

Read this application carefully. Complete all sections and ensure that supporting (certified) documents are attached. Write in **BLOCK LETTERS** using a blue or black pen. Tick where applicable.

<input type="checkbox"/> I have read and understood the Course Brochure/Handbook									
1. Personal Details (As shown on your passport)									
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr	Other (please specify)			
Family Name									
Given Name									
Date of Birth (DD/MM/YYYY)				Gender					
				<input type="checkbox"/> Male		<input type="checkbox"/> Female			
Student's current personal address (in home country)									
Home Address									
Town / City									
Country			State			Post Code/ZIP			
Telephone				Mobile					
Students current address (if student in Australia)									
Number and Street									
Suburb/ Town / City									
State			Country			Post Code/ZIP			
Telephone				Mobile					
Email Address									
Residency Information									
Country of Birth				Passport Number					
Do you hold a current Australian visa?				<input type="checkbox"/> Yes		<input type="checkbox"/> No		<input type="checkbox"/> Visa expiry date	
If yes, please provide code and category of visa									
2. Agent Details (If engaging with an authorised recruiting agency)									
Name of Agency									
Please stamp here (including mailing address)									
What country is the applicant in when completing this form?									
Councillor's Name									
Email Address									

Where should we send notification of your application: Agent Student and Agent

Declaration by agent:

- I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Immigration and Border Protection (DIBP).
- The applicant is genuine in making this application and has every intention of completing all programs listed in the application.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.

3. Program Details

Course Name & CRICOS Code	Start Date	Students applying must attach certified transcripts of previous qualifications and must be over 18 years of age at the time of course commencement. Please note that IHNA Management reserves the right to alter any student's timetable as per IHNA's requirements.
Preferred Location <input type="checkbox"/> Melbourne <input type="checkbox"/> Perth <input type="checkbox"/> Sydney		

4. Educational Background and Qualifications

Did you complete secondary school (Year 12)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Students applying for Credit Transfer and Recognition of Prior Learning (RPL) application form must attach certified transcripts of previous qualifications, course pro-les and/or experience.
In which year did you complete Year 12?	<input type="text"/>	

5. Previous Qualifications Achieved

(Including Bridging Preparatory Studies, English Language Programs, Tertiary Studies, Certificate/Advanced Certificate/Trade/Traineeship or other studies, or Post-Secondary Qualifications).

Name of Program/Qualification	Star Date (MM/YY)	Completion Date (MM/YY)	Institution	Country	Language of Instruction

6. Employment Experience (If applicable)

Please only supply this information if it is a prerequisite for your program in which case you must attach your Curriculum Vitae (CV)/Resume with letters of reference or other documentary evidence of your work experience.

Name of Employer	Occupation Title	Full-time or Part-time	Start Date	Finish Date

7. English Language Proficiency					
Is English your first language?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
If No, what is your first language?	<input style="width: 100%;" type="text"/>				
Did you complete tertiary studies in an English-speaking country?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Do you hold a certificate of English proficiency (e.g. Academic IELTS, TOEFL)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Have you taken OR will you be taking an English Test?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Do you meet the NMBA English Language requirements?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
*Students applying for HLT54115 Diploma of Nursing must meet the NMBA English Language requirements prior to enrolling in the course. Refer to Page 5 for more details					
Name of test (If Completed)	<input type="checkbox"/>	Overall Score	<input type="checkbox"/>	Listening	<input type="checkbox"/>
	<input type="checkbox"/>	Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>
	<input type="checkbox"/>	Speaking			
If any of these boxes are ticked, you must attach certified documentary evidence as outlined by searching 'English Requirements' on the Institute of Health and Nursing website www.ihna.edu.au					
8. Australian Study					
Have you previously studied in Australia?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If Yes (please specify) <input style="width: 150px;" type="text"/>
Please state your overseas qualifications in the columns below: (Please specify the most current qualification first)					
Qualification	Institution	Start Date (DD/MMM/YYYY)	End Date (DD/MMM/YYYY)	Country	Transcript Attached?
Are you currently studying in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please indicate name of institution <input style="width: 100%;" type="text"/>					
Name of program <input style="width: 100%;" type="text"/>					
Do you intend to complete? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you applying for Credit Transfer/RPL <input type="checkbox"/> Yes <input type="checkbox"/> No					
(If yes, please complete and attach the Credit Transfer/RPL Application Form (available from IHNA website and IHNA Campus Reception) and talk to your agent or Student Services the Position. An application fee of \$200 is applicable to assess RPL applications.)					
9. Student Services					
Do you require Overseas Student Health Cover? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, Please Specify <input type="checkbox"/> Single <input type="checkbox"/> Dual Family <input type="checkbox"/> Multi Family Duration <input style="width: 100px;" type="text"/>					
Airport Pick-up: Do you require airport pick-up? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Accommodation: Do you require assistance with accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Living costs (Please read the International Students Handbook to get an understanding of living costs in Australia.)

