



CRICOS # 01854A  
RTO # 2875

# Massage Schools of Queensland

## Application for Enrolment (Student Visa)

### Step 1: Application for Enrolment

Download and carefully read the Handbook for International Students from our website.

[http://massageschools.com.au/wp-content/uploads/2017/04/MSQ\\_International\\_Student\\_Handbook\\_2017.pdf](http://massageschools.com.au/wp-content/uploads/2017/04/MSQ_International_Student_Handbook_2017.pdf)

Read the Student Enrolment Agreement and ensure you understand all the requirements. Complete your Application for Enrolment Form indicating which course/date you are applying for and ensure that you have answered all the questions.

Sign both the Agreement and the Application form and return them to Massage Schools of Queensland.

Please attach:

- copies of your academic qualifications, such as Graduate Certificate from high school, college or university (if they have translated into English they will need to be certified as a correct copy)(if applicable)
- evidence of your English language proficiency  
\*example: IELTS 4.5 for Certificate IV / IELTS 5.5 for Diploma  
\*If English is your first language, you don't need any evidence.
- the front section of your passport that shows your personal details
- GTE Assessment form (If applicable)

You can submit the forms online or print the forms out and return them to Massage Schools of Queensland by email, fax or post.

### Step 2: Letter of Offer

If your application is successful, you will receive a Letter of Offer along with an Acceptance of Offer form from Massage Schools of Queensland. This letter will explain the course that you have been accepted in, the amount of fees which you will need to pay, and requirements for overseas health cover.

You will also receive an invoice for payment of your deposit and a payment plan if you required. Arrange the payments as required.

### Step 3: Confirmation of Enrolment

To accept the offer of a place, sign the Acceptance of Offer form and pay the amount of the initial invoice, and send proof of payment to Massage Schools of Queensland. When your payment has been verified, you will be issued an electronic Confirmation of Enrolment (eCOE) for your place on the course.

### Step 4: Visa

With your Confirmation of Enrolment, you can make an application for your Student Visa through the Department of Immigration website. <https://www.border.gov.au/> You can also take your eCOE to your authorized visa agent, who will advise you about your student visa application and the appropriate regulations.

When your student visa has been approved you will be eligible to come to Australia and begin your course.

Please answer all questions

**Language and cultural diversity:** (Please tick relevant box)

In which country were you born?

Australia  Other

If other please specify which.....

Do you speak a language other than English?

English only  Other language

If other please specify:.....

If other how well do you speak English?

Very well  Well

Not well  Not at all

Are you of Aboriginal or Torres Strait Islander origin?

No  Yes, Aboriginal

Yes, Torres Strait Islander

**Disability**

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

Yes  No

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Hearing/deaf  Physical

Intellectual  Learning

Mental illness  Acquired brain impairment

Vision  Medical condition

Other

**Schooling**

What is the highest COMPLETED school level?

Year 12 or equivalent  Year 11 or equivalent

Year 10 or equivalent  Year 9 or equivalent

Year 8 or equivalent  Never attended school

In which year did you complete that school level? .....

Are you still attending secondary school?

Yes  No

**Previous qualifications achieved**

Have you SUCCESSFULLY completed any of the following qualifications?

Bachelor degree or higher  Advanced diploma or Associate degree

Diploma (or associate Diploma)  Certificate IV (or advanced certificate/technician)

Certificate III (or trade certificate)  Certificate II

Certificate I  Certificate other than the above

**Employment**

Of the following categories, which BEST describe your current employment status?

Full-time employee  Part-time employee

Self-employed  Employer

Employed – unpaid work in a family business

Unemployed – seeking full-time work

Unemployed – seeking part-time work

Not employed – not seeking employment

**Study reason**

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

To get a job  To develop my existing business

To start my own business  To try for a different career

To get a better job or promotion  It was a requirement of my job

I want extra skills for my job  To get into another course of study

For personal interest or self-development  Other reasons



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# Massage Schools of Queensland

## Application form (Student Visa)

(Please complete both sides)

AGENT NAME (if applicable):

### SECTION 1: PERSONAL DETAILS

Surname

Given Name/s

Your home address (at your home country)

Post Code

Date of Birth (DD/MM/YYYY)

Gender

MALE / FEMALE

Email Address

Phone Home

Mobile

Nationality (as show in passport)

First Language

Current Passport No

Expiry Date

Current Visa No (if know)

Expiry Date

Unique Student Identifier (USI) code (if already have)

Your Address & Contact in Australia (if already have)

State

Post Code

Phone / Mobile phone No:

### SECTION 2: ENGLISH PROFICIENCY

Is English your native language?

