



**PIVOTAL**  
EDUCATION

## International Student Enrolment Form

<b>Form</b>	International Student Enrolment Form	Version 3	<b>Effective Date</b>	July 2022	<b>Owner</b>	PIVOTAL EDUCATION RTO 90272	1   Page
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## International Student Enrolment Form

Please answer ALL of the following questions and sign in the relevant sections to ensure accurate and complete processing:

### Section 1: Applicant Personal Details

*All applicants must be aged 18 years or over at the time of application*

<b>Given Name</b> (First name)			
<b>Last Name(s):</b> (Family name)			
<b>Student ID</b>			
<b>USI (If available):</b>			
<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	<b>Date of Birth:</b>	
<b>Email:</b>			
<b>Mobile Number:</b>			

### Section 2: Passport and Visa Details:

<b>Passport Number:</b>			
<b>Nationality:</b>			
<b>Country of Birth:</b>			
<b>Expiry Date:</b>			
<b>Visa Type:</b>	<input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working Holiday <input type="checkbox"/> Other (please specify)		
<b>If applying for a student visa, which city are you applying from?</b>			

### Section 3: Address Details - Australian, Home Country and Emergency Contact

<b>Australian Residential Address Details:</b>	
<b>Street Address</b>	
<b>Suburb &amp; Post Code</b>	
<b>Home Country Address Details:</b>	
<b>Street Address</b>	
<b>Suburb &amp; Post Code</b>	
<b>Country</b>	

<b>Emergency Contact:</b>	
<b>Contact Name:</b>	
<b>Relationship:</b>	
<b>Address:</b>	
<b>Mobile:</b>	
<b>Email:</b>	

**Section 4: Unique Student Identifier**

The Commonwealth Government has implemented a more effective way to assist students as well as collect data. This means all students must have a Unique Student identifier (USI). This will link all of you nationally recognised records and results and will make it easier for credit transfer and any other recognition process.

Students can create their own USI by going to [www.usi.gov.au](http://www.usi.gov.au) and creating their own account and when you receive your USI you must advise Pivotal Education of your USI. **Pivotal Education must have your permission to view this in order to verify qualifications and transcripts.**

*Alternatively, you can give Pivotal Education permission to gather a USI on your behalf. In this case please complete Question 3*

**Question 1. Do you have USI?**

- Yes -Please complete USI section in Student Enrolment Form - page 1
- No -Please complete Question 2

**Question 2. Who do you wish to create your USI?**

- Yourself - Please complete Question 3
- Pivotal Education (RTO)- Please complete Question 4 & 5

**Question 3. Creating your own USI**

I..... (insert name) will create my own USI and advise Pivotal Education. I also give permission for Pivotal Education to verify my records by viewing them via the USI. I understand my enrolment cannot be confirmed until I provide the USI.

Student Signature:	Date:
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**Question 4. Permission for Pivotal to create USI**

First Name:	Family Name:
Country of Birth:	Town/City of Birth:

**Question 5. Personal Identification**

To create a USI, you will need to provide Pivotal Education with TWO valid Australian form of ID from the list below. **Please select and fill out.**

**1. Driver's License**

State	Licence Number
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**2. Medicare Card**

Medicare Card Number:	Card Colour:
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Individual Reference Number:		Expiry Date:	
<b>3. Visa (with Non-Australian Passport) for International Students</b>			
Passport Number		Country of Issue	
<b>4. Immicard</b>			
ImmiCard Number:			

**Section 5: Education Agent Details (where applicable)**

Did you apply through an Education Agent or Direct?	<input type="checkbox"/> Agent (please complete the questions below)	<input type="checkbox"/> Direct to Pivotal Education
Education Agency Name:		
Representative Name:		
Email:		
Phone:		

**Section 6: AVETMISS Data Collection- Please Answer all Questions.**  
*(Question numbers below correspond directly with AVETMISS Data Collection Requirements)*

