OFFER ACCEPTANCE PACK

FOR INTERNATIONAL STUDENTS
Offer Acceptance Form
for international students

Section 1
Personal details

<table>
<thead>
<tr>
<th>Title</th>
<th>(Mr/Mrs/Ms)</th>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As shown in passport. Please also attach a copy of your passport.

| Given name(s) | | |
|---------------|| |
| Date of birth | Day/month/year | Country of birth |

| Country of citizenship | |
|------------------------| |
| Number and street name | City/Suburb |
| State | Postcode |
| Country | |

Contact numbers

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Section 2
Student visa information requirements

Sponsorships

Are your fees to be paid by a sponsor or via a scholarship? [ ] Sponsor [ ] Scholarship [ ] Neither

Who is your sponsor/scholarship provider?

Passport number

Country of issue

Residency

Are you currently in Australia? [ ] Yes [ ] No

Are you a permanent resident of Australia? [ ] Yes [ ] No

Visa information

Do you have a current Australian visa? [ ] Yes [ ] No

If yes, what is your visa number? [ ]

Expiry date |

Day/month/year

Please specify type: [ ]

Subclass number

Are you applying for an Australian student visa? [ ] Yes [ ] No

Where will you apply for your visa? [ ]

City |

Country

Are you applying for an e-visa? [ ] Yes [ ] No

Overseas Student Health Cover (OSHC)

Exemptions apply. Payment of OSHC needs to occur when you accept your offer. If you are accompanied by

family and children, you require the compulsory family policy for OSHC. RMIT will arrange visa-length cover with


Do you have valid OSHC? [ ] Yes [ ] No

If No, please tick √ the level of OSHC you require:

[ ] Single OSHC | OR | [ ] Family OSHC

Amount for OSHC paid

Box 1 | AU$

If Yes, please provide the following information.

OSHC membership provider

OSHC membership number

Expiry date |

Day/month/year

Release letter

Are you currently enrolled or hold a package offer/Confirmation of Enrolment with another education provider in Australia? [ ] Yes [ ] No

If you have not completed six months of study in your principal program, RMIT University will not be able to accept this form unless a release letter from the current education provider is attached.

Section 3
Program acceptance information

A. English language program

Complete Part A if you are accepting an offer for an English language program (ELICOS) at RMIT English Worldwide (REW).

I ACCEPT this offer of: [ ] (nominate number of weeks)

Box 2 | AU$

Commencement date |

Day/month/year

Fees

English language (ELICOS) program fee

Compulsory ELICOS enrolment fee

Box 2 | AU$

Accepting your offer

All entries must be typewritten or handwritten in BLOCK LETTERS using black pen.

Return your completed Offer Acceptance Form with the payment to RMIT International.

How to pay

The following methods of payment are accepted:

1. Bank draft

Draft should be payable to "RMIT University" in Australian dollars and to an Australian bank.

Write your student name and reference number on the back of the draft.

2. Credit card (visa or Mastercard)

Please complete details on the back of this form.

3. Telegraphic transfer

Paid in accordance with the following details:

Payee: RMIT University
Bank: Commonwealth Bank of Australia
Branch: Melbourne, Victoria
BSB no.: 063-262
Account no.: 1000-6849

A copy of the telegraphic transfer receipt, including your full name and contact details, must be attached to your Offer Acceptance Form.

4. In person: RMIT International EFTEPS (Electronic Funds Transfer at Point of Sale). Payments between AU$70 and AU$1,000 will be accepted.

Please submit the completed form to:

RMIT University
Postal address: RMIT International
GPO Box 2476
Melbourne VIC 3001 Australia

By courier:
RMIT International
Level 4, RMIT Building 22
330 Swanston Street
Melbourne VIC 3000 Australia

In person:
International desk at Info Corner
Level 1, RMIT Building 22
330 Swanston Street
Melbourne VIC 3000 Australia

Tel. +61 3 9925 5156
Fax: +61 3 9963 6925
Email: ISacceptances@rmit.edu.au

www.rmit.edu.au/international

RMIT English Worldwide (REW)
CRICOS Provider Code 00122A

RMIT University
CRICOS Provider Code 01912G

Issue date: May 2012. Ref: ADM02.4
I ACCEPT the

Expiry date:

Information is collected on this form and during my enrolment in order to meet RMIT University's obligations to ensure that my compliance with the conditions of my visa

RMIT University places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission.

