

OFFER ACCEPTANCE AND PAYMENT OF FEES FORM



Please scan and email this form to: deakin-accept@deakin.edu.au or send it by post to:
Deakin University
Deakin International
Melbourne Burwood Campus
221 Burwood Highway
Burwood, Victoria 3125, Australia
www.deakin.edu.au/international

Deakin Student ID

PERSONAL DETAILS (AS SHOWN IN PASSPORT) – PLEASE PROVIDE CERTIFIED COPY OF PASSPORT

Title Mr Mrs Ms Miss Dr Other: _____ Gender Male Female

Family name

Given name(s)

Country of citizenship

Country of birth

Date of birth / /

POSTAL ADDRESS

Address

Country

Postcode

Email

Telephone ()

Mobile ()

CONFIRMATION OF ENROLMENT (CoE) INFORMATION

Passport number

Are you currently in Australia? Yes No

If yes, state your current visa type

Do you require a CoE*? Yes No

*CoE (Confirmation of Enrolment) is the only accepted evidence of enrolment for processing your student visa. It is confirmation from Deakin that you have accepted the offer and have paid the necessary fees prior to your enrolment. If you are not applying for a student visa, you will not be issued with a CoE from Deakin University, in which case, you are required to provide a copy of your current visa.

Will you lodge your online student visa application in Australia or overseas? (Please indicate 'onshore' if lodging in Australia and 'offshore' if lodging overseas.)

(If an answer is not provided, Deakin International cannot issue a CoE.)

Are you transferring from another education provider in Australia? Yes No

(IMPORTANT: If you have not completed six calendar months of study in your principal course, Deakin University will not be able to admit you to a Deakin course unless a release letter from the principal education provider is attached.)

Have you been issued a protection visa in any country to date? Yes No If yes, please attach evidence

COURSE ACCEPTANCE INFORMATION

Deakin University English Language Institute (DUELI)

Program name (Refer to your offer letter e.g. General English, EAP, etc.)

Program duration (weeks)

Commencing intake D / Year

Campus Burwood Waterfront

Masters Qualifying Program (MQP)

Course name

Course code (Refer to your offer letter e.g. M068)

Commencing intake February June October Year

Campus Burwood

DEAKIN STUDENT ID: **Deakin University Degree course 1**Course name _____ Course code (Refer to your offer letter e.g. A300, M705, etc.)Commencing trimester T Campus Burwood Waterfront Warrnambool **Deakin University Degree course 2 (if applicable)**Course name _____ Course code (Refer to your offer letter e.g. A300, M705, etc.)Commencing trimester T Campus Burwood Waterfront Warrnambool **Return to Practice & Initial Registration (Overseas Nurses) - H011**Commencing Intake _____ Campus Burwood Waterfront**FINANCIAL EVIDENCE**

Deakin University requires evidence of your financial capacity to meet your expenses.
The information below will assist you to calculate required funds.

Expenses (All financial amounts expressed in this checklist are in Australian dollars only)	Required funds for AL3	
Funds required for your tuition and living costs (In addition to fees already paid)		\$37 000*
Add for accompanying dependants	Spouse or partner	Please add \$6 300
	First dependant	Please add \$3 600
	Each additional dependant	Please add \$2 700

* If the funds required to meet your financial obligations after your arrival in Australia are less than this amount, provide evidence of the lesser amount.

Source of funds

You are required to provide certified evidence in both the original language, and a version in English, of your source of funds for the total amount above.

Evidence attached ?
 Yes

Acceptable evidence includes:

- Bank statements or deposit certificates
- Financial statements
- A signed undertaking from a private sponsor that includes an explanation of the relationship between the applicant and sponsor and evidence of financial capacity.
[Proof of relationship documents, photo ID and signature of sponsor are required](#)
- A signed undertaking from a scholarship provider detailing the value and conditions of the scholarship
- Documentation of a loan from a recognised financial institution.
Evidence should include:
 - Loan confirmation letter
 - Evidence that the funds have been deposited/disbursed

Please specify fund source:

DECLARATIONS**SIGNATURE****DATE**

Applicant: I declare that all information provided is true and correct.

Representative (if applicable): I declare that all information provided is a true and accurate copy of the original document presented.

Note: DIBP is Department of Immigration and Border Protection

DEAKIN STUDENT ID:

REFUND POLICY FOR DEGREE & NON-AWARD COURSES

For those new international students who have withdrawn after having paid their fees, the refund policy allows:

- 90% refund is payable if the student withdraws from unit(s) at least four weeks prior to start of teaching period;
- 50% refund is payable if the student withdraws between four weeks prior to the start of teaching period and the census date of the relevant unit(s); and
- no refund is payable if the student withdraws after census date
- if detailed in your Letter of Offer, a A\$3000 non-refundable amount will be retained if you withdraw from your studies prior to the census date of your first teaching period. Please refer to your Letter of Offer for details.

