



# ADMISSIONS APPLICATION

Commencement Date: \_\_\_\_\_ Location: \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

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## Administration Use Only

Date of Admissions Test: \_\_\_\_\_

Admissions Interview Conducted By: \_\_\_\_\_ Date: \_\_\_\_\_

Student Accepted: Yes / No If no, why: \_\_\_\_\_

Offer Letter Created By: \_\_\_\_\_ Date: \_\_\_\_\_

Contract of Study Created By: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into Database By: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Student Orientation Pack: Yes / No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Call Australia Head Office: +61 3 9404 4193

Head Office: 2 Springfield Court, Mill Park, 3082, Victoria, Australia

Email: [admissions@mcioa.com.au](mailto:admissions@mcioa.com.au)

Web: [www.mcioa.com.au](http://www.mcioa.com.au)



Student Initial: \_\_\_\_\_



## ADMISSIONS APPLICATION

If you need assistance, please contact us.

**(This application must be completed by the student)**

### Part 1 – Student Personal Details

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Nationality: \_\_\_\_\_ Gender: Male / Female

Date of Birth(DD/MM/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_ Passport No: \_\_\_\_\_

Address (Line 1): \_\_\_\_\_

Address (Line 2): \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Are you using the services of a registered education agent? Yes / No

What is the name of your registered education agent? (Business name only) \_\_\_\_\_

What is your profession: (Circle one only)

|                      |                         |
|----------------------|-------------------------|
| Dentistry            | Physiotherapy           |
| Dietetics            | Podiatry                |
| Medicine             | Radiography             |
| Nursing              | Speech Pathology        |
| Occupational Therapy | Veterinary Science      |
| Optometry            | Other: (Please specify) |
| Pharmacy             | _____                   |



## Part 2 – English Proficiency

### Your Present Level of English:

Beginner / Lower Intermediate / Intermediate / Upper-Intermediate / Advanced

**Have you undertaken any formal English course?** Yes / No **Where:** \_\_\_\_\_

**Have you taken an English test in the past 2 years?** Yes / No

**If yes, what was the name of the test you have taken?** General IELTS / Academic IELTS / OET / Other

- ☐ Please attach a copy of your latest English test results:
- ☐ Please attach a copy of your passport:


**Part 3 - Course Selection**

| Course Code<br>Please<br>Tick (v) | Course Name   | Course<br>Duration  | Course<br>Price  |
|-----------------------------------|---|---------------------|------------------|
|                                   | <b>Occupational English Test</b>  |                     |                  |
| MCOETI                            | <b>Classroom</b><br>Introduction to OET   | 10 Days             | A\$299           |
| MCOETP                            | <b>Classroom</b><br>(Occupational English Test Preparation) (OET)                   | 8 Weeks<br>4 Weeks  | A\$549<br>A\$399 |
| MCOETP/PHP                        | <b>Classroom (The Philippines)</b><br>(Occupational English Test Preparation) (OET) | 8 Weeks<br>4 Weeks  | P9,000<br>P5,000 |
| MCOETOP                           | <b>Online via zoom</b><br>(Occupational English Test Preparation) (OET)             | 8 Weeks<br>4 Weeks  | A\$549<br>A\$399 |
| MCOETW                            | OET Writing Course  | 6 hours             | A\$300           |
| MCOETS                            | OET Speaking Course   | 6 hours             | A\$300           |
|                                   | <b>IELTS Test</b>   |                     |                  |
| MCIELI                            | <b>Classroom</b><br>Introduction to IELTS   | 10 Days             | A\$299           |
| MCIELP                            | <b>Classroom</b><br>IELTS Preparation Course  | 10 Weeks<br>4 Weeks | A\$549<br>A\$399 |
| MCIELP/PHP                        | <b>Classroom (The Philippines)</b><br>IELTS Preparation Course                      | 10 Weeks<br>4 Weeks | P9,000<br>P5,000 |
| MCIELO                            | <b>Online via zoom</b><br>IELTS Preparation Course                                  | 10 Weeks<br>4 Weeks | A\$549<br>A\$399 |
|                                   | <b>TOEFL Test (Available on request)</b>  |                     |                  |
| MCTOFP                            | TOEFL Preparation Course  | 10 Weeks<br>4 Weeks | A\$549<br>A\$399 |

