



ADMISSIONS APPLICATION

If you need assistance, please contact us.

(This application must be completed by the student)

COMMENCEMENT DATE: _____

COURSE LOCATION: _____

Part 1 – Student Personal Details

Family Name: _____

Given Name: _____ Middle Name: _____

Nationality: _____ Gender: Male / Female

Date of Birth(DD/MM/YYYY): ____ / ____ / ____ Passport No: _____

Address (Line 1): _____

Address (Line 2): _____

City: _____ State/Province: _____ Country: _____

Postal/Zip Code: _____ Contact Number: _____

Email Address: _____

Emergency Contact Name: _____ Contact Number: _____

Are you using the services of a registered education agent? Yes / No

What is the name of your registered education agent? (Business name only) _____

What is your profession: (Circle one only)

Dentistry

Physiotherapy

Dietetics

Podiatry

Medicine

Radiography

Nursing

Speech Pathology

Occupational Therapy

Veterinary Science

Optometry

Other: (Please specify)

Pharmacy

Student Initial: _____



Part 2 – English Proficiency

Your Present Level of English:

Beginner / Lower Intermediate / Intermediate / Upper-Intermediate / Advanced

Have you undertaken any formal English course? Yes / No **Where:** _____

Have you taken an English test in the past 2 years? Yes / No

If yes, what was the name of the test you have taken? General IELTS / Academic IELTS / OET /

Other

Please attach a copy of your latest IELTS/OET results:

Student Initial: _____



Please attach a copy of your passport:

A large empty rectangular box intended for the applicant to attach a copy of their passport.

Student Initial: _____



Part 3 - Course Selection

v	Code	Course Name	Course Duration	Course Fee		
		OET Short Courses				
	MCINT01	OET Course Series 2017	From 2 days	Workshop	A\$598	
	MCINT02	Interstate or International		+ Online	A\$598	
	MCINT03	Manila OET Review Clinic	2 days + 5 weeks online		11,000PHP	
	MCINT04	Manila OET Review Clinic	2 Day Workshop		5,000PHP	
		OET Sub-Test Clinic				
	MOWC01	OET Writing Clinic	2-4 Weeks	\$550- \$900		
	MORC03	OET Reading Clinic	2-4 Weeks	\$550- \$900		
	MOSC02	OET Speaking Clinic	2-4 Weeks	\$550- \$900		
		OET Certificate Courses				
	MCOET05	Certificate of English for Health Professionals	5 Weeks (100 hours)	A\$750.00		
	MCOET10	Certificate of English for Health Professionals	10 Weeks (200 hours)	A\$1500.00		
	MCOET15	Certificate of English for Health Professionals	15 Weeks (300 hours)	A\$2250.00		
	MCOET20	Certificate of English for Health Professionals	20 Weeks (400 hours)	A\$3,000.00		
	MCDIP12	Diploma of English for Health Professionals	12 Months (1040 hours)	A\$8,000		
		OET Online Courses				
	MCONL01	OET Preparation Online OR Correspondence	5 Weeks (100 hours)	A\$750.00		
	MCONL02	OET Preparation Online OR Correspondence	10 Weeks (200 hours)	A\$1500.00		
	MCONL03	OET Preparation Online OR Correspondence	15 Weeks (300 hours)	A\$2250.00		
		Other				
	MCELT05	ELT(English Language Training)	5 weeks (100 hours)	A\$750.00		
	MCELT10	ELT(English Language Training)	10 weeks (200 hours)	A\$1500.00		
	MCELT15	ELT(English Language Training)	15 weeks (300 hours)	A\$2250.00		
	MCELT20	ELT(English Language Training)	20 weeks (400 hours)	A\$3,000.00		
	MCIEL05	IELTS (General Only)	5 Weeks (100 hours)	A\$750.00		
	MCIEL10	IELTS (General Only)	10 Weeks (200 hours)	A\$1500.00		
	MCIEL15	IELTS (General Only)	15 Weeks (300 hours)	A\$2250.00		
	MCIEL20	IELTS (General Only)	20 Weeks (400 hours)	A\$3,000.00		

CLASSES ARE CONDUCTED 4 DAYS A WEEK AT OUR MELOURNE CAMPUS AND DESIGNATED TIMES IN OTHER PARTS OF THE WORLD.

Dietary requirements?