Tuition fees do not include the Overseas Student Health Cover (OSHC), administrative services charges, books, equipment and other materials required to undertake the

RMIT University reserves the right to discontinue or alter any program, course/subject, fee, admissions requirement, staffing or other arrangement without prior notice.

I authorise the university to disclose information relevant to my application and enrolment to the university's preferred OSHC provider and other third parties for the purposes

If sponsored by a government body or private institution, I give RMIT permission to provide my sponsor with information about my application, enrolment and academic

OSHC charges are set by the university's preferred OSHC provider and may be subject to change without notice.

I acknowledge that the withholding of information or provision of incorrect or fraudulent documentation relating to my application and acceptance may result in the cancellation

I declare that I am not an Australian citizen, a permanent resident of Australia, or a citizen of New Zealand.

Acceptance and declaration

I have read, understood and accepted the RMIT University refund policy for international students, and the RMIT English Worldwide refund policy.

I understand and accept that:

» RMIT University reserves the right to discontinue or alter any program, course/subject, fee, admissions requirement, staffing or other arrangement without prior notice.

» Information is collected on this form and during my enrolment in order to meet RMIT University's obligations to ensure that my compliance with the conditions of my visa and my obligation under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students (ESOS) Act 2000, the ESOS Regulations 2001, and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

» RMIT University reserves the right to annually adjust program fees to take into account increases in University and program delivery costs. Changes to program tuition fees will be applied at the beginning of each calendar year. RMIT will ensure that any future fee increase will be maintained below 7.5% (subject to rounding). In the event of a variation between the fees on my offer letter and the approved RMIT schedule of fees and charges, the approved schedule will prevail.

» Quoted tuition fees are an estimate based on standard full time loads and will vary depending on program and plan (i.e. the actual enrolled load). Tuition fees will increase if courses need to be repeated or additional electives that will exceed the minimum requirement need to be undertaken. Program tuition fees are invoiced on a semester basis on the enrolled load for that particular semester. Penalties will apply if payment is not received by the due date.

» Tuition fees do not include the Overseas Student Health Cover (OSHC), administrative services charges, books, equipment and other materials required to undertake the program or compulsory activities where relevant, such as fieldwork, excursions or laboratory practicals. Details on additional costs can be found in the program descriptions on the RMIT web site (www.rmit.edu.au) and at the RMIT fee web site (www.rmit.edu.au/programs/fees/other).

» Any OSHC paid to RMIT University will be transferred as soon as practicable to the university's preferred OSHC provider, and in the event that I choose to cease my enrolment after my arrival in Australia, I am responsible for seeking a refund of any prepaid OSHC fees directly from my OSHC provider.

» OSHC charges are set by the university's preferred OSHC provider and may be subject to change without notice.

» I must notify RMIT University of any change in my address within seven days of the change in address occurring.

» RMIT University places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission.

» I authorise the university to disclose information relevant to my application and enrolment to the university's preferred OSHC provider and other third parties for the purposes of arranging my OSHC, progressing my application and enrolment, and administering my course.

» I give RMIT University permission to check my visa status using the Department of Immigration and Citizenship (DIAC) Visa Electronic Verification Online (VEVO) system.

» I declare to the best of my knowledge that the information supplied on this form and any supporting documentation is correct and complete, and that any folio, personal statement or additional requirements supplied are my own work.

» I acknowledge that the withholding of information or provision of incorrect or fraudulent documentation relating to my application and acceptance may result in the cancellation of any offer or enrolment by RMIT University, and the university may inform others, including government agencies, of this information.

» If sponsored by a government body or private institution, I give RMIT permission to provide my sponsor with information about my application, enrolment and academic progress.

» I declare that I am not an Australian citizen, a permanent resident of Australia, or a citizen of New Zealand.

Student signature Date Day/month/year

How to pay

Options: Telegraphic Transfer (TT), Bank draft, Bank cheque or Credit card.

