



## DOMESTIC STUDENT ACCEPTANCE FORM

Top Education Institute | Sydney City School of Law | Sydney City School of Business  
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. If you are under 18 years of age, the written agreement must be signed or otherwise accepted by your parent or legal guardian.

### 1. Personal Information

TOP Student Number [OFFICE USE ONLY]:

Student Offer Number:

|                    |   |  |   |
|--------------------|---|--|---|
| Family Name:       | Given Name/s:   | Title<br><input type="checkbox"/> Mr.<br><input type="checkbox"/> Mrs. | <input type="checkbox"/> Miss<br><input type="checkbox"/> Ms. |
| Date of Birth: / / | Gender: <input type="checkbox"/> M <input type="checkbox"/> F |  |   |

PO Box or Street Address:

|              |        |           |
|--------------|--------|-----------|
| Suburb/Town: | State: | Postcode: |
|--------------|--------|-----------|

|                |                |         |
|----------------|----------------|---------|
| Telephone (H): | Telephone (W): | Mobile: |
|----------------|----------------|---------|

Email:

### 2. Emergency Contacts

*(It is the student's responsibility to ensure these details are kept current and accurate throughout the period of enrolment at the Institute. The emergency contact person should be a close relative/friend and in a position to respond to any action the Institute deems appropriate in relation to your welfare).*

|                  |            |               |
|------------------|------------|---------------|
| <b>Contact 1</b> | Full Name: | Relationship: |
|------------------|------------|---------------|

PO Box or Street Address:

|              |        |           |
|--------------|--------|-----------|
| Suburb/Town: | State: | Postcode: |
|--------------|--------|-----------|

|                |                |         |
|----------------|----------------|---------|
| Telephone (H): | Telephone (W): | Mobile: |
|----------------|----------------|---------|

|                  |            |               |
|------------------|------------|---------------|
| <b>Contact 2</b> | Full Name: | Relationship: |
|------------------|------------|---------------|

PO Box or Street Address:

|              |        |           |
|--------------|--------|-----------|
| Suburb/Town: | State: | Postcode: |
|--------------|--------|-----------|

|                |                |         |
|----------------|----------------|---------|
| Telephone (H): | Telephone (W): | Mobile: |
|----------------|----------------|---------|

### 3. Previous Education Information

Did you complete Year 12?  Yes  No

If **Yes**, in what year did you complete year 12?     (skip to Fee-Guide)

If **No**, when did you finish High School?

Did you attend a previous Higher Education Provider (HEP)?  Yes  No

What was the name of your last HEP?:

Year enrolled at last HEP:

Please continue to the Fee payment Guide on the following page.

**FEE PAYMENT GUIDE**

Please complete the following payment methods to accept your offer of enrolment at TOP.

**1. FEE-HELP**

FEE-HELP is an Australian Government loan scheme that assists eligible higher education students in paying their tuition fees. You are eligible for FEE-HELP if you:

- are studying at an approved FEE-HELP provider (approved provider) or through Open Universities Australia (OUA);
- meet the citizenship and residency requirements:
  - i. you are an Australian citizen or a New Zealand Special Category Visa holder who meets the long-term residency criteria and who will undertake, in Australia, at least one unit of study contributing to your course; OR
  - ii. you are a permanent humanitarian visa holder who will be resident in Australia for the duration of your unit; OR
  - iii. you are a permanent visa holder who is undertaking bridging study for overseas-trained professionals, and will be resident in Australia for the duration of the study;
- are enrolled in an eligible unit of study by the census date for that unit; and
- have not exceeded the FEE-HELP limit (see below)

For more information on FEE-HELP or to obtain a FEE-HELP application form, please contact TOP directly via admission@top.edu.au or by calling 9209 4888. You may have been provided a FEE-HELP application form previously.

If you are choosing to pay your tuition fees through FEE-HELP, please complete the details below and return with your completed FEE-HELP application form to Top Education Institute.

For more information on FEE-HELP please visit [www.studyassist.gov.au](http://www.studyassist.gov.au).

Are you applying for FEE-HELP?    Yes    No

Please indicate if you are the following:

- Australian Citizen
- New Zealand Special Category Visa holders
- Permanent humanitarian visa holders
- Permanent visa holders undertaking bridging study for overseas-trained professionals
- None of the above (*if you have not indicated from the options above, you are not eligible for FEE-HELP*)

**If you are not applying for FEE-HELP please indicate the payment method you wish to pay your fees with.**

Credit Card (*fill in your details below*)    Bank Cheque    Direct Deposit or T/T    Internet Transfer

I hereby give permission to Top Education Institute to debit my credit card for a total fee of: **AUD\$** \_\_\_\_\_

Type of Card:    Visa    MasterCard    Union Pay

Card Number:                 Expiry Date:     /

Cardholder's name:

Signature:

Date:   /   /

Please note that a 2% credit card surcharge will apply to all credit card transactions (including if you select the 'credit' option when paying by debit card).

|                              |   |
|------------------------------|---|
| <b>Bank Cheque</b>           | <b>Make payable to Top Education Institute</b><br>By post or delivered in person to:<br><br>Top Education Institute<br>Suite 1, 1 Central Avenue,<br>Australian Technology Park,<br>Eveleigh NSW 2015,<br>AUSTRALIA                                   |
| <b>Direct Deposit or T/T</b> | <b>Account name:</b> Top Education Institute<br><b>BSB:</b> 012 336<br><b>Account number:</b> 8363 59582<br><b>Swift Code:</b> ANZBAU3M<br><b>Bank's name:</b> ANZ<br><b>Address:</b> PACIFIC SQUARE, SHOP 2707-745 ANZAC PDE, MAROUBRA JUNCTION 2035 |
| <b>Internet transfer</b>     | <b>Bank:</b> ANZ<br><b>Account Name:</b> Top Education Institute<br><b>BSB:</b> 012 336<br><b>Account number:</b> 8363 59582  |

Please continue to the Conditions of Enrolment on the following page.