**All courses are subject to a A\$50 or PHP 250 Admissions Fee**

**(Includes course admission, library services, amenities, student services, printing, job search club and Certificate)**

**Student Initial: \_\_\_\_\_**



#### Part 4 – Education

What is your highest level of school / college education?

| Please Tick (v) | Level of Education    |
|-----------------|-----------------------|
|                 | Year 12 or Equivalent |
|                 | Year 11 or Equivalent |
|                 | Year 10 or Equivalent |
|                 | Year 9 or Equivalent  |
|                 | Year 8 or Equivalent  |
|                 | Did not go to school  |

Have you successfully completed any of the following?

| Please Tick (v) | Description                          | Month & Year             |
|-----------------|--------------------------------------|--------------------------|
|                 | Bachelor Degree or Higher            | Month: _____ Year: _____ |
|                 | Advanced Diploma or Associate Degree | Month: _____ Year: _____ |
|                 | Diploma                              | Month: _____ Year: _____ |
|                 | Other                                | Month: _____ Year: _____ |

Name of the qualification(s): \_\_\_\_\_

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

☐ No ☐ Yes If yes, please specify: \_\_\_\_\_

Do you have any known medical conditions?

☐ No ☐ Yes If yes, please specify: \_\_\_\_\_

Do you speak any language other than English at home? (If more than one language, indicate the one most spoken.)

☐ English Only ☐ Other, please specify: \_\_\_\_\_

What is your purpose for undertaking this course? (Select the most appropriate answer)

| Please Tick (v) | Reason               |
|-----------------|----------------------|
|                 | Improve my English   |
|                 | Work abroad          |
|                 | Further study abroad |
|                 | Other: _____         |

How did you find out about MCIOA?

\_\_\_\_\_

Student Initial: \_\_\_\_\_



**Part 5- Course Payment Options**



| Payment Option    | American Express | PayPal | Visa | Master Card | Direct Deposit (Australia Only) | BPAY (Australia Only) |
|-------------------|------------------|--------|------|-------------|---------------------------------|-----------------------|
| Select (TICK) (v) |                  |        |      |             |                                 |                       |

**BPAY Clients or Credit Card Payments:** Contact the Accounts Department on +61 3 9404 4193 or Veronica Paddlesworth Accounts Manager: [veronica@mcioa.com.au](mailto:veronica@mcioa.com.au)

**Direct Deposit Details:** (Please send a copy of the remittance advice with the application form)

Bank Name: Bank of Melbourne  
 Account Name: The Matt Christie Institute Australia  
 BSB: 193 879  
 Acc Number: 440166557  
 Swift: SGBLAU2S  
 Bank Address: 233, Collins Street, Melbourne, VIC, 3000



## Terms & Conditions (Effective 5 January 2021)

### Before you start the admissions process take note of the following:

1. You will need a digital copy of your passport
2. You will need a digital passport size photo
3. You will need a digital copy of your previous test results if available.
4. A Valid Credit Card or Australia Bank Account (We accept VISA, MasterCard and BPAY payments only)
5. All admissions will be subject to a mandatory diagnostic test or submission of previous English test results

### Attendance requirements

Attendance is 100% unless you are sick or have compelling circumstances. Students who miss days will not receive a certificate of completion nor will they be offered a catch-up day or refund for that portion not completed.

**All course fees are paid at the time of enrolment. Students will be charged the course fee, non-refundable admissions fee of A\$50 OR PHP 250.**

**Course Prices:** All prices are in Australian dollars.

**Fees:** All course fees are paid at the time of enrolment. Students will be charged the course fee, non-refundable admissions fee of A\$50 or PHP 250.

**GST:** Our courses are GST & VAT-free.

**Coming to Australia from abroad to study a short course at MCIOA:** Courses for candidates from abroad can only study short term courses with MCIOA on the Visitor Visa and further information can be obtained from [www.border.gov.au](http://www.border.gov.au). The Visitor Visa (Subclass) states you must not study for more than three months while in Australia. Please note: We don't issue Confirmation of Enrolments (COE'S) for people intending to study our courses for student visa applications or extensions of visas. If you intend to study a course in Australia on a student visa, please visit [www.cricos.gov.au](http://www.cricos.gov.au). Please note we are not a registered CRICOS provider for international students in Australia or those intending to come to Australia on a student visa.

