

# Application Form



Please print clearly in English and in BLOCK letters. Tick boxes where appropriate.

International Student Application       Domestic Student Application

## Representative information

Representative name (if relevant)	
City	Telephone (home/mobile)
E-mail	
Representative signature:	

## Student information (Compulsory)

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other		<input type="checkbox"/> Male <input type="checkbox"/> Female
Family name		
First name(s)		
Date of birth (d/m/y)		
Country of birth		
Country of citizenship		
First language		
Visa type (if relevant)	Visa number (if relevant)	
Permanent address*		
City		
State/province	Postcode	
Country		
Telephone (home/mobile)		
E-mail		
Passport number (if available)	Expiry date	
Do you hold Permanent Residency or a current Australian Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
If yes, please provide a copy of your PR or current Australian visa.		

\*Your permanent/home country address is required by the Australian Government. If it is not supplied your application cannot be processed.

## Parent/Legal Guardian details

Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Other		<input type="checkbox"/> Male <input type="checkbox"/> Female
Family name		
First name(s)		
Relationship to student (i.e mother or father)		
Permanent address of Parent or Guardian (if different from above)		
E-mail		
Telephone (home/mobile)		

Bradford College Foundation Studies and Degree Transfer programs are delivered under agreement with the University of Adelaide CRICOS Provider Code: 00123M. Bradford College English Language programs are delivered under CRICOS Provider Code: 02426B.

## Education history

If you are currently completing a qualification, please indicate when you expect to complete this study (month/year)

Name & location of institution (e.g. Temasek Junior College, Singapore)
Qualification/Award received (e.g. GCE "A" level)
Years attended (e.g. 2010-2012)
Name & location of institution
Qualification/Award received
Years attended
Name & location of institution
Qualification/Award received
Years attended

## Current English proficiency

Is English your first language? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you studied at secondary level with English as the language of instruction? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide evidence of language of instruction.		
Do you have an English language score? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please select one of the following <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> iBT TOEFL <input type="checkbox"/> Pearson Test of English <input type="checkbox"/> Other	Test date (d/m/y)  Score

## Program selection

Degree Transfer <input type="checkbox"/> Degree Transfer Extended (March) <input type="checkbox"/> Degree Transfer Extended (October) <input type="checkbox"/> Degree Transfer Standard (February) <input type="checkbox"/> Degree Transfer Standard (July) <input type="checkbox"/> Degree Transfer Accelerated (October only)	Foundation Studies <input type="checkbox"/> Foundation Studies (February) <input type="checkbox"/> Foundation Studies (July) <input type="checkbox"/> Foundation Studies Accelerated (October only) General Academic English <input type="checkbox"/> General Academic English
Year of entry: (e.g. 2014)	
University Program Please indicate which Bachelor program you intend to study at the University of Adelaide (e.g. Bachelor of Engineering [Civil and Structural]) Bachelor of:	

## Accommodation

Please give your preferred choice of accommodation here (if required)

Accommodation type <input type="checkbox"/> Homestay <input type="checkbox"/> Hostel <input type="checkbox"/> University Accommodation	Check-in date (d/m/y)	Check-out date (d/m/y)
Accommodation name		
Do you have any special requests (e.g. medical requirements, allergies, special diet, no cats/dogs, meals, supplements)? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, please specify:		
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Form continues overleaf.

## Additional services

Do you wish Bradford College to organise your Overseas Student Health Cover (OSHC)* on your behalf? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please indicate: <input type="checkbox"/> Single <input type="checkbox"/> Couples <input type="checkbox"/> Family		
If no, please list your current OSHC details.		
Policy provider:		
Policy number:	Start date:	Expiry date:

\*Please note that OSHC is mandatory for Student Visa holders and their accompanying family members.

## Medical conditions

Do you have a disability, impairment or long-term medical condition which may affect your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide medical documentation from a relevant treating professional detailing the impact of your condition on your ability to meet academic demands. Disclosure will not disadvantage your application and is confidential. The information you provide will assist us in best catering for your needs.	

## Application checklist

<input type="checkbox"/> Completed all sections of the Application Form
<input type="checkbox"/> Read and understood the Terms and Conditions
<input type="checkbox"/> Attached certified copies of your academic qualifications (translated into English). If waiting for results then these can be submitted at a later date
<input type="checkbox"/> Attached evidence of English language proficiency (if available)
<input type="checkbox"/> Included a copy of your passport (if available)

