

# Murdoch College

## Student Application Form

Please print clearly in English and in BLOCK letters. Tick boxes where appropriate. Email the completed form and documents to [admissions@murdochcollege.edu.au](mailto:admissions@murdochcollege.edu.au)

### Representative information

Representative name (if relevant)

City

Email

Telephone

Representative signature

### Student information (compulsory)

Murdoch University ID (if applicable)

Title ☐ Mr ☐ Ms ☐ Other

Gender ☐ Male ☐ Female ☐ Non-Binary ☐ Different Term ☐ Prefer not to answer

Family name

First name(s)

Date of birth (dd/mm/yyyy)

Country of birth

Country of citizenship

First language

Permanent address\*

Australian address (if applicable)

City

State/province

Postcode

Country

Email

Telephone

Passport number (if available)

Expiry date

Do you hold Permanent Residency or a current Australian visa? ☐ Yes ☐ No ☐ N/A

If yes, please provide a copy of your PR or current Australian visa.

Visa type (if relevant)

Visa number (if relevant)

\*Your permanent/home country address, email address and telephone number are required by the Australian Government. If they are not supplied, your application cannot be processed.

Do you have a USI\*\* (Unique Student Identifier) from the Australian Government? ☐ Yes ☐ No For more information visit [www.usi.gov.au](http://www.usi.gov.au)

If yes, please enter your USI

Have you ever received a visa refusal or cancellation for any country (including Australia)? ☐ Yes ☐ No

If yes, please provide details

Have any of your family members ever received a visa refusal or cancellation for any country (including Australia)? ☐ Yes ☐ No

If yes, please provide details

### Parent / legal guardian details (compulsory for students under 18)

Title ☐ Mr ☐ Ms ☐ Other

Gender ☐ Male ☐ Female ☐ Non-Binary ☐ Different Term ☐ Prefer not to answer

Family name

First name(s)

Relationship to student (i.e. mother or father)

Permanent address of Parent or Guardian

Email

Telephone

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### Education history

If you are currently completing a qualification, please indicate when you expect to complete this study (month/year)

Name and location of institution (starting from the most recent qualification)

Qualification/Award received

Years attended (e.g. 2018–2020)

Name and location of institution

Qualification/Award received

Years attended (e.g. 2018–2020)

Do you wish to apply for recognition for prior learning (RPL)? ☐ Yes ☐ No If yes, please upload relevant documents. This may include subject outlines, work experience, relevant transcripts and certificates. Documents in a foreign language will need to be officially translated to English.

### Current English proficiency

Is English your first language? ☐ Yes ☐ No

Have you studied at secondary/tertiary level with English as the language of instruction? ☐ Yes ☐ No

If yes, please provide evidence of language of instruction.

Do you have an English Language score? ☐ Yes ☐ No

If yes, please select one of the following ☐ IELTS ☐ iBT TOEFL ☐ Pearson Test of English ☐ Other Test date (dd/mm/yyyy) Score

### Program selection

#### Foundation Studies

- ☐ Foundation Studies (Jun)  
☐ Foundation Studies (Oct)

#### Postgraduate Qualifying Program

- ☐ Postgraduate Qualifying Program (Jan)  
☐ Postgraduate Qualifying Program (Apr)  
☐ Postgraduate Qualifying Program (Sep)

#### English Language Programs

- ☐ General English

Start Date

End Date

Number of weeks

- ☐ English for Academic Purposes

Start Date

End Date

Number of weeks

Year of entry to Murdoch College: (e.g. 2023, 2024)

Please indicate which bachelor's or master's degree you intend to study at Murdoch University (e.g. Bachelor of Commerce)

#### Murdoch University Preparation Course

- ☐ Murdoch University Preparation Course (Feb)

#### Diploma of Business

- ☐ Diploma of Business (Feb)  
☐ Diploma of Business (Jun)  
☐ Diploma of Business (Oct)

#### Murdoch University Preparation Course – Accelerated

- ☐ Murdoch University Preparation Course – Accelerated (Feb)  
☐ Murdoch University Preparation Course – Accelerated (Oct)

#### Diploma of Information Technology

- ☐ Diploma of Information Technology (Feb)  
☐ Diploma of Information Technology (Jun)  
☐ Diploma of Information Technology (Oct)

### Airport pickup

Would you like Murdoch College to organise your airport pickup? ☐ Yes ☐ No

### Additional services

Would you like Murdoch College to organise your Overseas Student Health Cover (OSHC) on your behalf?\* ☐ Yes ☐ No

If yes, please indicate: ☐ Single ☐ Couple ☐ Family If no, please list your current OSHC details

Policy provider:

Policy number:

Start date:

Expiry date:

\*Please note that OSHC is mandatory for Student Visa holders and their accompanying family members.