For those withdrawing having not paid their fees:

- their enrolment will be terminated for non-payment of fees, but they will not incur a debt of 50% of tuition fees. The retention of 10% of the fees for commencing students is in recognition of the additional costs involved in administering the initial enrolment of international students. To apply for refund, complete the Application for Refund of Fees form (www.deakin.edu.au/current-students/assets/resources/international/compliance/refund-non-deakin.pdf) and email it to int.release.refund@deakin.edu.au. Further information about the refund policy can be found at: www.deakin.edu.au/study-at-deakin/fees/international-fee-refunds.

DUELI REFUND POLICY

DUELI has a detailed refund policy that oversees all possible stages of a student's enrolment. Prospective DUELI students are advised that:

- A course is defined as the total length of your enrolment at DUELI
- Refunds will not be granted after your DUELI course has commenced
- The enrolment and orientation fee is non-refundable.

Refunds prior to the DUELI course commencing

Requests for refunds received less than 28 days prior to the commencement of the course will receive a refund of 50 per cent of the tuition fee.

The maximum amount retained by Deakin will not exceed 12 weeks of the published tuition fee.

Full refund

A full refund of tuition fees paid may be given under special circumstances. Such circumstances are those that are beyond the control of the student or those which make it impossible for the student to continue. The following reasons are grounds to apply for a full refund:

- a student is refused a student visa by the Commonwealth Government authorities
- an offer is withdrawn or an enrolment terminated because the University is unable to provide the course of study
- the government has limited Deakin's right to conduct courses for overseas students
- a student is unable to fulfil the conditions of an offer
- a student fails to meet progression rules and is not permitted to re-enrol

- a student provides written advice more than four weeks prior to the commencement of the English language course.

Executive discretion may be exercised to consider applications which do not comply with the above provisions but for which extraordinary circumstances may exist. An application for a refund in special circumstances must be made in writing and sent to the Director of DUELI. Proof of payment of the fees (e.g. an official receipt) and validation of the reasons for applying for a refund will be required.

Methods of refund

New students should notify in writing to the Director of DUELI, any wish to cancel enrolment.

If Deakin defaults in the provision of the course the refund will be made within two weeks of the default event.

If the student defaults the refund will be made within four weeks of the University being notified.

Refunds will be made by cheque or EFT in Australian dollars only.

Refunds in the form of the transfer of fees to Deakin University or MIBT will not be made directly to a student.

Refunds may be made to a nominated person/sponsor who initially paid the student's fees.

For more information on methods of refund, go to www.deakin.edu.au/future-students/international/fee-policies.php. This agreement does not remove the right to take further action under Australia's consumer protection law or pursue other legal remedies.

MANDATORY VISA REQUIREMENT

A condition of your student visa (Condition 8533) requires you to notify your education provider of your residential address in Australia within seven days of arriving in Australia. You must notify your education provider of any change in your residential address within seven days of the change.

CONSUMER PROTECTION

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's Consumer Protection laws.

PRIVACY

Collection and use of your information

Throughout your enrolment, the University will collect identifying information directly from you and, in some cases, from third parties. The University complies with the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic) in the collection, use, disclosure and ongoing management of your identifying information. The University will use your information:

- to manage and administer all aspects of your academic progress through the University and your participation in the University community
- to enable you to access the University's underlying business and support structures
- to communicate with you
- to provide you with access to and advice from student services, such as library resources, information technology, housing services, health and counselling services, recreational facilities, career planning and employment services
- to exchange relevant personal information between appropriate academic and student centre staff for the purpose of offering and providing student support services
- to determine your eligibility for scholarships, bursaries or similar awards
- to conduct planning and quality assessment activities
- for marketing and fundraising
- to invite you to participate in surveys or research
- to provide you or your nominated contact with appropriate advice and assistance in the event of an emergency
- to investigate and report on incidents relating to general or academic misconduct, as defined in Deakin's statutes and regulations
- Student Risk Assessment and Intervention
- to inform you about events provided or sponsored by Deakin
- to include your name and award in the graduation booklet, which is a public record of the University.

DEAKIN STUDENT ID:

Deakin may record lectures and other teaching and learning activities in audiotape, videotape or other media. If your image or voice is recorded during these activities, this will constitute a collection and use of your personal information.

Deakin may either offer services to you itself or engage consultants or contractors to do so. If Deakin must provide your information to consultants or contractors, it will do so only where such consultants or contractors are legally obligated to safeguard your information and only to the extent necessary for the provision of the services.