All courses are subject to a NON- REFUNDABLE A\$200 Admissions Fee

(Includes course admission, library services, amenities, student services, printing, job search club and a CPD Certificate Subject to 10% GST

Student Initial: _____



Part 4 – Education

What is your highest level of school / college education?

Please Tick (v)	Level of Education
	Year 12 or Equivalent
	Year 11 or Equivalent
	Year 10 or Equivalent
	Year 9 or Equivalent
	Year 8 or Equivalent
	Did not go to school

Have you successfully completed any of the following?

Please Tick (v)	Description	Month & Year
	Bachelor Degree or Higher	Month: _____ Year: _____
	Advanced Diploma or Associate Degree	Month: _____ Year: _____
	Diploma	Month: _____ Year: _____
	Other	Month: _____ Year: _____

Name of the qualification(s): _____

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

No Yes If yes, please specify: _____

Do you have any known medical conditions?

No Yes If yes, please specify: _____

Do you speak any language other than English at home? (If more than one language, indicate the one most spoken.)

English Only Other, please specify: _____

What is your purpose for undertaking this course? (Select the most appropriate answer)

Please Tick (v)	Reason
	Improve my English
	Work abroad
	Further study abroad
	ANMAC
	AHPRA
	Pharmacy Council of New Zealand
	Nursing Council of Australia
	Allied Health Professionals Council Singapore
	Singapore Dental Council
	Singapore Medical Council
	Singapore Pharmacy Council

How did you find out about MCIOA?

Student Initial: _____



Part 5- Course Payment Options



Now Accepting ®

Payment Option	American Express	PayPal	Visa	Master Card	Direct Deposit (Australia Only)	BPAY (Australia Only)
Select (TICK) (v)						

Card number			
Name on card			
Expiry date		Card Verification Value (CVV)	
Signature of card holder			

2.25% credit card processing fee will apply to all credit card transactions

BPAY Clients: Contact the Accounts Department on 1800 767 037

Direct Deposit Details: **(Please send a copy of the remittance advice with the application form)**

Bank Name: Bank of Melbourne
 Account Name: The Matt Christie Institute Australia
 BSB: 193 879
 Acc Number: 440166557
 Swift: SGBLAU2S
 Bank Address: 233, Collins Street, Melbourne, VIC, 3000

Student Initial: _____



Terms & Conditions (Effective 16 August 2017)

Before you start the admissions process take note of the following:

1. You will need a digital copy of your passport
2. You will need a digital passport size photo
3. You will need a digital copy of your previous test results if available.
4. A Valid Credit Card or Australia Bank Account (We accept VISA, MasterCard and BPAY payments only)
5. All admissions will be subject to a mandatory diagnostic test

All course fees are paid at the time of enrolment. Students will be charged the course fee, non- refundable admissions fee of A\$200 or 1,000PHP and a 2.25% credit card processing fee.

Course Prices: All prices are in Australian dollars. Courses in the Philippines are charged in local currency.

Fees: All course fees are paid at the time of enrolment. Students will be charged the course fee, non- refundable admissions fee of A\$200 or 1,000PHP and a 2.25% credit card processing fee.

GST & Education courses: Any course delivered by The Matt Christie Institute of Australia (including short courses) will be subject to GST unless they are specifically defined under the GST Act as a GST-free education course. Our courses are GST Inclusive.

* Fee includes 10% GST. Prices are subject to change without prior notice. **In Summary:**

Courses delivered in Australia (Class room Setting)	Attract 10% GST
Online Courses (Australia)	Attract 10% GST
Courses delivered Abroad (Class room Setting)	GST Exempt
Online courses (Abroad)	Attract 10% GST

Coming to Australia from abroad to study a short course at MCIOA: Courses for candidates from abroad can only study short term courses with MCIOA on the Visitor Visa and further information can be obtained from www.border.gov.au . The Visitor Visa (Subclass) states you must not study for more than three months while in Australia.

Please note: We don't issue Confirmation of Enrolments (COE'S) for people intending to study our courses for student visa applications or extensions of visas. If you intend to study a course in Australia on a student visa please visit www.cricos.gov.au. Please note we are not a registered CRICOS provider for international students in Australia or those intending to come to Australia on a student visa.