Do you understand the costs associated with studying in Australia (including costs of tuition, living expenses, OSHC, return airfares, etc.)? Yes No

How are you funding your study and living costs? (choose more than one if applicable):

- Self-funded sponsored by government / organisation / company
- Family-funded bank loan (please provide proof with this application of employment and income, bank statements and loan letters)
- Other (please specify):

10. Disability

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

If yes, then please indicate the areas of disability, impairment or long-term condition and clarify accordingly:

(Please select all that apply)

- Hearing/Deaf Learning Vision Physical Mental Illness
- Medical Condition Intellectual Acquired Brain Impairment Other

Would you like to receive advice on support services, equipment and facilities which may assist you? Yes No

11. Next of Kin (Please provide details of person who we can contact in case of an emergency)

Name:

Relationship:

Phone No (with country):

Email ID:

Terms and Conditions of Enrolment

As a condition of enrolment, the student agrees to abide by all IHNA policies referred to below for the duration of their enrolment and to disclose any medical or health conditions that may affect studies or student welfare. To view all our policies, please visit

<https://www.ihna.edu.au/policydocuments/international>

These could include:

1. Student Complaints and Appeal Policy and Procedure
2. Student Attendance, Academic Progress and Completion Monitoring of Courses for Overseas Students Policy and Procedure
3. International Student Code of Behaviour
4. Transfer Between Registered Providers Policy and Procedure
5. Deferment, Suspension and Cancellation Policy and Procedure

Privacy Statement

IHNA will only use personal information collected for the purpose for which it was provided. This personal information will be kept confidential. IHNA will take reasonable steps to protect all personal information from misuse and loss due to unauthorised access, alteration or disclosure. Under the Freedom of Information Act 1982, you are able to access your student information and documents by placing a request in writing and providing adequate identification.

You must allow 48 hours for access to be provided. IHNA will also take reasonable steps to destroy or re-identify personal information if it is no longer needed. Upon signing this application form, you acknowledge and give consent for IHNA to provide your information to a Government or legislative body, as required under law. In these circumstances, the minimum amount of information required or requested will be disclosed. You consent to IHNA providing your personal information to the Australian Government, designated authorities and the Tuition Assurance Scheme's Manager. This information may include personal and contact details, course enrolment details and changes.

NMBA English Language Requirement

From 1 July 2018 all students that would be required by the NMBA to provide a formal English language skills test when applying for registration, must provide a formal English language test result demonstrating achievement of the NMBA specified level of English language skills, prior to commencing the program as below:

- Has attended and satisfactorily completed at least six years of primary and secondary education taught and assessed in English in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America, including at least two years between years 7 and 12 [**NB:** At the time of applying for NMBA registration as a program graduate: the applicant will have completed an NMBA approved Enrolled Nurse program and will therefore have a qualification that has been taught and assessed solely in English.]