### Medical conditions

Do you have a disability, impairment or long-term medical condition which may affect your studies? ☐ Yes ☐ No

If yes, please provide medical documentation (must be in English or officially translated into English) from a relevant treating professional detailing the impact of your condition on your ability to meet academic demands. Disclosure will not disadvantage your application and is confidential. The information you provide will assist us in best catering for your needs. Personal information collected in this section may constitute 'sensitive information' under applicable privacy legislation.

Please indicate your consent regarding the handling of that information by the College (including Kaplan Higher Education Pty Ltd), Murdoch University and other relevant entities (including Kaplan's associated entities).

☐ By checking this box, I confirm that I am 16 years of age or older, and explicitly consent to the collection, storage, use, transferring, disclosing and other handling of my sensitive personal information in connection with, and for the purposes of, my application and study.

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### How did you hear about Murdoch College?

- ☐ Exhibition   ☐ Web   ☐ Agent   ☐ Family/Friend   ☐ Other

### Reason for Study

(Please tick appropriate box)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> To get a job                    | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get into another course of study       |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> It was a requirement of my job   | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To start my own business        | <input type="checkbox"/> I wanted extra skills            | <input type="checkbox"/> Other reasons                             |

### Application Checklist

- ☐ Completed all sections of the Application Form
- ☐ Read and understood the Terms and Conditions
- ☐ Attached certified copies of your academic transcript(s) and certificate(s)  
(if documents are in a language other than English, please also provide certified translated copies)
- ☐ Attached evidence of English language proficiency (if available)
- ☐ Attached certified copy of your passport (if available) or Birth Certificate (Domestic students only)

### Privacy notice

Murdoch College understands and respects that privacy is important to you. We collect personal information about you so that we can provide you with the services you have requested. We may also use your information to improve our products and services and offer you our, or our partners' or suppliers', products and services which may be relevant to you. We may disclose personal information about you in accordance with our Privacy Policy (available at [murdochcollege.edu.au](http://murdochcollege.edu.au)), including to your education agent and the Australian government. Our privacy policy contains information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer ([privacy@kaplan.edu.au](mailto:privacy@kaplan.edu.au)) for more information. In regard to promotional material, please indicate below.

- ☐ I do not want to receive communication in any format from Murdoch College sent on behalf of its sponsors, partners or suppliers, or
- ☐ I do not want to receive communication in any format from Murdoch College about its own publications, information and events.

### Declaration

I have read, understood and agree to be bound by the Terms and Conditions of enrolment. I declare that I have read the instructions on this application form and that, to the best of my knowledge, the information provided by me is true and complete in every particular. I acknowledge that Murdoch College and Murdoch University may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me. I give permission to Murdoch College to verify or obtain records from other educational institutions that I have attended. I understand that I am seeking temporary entry into Australia for educational purposes only as a fee-paying student. I understand that if I change my visa status, I may be subject to different rules and conditions. I understand the above conditions and am prepared to accept them in full. In particular that I, or my sponsor, will be responsible for the full costs of the academic program for which I am seeking admission, as well as the associated travel and living costs. I give permission to Murdoch College to provide information to my parent(s) or guardian(s) and my agent regarding my application for admission to the program listed above.

- ☐ I confirm that I have read, understood and agree to be bound by Murdoch College Terms and Conditions (here attached).

I also confirm that I am 16 years of age or older and consent to the College (including Kaplan Higher Education Pty Ltd), Murdoch University and other relevant entities (including Kaplan's associated entities), in connection with and for the purposes of my application and study:

- ☐ collecting, storing, using, transferring, disclosing and otherwise handling my personal information (including sensitive information);
- ☐ providing my personal information to any other data controllers or data processors for processing my personal information (including sensitive information);
- ☐ disclosing my personal information (including sensitive information) to relevant authorities as authorised or required by applicable laws and regulations; and
- ☐ I am NOT located in mainland China AND I am NOT applying through an education agent located in mainland China. (if located in mainland China, please use the Mainland China Application Form available on the College website [murdochcollege.edu.au/how\\_to\\_apply.html](http://murdochcollege.edu.au/how_to_apply.html))

Signature of student

Date

Signature of parent/guardian (required if student is under 18 years old)

