



ACCOUNTING PROFESSIONAL YEAR PROGRAM APPLICATION FORM

**Top Education Group Limited trading as
Top Education Institute and Australian National Institute of Management and Commerce**
| CRICOS Code: 02491D | TEQSA PRV: 12059

Read this application carefully. Complete all sections and ensure that any supporting documents are attached and certified by a Justice of the Peace or equivalent in the approved form. Write in BLOCK LETTERS using a blue or black pen. Indicate with "N/A" where questions are not applicable.

1. Applicant Information				
1.1 Personal Details				
Have you previously studied at Top Education Institute?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide your student number:			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Family Name:		Given Name/s:		Title
Date of Birth: / /		Gender: <input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Mr. <input type="checkbox"/> Miss
Mobile:		Telephone:		<input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
			Email:	
1.2 Australian Residential Address for correspondence				
Address:				
Suburb/Town		State:		Postcode:
Postal Address same as residential address <input type="checkbox"/> , if not, please advise:				
1.3 International Residential Address for correspondence				
Address:				
Suburb/Town		State:		Postcode:
Postal Address same as residential address <input type="checkbox"/> , if not, please advise:				
1.4 Citizenship/Visa Status				
Nationality:			Passport(country):	
Passport number:			Date issued: / /	
Visa Subclass Number:			Expiry date: / /	
<i>*Please note that you MUST hold a valid Visa in order to enrol in Accounting Professional Year Program.</i>				
1.5 Employment Experience (further documentation may be fixed to the application for this section)				
Employer's Name	From	To	Position	Full time or Part time
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
1.6 Program information				

Year	Intake date ¹	Instalment Requirement	Internship commencement date	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	/	/
1.7 What is your preferred option of study?				
<input type="checkbox"/> Advanced (\$7500) <input type="checkbox"/> Standard (\$5200)				
<i>*Please note selection of Payment Option 2 will incur \$100 administration fee</i> <i>**If Advanced Study Option is selected, changing to Standard option is not permitted after the course commenced. The difference of the course fee is non-refundable.</i>				
Please select your preferred Payment Option below:				
<input type="checkbox"/> Payment Option 1				
Program option	Accept Offer stage	20 weeks after course commenced	Total payment	
Advanced	\$5000	\$2500	\$7500	
Standard	\$3800	\$1400	\$5200	
<input type="checkbox"/> Payment Option 2				
Program option	Accept Offer stage	10 weeks after course commenced	20 weeks after course commenced	Total payment
Advanced	\$2500 + \$100 admin fee	\$2500	\$2500	\$7600
Standard	\$1900 + \$100 admin fee	\$1900	\$1400	\$5300
1.8 Most Recent Educational Qualifications				
<ul style="list-style-type: none"> • Completed one or more Accounting related degrees as a result of at least two years* full time study in Australia <ul style="list-style-type: none"> i. The degree/s must be on the approved list of courses for international students (CRICOS) ii. Have completed the most recent degree within the past two years 				
*Two Academic Years is defined as being at least 92 weeks according to the CRICOS registration of full time study				
Name of Institution:				
Name of Course Studied:			Duration of the course (year):	
Start date: : / /			Completion date: / /	
1.9 English language proficiency (tick box for appropriate)				
<input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOEFL <input type="checkbox"/> CAE				
Test Date: / /			Overall Score:	
Listening:		Speaking:		Reading:
<ul style="list-style-type: none"> • A copy of English test report must be attached. English language test scores must be less than two years old at the date of course commencement. Have a current Academic or General IELTS score of 6.0 in each band, or PTE score of 50 in each band, or the equivalent score from TOEFL, iBIT or Cambridge Advanced English 				
1.10 Visa Subclass 485 Status				
Evidence of hold a 485 visa (or other appropriate visa) with a validity of at least 12 months OR Evidence of lodging a 485 visa and hold a bridging visa. Participants enrolling on a student or bridging visa must have been granted a 485 Temporary Graduate visa by the end of their Program.				
1.11 Skills Assessment Evidence				
Evidence of having a positive skills assessment from one of the Professional Accounting Bodies				