### Course admissions:

1. Course admissions will not be accepted after the course closing date, as advertised on our website [www.mcioa.com.au](http://www.mcioa.com.au)
2. It's a student responsibility to check email and other communication platforms as the institute will not be held responsible for whether you check it on a regular basis. Good practice is to check at least once day.

**Deferral of Course to a future course date:** If you are enrolled to attend a course but then find you are not able to attend for any reason; you can defer the course start date. A fee of A\$150 or PHP 50 will be payable.

**Withdrawing from a course:** You may only withdraw from the course prior to the closing date and a A\$150 or PHP 50 withdrawal fee will be payable. The Course admissions fee and processing fee will not be refunded. Withdrawing from a course after it has started is not permitted.

**Change of venue or timetable:** Timetable and venues are not negotiable by students and are subject to change prior to the course start date. Venue changes will be within a 25km radius of the original venue stated and we don't refund course fees because of a venue change. We set the timetables for students and if you are absent for any day the course fees will not be refunded.

### Cancellation of the course by The Matt Christie Institute of Australia:

1. If a course is cancelled beyond control of the institute, students will be notified immediately through one or more of the following: SMS, phone call, email, Viber, Line, What's App or email
2. If course numbers aren't met a full refund of course fees only will be refunded to all applicants or an online course option will be provided.
3. If student numbers aren't met the institute will endeavour to notify students approximately 3 weeks prior to the course start date. Please note that sometimes things happen beyond our control.
4. When a course is cancelled the student will be offered an online course to the full value or a full refund of the course fees.

**Student Initial:** \_\_\_\_\_



**The Matt Christie Institute of Australia student rules:**

1. All students must arrive to class on time
2. The use of mobile phones in class is strictly prohibited
3. The use of listening devices in class such as iPods, iPads & other electronic devices are strictly prohibited
4. Speaking in any language other than English in class is strictly prohibited
5. Bullying of any nature of other students or faculty is strictly prohibited
6. Any form of gossiping is strictly prohibited
7. Respect the property of the Institute and other students
8. Always provide your own stationery
9. Speaking while other students are speaking is strictly prohibited, everyone has the right to speak when it is their time
10. Speaking while the teacher is speaking is also strictly prohibited
11. Come to class with a "can do attitude"

**The Matt Christie Institute of Australia copyright:**

Materials used by The Matt Christie Institute of Australia have a copyright clause, if any student or anyone associated with a student is found to be reproducing, photocopying, displaying them on the internet, distributing them in any way or giving them to third parties will face the court of law. This is a criminal offence that will be dealt with by the appropriate government authority.

**COVID Safe**

All Students must follow COVID Safe Policy and procedures.

**Student stationery requirements:**

*All students must bring the following stationery items to class each day.*

*Students who fail to bring the required stationery will not be able to participate in class.*

-1 x Blue Pen

-1x Black Pen

-1x Red Pen

-1x Yellow highlighter

-2x 2B pencils

-1 Eraser

- Australian Dictionary

**Additional items when studying online:**

1 x Australian English dictionary (Heiman)

1 x Medical English dictionary (Mosby's)

1 x stable internet connection

1 x Skype address

1 X Scanner

1 x Desktop or laptop

1 book x A4 lined paper

1 x printer

1 x speakers and headphone

**Student Initial:** \_\_\_\_\_





**Student Declaration:**

I certify that the information provided on this form is true & correct. I agree to abide by the terms & conditions of enrolment, including the refund policy, which I have read & understood. By paying the fees, I agree to the terms & conditions of enrolment including the refund policy.

I understand that any request for cancellation or refund must be in writing. If no written request is received & I am absent from classes & not contactable, I will be liable for all fees to be paid in full by the due date found on the invoice.

**Employment & Test Result Clause:**

As a student, I understand that by undertaking the course the company can in no way offer or recommend employment for the student. It is the sole responsibility of the student to seek employment on their own merits.

I am aware that test results from formal tests such as the Occupational English Test & the IELTS Examinations or the TOEFL Examination have no formal relationship with the provider & the result I receive has no responsibility on the provider itself. The provider will not guarantee any results for students. The provider will ensure that I am prepared to undertake the exam to the best of my ability.

Signature of Applicant:

\_\_\_\_\_

Signature of Witness:

\_\_\_\_\_

Printed Name of Applicant:

\_\_\_\_\_

Printed Name of Witness:

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Education agent stamp or partner school stamp**

**Student Initial:** \_\_\_\_\_