Date

## Terms and conditions

### 1. GENERAL TERMS AND CONDITIONS

- These Terms and Conditions are applicable to all students studying at Murdoch College through Kaplan Higher Education Pty Ltd ABN 85 124 217 670 (the 'College') including English Language Programs delivered by the College (CRICOS 069098D and 069099C) and Foundation Studies CRICOS 093279K, Murdoch University Preparation Course CRICOS 069100D.
- 1.1 Policies and procedures: All College students are subject to the policies and procedures that are published on our website (currently available at [murdochcollege.edu.au](http://murdochcollege.edu.au)) and in the College student handbook, including those dealing with student misconduct, assessment, progression, enrolment, deferral and cancellation, complaints and appeals, and refund. Students must review these policies and procedures and ensure they understand and comply with the most up to date version of our policies and procedures at all times.
- 1.2 Late arrivals, vacations and absences: All students are expected to attend class from the first day of their program. No refund is given for time missed due to arrivals after the published program commencement date, vacations, absences or public holidays. Such periods of absence will not be replaced by a free extension of any program. No refunds or substitutions will be made for classes missed due to non-College external exams, excursions, orientation period or other obligations that fall outside the normal teaching schedule. Classes are not held, and many campus facilities are closed, on public holidays. All published program dates start on a Monday, but if the Monday is a public holiday, the program start will fall on the Tuesday. Students may request written permission for late arrival up to 2 weeks\* from their published program commencement date. Students who propose to arrive 2 or more weeks after the program commencement date will be required to catch up on the work that they have missed. While every effort will be made to assist the student to catch up on program content, the student is ultimately responsible. Late arrivals will be assisted with registering and joining the program. The student will have a responsibility to undertake an online orientation upon commencement. \*Some programs may have up to 1 week late arrival only.
- 1.3 Campus facilities: Students are advised that campus facilities may not be available during study breaks. Details are available from the Student Services Team or Reception staff at the College.
- 1.4 Placement: The College may place a student into the most appropriate class and to postpone subjects/ courses to the following semester/ trimester where there is an insufficient number of students for that class or subject/ course.
- 1.5 Program changes: The College may change program dates, program curricula, tutors and programs at any time at its discretion. However, in cases where the program is rescheduled before the first class and the new date is unacceptable to the student, all unused tuition fees will be refunded.
- 1.6 Tuition fees: The student, or if the student is under 18 years old then the student's parent/guardian, agrees to pay the total tuition fee and any additional charges in accordance with the fee schedule for the current year published on our website (currently available at [murdochcollege.edu.au](http://murdochcollege.edu.au)). If the College does not receive payment in full from a student for all enrolled subjects within the first two weeks that Student will have their enrolment cancelled. All refunds are made in accordance with the College Refund Policy. Tuition fees include lessons, orientation, placement and progress testing and a College certificate or transcript upon successful completion of the program. The College may withhold the granting of a certificate or transcript from a student if the student's tuition fees or any other fees remain outstanding.
- 1.7 Repeat payment: Students repeat a course/subject or courses/subjects or semester/trimester will incur charges based on the current year's published tuition fees at the time of payment.
- 1.8 Late payment: A fee of AUD 100 applies on unpaid accounts 30 days after the date the payment was due.
- 1.9 Books and materials fees: Students may be required to purchase textbooks, workbooks, stationery, software and other required learning materials at an additional cost. Details of any additional costs are in the College student handbook or the relevant program or unit outline.