## Declaration

<p>I have read, understood and agree to be bound by the Terms and Conditions of enrolment. I declare that I have read the instructions on this application form and that, to the best of my knowledge, the information provided by me is true and complete in every particular. I acknowledge that Bradford College and the University of Adelaide may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me. I give permission to Bradford College to verify or obtain records from other educational institutions that I have attended. I understand that I am seeking temporary entry into Australia for educational purposes only as a fee-paying student. I understand that if I change my visa status, I may be subject to different rules and conditions. I understand the above conditions and am prepared to accept them in full. In particular that I, or my sponsor, will be responsible for the full costs of the academic program for which I am seeking admission, as well as the associated travel and living costs. I give permission to Bradford College to provide information to my parent(s) or guardian(s) and my agent regarding my application for admission to the program listed above.</p> <p><input type="checkbox"/> I confirm that I have read, understood and agree to be bound by the Bradford College Terms and Conditions to include the full declaration detailed on page 35.</p>	
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Signature of student	Date
Signature of parent/guardian (required if student is under 18 years old)	Date

## How to apply

1. Fill out the application form  
(also available at [www.bradford.adelaide.edu.au/apply](http://www.bradford.adelaide.edu.au/apply))
  2. Provide certified copies of:
    - Academic qualifications (school reports)
    - English proficiency document
    - Passport
    - Birth certificate (Domestic students only)
  3. Send your completed application form and certified documents by post or email to Bradford College at the address below or to one of our local representatives
  4. We will review your application form and supporting documents. If you are accepted, you will receive a 'Letter of Offer'
  5. Sign and return the written acceptance of your offer to the Bradford College Admissions Office together with evidence of payment for the amount specified in the Letter of Offer (Payment options listed in Letter of Offer)
- Account Name: Bradford College
- Bank: HSBC Bank Australia Limited  
28 Bridge Street,  
Sydney, NSW 2000
- BSB: 342 011
- Account Number: 461456 163
- SWIFT Code: HKBAU2S
6. You will then receive an electronic Confirmation of Enrolment
  7. International students may then apply for a student visa to study in Australia

## Admissions Office Bradford College

132 Grenfell St, Adelaide, SA 5000  
Telephone: +61 8313 3430  
Fax: +618 8313 3877  
[bradford@adelaide.edu.au](mailto:bradford@adelaide.edu.au)

## Further information

For more information about College programs or application procedures, contact Bradford College or a registered representative.

## Scholarships

Scholarships are usually available to Bradford College students with excellent academic grades; both for entry to the College and on progression to the University. Ask your Bradford College representative for more information.

# Terms & Conditions

## 1. GENERAL TERMS & CONDITIONS

These Terms & Conditions are applicable to all students studying at Bradford College (Bradford).

1.1. Policies and Procedures: All Bradford students are subject to the policies and procedures of Bradford as published on our website ([www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au)) and in the Bradford student handbook, including those dealing with student misconduct, assessment, progression, complaints and appeals. Students must review these policies and procedures, and ensure they understand and comply with the most up to date version of our policies and procedures.

1.2. Late Arrivals, Vacations & Absences: No refund is given for time missed due to late arrivals, vacations, absences or public holidays. Periods of absence will not be replaced by a free extension of any course. No refunds or substitutions will be made for classes missed due to exams, excursions, first day orientation or other obligations that fall outside the normal schedule. Classes are not held, and many campus facilities are closed, on public holidays. All published course dates start on a Monday, but if the Monday is a public holiday, the course start will fall on the Tuesday. Students may be given written permission for late arrival up to 2 weeks from their course commencement date.

1.3. Campus facilities: Students are advised that campus facilities may not be available during study breaks. Details are available from Student Services Team/Reception.

1.4. Placement: Bradford reserves the right to place a student into the most appropriate class, and to postpone subjects to the following semester where there are an insufficient number of students for that subject.

1.5. Course changes: Bradford has the right to change course dates, course curricula, tutors and programs at any time at its discretion. However, in cases where the course is rescheduled prior to the start of the first course and the new date is unacceptable to the student, all unused tuition fees will be refunded.

1.6. Tuition fees: The student or student's family agrees to pay the annual tuition fee and any additional charges in accordance with the fee schedule available on our website [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au). Any refund is made in accordance with the Bradford refund policy. Tuition fees include lessons, orientation, use of computer facilities and internet quota, placement and progress testing and a Bradford certificate upon successful completion of the course. Bradford reserves the right to withhold the granting of a certificate attained by a student if tuition fees or any other fees remain outstanding. All fees are published on our website [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au) and tuition fees can be found in the 2014 Fee Schedules.

1.7. Late payment: A fee of AUD 100 applies on unpaid accounts 30 days after the date the payment was due.

1.8. Books and learning materials: Students may be required to purchase textbooks, workbooks, stationery, software and other required learning materials at an additional cost.