<b>7. Country and city of birth:</b>	<input type="checkbox"/> Australia (1101) Suburb: _____	<input type="checkbox"/> Other (Please specify): Country/City: _____
<b>8. Do you speak a language other than English at home?</b> <small>(If more than one language is spoken at home, indicate the one that is spoken most often)</small>	<input type="checkbox"/> No, English only (1201)	<input type="checkbox"/> Yes (please specify):
<b>9. Are you of Aboriginal or Torres Strait Islander origin? (tick one)</b>		
<input type="checkbox"/> No <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal		
<b>10. Do you identify yourself as having a disability, impairment or long-term condition? (Please tick)</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No – go to Question 12		
<b>11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list (You may indicate more than one area)</b>		
<input type="checkbox"/> Hearing/deaf (11) <input type="checkbox"/> Physical (12) <input type="checkbox"/> Intellectual (13) <input type="checkbox"/> Learning (14) <input type="checkbox"/> Mental Illness (15)		<input type="checkbox"/> Acquired brain impairment (16) <input type="checkbox"/> Vision (17) <input type="checkbox"/> Medical condition (18) <input type="checkbox"/> Other – please specify (19)

**12. What is your highest school level and year COMPLETED? (Tick ONE box only.)**

<input type="checkbox"/> Year 12 or equivalent (12): _____	<input type="checkbox"/> Year 9 or equivalent (09): _____
<input type="checkbox"/> Year 11 or equivalent (11): _____	<input type="checkbox"/> Year 8 or below (08): _____
<input type="checkbox"/> Year 10 or equivalent (10): _____	<input type="checkbox"/> <b>Never attended school (02) – go to question 14</b>

**13. Are you still attending secondary school?**

Yes  
 No

**14. Have you successfully completed any of the following qualifications?**

Yes  
 **No – go to question 16**

**15. If yes, the tick ANY applicable boxes:**

Bachelor Degree or Higher Degree (008)  
 Advanced Diploma or Associate Degree (410)  
 Diploma or Associate Diploma (420)  
 Certificate IV or Advanced Certificate/Technician (511)  
 Certificate III or Trade Certificate (514)  
 Certificate II (521)  
 Certificate I (524)  
 Certificates other than the above (990)

**16. Of the following categories, which best describes your current employment status?**

Full-time employee (01)  
 Part-time employee (02)  
 Self-employed - not employing others (03)  
 Employer (04)  
 Employed - unpaid worker in family business (05)  
 Unemployed - seeking full-time work (06)  
 Unemployed - seeking part-time work (07)  
 Not employed - not seeking employment (08)

**17. Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only.)**

To get a job (01)  
 To develop my existing business (02)  
 To start my own business (03)  
 To try for a different career (04)  
 To get a better job or promotion (05)  
 It was a requirement of my job (06)  
 I wanted extra skills for my job (07)  
 To get into another course of study (08)  
 For personal interest or self-development (12)  
 Other reasons (11)

**Section 7: Entry Requirement Details:**

**Have you attached evidence of meeting both the academic and English language entry requirements for your selected course(s)?**

Yes (please specify): \_\_\_\_\_  
 No

**Are you seeking credit transfer for previous training or Recognition of Prior Learning?**

Yes (please specify): \_\_\_\_\_  
 No

**Section 8: Support Details:**

**Have the AVETMISS Data Collection questions identified a need for student support?**

Yes (please specify)  No  Not sure

**Are there any other individual needs you have that Pivotal Education should be aware of to ensure you are provided with support?**

Yes (please specify)  No  Not sure

### Section 9: Course Details

Please select the course(s) from below and note the following:

# All fees included in the fee information are in Australian Dollars (AUD\$)

## Administration fees are non-refundable

Industry Area	Course	Fees	
<b>Food Processing</b>	<input type="checkbox"/> <b>FBP30121 Certificate III in Food Processing</b> <i>CRICOS Course Code:108924C</i> (76 weeks)	Tuition	\$24,000.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$550.00
		<b>TOTAL</b>	<b>\$24,800.00</b>
	<input type="checkbox"/> <b>FBP501121 Diploma of Food Science and Technology</b> <i>CRICOS Course Code:108925B</i> (52 weeks)	Tuition	\$16,000.00
		Administration Fee (non-refundable)	\$250.00
Resource Fee		\$250.00	
<b>TOTAL</b>		<b>\$16,500.00</b>	
<b>Pharmaceutical Manufacturing (Packaged)</b>	<input type="checkbox"/> <b>FBP30822 Certificate III in Pharmaceutical Manufacturing</b> <i>CRICOS Course Code: 110407F</i> (76 weeks)	Tuition	\$24,000.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$550.00
		<b>TOTAL</b>	<b>\$24,800.00</b>
	<input type="checkbox"/> <b>FBP40522 Certificate IV in Pharmaceutical Manufacturing</b> <i>CRICOS Course Code: 110369G</i> (40 weeks) <small># The duration and fees quoted for FBP40522 Certificate IV in Pharmaceutical Manufacturing are based on packaging with FBP30822 Certificate III in Pharmaceutical Manufacturing (credit transfer already granted)</small>	Tuition	\$12,000.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$250.00
		<b>TOTAL</b>	<b>\$12,500.00</b>