## CONDITIONS OF ENROLMENT

*Please read the following conditions of enrolment and sign your declaration at the end of the document.*

### 1. RESPONSIBILITY

Students must agree to adhere to Top Education Institute (TOP)'s Conditions of Enrolment which are outlined below.

### 2. PURCHASE OF BOOKS AND MATERIAL

Students may be required to purchase materials or books as learning resources required for the course. Students will be advised by their teachers of the learning resources required.

### 3. PROGRAM FEES

The schedule of fees is correct as of 1st January 2016. TOP reserves the right to vary its fees at any time and will advise students of any material changes that may affect them.

### 4. PROGRAM DURATION

Students will be advised of all details regarding course duration prior to enrolment. If a student is applying for Recognition of Prior Learning (RPL), then there may be a change in a student's course duration.

### 5. CANCELLATION AND REFUND AGREEMENT

5.1 Full tuition fee refunds are payable if:

- TOP is unable to provide the academic 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 the provision of incorrect or incomplete information supplied by the student at the time of enrolment.
- The student formally withdraws from the program or a subject of study on or before the census date.

5.2 Where a refund is payable, the refund is made in Australian dollars, within 28 business days from the date the student lodges a written request for a refund of their tuition fees.

5.3 If TOP is unable to provide the academic program offered then a full refund is payable within 2 weeks of the default day.

5.4 No tuition fee refund is payable if:

- The student formally withdraws from the program or a subject of study after the census date\*. 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. No refund is applicable and the student may incur a FEE-HELP Debt. A student may apply for special consideration in line with the FEE-HELP Review Procedures.
- The terms and conditions of the contract between the student and TOP are breached.
- The student's enrolment is cancelled.

5.5 Fees charged for administrative services (for example: late fees, re-prints of transcripts etc.) are non-refundable.

5.6 In the unlikely event that TOP defaults, for unforeseen reasons, and is unable to provide a course of study or continue a course of study, TOP's tuition assurance provider (ACPET) will arrange for students to enrol in a similar course of study and receive full recognition for any successfully completed subjects of study already undertaken. Students won't be charged for any subject of study they have already paid for.

5.7 After census date, 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.

### 6. REFUNDS IN EXCEPTIONAL CIRCUMSTANCES

Where a student or their representative gives written notice post census date that he/she is withdrawing from a course due to exceptional circumstances being:

- a) Illness/disability; or
- b) Death of the student or close family member (parent, sibling, spouse, child) excluding pets, step siblings and first/second cousins; or
- c) A political, civil or natural event which prevents full payment of fees or the students' attendance.

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.

**7. DEFERRAL OF STUDIES**

7.1 Where a student, after accepting an offer of a place, gives written notice, any time prior to the Census date of their intention to defer their place in the course to the next available intake, then all tuition fees will be transferred to the next available intake. The next available intake may be the following semester or following year.

7.2 A place may be deferred for up to two (2) semesters.

7.3 If after deferring a student gives written notice that they do not intend to take their deferred place, a refund will be processed in accordance with the timeframes and circumstances relevant to the original deferral.

**8. WITHDRAWAL, REFUND AND TRANSFER TO OTHER INSTITUTIONS**

8.1 Notice of withdrawal and requests for refunds must be made in writing to the Senior Student Services Manager of TOP for Business students or the Faculty Manager of the Law School for Law students by completing the required paperwork.

8.2 TOP will not authorise the transfer of fees to other institutions, nor transfer funds to any other student’s account.

8.3 If a student finishes a course early, the full tuition fees and any other administrative costs that the students is liable for must be paid before any certificate is issued.

**9. GRIEVANCE RESOLUTION**

TOP has policies and procedures in place for the prompt and fair hearing of student difficulties and grievances. Should you not be satisfied with the outcome of the grievance procedure, you may pursue further action under Australia’s consumer protection laws. Contact details are in the Student Handbook and on the noticeboards at TOP.

**10. PRIVACY**

Any information obtained from you by TOP will be handled in accordance with TOP’s policy on maintaining the confidentiality and privacy of information. See section 10 for further details. TOP operates under the Privacy Act 1988 and complies with National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals. Students must be aware that personal information may be made available by TOP to Commonwealth and State agencies.

**DECLARATION**

- i. I acknowledge my agreement to the Conditions of Enrolment that are attached to this document.
- ii. I agree to inform Top Education Institute (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.
- iii. I agree to any of the conditions set out in the initial package of documents provided by TOP which consist of a Letter of Offer, Welcome letter, Offer of Scholarship letter and the accompanying Terms and Conditions for Scholarships (if applicable).
- iv. I hereby allow TOP to contact my agents and any other contacts that I have provided throughout the course of my enrolment, as necessary.
- v. I hereby authorise TOP to use my image(s), in such mediums including but not limited to photographic, motion picture and electronic (video) images, for any lawful purpose in connection with TOP, including but not limited to purposes such as publicity, illustration, advertising, and Web content. I acknowledge and confirm that these images will remain the intellectual property of TOP hereon. If I wish not to authorise such use, I will notify the marketing department.

|   |                     |
|---|---------------------|
| <b>Signature:</b>   | <b>Date:</b> /    / |
| <b>Signature of Parent/Guardian</b> (If you are under 18 years of age): | <b>Date:</b> /    / |

*Please note that your application cannot be processed until you have signed and dated this form.*

End of document