, Intellectual Yes, Vision
 Yes, Learning Yes, Physical
 Yes, Medical Others, Please specify _____

International students must maintain Overseas Student Health Cover (OSHC) for the proposed duration of their Student Visa. Le' Culinaire can arrange visa length cover on request, with Allianz Global Assistance, our preferred provider of OSHC.

Yes please arrange OSHC

Single Dual Family Multi Family

Dual Family: covers one valid Student Visa holder plus either one adult spouse or recognised de-facto partner or one or more dependent children.
Multi Family: covers one Student Visa holder plus more than one dependant which can only include one adult spouse or recognised de-facto partner and one or more dependent children.

No, I will make my own OSHC arrangements for the duration of my Student Visa.

If you have a current OSHC, please quote your policy expiry date: _____

COURSE DETAILS

Course being applied for:

Certificate III in Commercial Cookery | SIT30816 | 52 WEEKS
 Certificate IV in Commercial Cookery | SIT40516 | 76 WEEKS
 Certificate III in Patisserie | SIT31016 | 52 WEEKS
 Certificate IV in Patisserie | SIT41016 | 76 WEEKS
 Diploma of Hospitality Management | SIT50416 | 92 WEEKS
 Advanced Diploma of Hospitality Management | SIT60316 | 116 WEEKS

For all Hospitality Management courses, please choose your preferred:
Pathway: Cookery Food & Beverages

Preferred Starting Date:

2021 Intakes	2022 Intakes	2023 Intakes
<input type="radio"/> Jan 11	<input type="radio"/> Jan 10	<input type="radio"/> Jan 9
<input type="radio"/> Apr 5	<input type="radio"/> Apr 4	<input type="radio"/> Apr 3
<input type="radio"/> Jul 5	<input type="radio"/> Jul 4	<input type="radio"/> Jul 3
<input type="radio"/> Sept 27	<input type="radio"/> Sept 26	<input type="radio"/> Sept 25

 Other:

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YOUR PERSONAL STATEMENT

Why are you choosing this course?

Do you have a specific career aim or job in mind for the future?

Do you consider that you have adequate literacy and numeracy skills to undertake the course?

Yes No No sure

Are you seeking credit transfer for previous training or recognition of prior training?

Yes No No sure

Are there any individual needs you have that we should be aware of so we take these into account when planning your training?

Yes No No sure

If YES, please provide us a little more information:

*All international Students are required to have a Unique Student Identifier (USI). Create at <https://www.usi.gov.au/students/create-usi>

EDUCATION HISTORY

Do you speak a language other than English at home?
(if more than one language is spoken at home, indicate the one that is spoke most often) No, English Yes (please specify)

How well do you speak English?

Very Well Well Not well Not at all

What is your highest COMPLETED school level? (Please Tick)

- Year 12 or equivalent Year 9 or equivalent
 Year 11 or equivalent Year 8 or equivalent
 Year 10 or equivalent Never attended school

In which YEAR did you complete school?

Are you still attending secondary school? Yes No

Have you successfully completed any of the following qualifications?

- Yes - Bachelor degree or Higher Degree
 Yes - Advanced Diploma or Associate Degree
 Yes - Diploma or Associate Diploma
 Yes - Certificate IV or Advanced Certificate/Technician
 Yes - Certificate III or Trade Certificate
 Yes - Certificate II
 Yes - Certificate I
 Yes - Certificates other than the above
 No

Of the following categories, which best describes your current employment status?

- Full-time employee
 Part-time employee
 Self-employed - not employing others
 Employer
 Employed - unpaid worker in a family business
 Unemployed - seeking full-time work
 Unemployed - seeking part-time work
 Not employed - not seeking employment

Of the following categories, which best describes your main reason for undertaking this course/traineeship/apprenticeship?