### Section 10: Course Start Date

Please select a start date by ticking the appropriate box:

18<sup>th</sup> July 2022     
  10<sup>th</sup> October 2022     
  30<sup>th</sup> January 2023  
 14<sup>th</sup> April 2023     
  17<sup>th</sup> July 2023     
  9<sup>th</sup> October 2023

### Section 11: Overseas Student Health Cover (OSHC)

Do you have current Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> Yes (answer next question) <input type="checkbox"/> No
If yes, please answer the following:	<input type="checkbox"/> Health Insurance Provider Name: <input type="checkbox"/> Membership Number: <input type="checkbox"/> Expiry Date:
Do you require Pivotal Education to arrange OSHC?	<input type="checkbox"/> Yes (answer next question) <input type="checkbox"/> No
If yes, what type of OSHC will you require?	<input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family

### Section 12: Fee Information:

<b>Fees Required:</b>	<b>Course 1:</b> <input type="checkbox"/> Administration Fee (non-refundable): \$ <input type="checkbox"/> Tuition Fees Deposit: \$ <input type="checkbox"/> Resource Fees: \$ <b>TOTAL AMOUNT: \$</b>
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	<b>Course 2:</b> <input type="checkbox"/> Tuition Fees Deposit (non-refundable): \$ <b>TOTAL AMOUNT: \$</b> <b>TOTAL AMOUNT COURSE 1 &amp; COURSE 2: \$</b>	
<b>Payment of Fees:</b>	All Pivotal Education course fees including payment structure and refund provisions are clearly stated in the Fees column. Student fees must be paid into the following bank account:	
	<b>Account Name:</b>	Pivotal Training & Development Pty Ltd
	<b>Account Number:</b>	432 723 288
	<b>Branch Number (BSB):</b>	012 370
	<b>Bank Name:</b>	ANZ Bank

### Section 13: Enrolment Procedure and Verification of Qualifications:

#### Enrolment Procedure

Students seeking to enrol with Pivotal Education are required to submit acceptable evidence to demonstrate that they meet the published entry criteria for their chosen course.

1. All applications submitted by a student or education agent must include the following
  - Completed Pivotal Education International Student Enrolment Form with student signatures
  - Academic entry requirement certification copies
  - English language entry requirements certification copies
  - Passport Photocopy – applicant details page (where available)
  - Any other published entry requirements (where applicable)
2. Incomplete applications will result in delays in the admission process.
3. Successful applicants will receive a Letter of Offer and Acceptance Agreement
4. Unsuccessful applicants will receive formal notification that their application has been unsuccessful including the reason(s). In the case of incomplete applications, the missing information or documentation will be requested for assessment.

#### Verification of Qualifications

Pivotal Education undertakes the following to verify qualifications and certification used for enrolment into an AQF qualification are genuine:

1. Certified copies, together with English translations (where appropriate), of documentation included in an application for enrolment, must be appropriately verified
2. Persons eligible to certify documents are:
  - Authorised officer from the institution that originally issued the certification/document
  - Notary Public or Justice of the Peace
  - Pivotal Education authorised officers
3. Where an application is submitted by an education agent on behalf of the prospective student, the education agent can verify that the original certification has been cited.
4. Pivotal Education reserves the right to request original copies if there is reason to suspect fraudulent documentation has been submitted, Where Pivotal Education discovers evidence of falsification this will result in cancellation of the enrolment without refund and such incidents will be reported on PRISMS
5. Where there are doubts about a student’s claimed entry requirement documentation, Pivotal Education will contact the issuing institution for verification
6. All students must provide original copies of their qualifications at the orientation and induction session when they commence with Pivotal Education

**Section 14: Conditions of Enrolment**

**Deferral of Commencement**

1. All requests for deferral of commencement must be in writing prior to the start date of the course (unless exceptional or compassionate grounds apply) which will require the issuance of a revised CoE with the deferred start date and reason for deferment.
2. Deferral of studies can only be granted for the following:
  - Illness and/or misadventure
  - Bereavement
  - Important family matters
  - Delays in providing documentation
  - Certification or other form of written evidence must be provided with the deferral request
3. In cases where the student experiences a short delay but commences within the first week, the student will undergo registration and orientation to ensure that they understand the requirements and standards expected of students.
4. Deferment must be applied for using the Course Deferral Request Form and will incur a fee as per published Other Fees and Charges listed on [www.pivotal.edu.au](http://www.pivotal.edu.au)

**Collection of Personal and Contact Details**

Pivotal Education collects personal information from students for the purpose of training and assessment only. Pivotal Education is required to report personal information to relevant Government Authorities without the express permission of the student. This includes but is not limited to ASQA, NCVER or any relevant government authority.