Credit card (Visa or Mastercard) payment

Please complete details below:

Please tick one: □ Visa □ Mastercard

Name on credit card:

Card Number: CCV: Expiry date:

Signature:

* What is a CCV number? - Credit Card Verification (CCV) number is the last 3 digits of the number printed on the signature strip of most credit cards.

Acceptance form check list (Please ensure you have attached the following supporting documents)

□ Copy of passport and (if applicable) copy of visa □ Evidence of conditions met for first program

□ If you are under 18, the Under 18 welfare and accommodation approval form □ Release letter (if applicable)

□ Financial guarantee letter (for sponsored students only)

Issue date: May 2012, Ref: ADM02.4
Page 2/2
Student Financial Declaration

This form is to be completed by applicants accepting their RMIT offer. Please read each declaration carefully and put a check “✓” against each group of statements. By signing this form, you declare you understand and agree with the statements listed below. The signed form must be returned with your acceptance form before RMIT will issue an electronic Confirmation of Enrolment. Not signing this declaration doesn’t automatically prevent your eCOE being issued, but we may request further information or documentation from you.

Declaration

☐ I declare that I have sufficient funds as outlined in Table 1 below to cover myself and all of my dependant family members (including those not living with me in Australia), for the duration of my stay in Australia for:

☒ Travel costs to and from Australia
☒ Tuition costs (including material and Student Services and Amenities Fee)
☒ Overseas Student Health Cover (OSHC) costs
☒ Living expenses
☒ School costs for any school-aged children

Table 1 Travel, tuition and living expenses

The table below outlines the amounts in that need to be genuinely available to you during your stay in Australia. These amounts are the minimum required for a student and are presented as a guide only. They do not necessarily represent your entire cost of living in Australia.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Per Person</th>
<th>Amount required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yourself</td>
<td>Return air fare to Australia</td>
<td></td>
</tr>
<tr>
<td>Family members</td>
<td>One return air fare to Australia per person</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yourself</td>
<td>RMIT Program tuition, material &amp; service fees</td>
<td></td>
</tr>
<tr>
<td>Children - primary school</td>
<td>AUS 7500 per year per child</td>
<td></td>
</tr>
<tr>
<td>Children - secondary school</td>
<td>AUS 9800-11000 per year per child</td>
<td></td>
</tr>
<tr>
<td>OSHC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yourself</td>
<td>For the length of your visa</td>
<td></td>
</tr>
<tr>
<td>Family members onshore</td>
<td>For the length of your visa</td>
<td></td>
</tr>
<tr>
<td>Living</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yourself</td>
<td>AUS 18 610 – 23000 per year</td>
<td></td>
</tr>
<tr>
<td>Partner</td>
<td>AUS 6515 per year</td>
<td></td>
</tr>
<tr>
<td>First child</td>
<td>AUS 3720 per year</td>
<td></td>
</tr>
<tr>
<td>Each other child</td>
<td>AUS 2790 per year</td>
<td></td>
</tr>
</tbody>
</table>

☐ I understand that RMIT University may refuse to issue an eCOE if it assesses my financial capacity as insufficient.

☐ I understand that I must enrol and pay my tuition fees as outlined in my offer letter and invoices, in a timely manner, unless alternative arrangements have been made. I understand that if I can not pay my tuition fees and related study costs, my enrolment and eCOE at RMIT University may be cancelled which will affect my student visa plus any dependant visas associated with my student visa. I understand that RMIT University tuition fees are subject to an annual increase as outlined in my offer letter and that I am able to access funds to pay the increased fees.

☐ I authorise RMIT University to seek any additional information and documentation to confirm my:
  » financial capacity and access to funds
  » genuineness as a student

I declare that I am a genuine student, have carefully chosen the RMIT University program I have applied for and that the program matches my future career goals. I have the required language, educational and material background to have a reasonable chance to successfully complete the RMIT program in my offer letter. I intend to make a genuine effort and will access recommended support services to help me complete my RMIT program.