- To get a job
 To develop my existing business
 To start my own business
 To try a different career
 To get a better job or promotion
 It was a requirement of my job
 I wanted extra skills for my job
 To get into another course of study
 For personal interest or self-development
 Other reasons, please specify: _____

ASSESSMENTS AND REQUIREMENTS

An application for a full-time course is accepted from any overseas student who meets the course prerequisites. Please read through the Student Preenrolment Handbook on our website before submitting an application.

Entry requirements

- All applicants must be 18 years or over at commencement of course.
- The applicant first language is English; or the applicant has successfully completed an Australian Year 12 programme; or successfully completed an English language course approved by Le' Culinaire Hospitality Institute; or an overall IELTS band score of at least 5.5 (Academic or General); or a TOEFL score of at least 520, or at least 190 in the computer based TOEFL; or a score of 45 or higher in the Pearson test of English.
- Minimum completion of Year 12 in Australia and/or International equivalent.

Application

- Complete this Application Form
- Pay a non-refundable Application Fee of \$250 AUD (any applicable tuition and health cover fees for applicants will be due after acceptance but prior to your arrival in Australia)
- Provide a copy of your current passport (and a copy of your Australian Visa if you are already in Australia)
- Provide documentation of relevant qualifications as appropriate to the application (refer to Document Checklist)
- Provide proof of current level of English (i.e. official test results or arrange for an English review)

Application Assessment

The Admission Team will assess the application and may request additional documents such as: Additional questions and information that relate to your application.

Offer

After the application is assessed and, if successful, a letter of Offer will be issued. Please ensure that the applicants understand the terms and conditions on the letter of Offer and arrange payment for the invoice.

Acceptance

- Applicants understand and read through all the details and sign the Acceptance Form.
- Return the form together with evidence of payment to Le Culinaire Hospitality Institute.
- Le Culinaire Hospitality Institute will issue the Confirmation of Enrolment (CoE) for your student visa application.
- Attend orientation session at commencement at Le Culinaire Hospitality Institute.

Document Checklist

1. Application Form

- Completed all sections
- Completed the Checklist on the back of the enrolment form
- Ensure you have read, understood and agree to comply to the terms and conditions of enrolment

2. Passport

- Copy of Identification pages of your passport
- Copy of current visa (if you are in Australia)

3. Academic Documents

- Certified copies of relevant academic records in your home country, such as high school or college/university graduation certificates
- Certified copies of relevant academic records in Australia, such as high school or college/university graduation certificates (if relevant)

4. English Evidence

- Copy of enrolment in any course (other than English language course) if you are undertaking the course in Australia
- if you have completed English in Australia, a certified copy of your English language certificate.
- if you have completed an IELTS, TOEFL or PTE, please provide the certificate. Le Culinaire Institute will verify your test score online.

PAYMENT AND FEES

A. Payment

Students are not required to make payment on conditional offer until all conditions are satisfied. On acceptance of a confirmed offer, **Students must sign all pages of this International Student Acceptance Agreement and make the required payment. The Acceptance Agreement together with payment must be returned to Le' Culinaire Hospitality Institute.**

- * Payment may be made by bank cheque, bank draft or credit card;
- * 1.2% surcharge applies to credit card payment
- * Please make bank cheque and Draft payable to "Le' Culinaire Institute".
- * Personal cheques are not accepted.
- * Please provide student number or name for EFT direct bank deposit.
- * Please include \$25 bank charges for International Money Transfer.

B. Fees

- * On accepting the Offer students must pay the first payment installment of tuition fees as listed in the Payment Installment Schedule in the Letter of Offer, the materials and application fee.
- * Fees must be paid in order to obtain an eCOE and to secure a place prior to course commencement date.
- * The remaining tuition fees must be paid by the due date as listed in the payment Installment Schedule.
- * Tuition fees are to be paid through EFT direct bank deposit to Le' Culinaire Hospitality Institute. (Please see Bank Details)
- * Le' Culinaire will not be responsible for any monies paid to an agent or third party.
- * Tuition fees DO NOT include application fee, accommodation placement, excursions, airport pick up, transport, living expenses, and stationery.
- * Material Fee cover a ToolKit, Uniform and Learning and assessment materials.