**Privacy Notice**

Under the Data Provision Requirements 2012, Pivotal Education 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), may be used or disclosed by Pivotal Education for statistical, administrative, regulatory and research purposes. Pivotal Education may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).



**Change of Contact Details**

International students must provide Pivotal Education with their current residential address, mobile number and email address at all times. When a student changes any contact details, students must complete the Change of Contact Details form as soon as practicable. International students that fail to inform Pivotal Education are at risk of course cancellation if the student does not respond to Pivotal Education communication as a result of out-of-date contact details.

**Unique Student Identifier**

Pivotal Education students are not permitted to commence training and assessment until they have provided Pivotal Education with their Unique Student Identifier. In cases where the student experiences difficulty obtaining a student identifier, Pivotal Education will allow training and assessment to commence and follow the procedure for ascertaining a correct student identifier from The Registrar.

**Student Behaviour as per Code of Conduct**

Students must abide by Pivotal Education code of conduct at all times when undertaking study in any approved delivery and assessment location. Pivotal Education reserves the right to terminate students whose conduct is unsatisfactory as per published policies. In the event a student’s behaviour places any other student or staff member at risk either physically or verbally and results in an unsafe learning environment, no refund of any remaining tuition fees will be made in the case of termination by Pivotal Education. Students will have the right to access complaints handling and appeals procedures if they disagree with any decision to terminate their studies.

**Public Holidays**

Pivotal Education is closed for all New South Wales public holidays. Compensation will not be made for blended learning classes not offered on public and special holidays.

**Fees and Timetable**

Pivotal Education reserves the right to vary its fees without notice and timetables may be subject to change.

**Complaints Handling**

Students are entitled to have a personal representative present at any stage during the complaints handling process. If the student’s problem cannot be resolved by Pivotal Education, students can seek external assistance after the internal appeals process has been completed.

External options available to students include

1. ASQA ( <http://www.asqa.gov.au/complaints/making-a-complaint.html>)
2. Department of Fair Trading (<http://www.fairtrading.nsw.gov.au>)
3. National Training Complaints Service (<https://www.education.gov.au/NTCH>)
4. NSW Ombudsman ([www.ombo.nsw.gov.au/contact-us](http://www.ombo.nsw.gov.au/contact-us))
5. Overseas Students Ombudsman ([www.ombudsman.gov.au/How-we-can-help/overseas-students](http://www.ombudsman.gov.au/How-we-can-help/overseas-students))

**Consumer Rights**

Pivotal Education will notify students in the event that any of the following changes occurs that may affect the services being provided in this agreement. These include:

- a change in ownership of the RTO, and/or
- any changes to or new third-party agreements that are put in place for the delivery of services outlined in this agreement

This agreement, and the right to make complaints and seek appeals on decisions and actions under various processes, does not affect the rights of the student to take action under Australian Consumer Law if the Australian Consumer Law applies.

**Termination**

Pivotal Education reserves the right to terminate students for any serious breaches including but not limited to:

- student visa conditions
- academic misconduct
- non-academic misconduct

In the event of termination students will not be eligible for a refund as per Fees and Refunds for International Students Policy and conditions included in the signed Letter of Offer and Student Acceptance Agreement.