- 1.10 Additional services: Any additional services (such as travel, telephone costs, excursions, medical costs, special diet, non-College exams and enrolment amendments) are not included in any fees unless specifically stated on a valid invoice from the College. Students wishing to arrange homestay accommodation and/or airport transfer can obtain further information at [murdochcollege.edu.au](http://murdochcollege.edu.au)
- 1.11 Privacy: Personal information collected by the College or Murdoch University, which includes information that identifies a student and information regarding a student's program progress and attendance, may be shared by or between the College and Murdoch University and by either of them with the Australian government, or State and Territory governments, and their designated authorities, the Tuition Protection Scheme, the agent that recruited the student (unless specifically excluded), the student's parents (if under 18), College staff and contractors, and between the College and Murdoch University and related body corporates of the College and their staff, contractors and insurer. This information may include personal information about you which is considered sensitive information, contact details, program enrolment details and changes, program results, and the circumstance of any suspected breach by the student of a visa condition. The College's Privacy Policy outlines further information about the handling of personal information by the College at [murdochcollege.edu.au](http://murdochcollege.edu.au). You may contact our Privacy Officer at [privacy@kaplan.edu.au](mailto:privacy@kaplan.edu.au) if you have any enquiries about your personal information or if you wish to make a privacy complaint.
- 1.12 Medical costs: The College is hereby authorised to seek medical treatment should the College or a staff member acting on its behalf consider such action necessary for a student. The student agrees to indemnify the College for any expense, loss, damage or liability whatsoever suffered or incurred as a result of authorising and arranging such emergency medical treatment.
- 1.13 Photography, filming and sound recording: The College or its representatives may arrange to photograph or shoot video footage of students for promotional or marketing purposes, in print and/or online, at any time, including during graduation ceremonies. Any student who does not wish to participate should advise the College staff or its representative at the time of booking and state at the time of the photographing or video shooting that they do not wish to participate, and remove themselves.
- ### 2. MURDOCH UNIVERSITY FEES
- 2.1 Murdoch University program fees will depend on the student's choice of undergraduate or postgraduate degree program and point of entry. Further information is available on the Murdoch University website, currently at [www.murdoch.edu.au](http://www.murdoch.edu.au).
- ### 3. DEFERRAL, SUSPENSION AND CANCELLATION OF ENROLMENT
- 3.1 A student may apply to defer their studies on the grounds of compelling or compassionate circumstances such as their own ill health or that of a very close relative. All applications for deferral from a program of study must be made in writing or using the relevant form available from the College. Students should refer to the College's Deferral, Suspension and Cancellation of Enrolment Policy (currently available at [murdochcollege.edu.au](http://murdochcollege.edu.au)) for details of the circumstances in which their enrolment may be deferred, suspended or cancelled, before submitting their application.
- 3.2 A student's enrolment at the College may be suspended or cancelled in accordance with the College's Deferral, Suspension and Cancellation of Enrolment Policy (currently available at [murdochcollege.edu.au](http://murdochcollege.edu.au)), including on the grounds of misbehavior by the student, the student's failure to pay amount(s) owing to the College in accordance with this agreement or a breach of program attendance or progression by the student.
- ### 4. REFUNDS
- 4.1 The College's Refund Policy is (currently available at [murdochcollege.edu.au](http://murdochcollege.edu.au)). All students must read the Refund Policy before accepting an offer of admission from the College. Students requesting a refund are required to do so in accordance with the Refund Policy. Approved refunds are paid in Australian dollars into the same bank account it was paid from. Tuition fees are not transferable to other students.
- ### 5. INTERNATIONAL STUDENTS
- 5.1 Visa information: It is the responsibility of the student to arrange all applicable travel permits or visas and to have a valid passport for their whole period of study. The student may be asked to make payment for their first study period before any of their visa documentation is issued. A Confirmation