☐ I declare that I do not intend to transfer programs after receiving my student visa for Australia with my RMIT issued eCOE. (This declaration does not remove my right to transfer programs)

☐ I understand that if granted a student visa, I and my family members have obligations we must meet andbreaching these obligations may result in a cancelled enrolment at RMIT University as well as cancellation of my student visa by DIAC. I declare that I have accessed and read these obligations at the DIAC website: www.immi.gov.au/students/visa-conditions.htm and agree to abide by them.

☐ I declare that I have not been refused a visa to enter Australia or any other country and I have not breached the conditions of any other visa I have held to enter either Australia or any other country.

By signing this form, I declare and agree with the statements listed above. The signature below is my signature and has not been signed on my behalf by another person, including my agent or sponsor.

Student Name: ___________________________ Student ID: ___________________________

Student Signature: ______________________ Date: ______________________

Section 8  RMIT International use only

Checklist ☐ Declarations all checked “✓”

☐ Refer to delegated authority

☐ Issue eCOE
REFUNDS FOR COMMENCING INTERNATIONAL STUDENTS

The following information is an excerpt from the RMIT Refund policy and is for commencing international students only (Excluding RMIT English Worldwide (REW) students). The REW refund policy is located on the reverse side of this flyer. Please refer to the RMIT Refund policy for full policy details: www.rmit.edu.au/policies/refunds.

You are a commencing international student for refund purposes if you are:
» not yet enrolled;
» enrolled in the first semester of a program;
» enrolled in one RMIT program but seeking a refund for another future RMIT program.

University refund policy assessment guidelines

<table>
<thead>
<tr>
<th>Refund category</th>
<th>Specific Grounds that meet eligibility for a full refund if cancellation of enrolment submitted by census date.</th>
<th>Student applies for a refund less than four weeks before program commencement date.</th>
<th>Student applies for a refund more than four weeks after program commencement date.</th>
<th>Student applies for a refund more than four weeks after program commencement date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refund amount</td>
<td>100% refund of monies paid. An incidental fee of $500 may be charged.</td>
<td>Monies paid less 50% of first semester program tuition fee (Not 50% of monies paid).*</td>
<td>Monies paid less 50% of first semester program tuition fee (Not 50% of monies paid).*</td>
<td>No refund.</td>
</tr>
</tbody>
</table>

* No refund is entitled if monies paid is less than 50% of semester tuition fees.

Administration charges
If no supporting documentation is received administration charges will apply. Reason for refund, absence of supporting documentation and date of refund application determine administration charges.

Reasons that will incur administration charges
Financial, personal decision to return to home country, homesickness, personal decision to change study and education provider, any other reason for refund without evidence.

Specific grounds that may be eligible for 100% refund with evidence

<table>
<thead>
<tr>
<th>Reason</th>
<th>Documents required (in English or certified English translation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa not granted</td>
<td>Copy of DIAC notification (letter/email) of visa not granted.</td>
</tr>
<tr>
<td>Illness</td>
<td>Medical certificate identifying the student and recommending cessation of study.</td>
</tr>
<tr>
<td>English language/academic difficulties</td>
<td>Letter from School/Program Coordinator recommending cessation of study.</td>
</tr>
<tr>
<td>Family</td>
<td>Illness: medical certificate or hospital letter + proof of relationship. Death in the family: death certificate + proof of relationship. (Proof of Relationship: passport, birth certificate, medical certificate can state relationship.)</td>
</tr>
<tr>
<td>Military service</td>
<td>Proof of military service requirement.</td>
</tr>
<tr>
<td>Other compassionate or compelling reason</td>
<td>Must provide personal statement plus documented evidence such as letter from psychologist or RMIT counsellor recommending cessation of study.</td>
</tr>
<tr>
<td>Failure to meet academic entry into program</td>
<td>Results from pathway. (not required if previously submitted to RMIT)</td>
</tr>
<tr>
<td>RMIT cancels program for intake accepted by student</td>
<td>No documents required. This can be verified by the RMIT database.</td>
</tr>
<tr>
<td>Over payment</td>
<td>Proof of payment and receipt.</td>
</tr>
</tbody>
</table>

Returning international students
You are a repeating student if you are re-enrolling in a program you have already undertaken at least one semester/term of study in at RMIT. Returning students must contact The Hub or the Student Administration Support Line at www.rmit.edu.au/students/hub for refund information and cancellation of enrolment of your current program.
REFUNDS FOR COMMENCING RMIT ENGLISH WORLDWIDE (REW) STUDENTS

This page contains the refund policy for commencing REW students only. Other commencing international students should refer to the policy excerpt on the reverse side of this flyer.