**Fee Payment Conditions**

1. All tuition and non-tuition fee payments are clearly outlined in the Letter of Offer and Acceptance Agreement as agreed to by the international student with their signature and date
2. The initial fee deposit can only be accepted when the international student has signed and submitted the Letter of Offer and Student Acceptance Agreement.
3. Initial Fee Deposit payments can be made concurrently with or after submission of the signed Letter of Offer and Student Acceptance Agreement.
4. Students are permitted under the ESOS Act to choose to pay more than 50% of their tuition fees before course commencement under the following conditions:
  - The student or responsible person paying the fees chooses to pay 50% prior to commencement
  - The course has a duration of 25 weeks or less
5. Students who enrol in one CRICOS course at the Certificate III level are required to pay the Initial Fee Deposit prior to commencement which includes:
  - Administration fee (non-refundable)
  - Resource Fee (non-refundable after commencement)
  - Tuition fees (first term)
  - Overseas Student Health Cover (where applicable)
6. Students who enrol in packaged CRICOS courses (including Certificate III level qualification and Certificate IV/Diploma level pathway qualification) are required to pay the Initial Fee Deposit prior to commencement of course 1 which includes:
  - Administration fee (non-refundable)
  - Course 1 Tuition fee instalment (first term – Certificate III level)
  - Course 1 Resource Fee (non-refundable after course 1 commencement)
  - Course 2 Tuition fee instalment (50% first term – Certificate IV/Diploma level)
  - Overseas Student Health Cover (where applicable)
7. Where students enrol in packaged courses, the Certificate III level qualification is identified in the pre-enrolment information as preliminary to acquire operational skills and knowledge essential for the pathway to Certificate IV/Diploma higher-level qualification in the same industry area
8. In the event a student enrolls in packaged courses as described above, the higher-level qualification is the principal qualification with the conditions of Standard 7, National Code of Practice 2018
9. Students who enrol in published packaged qualifications as defined above, will not be eligible for a refund for the 50% tuition fee deposit for Course 2 (Certificate IV/Diploma level) after the commencement date of Course 1 (Certificate III level)
10. Students who paid 50% of the initial tuition fee deposit for course 2 will not be eligible to register and attend orientation until the remaining 50% tuition fee deposit and resource fee for course 2 has been paid in full. Failure to pay remaining fees will result in a default as reported on PRISMS.
11. Students will be required to pay for the remaining tuition fees for the remainder of their course(s) as specified by the due dates in the Tuition Fee Instalment Schedule in the Letter of Offer and Student Acceptance Agreement.
12. Payments can be made via credit card, bank transfer, telegraphic transfer or EFTPOS.
13. Students MUST include both the invoice number and their individual Student ID number when making instalment payments

14. Pivotal Education reserves the right to cancel any course prior to the commencement date of the course or during the course, should it be deemed necessary.
15. If a student fails to pay an instalment fee as outlined in the Tuition Fee Instalment Schedule Letter of Offer and Student Acceptance Agreement by the due date(s), a late tuition instalment fee per week is added to the instalment payment until the instalment payment is made
16. Non-financial students will not be included on the class list or allowed to attend classes until the instalment payment has been made
17. Non-financial students may have their CoE cancelled on PRISMS under student default for non-payment of fees
18. Fees may be subject to change without notice.

**Refund Considerations**

All refund considerations will be assessed against the total amount Pivotal Education has received from the student. The refund conditions considerations include the following:

1. Where a student is eligible for a refund, Pivotal Education will provide the assessed and approved amount in AUD transferred back to the student less the agent commission (where applicable)
2. Where the education agent has collected fees that are assessed as eligible for a refund, Pivotal Education will inform the Education Agent who will be responsible for paying the student the percentage of the refund where applicable.
3. Administration fees are non-refundable
4. Resource fees after course commencement are non-refundable
5. Students are required to pay the published fees for a refund request as specified in “Other Fees and Charges” published on the website [www.pivotal.edu.au](http://www.pivotal.edu.au)
6. Refer to Refunds based on Student Visa Refusal for specific conditions
7. Refer to Cancellation and Refund Conditions – Student Default for specific conditions
8. Refer to Cancellation and Refund Conditions – Provider Default for specific conditions
9. Refunds will be paid directly to the student assessed as eligible for a refund
10. Pivotal Education reserves the right to exclude students from class when fees are not paid
11. Tuition fees are not transferable to another person or institution
12. Pivotal Education reserves the right to change, alter or amend fees at any time. Students will be notified in writing of any changes, alterations, and amendments in advance.
13. Pivotal Education provides students with a statement that identifies how the refund was calculated and make fully available access to Pivotal Education Complaints Policy.
14. The Pivotal Education dispute resolution process does not circumscribe the student’s right to pursue other legal remedies

**Cancellation and Refund Conditions – Student Visa Refusal**

Pivotal Education is not required to provide a refund under the ESOS Act if:

- The student was refused a student visa; and
- The refusal was a reason for one or more of the following acts or omission by the student that directly or indirectly caused the student to default in relation to their course
  - The student’s failure to start the course on the agreed start date
  - The student’s withdrawal from the course
  - The student’s failure to pay an amount they are liable to pay directly or indirectly in order to undertake the course
  - Breach of any student visa condition

In the event an on shore international student has had their student visa application refused based on breaches to student visa conditions or any of the above stated reasons from the ESOS Act, Pivotal Education not be providing the student with a refund.