1.12 Emergency contact details							
Name:	Relationship:						
Address							
Phone	Email address						
1.13 Special circumstances							
Do you require medical/disability support? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please describe below (Disclosing this information will not impact your application):</i>							
1.14 Reimbursement of Tuition Fees							
International Students*							
<p><i>Tuition fees will be refunded pursuant to TOP's "Fee Payment and Refund Policy for Accounting PYP". A copy of the policy is available https://www.top.edu.au/accounting-pyp. However, in short, a number of the key parts of the policy providing for refunds to students include under the following circumstances:</i></p> <p>Full tuition fee refunds are payable if:</p> <ul style="list-style-type: none"> • TOP is unable to provide the program offered (tuition and all other compulsory fees will be refunded in this circumstance). • The offer of enrolment is withdrawn by TOP for reasons other than incorrect or incomplete information supplied by the student at the time of enrolment. • An Australian temporary graduate visa application is refused before commencement of the course. Refund of all fees minus administrative charge of 5% of total tuition fees. Students must supply evidence of their visa refusal to TOP. • The applicant fails to attend the compulsory orientation with TOP. Refund of all fees minus administrative charge of 5% of total tuition fees. • If the student has already made the payment but failed in the Pre Enrollment Interview, full refund will be applied. • Approval of an Australian temporary graduate visa or a bridging visa in relation to a lodged temporary graduate visa is delayed for reasons beyond the student's control resulting in the student being unable to commence the program in which they have accepted an offer of a place. • Refund of all fees minus administrative charge of 5% of total tuition fees. Students must provide evidence that their visa has been delayed for reasons beyond their control. <p>Partial tuition fee refunds are payable in the following manner:</p> <table border="1"> <tr> <td>80% of total tuition fees</td> <td>When the student decides and gives a written notice of not to enrol at least four weeks prior to the commencement of the Accounting PYP.</td> </tr> <tr> <td>50% of total tuition fees</td> <td>When the student decides and gives a written notice of not to enrol less than four weeks prior to the commencement of the Accounting PYP, but before the commencement of the Accounting PYP.</td> </tr> <tr> <td>Unspent tuition fee</td> <td>When an Australian temporary graduate visa application is refused after the student has commenced the course.</td> </tr> </table> <p>No tuition fee refund is payable if after the Accounting PYP has commenced, the student withdraws before completing the program. In this case the student is liable to pay the full tuition fee and any expenses, costs or disbursements incurred in recovering the tuition fees.</p> <p>In relation to deferral of studies:</p> <ul style="list-style-type: none"> • Where a student, after accepting an offer of a place in the Accounting PYP, gives written notice, any time prior to the commencement of the Accounting PYP of their intention to defer their place in the course to the next available intake, all tuition fees will be transferred to the next available intake. <p>Where a student or their representative gives written notice prior to the commencement of the PYP that he/she is withdrawing from a course due to special circumstances applying to the student that:</p> <ul style="list-style-type: none"> • are beyond the student's control ; or • do not make their full impact on the student until on or after the census date for the course ; or • make it impracticable for the student to complete the requirements for the course during the period in which the student undertook or was to undertake the course . <p>TOP as applicable may in its sole discretion grant a total or partial refund of tuition fees subject to the provision of documentary evidence in support of the application.</p>		80% of total tuition fees	When the student decides and gives a written notice of not to enrol at least four weeks prior to the commencement of the Accounting PYP.	50% of total tuition fees	When the student decides and gives a written notice of not to enrol less than four weeks prior to the commencement of the Accounting PYP, but before the commencement of the Accounting PYP.	Unspent tuition fee	When an Australian temporary graduate visa application is refused after the student has commenced the course.
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Unspent tuition fee	When an Australian temporary graduate visa application is refused after the student has commenced the course.						
1.15 Data collection and Privacy statement							

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CRICOS Code: 02491D | **TEQSA** PRV 12059 | **Add:** Suite 1, Biomedical Building, 1 Central Ave, Eveleigh NSW 2015

Tel: + 61 2 9209 4888 | **Fax:** + 61 2 8088 6784 | **E-mail:** application@top.edu.au | **Web:** www.top.edu.au

I understand that

- My data will be permitted to use and given to the Professional Accounting Bodies in accordance with the Accounting Professional Year Program Provider Agreement
- TOP will need to gain permission from the students at the time of enrolment to use students' personal information for the purpose of :
 - a. reporting on the Program and its outcomes to relevant parties including but not limited to the Professional Accounting Bodies and the Minister for Home Affairs.
 - b. Promoting the Program to other potential participants and industry
- TOP will provide my personal details to Host companies for the purpose of internship.
- My personal information for promotional purposes must be negotiated prior to use.

I acknowledge and agree to the disclosure of the information referred to above for the purpose.

I have read and understood that the course information and terms & conditions in the Student Handbook of TOP.

I declare that the information provided to TOP for application is true, correct and completed.

I acknowledge that providing any false information may result my application rejected or the enrolment cancelled.

1. 16 Agreement

I have read and understand the conditions of the Enrolment set out in the application form. I agree to inform TOP of my Australian residential address and telephone number at the time of enrolment and to advise of any subsequent changes to these details while I am enrolled at TOP. By signing this application form, I agree to all the conditions of enrolment as well as any other conditions set out in the Student Handbook, and other information provided by TOP. In particular, I acknowledge my agreement to the terms set out in this form relating to the Reimbursement of Tuition Fees, Data Collection and Privacy Statement.