Tuition fee refund policy
REW English Worldwide (REW) will refund tuition fees in special circumstances. The following reasons are considered grounds for a refund:

a) If the Australian Government has refused to grant a visa.
   » The refund amount will be tuition fees in full (excluding the enrolment fee).
   » The refund will be made within 28 days (or 4 weeks) of receiving a student’s refund application together with a copy of the Australian Embassy rejection letter.

b) If REW withdraws the offer or is unable to proceed with the program applied for (i.e. if the program does not start on the agreed starting day or if the program is stopped after it starts and before it is completed).
   » The refund amount will be all tuition fees in full (including the enrolment fee).
   » The refund will be made within 14 days (or 2 weeks) after the agreed program commencement date in such cases.

c) If the application for a refund is received more than 28 days (or 4 weeks) before the enrolment date of the program.
   » The refund amount will be tuition fees (excluding the enrolment fee).
   » A cancellation fee of $200 will also apply.
   » The refund will be made within 28 days (or 4 weeks) of receiving a student’s written application.

d) If the application for a refund is received less than 28 days (or 4 weeks) before the enrolment date of the program.
   » The refund amount will be 50% of the total tuition fees paid (or no more than 12 weeks tuition fees), excluding the enrolment fee.
   » The refund will be made within 28 days (or 4 weeks) of receiving a student’s written application.

e) In extraordinary circumstances REW executives may exercise discretion, when refund requests which do not comply with the points listed above are received. Examples may include but are not limited to:
   » natural disasters necessitating the return of the student to the home country;
   » major political upheaval in the home country requiring emergency travel and this has impacted on the student’s study;
   » severe and unmanageable medical conditions of the student;
   » cultural or religious imperatives. Documented evidence is required with the application and the Director’s decision is final in all cases.

REW will not refund tuition fees if:

» The program has commenced.

» The student is reported to the Immigration Department for a breach of visa conditions and has his/her visa cancelled.

» The student is excluded on the grounds of unacceptable behaviour.

The refund policy does not remove a student’s right to take further action under Australia’s consumer protection laws. Whilst all applications for refunds will be dealt with according to the stated policy and the National Code, this does not remove a student’s right to pursue legal remedies. Students who are not satisfied that refund procedures have been followed as published have recourse to the REW Complaints and Appeals procedure at no cost. The centre will maintain the student’s enrolment during the appeals period.

Tuition fee refund procedure
» All applications for refunds must be made in writing to the Director, REW Melbourne Language Centre and emailed to REWStudentServices@rmit.edu.au or delivered to the REW Student Services Reception.

» Refunds will be made in Australian currency (AUD) and refunded to the student or appointed beneficiary (evidence must be provided with the application). This will be processed as a bank transfer unless otherwise requested.

Tuition fee transfer policy
a) No transfers of tuition fees will be made to another English language centre unless REW is unable to proceed with the program.

b) Students may transfer the balance of their tuition fees to a formal award program at RMIT University or another formal award institution if:
   » The transfer conditions are in accordance with government requirements and;
   » The student produces evidence of a non-conditional offer letter and;
   » Written notice is given 28 days prior to the commencement of the next module of the program.

c) If students are approved for transfer to RMIT or another formal award institution, an administration fee of 20% of the remaining fees will be charged.

d) Transfer of fees will occur within 28 days of written notice.

Definitions and acronyms
Program means the total duration of a student’s accepted offer at RMIT English Worldwide.

Study Period is defined according to the duration of the program and may vary. It may consist of one or more modules.

Module means a 5-week set period of study.

ESOS Act means the Education Services for Overseas Students Act 2000. See www.rmit.edu.au/programs/international/eso.student

National Code means the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students established under the ESOS Act.

REW means RMIT English Worldwide, a unit of RMIT Training.