YES

NO

\*If YES go to Section 3 (you may still be required to provide proof of your English competency)

\*If NO please indicate and submit evidence of your level of English Training (if any) and any relevant test score  
eg: IELTS, TOEFL below

Training / Test Type

Score / Level

Do you intend to undertake further English Training to reach the required standards of Massage Schools of Queensland

YES

NO

Do you wish Massage Schools of Queensland to organise this training with an associated college in Australia?

YES

NO

### SECTION 3: OVERSEAS STUDENTS HEALTH COVER (OSHC)

Please attach evidence of valid health cover for the duration of your visa

### SECTION 4: COURSE INFORMATION (please tick all courses you apply for)

✓	VOCATIONAL COURSES	Duration	Semester Date 2017 (please circle)		
<b>MASSAGE / AROMATHERAPY COURSES</b>					
	HLT42015 Certificate IV in Massage Therapy (094166M)	20 weeks	JAN	MAY	SEP
	HLT52015 Diploma of Remedial Massage (094164B)	60 weeks	JAN	MAY	SEP
	HLT52315 Diploma of Clinical Aromatherapy (094163C)	60 weeks	JAN	MAY	SEP
	Diploma of Remedial Massage for MSQ Certificate IV graduates	60 weeks	JAN	MAY	SEP
	Diploma of Clinical Aromatherapy for MSQ Certificate IV graduates	60 weeks	JAN	MAY	SEP
	Double Diploma Program	120 weeks	JAN	MAY	SEP

\*Massage Schools of Queensland reserves the right to change the information above without prior notice. So please ask our staff the latest information.

### SECTION 5: PAYMENT PREFERENCE (Choose one)

Payment in Full  Payment Plan (Monthly)

\*Please choose "Payment Plan" if your total course duration is more than 24 weeks.

### SECTION 6: DECLARATION

#### I certify the following:

- ✓ I am over 18 years of age.
- ✓ The information provided on this form, including attachments is true and correct
- ✓ I have read and understood the refund policy and agree to the terms and conditions of enrolment as set out in the Student Enrolment Agreement (from next page)

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Student Enrolment Agreement

CRICOS Number 01854A

This agreement is made between:

**Massage Schools of Queensland**

**AND**

**Applicant as shown below**

APPLICANT NAME:	
APPLYING COURSE NAME:	
COURSE COMMENCEMENT DATE:	

Applicants are required to sign the application form that they have read and consented to the terms and conditions of enrolment at Massage Schools of Queensland as detailed below.

Acronyms:

MSQ:	Massage Schools of Queensland
DIBP:	Department of Immigration and Border Protection
CRICOS:	the Commonwealth Register of Institutions and Courses for Overseas Students
ELICOS:	English Language Intensive Courses for Overseas Students
RPL:	Recognition of Prior Learning

## 1. Code of Conduct

The student undertakes to abide by the conditions set down in the Handbook for International Students of MSQ. Serious breaches of the code of conduct may result in the termination of enrolment.

## 2. Course Fees

- When a student's Application for Enrolment has been successful they will be asked to pay a course deposit to MSQ as set out in the Letter of Offer. The balance of the remaining fees may be paid in full at commencement of the course, or by payment plan with regular payments detailed in the following table.
- All fees must be paid prior to or on the due date. Failure to do so may result in the termination of enrolment.
- Course fees are valid at the time of publication but are subject to change. Please confirm the course fee with the school upon enrolment.
- MSQ incurs additional costs and fees associated with its federal Government approval to train overseas students and administration in the delivery of training to overseas students. Consequently, included in our course fees are overseas registration fees to cover these costs. Overseas students are hereby notified the course fees for overseas students are higher than for Australian citizens.

Applicant Signature \_\_\_\_\_.