1.9. Additional services: Any additional services (such as travel, telephone costs, excursions, medical costs, special diet, non-Bradford exams and enrolment amendments) are not included in any fees unless specifically stated on a valid invoice. Students who wish to arrange homestay accommodation and/or airport transfer please refer to [www.bradford.adelaide.edu.au/accommodation](http://www.bradford.adelaide.edu.au/accommodation)

1.10. Privacy: Information collected by Bradford, which personally identifies a student and information regarding a student's course progress and attendance may be shared with the Australian State and Federal governments, designated authorities, the Tuition Protection Scheme, the agent that recruited the student (unless specifically excluded), the students' parents (if under 18), Bradford staff, University of Adelaide and related body corporates of Bradford. This information may include personal and contact details, course enrolment details, changes and results, and circumstances of any suspected breach by the student of any visa condition. Bradford's Privacy Policy complies with the Privacy Act when dealing with personal information. For further information please contact the Privacy Officer at [privacykaplan@kaplan.edu.au](mailto:privacykaplan@kaplan.edu.au)

1.11. Medical Costs: Bradford is hereby authorised to seek medical treatment should Bradford or a staff member acting on behalf of Bradford consider such action necessary for a student. The student agrees to indemnify Bradford for any expense, loss, damage or liability of whatsoever nature occasioned as a result of authorising and arranging such emergency medical treatment.

## 2. UNIVERSITY OF ADELAIDE FEES

2.1. University of Adelaide course fees will depend on the student's choice of undergraduate degree course and point of entry. Further information is available on the University of Adelaide website: [www.adelaide.edu.au](http://www.adelaide.edu.au)

## 3. DEFERRAL POLICY

3.1. A student may apply to defer their studies on the grounds of exceptional circumstances such as their own ill health or that of a very close relative. All applications for deferral from a course of study must be made in writing or using the Deferral Form available from Bradford. Students should refer to our deferral policy on our website for details of circumstances in which their enrolment may be deferred, suspended or cancelled prior to submitting their application. The deferral policy can be accessed at [www.bradford.adelaide.edu.au/policies](http://www.bradford.adelaide.edu.au/policies). An administration fee of AUD 250 is required for processing a deferral application.

## 4. REFUND POLICY

4.1. Bradford's refund policy is available at [www.bradford.adelaide.edu.au/policies](http://www.bradford.adelaide.edu.au/policies)

All students must read the refund policy prior to accepting an offer of admission from Bradford. Students requesting a refund are required to do so in writing. Refunds, where applicable, will be made only to the bank details specified in the refund form. (The refund form will be available from reception desk). All refund requests will be responded to in writing, and approved refunds will be paid within 14 days of written notification.

4.2. In all cases, enrolment fee, medical insurance/health cover (to date), accommodation placement fee (if the accommodation has already been arranged), courier and any other service fees are non-refundable. Tuition fees are not transferable to other students.

4.3. Where a student visa application is rejected, all tuition fees paid will be refunded in full, less an administration fee of AUD 240, once proof of refusal has been shown.

If a student visa holder withdraws from the course, the cancellation fee, which depends upon the notification period, is as follows (for the purposes of the Refund Policy only, a course is defined as one semester of study, or for English programs, 24 weeks of study):

Full tuition fee refunds are payable if:

- Bradford is unable to provide the academic course offered before classes are due to commence

- The offer of enrolment is withdrawn for reasons other than incorrect or incomplete information supplied by the student at time of enrolment

- An Australian visa application is refused, or

- Approval of an Australian student visa is delayed beyond the student's control.

Partial tuition fee refunds are payable in the following manner:

- 90% of the tuition fee is refundable when the offer of enrolment is withdrawn because of incorrect or incomplete information supplied by the student at the time of enrolment

- 80% of the tuition fee is refundable when the student notifies the College of their decision not to enrol at least 4 weeks prior to the commencement of the course

- 50% of the tuition fee is refundable when the student notifies the College of their decision not to enrol less than 4 weeks prior to the commencement of the course.

No tuition fee refund is payable if:

- Bradford receives cancellation after the commencement date of the student's course

- The student withdraws after commencing the course

In this case the student is liable to pay the full tuition fee of the first semester and any expenses, costs or disbursements incurred in recovering the tuition fee

- These Terms and Conditions are breached by the student, or

- The student's enrolment is cancelled by Bradford.

If Bradford has to cancel an international student's enrolment due to a serious breach of student visa conditions or serious misconduct, no refund of course fees will apply.

In the unlikely event that Bradford is unable to deliver a course in full, after classes have commenced, students will be offered a refund of all unspent prepaid tuition fees. The refund will be paid within 14 days of the day on which the course ceased being provided. Alternatively, students may be offered enrolment in an alternative course by Bradford at no extra cost. Students have the right to choose whether they would prefer a refund of unspent prepaid tuition fees or to accept a place in another course. If they choose placement in another course, students will need to sign documentation to indicate their acceptance of the placement.

In the unlikely event that Bradford is unable to provide a refund or place a student in an alternative course, the Tuition Protection Service will assist a student in finding an alternative course or to get a refund if a suitable alternative is not found.

