CRICOS CODE 03490G
Trading as Melbourne Advanced Commerce Institute
level 1, 382 Lonsdale Street, Melbourne, VIC,3000
RTO PROVIDER NUMBER 32471

ADMISSION APPLICATION FORM

□ Onshore □ Offshore

Melbourne Advanced Commerce Institute (MACI) admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation or disability. MACI has a published admission policy that is made available to all applicants as part of the admission process. The policy gives the admission criteria, as well as a description of the entire admission process.

COURSE SELECTION

Course Selection	Course Code	Course Name	Duration	Intake
□	Non AQF	General English I – Elementary	12 Weeks	
□	Non AQF	General English II – Pre-Intermediate	12 Weeks	
□	Non AQF	General English III – Intermediate	12 Weeks	
□	Non AQF	General English IV – Upper Intermediate	12 Weeks	
□	Non AQF	General English V – Advanced	12 Weeks	
□	Non AQF	English for Academic Purposes I	12 Weeks	
□	Non AQF	English for Academic Purposes II	12 Weeks	
□	Non AQF	English for Academic Purposes III	12 Weeks	
□	BSB40820	Certificate IV in Marketing and Communication	52 weeks	
□	BSB50620	Diploma of Marketing and Communication	52 weeks	
□	BSB60520	Advanced Diploma of Marketing and Communication	78 weeks	

APPLICANT SECTION

Title: Surname: Given Name:

Nationality: Gender: Female □ Male □ Other □

Date of Birth (DD/MM/YYYY): Country of Birth:

Do you consider yourself to have a disability, impairment or long-term condition? Yes □ No □

Specify if Yes:

Overseas Student Health Cover Arranged: Yes □ No □

If no do you require it? Yes □ No □ Specify: Single □ Family □ Couple □

APPLICANT CONTACT DETAILS

Australian Residential Address Line 1:

Address Line 2: State: Postcode:

Mobile Number: Home Phone:

Email:

Home Country Address Line 1:

Address Line 2:

Mobile Number: Home Phone:

Email:

Postal Address:		
Suburb:	**State:**	**Postcode:**

EMERGENCY CONTACT SECTION

Name:	**Relationship:**	
Address:		
Suburb:	**State:**	**Postcode:**
Mobile Number:	**Home Phone:**	

PASSPORT AND VISA

Passport Number:	**Expiry Date (DD/MM/YYYY):**	
VISA Type and subclass:	**Visa Number:**	**Expiry Date:**

*You Must attach verified copies of your passport and visa

EDUCATION AGENT

Name of Agent:		
Address:		
Suburb:	**State:**	**Postcode:**
Contact Number:	**Email:**	

EDUCATION BACKGROUND

Achieved Qualification:

English Certificate Hold: Yes ☐ **No** ☐ **Specify if yes:**

Have you enrolled any courses in other education provider? Yes ☐ **No** ☐

Specify if yes:

Home Language: **English Level: Very Good** ☐ **Good** ☐ **Poor** ☐

How did you find us? Internet ☐ **Agent** ☐ **Friends** ☐ **Advertisement** ☐ **Others:**

**please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the student information section of the prospectus. *you must attach verified copies of your qualifications and English certificate*

OTHER FEES (Non-Tuition Fees)

Administration Fee (Change of confirmation of Enrolment -ECOE)	$200.00
Application Fee (No refundable)	$250.00
Late Fee / Payment Plan Late Fee Penalty	$100.00
Credit card payments e.g. Visa and MasterCard	1% surcharge
Credit card payments from American Express	3% surcharge
Re-issuance of Student ID	$10.00
Re-Issuance of Course Completion Letter	$20.00
Re-Issuance of Certificate, Statement of Attainment and/or Record of Results	$50.00
Recognition of Prior Learning (RPL) per unit (non-refundable)	$200.00
Extension of Confirmation of Enrolment (eCOE) administration fee	$100.00
Extension of CoE weekly fee	Cost will vary per course

Reassessment Fee (per unit) Bank Charges on processing refund such as Telegraphic Transfer or draft fees will be deducted from refund	$200.00 Maximum Bank fee of $40

COLLEGE DETAILS

Street Address: Level 1, 382 Lonsdale Street, Melbourne VIC 3000	
Phone: 03 8640 8070	**Email: info@maci.vic.edu.au**
Web: www.maci.vic.edu.au	
Postal Address: Level 1, 382 Lonsdale Street, Melbourne VIC 3000	

BANK DETAILS

Bank Name: Commonwealth Bank	**Account Name: LLEWELLYN PROJECTS PTY LTD TRADING AS MELBOURNE ADVANCED COMMERCE INSTITUTE MACI**
BSB: 063 109	**Account Number: 1306 8417**

DOCUMENT CHECKLIST

☐ **Certified copies of passport**	☐ **Completed all sections of the application form**
☐ **Certified copies of VISA**	☐ **Signature section of the application form**
☐ **Evidence of English Proficiency**	☐ **Certified copies of past qualification**
☐ **Verified English translation of past qualification**	☐ **Other relevant documents**

STUDENT DECLARATION

I declare that the information on this form and supporting documentation is true and correct. I have read and understood the Entry Requirements, the Privacy Policy and the Cancellation and Refund Policy of Melbourne Advanced Commerce Institute (MACI) provided to me along with this application. I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at MACI. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

The statements and information furnished by the undersigned in this application form are true and complete.

☐ **Read and agree with the above statements.**

Name of Student:

Signature of Student **Date:**

PROVIDER APPROVAL (Office use only)

Name of the authorised college staff approving / rejecting an offer:

Signature: **Date:**

PRIVACY NOTICE

Under the Data Provision Requirements 2012, Melbourne Advanced Commerce Institute (MACI) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Melbourne Advanced Commerce Institute (MACI) for statistical, regulatory and research purposes. Melbourne Advanced Commerce Institute (MACI) may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE [or electronic acknowledgement] _____ **DATE**_____

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]* _____**DATE**_____

**Parental/guardian consent is required for all students under the age of 18.*