### Sample Payment plans and study periods

Course Code/CRICOS Code Course Name	*Full Fee	Deposit	Length & number of Study Periods	Payment in full at commencement	Example of Payment Plan (Monthly)
<b>Massage / Aromatherapy Courses</b>					
Certificate IV in Massage Therapy	\$6,980.00	\$1,900.00	1 x 20 weeks	\$5,080.00	Available on request
Diploma of Remedial Massage	\$16,200.00	\$2,400.00	13 x 4 weeks	\$13,800.00	4 x \$1,065 9 x \$1,060
Diploma of Remedial Massage for Cert IV holders	\$10,300.00	\$2,400.00	13 x 4 weeks	\$7,900.00	2 x \$650 11 x \$600
Diploma of Clinical Aromatherapy	\$18,250.00	\$2,400.00	13 x 4 weeks	\$15,850.00	5 x \$1,250 8 x \$1,200
Diploma of Clinical Aromatherapy for Cert IV holders	\$12,200.00	\$2,400.00	13 x 4 weeks	\$9,800.00	5 x \$760 8 x \$750

\*Full Fee: including Enrolment fee & Material fee

### 3. Refund policy

All applications for a refund must be made in writing to the Head of School. The application will be considered against the policies set out below. The student will be advised of the decision within 2 weeks of receipt of the request.

#### FEES NON REFUNDABLE

- Enrolment fee and Material fee are all non-refundable.
- Students can apply for the refund of OSHC to OSHC provider directly.

#### Full Refund:

- Massage Schools of Queensland agrees to refund all prepaid course fees without deduction within two weeks where Massage Schools of Queensland cancels the course or the commencement of the course is postponed, and alternative courses do not suit the applicant.
- Massage Schools of Queensland agrees to a full refund less \$200 Enrolment Fee and \$200 Materials Fee within two weeks where the student produces evidence where the application made by the student for a visa was rejected by the Australian Department of Immigration and Border Protection (DIBP).
- The student has mistakenly paid more than 50% of total tuition fees for a course prior to commencement, MSQ will refund excess payment amount.
- MSQ has withdrawn its offer to applicant where it was found that false or misleading or incorrect or incomplete information has been provided on application (this is prior to course commencement)
- Massage Schools of Queensland agrees to a full refund less \$200 Enrolment Fee and \$200 Materials Fee where there is a death of a close family member of the student. To be considered, the death must be either a parent, a sibling, a spouse or their child and the student must not have commenced the course.
- Prior to course commencement, there are political, civil or natural events that have affected the students' country and family. This request for refund will be reviewed and considered by the head of school. It is the head of school's discretion whether to be approved this request.

**Part Refund:**

- g) For written cancellation received 50 days prior to commencement of a course, a refund will be provided of tuition fees paid less a 20% administrative fee will be made. For packaged program such as, Double Diploma and Certificate IV & Diploma program, commencement of a course means THE COMMENCEMENT OF THE FIRST COURSE.
- h) If the student provides less than 50 days but more than 20 days written notice of intention to withdraw prior to commencement of course date, a refund will be provided of tuition fees paid less a 50% administrative fee. For packaged program such as, Double Diploma and Certificate IV & Diploma program, commencement of a course means THE COMMENCEMENT OF THE FIRST COURSE.
- i) After course commencement, there is a death of a close family member of the student. To be considered, the death must be a parent, a sibling, a spouse or their child. The fee that has been paid for study periods not commenced will be refunded less a 20% administrative fee.
- j) After course commencement, the student has become ill to the effect that the illness will prevent them continuing the enrolled course. The fee that has been paid for study periods not commenced will be refunded less a 20% administrative fee. Student must provide the evidence to MSQ.
- k) After course commencement, there is political, civil or natural events that have affected the students country and family. This request for refund will be reviewed and considered by the CEO, it is the CEOs discretion whether to be approved this request.

**No Refund:**

- l) For cancellation less than 20 days prior to commencement of a course, fees paid are non-refundable.
- m) For cancellation after commencement of a course, fees paid are non-refundable.
- n) Where the student's enrolment is terminated due to non-attendance, non-progression, non-payment of fees and/or non-compliance with the school's code of conduct, course fees paid are not refundable.
- o) If a student applies for RPL and the application is unsuccessful, there will be no refund.