I acknowledge that:

1. Any variation in these Terms and Conditions must be in writing and signed by TOP.
2. I understand that I am required to participate the pre-enrolment interview arranged by TOP to ensure course suitability and viability
3. I understand that I am required to attend the orientation arranged by TOP. Otherwise the offer will be deferred to the following intake after re-assessing all materials.
4. I understand that I am expected to attend 100% of classes and must complete all of the assessments. Please note that TOP will not approve any holidays or non-emergency medical absences from the program. I will need to provide a medical certificate. Failure to achieve the minimum required attendance is an automatic failure of the program. I understand and agree that I am not entitled to a refund of any fees or other charges paid under these Terms and Conditions. I understand that all personal holidays are to be scheduled during the allocated study breaks.
5. I understand the program is aimed at developing me as a professional, and therefore I am required to use my best endeavors to fulfil this obligation. If my behavior is deemed unacceptable by TOP, my enrolment may be cancelled, and I agree that I will not be entitled to a refund of any fees or other charges paid under these Terms and Conditions.
6. I understand I will be required to attend organized activities as part of the program, including the internship placement.
7. I authorize TOP, including the host company for the internship placement, to obtain medical treatment for me should TOP including host company, deem such action necessary. I agree to indemnify TOP or any host company for any expenses, loss or damage or liability of whatsoever nature occasioned as a result of authorizing and arranging any emergency medical treatment.
8. I understand my personal information will be made available to the relevant professional body and the Department of Home Affairs; and other Australian government bodies as required by law. This will include CPA Australia, Chartered Accountants Australia and New Zealand and Institute of Public Accountants (Accounting PYP).
9. I understand that the successful completion of a Professional Year Program does not guarantee that I will receive permanent residence.
10. I acknowledge that TOP will arrange my internship in a host company which matches my field of study. I understand that I will need to attend interviews for the placement and that the selected host company is at the final discretion of TOP.
11. I understand that I am required to have 100% attendance throughout the internship period and to complete the work assigned.
12. I understand that by accepting the enrolment means I met all the requirements. If I found to be not meeting these requirements, it means the breach of the program entry requirement and may incur a participant enrolment ban or terminate of the agreement.
13. I acknowledge that TOP takes no responsibility for my visa.

I declare that all the information given at the time of signing this form is true and correct. I hereby authorise TOP to obtain further official records and any other information, as necessary, from any educational institution I have previously attended.

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Tel: + 61 2 9209 4888 | **Fax:** + 61 2 8088 6784 | **E-mail:** application@top.edu.au | **Web:** www.top.edu.au

Applicant's (student's) Signature:	Date: / /
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DOCUMENT CHECKLIST <i>Your completed Application Form should include the following documentation.</i>
<input type="checkbox"/> Passport – Certified copies of personal details and photo pages of passport
<input type="checkbox"/> Certified copy of evidence of English Language Proficiency applicable to the chosen program of study with TOP
<input type="checkbox"/> Evidence of hold a 485 visa (or other appropriate visa) with a validity of at least 12 months OR Evidence of lodging a 485 visa and hold a bridging visa
<input type="checkbox"/> Completed one or more Accounting related degrees as a result of at least 2 years full time* study in Australia <i>*Two Academic Years is defined as being at least 92 weeks according to the CRICOS registration of full time study</i>
<input type="checkbox"/> A copy of your current resume
<input type="checkbox"/> Education and Employment History including any certified academic transcripts and graduate certificate or completion letter
<input type="checkbox"/> A positive skills assessment from one of the Professional Accounting Bodies
<input type="checkbox"/> Other certified supporting documents to support your application <i>(if these documents are not in English, you must provide certified English translations)</i>

2. FOR OFFICE USE ONLY	
Student Number:	Date: / /
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Other:	
Placement Offer:	
Letter Sent:	
Assessed By:	

Your personal information collected on this form will be held and managed in a confidential manner at all times in line with TOP's Privacy Policy which can be found on the website (www.top.edu.au). Your information will be used for the purpose of processing your enrolment at TOP, to meet our obligations under the Education Services for Overseas Students Act 2000 (ESOS Act), the Education for Overseas Students Regulations 2001 (ESOS Regulations) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code), and, to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The authority to collect this information is contained in the ESOS Act, the ESOS Regulations and the National Code. Information collected on this form or throughout your enrolment may be disclosed by TOP without your consent where authorised or required by law. In certain circumstances this may include to the Australian Government, designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.

End of Document