Course admissions:

1. Course admissions will not be accepted after the course closing date, as advertised on our website www.mcioa.com.au
2. All courses close 3 weeks prior to the start date of each course.
3. It's a student responsibility to check email and other communication platforms as the institute will not be held responsible for whether or not you check it on a regular basis. Good practice is to check at least once day.
4. 2 weeks prior to the course start date you will be sent your timetable, course location along with the stationery requirements.

Deferral of Course to a future course date: If you are enrolled to attend a course but then find you are not able to attend for any reason, you can defer the course start date before the closing date. A fee of 200AUD or 1,000PHP will be payable.

Withdrawing from a course: You may only withdraw from the course prior to the closing date and a 100AUD or 1,000PHP withdrawal fee will be payable. The Course admissions fee and processing fee will not be refunded. Withdrawing from a course after the closing date is not permitted.

Student Initial: _____



Change of venue or timetable: Timetable and venues are not negotiable by students and are subject to change prior to the course start date. Venue changes will be within a 25km radius of the original venue stated and we don't refund course fees because of a venue change. We set the timetables for students and if you are absent for any day the course fees will not be refunded.

Cancellation of the course by The Matt Christie Institute of Australia:

1. In the event that a course is cancelled beyond control of the institute, students will be notified immediately through one or more of the following: SMS, phone call, email, Viber, Line, WhatsApp or email
2. If course numbers aren't met a full refund of course fees only will be refunded to all applicants or an online course option will be provided.
3. In the event that student numbers aren't met the institute will endeavour to notify students approximately 3 weeks prior to the course start date. Please note that sometimes things happen beyond our control.
4. When a course is cancelled the student will be offered an online course to the full value or a full refund of the course fees.

The Matt Christie Institute of Australia student rules:

1. All students must arrive to class on time
2. The use of mobile phones in class is strictly prohibited
3. The use of listening devices in class such as iPods, iPads & other electronic devices are strictly prohibited
4. Speaking in any language other than English in class is strictly prohibited
5. Bullying of any nature of other students or faculty is strictly prohibited
6. Any form of gossiping is strictly prohibited
7. Respect the property of the Institute and other students
8. Always provide your own stationery
9. Speaking while other students are speaking is strictly prohibited, everyone has the right to speak when it is their time
10. Speaking while the teacher is speaking is also strictly prohibited
11. Come to class with a "can do attitude"

The Matt Christie Institute of Australia copyright:

Materials used by The Matt Christie Institute of Australia have a copyright clause, if any student or anyone associated with a student is found to be reproducing, photocopying, displaying them on the internet, distributing them in any way or giving them to third parties will face the court of law. This is a criminal offence that will be dealt with by the appropriate government authority.

Student stationery requirements:

All students must bring the following stationery items to class each day.

Students who fail to bring the required stationery will not be able to participate in class.

-1 x Blue Pen

-1x Black Pen

-1x Red Pen

-1x Yellow highlighter

-2x 2B pencils

-1 Eraser

- Australian Dictionary

Student Initial: _____



Student Declaration:

I certify that the information provided on this form is true & correct. I agree to abide by the terms & conditions of enrolment, including the refund policy, which I have read & understood. By paying the fees, I agree to the terms & conditions of enrolment including the refund policy.

I understand that any request for cancellation or refund has to be in writing. If no written request is received & I am absent from classes & not contactable, I will be liable for all fees to be paid in full by the due date found on the invoice.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____

Employment & Test Result Clause:

As a student, I understand that by undertaking the course the company can in no way offer or recommend employment for the student. It is the sole responsibility of the student to seek employment on their own merits.

I am aware that test results from formal tests such as the Occupational English Test & the IELTS Exam have no formal relationship with the provider & the result I receive has no responsibility on the provider itself. The provider will not guarantee any results for students. The provider will ensure that I am prepared to undertake the exam to the best of my ability.

Signature of Witness: _____

Printed Name of Witness: _____

Date: _____

Education Agent Stamp

Administration Use Only

Date of Admissions Test: _____

Results: Section 1 Section 2 Section 3 Section 4 Speaking

Admissions Interview Conducted By: _____ Date: _____

Student Accepted: Yes / No If no, why: _____

Offer Letter Created By: _____ Date: _____

Contract of Study Created By: _____ Date: _____

Entered into Database By: _____ Date: _____

Student ID Number: _____ Student Orientation Pack: Yes / No

Signature: _____ Date: _____

Student Initial: _____