CANCELLATION AND REFUND POLICY

A. **Student Default** applies in the case the course starts on the agreed start date but the student does not start on the agreed start date and has not previously withdrawn from the course or advised of visa cancellations in writing within an agreed time period prior to the course start date or the student cancels or withdraws from the course either before or after the agreed starting date. The following refund conditions apply:

- 100% refund of tuition fee paid if the student visa was refused by Department of Immigration and Border Protection (DIBP). Application fee is not refunded.
- 70% refund of paid tuition fees applies if the student cancels 28 or more days before the course starts. Application fee is not refunded.
- 50% refund of paid tuition fees applies if the student cancels within 28 days. Application fee is not refunded.
- No refund of tuition fees applies if the student cancels after course commencement date.

B. The agreed starting date is the date the course was scheduled to start or a later date agreed between Le' Culinaire and the student. This does not apply to approved deferral and leave of absence when the student applies for refund after the application was approved.

C. Le' Culinaire will make a refund only in Australian Dollars within 4 weeks of receiving a written claim by the student in accordance with terms and Conditions as outlined in the application Form.

D. The application fee is not refundable under any circumstances including visa refusal/rejection.

E. Where a student visa application refusal was due to fraudulent and/or forged documents, no course fees will be refunded under circumstances.

F. All refund considerations will be strictly limited to the monies Le' Culinaire has received and will not include:

-Overseas Student Health Cover (OSHC) if paid to Le' Culinaire and which has been applied as a premium to OHS provider;

-Bank charges;

-The cost of books, equipment and other materials needed for the course;

-Agent's commission paid either directly by the student or through Le' Culinaire on behalf of the student whether the commission was paid before or after monies were received by Le' Culinaire.

G. Le' Culinaire will make the refund available to either the student or the student's representative as identified in the Application Form as per the ESOS Act Regulation 3.19.

H. If the student, who has commenced the courses, each course within the packaged courses is considered as an independent course, therefore, the cancellation and refund policy will apply to each course within the packaged courses.

I. If the student, who has commenced the course and failed to complete the current course or failed some unit(s), the student will be required to repeat the same course of failed unit(s) and pay the fee applicable.

J. Any pre-paid fees for the subsequent non-commenced higher-level course will not be transferable to pay for the repeat or failed course or unit(s).

K. If the student decides not to progress and commence the next higher-level packaged course due to failing their current units or course, and then requests to cancel or withdraw from the courses, refund terms and conditions stated in point will apply.

L. Courses and other fees are not transferable to another student or institution.

M. Personal insurance and student expenses are included in the fees quoted and are the responsibility of the student.

N. All applications for refund must be made by the student in writing using the Refund Request Form and Submitted to Administration. O. If a student transfer to another provider is approved, he or she is subject to the normal refund policy conditions.

P. Refunds in situations of **Provider Default** are covered by the provisions of **The Education Services for Overseas Students Legislations Amendment (Tuition Protection Service and Other Measure) Act 2012** and apply if:

- Le' Culinaire does not offer a course on the advertised start date or;
- Terminates a course after the course start date or before the course completion date or;
- Does not provide a course as advertised due to sanctions by any authority or;
- Does not provide a course in full

In such a case, Le' Culinaire will pay the student a refund which equals the amount of the total tuition fees paid for the remainder of the course not completed at the time of default if an alternative placement with another provider cannot be found to the student's satisfaction. Such refunds will be made within 2 weeks following the default date.

STUDENT DECLARATION

I acknowledge that I have received and/or accessed the Student Information handbook and RTO fee schedule available from Le' Culinaire Hospitality Institute website: www.leculinaire.edu.au and I hereby acknowledge that I have read, understood and agree to the terms and conditions outlined including the terms of the RTO's refund policy. I understand that Le' Culinaire Hospitality Institute is required to share personal information about its students with the Australian Government and other designated authorities.