Disclosure of your information

Deakin may disclose your information to the following types of organisations:

- Government agencies where required by legislation, including
- the Department of Education, Employment and Workplace Relations,
- the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education,
- the Department of Immigration and Border Protection (DIBP),
- Tuition Protection Services,
- Centrelink, and
- the Australian Taxation Office (ATO).

The Higher Education Support Act 2003 (Cth) (HESA) permits the Commonwealth Government to further disclose your Information obtained from the University to authorised bodies for the purpose of regulating, undertaking research into and improving higher education in Australia. HESA contains a list of authorised bodies.

- Other educational or vocational institutions if you are participating in student exchange or cross-institutional study or are enrolling at another institution
- Accreditation and registration bodies relevant to your program of study to verify your qualifications and experience
- The funder or sponsor if you have been awarded a scholarship or your enrolment is sponsored by an employer or third party
- Your care provider if you are an international student under 18 years of age
- Your parent or guardian if you are under 18
- An organisation at which you are undertaking a clinical placement or experiential learning recognised as part of a Deakin course
- Health care insurance providers if you are an international student for whom Deakin has arranged Overseas Student Health Cover
- Foreign governments administering student loan schemes for the benefit of students enrolled at Deakin (e.g. the US government FFEL program)
- Deakin University Student's Association (DUSA) to enable it to create and maintain a voters' list for student elections and to offer you other services
- Discipline-based student associations (e.g. the Deakin Law Student's Association, Deakin Medical Student's Association)
- Golden Key International Honour Society
- Organisations undertaking student surveys endorsed by Universities Australia.

Deakin may also disclose your information:

- if it has a legal obligation to provide information under an order of a court or tribunal or pursuant to a subpoena
- if the disclosure is authorised by applicable relevant privacy laws
- to contractors engaged to provide services or external legal and professional advisors
- if Deakin has recorded lectures or other teaching and learning activities in which your image or voice has been recorded in audiotape, videotape or other media, it may post these on internet sites hosted in or outside of Australia.

Deakin is prohibited by privacy law from releasing your personal information to third parties, including members of your immediate family, without your prior written consent

Consequences of not providing information when requested

The University will only ask you to provide information that it needs. If you choose not to provide information when requested then it may not be possible for you to be admitted to or enrolled in the University or, if enrolled, you may not be able to access the full range of opportunities, facilities and services available to a member of the Deakin University community.

Access to your information

Access to your personal information is provided through the Freedom of Information Act 1982 (Vic). Administrative units of the University may have processes in place to allow access to documents which are not exempt from disclosure under the Freedom of Information Act. You are encouraged to speak with the relevant administrative unit before making a formal request under the Freedom of Information Act. Further information is available by contacting privacy@deakin.edu.au.

Definitions

Information means both personal information, as defined in the Information Privacy Act 2000 (Vic):

Information or an opinion (including information or an opinion forming part of a database) that is recorded in any form, whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion

and health information as defined in the Health Records Act 2001 (Vic)

Information or an opinion about the physical, mental or psychological health (at any time) of an individual; or a disability (at any time) of an individual; or an individual's expressed wishes about the future provision of health services to him or her; or a health service provided, or to be provided, to an individual - that is also personal information.

The types of third parties from whom Deakin may collect information include tertiary admission and testing centres, secondary schools, other tertiary institutions, government agencies, referees, clinical/professional placement supervisors and supervisors of experiential learning, employment agencies and professional accreditation and registration bodies.

DECLARATION

In accepting this offer:

- I declare I am a Genuine Temporary Entrant (GTE)* and genuine student and have read and understood conditions relating to these requirements.
- I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
- I am aware of Deakin's English language proficiency requirements, modes of study, assessment, facilities, equipment and learning resources.
- I understand that non-payment of fees in any trimester may lead to cancellation of my enrolment.
- I understand that Credit for Prior Learning will be reconfirmed at enrolment (if applicable).
- I agree to the disclosure of personal information to relevant external organisations including providers offering services to students under 18 years of age, and sponsors.
- I agree to abide by my visa conditions by remaining enrolled, maintaining satisfactory attendance and course progression for the duration of the course.
- I agree to keep my Overseas Student Health Cover (OSHC) current and, if applicable, that of any dependants for the duration of my student visa.
- I have read and understood the sections of the International Course Guide and Deakin University website relating to the courses I have selected, and the admission procedures, fees, refund policy and privacy policies.
- I give consent to Deakin University to access my details and visa information via the Department of Immigration and Border Protection's (DIBP) Visa Entitlement Verification Online (VEVO) system.

* For more information on GTE and genuine student requirements, please visit www.immi.gov.au/students/_pdf/2011-genuine-temporary-entrant.pdf

Applicant's signature: _____

Date: / /

Parent/Guardian's Signature: _____

Date: / /

(for applicants under 18 years of age)

Please print, sign this form and email it to: deakin-int-admissions@deakin.edu.au or by post.