OR

- At the time of applying for NMBA registration as a program graduate, the applicant will be able to demonstrate having completed 5 years (full time equivalent) of studies taught and assessed in English – that includes a combination of secondary, vocational or tertiary studies (or tertiary education alone) and evidence of a minimum of one year fulltime equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.

OR

- Has formal English language test score results showing:
 - an IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking).

NOTE: Only accepting test results: from one test sitting, or a maximum of two test sittings in a six-month period only if: achieved a minimum overall score of 7 in each sitting and achieved a minimum score of 7 in each component across the two sittings, and no score in any component of the test is below 6.5. **OR**
 - an OET with a minimum score of B in each of the four components (listening, reading, writing and speaking).

NOTE: Only accepting test results: from one test sitting, or a maximum of two test sittings in a six-month period only if: was tested in all four components in each sitting, and achieved a minimum score of B in each component across the two sittings, and no score in any component of the test is below C. **OR**
 - a PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).

NOTE: Only accepting test results: from one test sitting, or a maximum of two test sittings in a six-month period only if: a minimum overall score of 65 is achieved in each sitting, and you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and no score in any of the communicative skills is below 58. **OR**
 - a TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test: 24 for listening, 24 for reading, 27 for writing, and 23 for speaking.

NOTE: Only accepting test results: from one test sitting, or a maximum of two test sittings in a six-month period only if: a minimum total score of 94 is achieved in each sitting, and you achieve a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and no score in any of the sections is below: 20 for listening, 19 for reading, 24 for writing, and 20 for speaking. **OR**
 - other English language test approved by the NMBA as published on the Board's website with the required minimum scores.

Fee Refund Policy and Procedure for International Students Please refer the policy

1. If an intending overseas student is not granted a student visa from Australian High Commission/Australian Embassy/Department of Immigration & Border Protection (DIBP) for any reason, the refund applicable will be fees paid as a deposit towards an eCoE will be refunded, minus administration and processing charges of AUD300.00. Documentary evidence of visa refusal is required.
2. If Institute receives a written notice of withdrawal more than 28 days before the commencement of the course, the refund applicable will be: 25% of the fees paid by the student, minus administration and processing charges of AUD300.00
3. If written notice is received between 14-28 days before the commencement of the course, the refund applicable will be: 15% of the fees, minus administration and processing charges of AUD300.00
4. If written notice is received less than 14 days before the course commencement date, there will be no refund.

5. If the student withdraws after the Study Period has commenced, there will be no refund of fees. Further, the student will have to pay any unpaid fees for that study period to IHNA before the request for release letter is considered.
6. If a student's visa is cancelled due to their breach of international student visa conditions or IHNA Policies and Procedures after the commencement of course or Student Misbehaviour. There will be no refund of the current study period's fees. Maintaining the conditions of the visa grant and following IHNA's policies and procedures as agreed is the student's responsibility. Students are also liable to pay the balance of fee payable to IHNA by student.
7. At the time of enrolment any Credit Transfer (CT)/ Recognition of Prior Learning (RPL) will be discussed & granted after the student provides sufficient evidence. If the CT allows shortening of the duration of the course, pro-rata fees will be calculated and offered to the student. Once the student accepts the offer, there will be no further reduction of the fee.
8. If a student requests to defer to any following intake/s within 28 days before the commencement of the course initially applied for, while waiting for a decision from the regarding their student visa application, IHNA will require a proof of lodgment of student visa and a written request from the student explaining why the deferment is requested. Any deferment is solely at the Institute's discretion. If the Student's visa application is rejected, all fees minus administration and processing charges of AUD300.00 will be refunded. If the commencement is deferred again, a deferment fee of AUD250 will be charged for every subsequent deferment (to be paid along with request for deferment).
9. If student defers before or after the start of the course or temporarily suspends studies after the start of the study period, the tuition fee will not be carried forward, unless the student is deferring/temporarily suspending studies for exceptional reasons or compassionate / compelling circumstances. Any refund will be based purely on the discretion of the Institute's CEO/Director. If the Students' visa application is rejected all fees minus administration and processing charges of AUD300.00 will be refunded.
10. In cases of the Institute's default, full refund of unused portion of Tuition Fee is applicable. IHNA will be considered in default in relation to an overseas student or prospective overseas student, if either of the following occurs:
 - IHNA fails to start to provide the course to the student on the agreed starting day;
 - The course ceases to be provided to the student at any time after it starts but before it is completed; and the student has not withdrawn before the default day.
 - In case of onshore transfer of provider, it is the student's responsibility to obtain Department of Immigration and Boarder Protection (DIBP) approval and visa extension:
 - If visa extension is rejected after course commencement date, there is no refund of fees by IHNA
 - If visa extension granted after course commencement date, full refund of unused portion of tuition fees will be provided by IHNA.