I declare that:

- I have received and/or accessed and read the Student Information Handbook and understand my rights and responsibility/ties as a student.
- My decision to complete and submit this enrolment form has been without coercion.
- I have received and/or accessed the RTO's fee schedule.
- I have been given sufficient information on the delivery and assessment arrangements for this qualification.
- I have consent to having my personal information being used in accordance with RTO's privacy policy.
- I have informed of, and hereby agree to abide by, the RTO policies and procedures relating to fees, charges, rules and regulations of the organisations.
- I understand that my current USI number, or that created on my behalf as authorised will be used to collect and report my VET related data.
- I grant permission for the RTO to utilise photo/s or video/s of myself in marketing including social media accounts, the RTO's website and printed publications including assessment items and training material.
- I declare that the information supplied on this form is correct and complete.

Full name:

Signature:

Date:

RECEIVED AND ENCODED BY:

Full Name:

Signature:

Date:

PRE-ENROLMENT INTERVIEW

Eligibility requirements:

Are you aware of Le Culinaire Hospitality Institute's eligibility requirements of entry in the desired course including LLN requirements? Are you aware that you must have a minimum IELTS overall score of 5.5? Are you aware that Le Culinaire Hospitality Institute requires all students to be 18 years old? Are you aware that your course may have pre-requisite requirements?

Yes I am aware of all the eligibility requirements

Full time study:

Are you aware that you must study a minimum of 20 hours per week as part of full-time study?

Yes I am aware that I must study a minimum of 20 hours per week.

Attendance and Course Progress:

Are you aware that you must maintain a minimum of 80% attendance during your study? Are you aware that you must make satisfactory course progress in your course? This is a requirement of your student visa.

Yes I am aware of Le Culinaire Hospitality Institute's attendance and course progress requirements.

Course details:

Are you aware of all the course details you are applying for? This includes the duration of the course, the location, course outcomes and timetable.

Yes I am aware of all the eligibility requirements

Purpose:

What are your career objectives?

Why is this the right course for you? What skills will this course give you to help you towards your career?

Do you have any special requirements to complete the course? This may include educational needs, dietary, physical needs such as a disability, medical needs, language needs, etc.

RPL/Credit Transfer:

Are you aware that Le Culinaire Hospitality Institute offers Recognition of Prior Learning/Credit Transfer for all courses it delivers? Are you aware that Recognition of Prior Learning/Credit Transfer information and application forms can be found on our website?

Yes I am aware that Le Culinaire Hospitality Institute offers RPL/Credit Transfer for all courses and I know where to find it.

Course delivery and assessment:

Are you aware that the delivery mode for all Le Culinaire Hospitality Institute's courses is face to face? Are you aware that you will have to complete assessments for your course? Knowledge evidence will be assessed through short answer, projects, scenarios and case studies. Students will also be assessed through practical demonstration and observation of practical skills.

Yes I am aware of the course delivery and course assessment methods for my course.

Support services available:

Are you aware that Le Culinaire Hospitality Institute has support services available for all students? Are you aware that each member of staff at Le Culinaire Hospitality Institute acts as a Student Support Officer? Are you aware that Le Culinaire Hospitality Institute will not charge you for any referrals given to external providers?

Yes I am aware that Le Culinaire Hospitality Institute offers student support to all students.

Refunds, Complaints and Appeals:

Are you aware of Le Culinaire Hospitality Institute's refund policy and procedure? Are you aware that a refund application form can be found on our website?

Are you aware of Le Culinaire Hospitality Institute's complaints and appeals procedure? Are you aware that the complaints and appeal form can be found on our website?

Are you aware that we will aim to finalise complaints and appeals within 30 days of the initial lodgement?

Are you aware that you may contact the Overseas Students Ombudsman to lodge a complaint or an external appeal about a decision made by us?

Are you aware that information regarding refunds, complaints and appeals can be found in the international student handbook available on our website?

Yes I am aware

Full Name:**Signature:****Date:**