4.4. Students who terminate their course may not be eligible to receive a certificate for a partially completed course.

## 5. INTERNATIONAL STUDENTS

5.1. Visa information: It is the responsibility of the student to arrange all applicable travel permits or visas and to have a valid passport and leave to remain for the whole period of study. The student may be asked to make payment for the first study period prior to the issuing of any of the visa documentation. Visa application forms (Confirmation of Enrolment) may not be issued by Bradford until payment for the first study period has been received and the enrolment agreement has been signed and returned. The enrolment agreement includes reference to the pre-arrival information and grievance procedures information and can be found on our website [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au)

5.2. Student Visa: Student visa holders are required to provide Bradford with a current residential address and telephone number at all times, maintain satisfactory academic progress and attend a minimum of 80% of their course. Students who fail to commence their enrolled course or fail to meet the requirement for 80% attendance or satisfactory academic progress will be reported to the Department of Immigration and Border Protection (DIBP). Any school-aged dependants accompanying overseas students to

Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

5.3. Health insurance: Health insurance is compulsory for student visa holders and their accompanying family members. Students are required to show proof of health insurance at the time of their enrolment. Students will not receive Confirmation of Enrolment until they have obtained satisfactory health insurance for the length of their visa. The Australian government requires all students on student visas to join the Overseas Student Health Cover (OSHC) scheme, a health insurance plan for overseas students in Australia. Students must ensure that payment is made for compulsory OSHC before their visa is issued and that the insurance provides adequate coverage for the duration of the student's visa.

5.4. Codes of practice: Bradford abides by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) and the Educational Services for Overseas Students Act 2000 (ESOS Act).

For more information about the National Code please see <https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

5.5. Living Expenses: Migration regulations in Australia require international students to show evidence that they can contribute to the cost of living and studying in Australia. For more information please refer to [www.studyinaustralia.gov.au/en/Study-Costs](http://www.studyinaustralia.gov.au/en/Study-Costs) or [www.immi.gov.au](http://www.immi.gov.au)

## 6. CONSUMER PROTECTION

6.1. Agreement to these Terms and Conditions, 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, or their right to pursue other legal remedies under Australian law.

6.2. Students will be advised of any changes to these Terms and Conditions that may result from a directive of the Governing Body of Bradford or government legislation, at the time of application. Any dispute, claim or other matter arising will be subject to the laws of South Australia.

## 7. DECLARATION

Upon submitting an application to Bradford, the student:

7.1. Declares that the information provided in their application form is true and complete in every detail.

7.2. Understands that giving false or incomplete information may lead to the refusal of their application or cancellation of enrolment.

7.3. Has read and understood the published information in the Bradford brochure and on the Bradford website and has sufficient information about Bradford to enrol.

7.4. Authorises Bradford to retain their photo image for identification purposes.

7.5. Authorises Bradford to provide the University of Adelaide, or any other educational institutions to which the student is seeking admission, any required relevant official records. The student also gives Bradford permission to obtain official records from any educational institution the student has attended and from the University of Adelaide once their studies at Bradford have finished.

7.6. For international students, the student understands that Bradford will collect information during their enrolment in order to meet its obligations under the ESOS Act and the National Code, to ensure the student complies with the conditions of their visa and the student's obligations under Australian immigration laws. The authority to collect information is contained in the ESOS Act, ESOS Regulations and the National Code. The international student authorises Bradford to provide information including personal and contact details, course enrolment details, and the circumstances of any suspected breach of their student visa conditions to the Australian Government, the Tuition Protection Service (if relevant) and any other designated authorities. The student also understands that this information can be disclosed without their consent where Bradford is authorised to or required to by law.

7.7. Understands that information collected during their enrolment may be stored on a server controlled by a third party whether in Australia or otherwise.

7.8. Accepts liability for payment of all fees as explained in the Bradford brochure and on the Bradford website, and agrees to abide by the Bradford Refund Policy. The student also understands that fees may rise. For international students, the student has also read the section relating to living expenses and they understand that the cost of living in Australia may be higher than in their own country, and the student confirms that they can meet those costs.

7.9. Agrees to notify Bradford of their change of address within 7 days of moving.

## REFERENCE

The following websites may be of use for international students:

Education Services for Overseas Students (ESOS): [www.aei.gov.au](http://www.aei.gov.au)

Australian Quarantine & Inspection Service: [www.daff.gov.au/aqis](http://www.daff.gov.au/aqis)

Australian Department of Foreign Affairs & Trade: [www.dfat.gov.au](http://www.dfat.gov.au)

Department of Immigration & Border Protection: [www.immi.gov.au](http://www.immi.gov.au)

The Bureau of Meteorology: [www.bom.gov.au](http://www.bom.gov.au)

Overseas Student Ombudsman: [www.oso.gov.au](http://www.oso.gov.au)