Entry Requirements

IHNA outlines strict entry requirements and guidelines for all its programs. All such details including English language requirements are listed in the IHNA brochure or website under the section entitled 'course entry requirement'. To apply for IHNA programs you must comply with these entry requirements at the time of application and enrolment.

Disclaimer

IHNA undertakes many recreational as well as activities of academic value to its students. You permit IHNA to take pictures/videos of such activities and use them for IHNA's promotional purposes. These pictures and videos or any such material created involving you remains the property of IHNA and IHNA does not owe any monetary benefits for any promotional material that has been created.

Please tick here if you do not consent to use your image.

Rights and Responsibilities

By attending IHNA, you acknowledge that the Institute is committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001. Your information may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code. This agreement and the availability of the complaints and appeals processes does not remove your right to take action under Australia's Consumer Protection Laws.

In Signing the IHNA Application Form You Understand and Agree to the Following

- a. You have read and accept IHNA's Terms and Conditions of Enrolment, Course Handbook and International Student Handbook.
- b. You have read the Student Support Service Policy and Procedure, Fee Payment Policy and Fee Refund Policy and Procedure for International Student. To view all our Policies and procedures; please visit: www.ihna.edu.au/policydocuments/international
- c. You have the financial capacity to meet tuition fee commitments and agree to pay all fees as they are due.
- d. You will abide by the rules and regulations of IHNA.
- e. The information provided within all application documentation and the accompanying documentation is true and correct.
- f. IHNA is obliged by law to keep confidential student records on file for administrative purposes only.
- g. A copy of IHNA's Privacy Policy can be viewed on the Institute's website: www.ihna.edu.au

- h. IHNA has permission to forward any relevant information regarding academic results, attendance and course progress at the Institute to parents/ guardians/representing agents and employers/Human Resource departments in which industry training may be arranged.
- i. If you instruct an agent to complete this application on your behalf, you do so on the understanding that the agent is acting for you. However, this does not negate your responsibility to abide by IHNA's terms and conditions as such it remains your responsibility to read and understand the Terms and Conditions of enrolment and sign the application form.
- j. Information provided may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and National Code 2018. This information includes contact and personal details, course enrolment details and changes to the circumstances of any suspected breach by the student of student visa conditions.

<input type="checkbox"/> I agree with the terms and conditions stated above	
Applicant's Signature (same as your passport)	Name
	Date
12. Application Checklist	
<ul style="list-style-type: none"> <input type="checkbox"/> Completed all sections of the application form <input type="checkbox"/> Read and understood the terms & conditions <input type="checkbox"/> Read and understood the International Student Handbook <input type="checkbox"/> Signed the application form <input type="checkbox"/> Attached certified copies of your academic qualifications <input type="checkbox"/> Attached evidence of English language proficiency <input type="checkbox"/> Attached copies of valid passport <input type="checkbox"/> Attached copies of current visa (if available) <input type="checkbox"/> Attached University application form (if applying for pathway studies) <input type="checkbox"/> For students applying for HLT54115 Diploma of Nursing, attach relevant evidence for meeting NMBA English Language Requirements (refer to page 5 for more details) 	