In the event an off shore international student has had their student visa application refused, Pivotal Education will undertake the following:

- Refund the amount of tuition and materials fees paid in advance
- Charge the published administration processing fee for the refund request
- Retain all non-refundable fees as listed in the Letter of Offer and Acceptance Agreement
- OSHC refunds will be provided as per health cover provider policy

Refunds will be paid to the person or entity that originally paid the fees and, where possible, in the same currency in which the fees were paid within 28 days.

**Cancellation and Refund Conditions – Student Default**

Student Default applies as follows:

- the course starts on the agreed start date but the student does not start on the agreed start date and/or has not previously withdrawn or formally deferred the course start date
- the student withdraws from a Pivotal Education course of study before or after the agreed starting day
- Pivotal Education refuses to provide or continue to provide a course to the student because of one of the following reasons:
  - The student fails to pay an amount they are liable to pay Pivotal Education directly or indirectly in order to study the course
  - The student has breached a condition of their student visa
  - The student has misbehaved
- Students must notify Pivotal Education of their intention to defer or withdraw from their studies and/or request a refund using the following forms:
  - Refund Request Form
  - Termination Request Form
- Pivotal Education will make a refund within 28 days of receiving a valid, approved written claim
- All refund considerations will be strictly limited to the monies Pivotal Education has received and will not include non-refundable fees
- Pivotal Education will make the refund available to the student directly as per source of payment
- Tuition and other fees are not transferable to another student or institution

For more information regarding all fees and refund conditions for international students, refer to the Fees and refund for International Students Policy on the website [www.pivotal.edu.au](http://www.pivotal.edu.au)

**Section 15: Acknowledgement and Declaration to be signed by Student**

**Student Acknowledgement and Declaration**

I acknowledge and declare that:

1. The information I have provided is true, accurate and complete
2. The evidence I have submitted with this application to demonstrate that I have met the published entry requirements are authentic and notarised as valid
3. I agree to provide original academic and English language entry requirement evidence to authenticate entry requirements have been met at the formal scheduled orientation session
4. I acknowledge that in the event I have submitted fraudulent entry requirement evidence my course(s) will be terminated by Pivotal Education and reported on PRISMS with no refund
5. I will adhere to all conditions of enrolment as stated in the International Student Enrolment Form and all related Pivotal Education Policies
6. I have been informed about my rights and obligations as an international student and will comply with all conditions required by the Student Visa
7. I have been informed and agree to the published tuition and other fees as published and included in Section 12: Fee Information
8. I agree to pay the administration fee, initial tuition fee instalment and resource fee either on/after the submission of the signed Letter of offer and Student Acceptance Agreement and prior to the issuance of the Confirmation of Enrolment (CoE)

9. I agree to pay each instalment by the due date as included in the signed Letter of offer and Student Acceptance Agreement and understand that my course may be terminated for non-payment of fees
10. I acknowledge that Pivotal Education may vary fees and timetable at any time during my course(s)
11. Pivotal Education is authorised to access the Australian Immigration Verification Online (VEVO) system to ascertain information regarding my student visa status
12. I am a genuine temporary entrant and bonafide student and that I have read and understand the conditions relating to my student visa requirements on [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)
13. I have been informed, agree to and can demonstrate financial capacity for tuition fees and living arrangements for the duration of my course(s).
14. I have read and understand the ESOS Framework <https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf>
15. I agree to
16. I have reviewed the course information and training and assessment services of the course(s) I have selected in Section 9: Course Details
17. I consent to the information in this enrolment form being provided to the National Centre for Vocational Education and Research (NCVER) for statistical purposes
18. I have read and signed the Privacy Notice and application for Unique Student Identifier
19. I declare that I have disclosed all my unique learning needs and I have been informed about the learning, assessment and support services to be provided and any fees and costs that may relate to the course in which I am enrolling
20. I declare that my signature is true and correct identical to the signature in my passport

I acknowledge and agree to all terms and conditions as outlined in this International Student Enrolment Form

Student Name:			
Student Signature:		Date:	

**Return International Student Enrolment Form to:**

Pivotal Education Head Office

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