of Enrolment (CoE) may not be issued by the College until payment for the first study period has been received as per the Offer of Admission and the enrolment agreement has been signed and returned to the College by the student. The enrolment agreement includes reference to the pre-arrival information and grievance procedures information.

- 5.2 Student visa obligations: Student visa holders are required to maintain compliance with all applicable visa conditions including providing the College with a current residential address, mobile number, email address and who to contact in emergency situations, as well as notifying the College of any change in these details within 7 days of the change, maintaining satisfactory academic progress and attending a minimum of 80% of their program. Students that fail to commence their enrolled program or fail to meet the requirement for 80% attendance or satisfactory academic progress will be reported to the Department of Home Affairs. Any school-aged dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.
- 5.3 Health insurance: Health insurance is compulsory for student visa holders and their accompanying family members. Students are required to provide proof of health insurance at the time of their enrolment. Students will not receive a Confirmation of Enrolment (CoE) until they have obtained satisfactory health insurance for the length of their visa. The Australian government requires all students on student visas to join the Overseas Student Health Cover (OSHC) scheme, a health insurance plan for overseas students in Australia. Students must ensure that payment is made for compulsory OSHC before their visa is issued and that the insurance provides adequate coverage for the duration of the student's visa.
- 5.4 Codes of practice: The College abides by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code) and the Educational Services for Overseas Students Act 2000 (Cth) (ESOS Act). Further information about the National Code can be obtained at [internationaleducation.gov.au/regulatory-information/](http://internationaleducation.gov.au/regulatory-information/).
- 5.5 Living expenses: Migration regulations in Australia require international students to show evidence that they can contribute to the cost of living and studying in Australia. Further information can be obtained at [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au) or [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au).
- ### 6. CONSUMER PROTECTION
- 6.1 These Terms and Conditions, and the right to make complaints and seek appeals of decisions and actions under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.
- 6.2 Students will be advised of any changes to these Terms and Conditions that may result from a directive of the governing body of the College or Murdoch University, or from a change in government legislation or regulation. Any dispute, claim or other matter arising will be subject to the laws of Western Australia.
- 6.3 Students who are dissatisfied with a decision made by the College may submit a complaint to the College in accordance with the relevant College Grievance Policy (currently available at [murdochcollege.edu.au](http://murdochcollege.edu.au)). If a student is dissatisfied with the outcome of a complaint and subsequent appeal, they may also submit an application for review of the College's decision or action to the Western Australia Ombudsman.
- ### 7. DECLARATION
- Upon submitting an application to the College, and subsequently undertaking any study at the College, the student (or their authorised representative on the student's behalf – if the student is under 18 years of age):
- 7.1 Declares that the information provided in their application form is true and complete in every detail.
- 7.2 Understands that giving false or incomplete information may lead to the refusal of their application or cancellation of their enrolment.
- 7.3 Has read and understood these terms and conditions, the published information in the College brochure and on the College (and Murdoch University) website and has sufficient information about the College to enrol.
- 7.4 Authorises the College or its representatives to retain their photo image for identification purposes and consents to the use of any photographs or video footage taken of the student for promotional or marketing purposes, in print and/or online (including at a graduation ceremony), at any time without further consent or notification. Any student who does not wish to participate should advise the College at the time of the photographing or video shooting of their wish not to participate and will remove themselves.
- 7.5 Authorises the College to provide Murdoch University, or any other educational institutions to which the student is seeking admission, any required relevant official records and other personal information relevant to their application or studies. The student also gives the College permission to obtain official records from any educational institution the student attends or has attended and from Murdoch University after their studies at the College have finished.
- 7.6 Authorises and consents to the College to validate his/her qualifications and release copies of academic transcripts to prospective employers, when/if required.
- 7.7 For international students, the student understands that the College will collect information during their enrolment in order to meet its obligations under the ESOS Act and the National Code and to ensure the student complies with the conditions of their visa and the student's obligations under Australian immigration laws. The authority to collect information is contained in the ESOS Act, ESOS Regulations and the National Code. The international student authorises the College to provide information including personal and contact details, program enrolment details, and the circumstances of any suspected breach of their student visa conditions to the Australian Government, the Tuition Protection Service (if relevant) and any other designated authorities. The student also understands that this information can be disclosed without their consent where the College is authorised to or required to by law.
- 7.8 Understands and consents to the collection and handling of personal information (including sensitive information) in accordance with (as applicable) (a) the College's Privacy Policy (available at [murdochcollege.edu.au](http://murdochcollege.edu.au)) for personal information handled by the College in Australia; (b) Kaplan's Privacy Policy (available at <https://www.kaplanpathways.com/privacy/>) for personal information handled outside of Australia by associated entities of Kaplan Higher Education Pty Ltd; and/or (c) Kaplan's Personal Information Protection Policy (available at <https://www.kic.org.cn/privacy/>) for personal information about individuals located in the People's Republic of China.
- 7.9 Accepts liability for payment of all relevant fees identified in these Terms and Conditions, the College brochure and on the College (or the Murdoch University) website. The student also understands the circumstances in which refunds will not be applicable as set out in these Terms and Conditions, including the College's Refund Policy, and that fees may increase with notification from the College during the program. For international students, the student has also read the information provided in relation to living expenses and they understand that the cost of living in Australia may be higher than in their own country, and the student confirms that they can meet those costs.
- 7.10 Understands and agrees to abide by all the College policies and procedures (currently available at [murdochcollege.edu.au](http://murdochcollege.edu.au)).
- 7.11 Agrees to notify the College of their contact details, including their current residential address, mobile number (if any) and email address, and who to contact in emergency situations. The student also agrees to notify the College of any change in those details within 7 days of the change.
- 7.12 Acknowledges that the College reserves the right to change terms, conditions or policies without prior notice in order to meet its legislative requirements, or to follow directive of the governing body of the College or Murdoch University and agrees to keep themselves up to date with the changes occurring by checking regularly the website and/or speak to staff at the College.

The following websites may be of use for international students:  
Education Services for Overseas Students (ESOS): [internationaleducation.gov.au](http://internationaleducation.gov.au)  
Department of Home Affairs: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)  
Australian Department of Foreign Affairs and Trade: [www.dfat.gov.au](http://www.dfat.gov.au)  
Australian Quarantine and Inspection Service: [www.agriculture.gov.au](http://www.agriculture.gov.au)