**HOW TO APPLY FOR REFUND**

- The "Application for Refund" form and "Application for Withdrawal & Request for Release Letter" form must be completed in full, signed and dated by student and returned to Head of School.
- Refunds are only paid in Australian dollars.
- Requests for refunds from OSHC must be made to OSHC provider.
- Refunds will be paid directly to the person who enters into the contract with MSQ about the student, unless the person gives a written direction to MSQ to pay the refund to someone else.
- These forms are available from the Student Support Manager or may be downloaded from our website: [www.massageschools.com.au](http://www.massageschools.com.au) or requested via email to Student Support Manager: [admin@massageschools.com.au](mailto:admin@massageschools.com.au) or pick up from reception.
- The application for refund will be reviewed by the Head of School or as delegated and if warranted will be authorised for payment.
- The completed form must be submitted to the Student Support Manager or via email (as above).
- This agreement and the availability of our complaints and appeals processes does not remove the students' rights to take action under the Australian consumer protection laws.

If MSQ is unable to provide a refund or a place in an alternative course the Tuition Protection Service (TPS), will place the student in a suitable alternative course or as a last resort, provide refunds of unexpended prepaid tuition fees.

#### 4. Conditions and Cancellation of Enrolment

- a. A student is enrolled for the period for which the tuition fees have been paid. If tuition fees have not been paid, the student's enrolment may be suspended or cancelled.
- b. MSQ is required to advise DIBP when a student fails to commence a course, withdraws before the course ends or changes the course.
- c. Students need written permission from MSQ to defer or suspend their course. In cases where permission is granted, DIBP will be advised.
- d. Government regulations do not allow students to transfer to other institutions within the first six months of their principal course. Where the students are enrolled in an ELICOS course first and are then enrolling with MSQ, they are required to complete the ELICOS program and the first six months of the formal course with MSQ.
- e. DIBP requires that all overseas students are enrolled in a full time course during their entire duration of studies. Students are not permitted to be enrolled in a part time course without DIBP's written permission.
- f. Overseas students are required to study full time and maintain at least 80% attendance in classes. MSQ is required to monitor attendance on a weekly basis and report to DIBP via PRISMS any student whose attendance is unsatisfactory. MSQ reserves the right to cancel enrolment of a student whose attendance falls below 80%.
- g. Overseas students are required to maintain a satisfactory level of progress in the course in which they are enrolled. Students whose progress is unsatisfactory will have their performance reviewed by the Head of school, who will make a recommendation on whether the student should be reported to DIBP via PRISMS.
- h. Students are required by DIBP, as part of their student visa conditions, to keep MSQ informed of their current address.
- i. As part of student visa conditions, students must maintain adequate health cover for themselves and any members of their family unit who are with them during their entire stay in Australia.
- j. The School is required to provide personal information to external agencies or including the Australian Government and designated authorities in order to provide specific services and as required by law. This may include sharing information with the Department of Immigration and Border Protection, the Commonwealth Register of Institutions and Courses for Overseas Students, the Tuition Protection Services, state and national regulatory bodies.

#### 5. Information about the School

- a. MSQ only accepts responsibility for information given to overseas students that is provided:
  - i. in the prospectus for Overseas Students and the Handbook for Overseas Students, and the MSQ's web site
  - ii. by MSQ personnel
  - iii. by MSQ's accredited overseas agent
- b. MSQ does not accept any liability for information provided by sources other than those outlined above.



## 6. Complaints

MSQ has an independent grievance procedure which provides for prompt resolution of any grievances. Students will be provided with this procedure at orientation. Beyond this grievance procedure, all students have a right to pursue further action through the Australian legal system.

7. This agreement, and the availability of the complaints and appeals processes, does not remove the right to take further action under Australia's consumer protection laws or to pursue other legal remedies.

8. Enrolment information including personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition may be shared between MSQ and Commonwealth or State agencies and if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.

## 9. Exit Points

Qualifications delivered by MSQ are assessed using a holistic approach to assessment. Students who exit a program prior to completion of the entire qualification will not be issued with a Statement of Attainment. Students undertaking a short course program will be issued with a Certificate of Attendance.

**I declare that the information I have provided is true and accurate, that I have read and understood the MSQ Handbook for International Students and agree to be bound by the Terms and Conditions of enrolment of MSQ which I have also read and understood.**

STUDENT NAME:	
STUDENT SINGNATURE:	
DATE:	

AGENT NAME (if applicable):

Signature