Le' Culinaire Hospitality Institute
RTO# 45326 / CRICOS# 03667K /ABN 66 615266790
P: +61 02 9211 3945 E: admin@leculinaire.edu.au
A: Level 1 276-280 Botany Road, Alexandria NSW 2015
W: www.leculinaire.edu.au

☐ OFFSHORE ☐ ONSHORE

Office use only
Student ID no:

International Application Form

Important:
Please ensure that this Application is completed in PRINT in either black or blue ink.
Please ensure that you have read, completed, and signed (where required) all declarations.
If you are under 18 years of age, your Parent/Guardian must complete and sign all relevant declarations.

***USI:**

***All international Students are required to have a Unique Student Identifier (USI). Create at https://www.usi.gov.au/students/create-usi**

Personal Details

Title: Mr. ☐ Mrs. ☐ Ms ☐ Miss ☐ Other (please sepcify)	Surname/Family name:	First given name:	Middle name:
Has your name changed since you last studied? ☐ No ☐ Yes If yes, provide documentary evidence and your previous name	Previous family name:	Previous given name:	
Date of birth:	Country of birth:	Gender: ☐ Male ☐ Female ☐ Other	
Nationality:	Passport Number:	Passport Expires on:	

Contact Details

Mailing address

Overseas Address: Number and Street:	
Town or Suburb:	Country:

☐ **Permanent residential address, as above**

Australia Address: Number and Street: (if known)	Town or Suburb:
State:	Postcode:

Telephone and email details

Mobile number:	Home phone number:
Email address:	

Emergency contact

Family Name:		**Given Name**			
Relationship to Applicant:					
Permanent Home Address:					
Suburb:		**State:**		**Postcode:**	
Telephone Home:		**Mobile:**			
Email:					

Do you suffer from any special medical condition or allergy that the College should be made aware of?	☐ **Yes** ☐ **No**
If yes, please detail:	
Are you on any special medication that the College should be made aware of:	☐ **Yes** ☐ **No**
If yes, please detail:	
Medical Supporting documents attached:	☐ **Yes** ☐ **No** ☐ **N/A**

Overseas Student Health Cover

International students must maintain Overseas Student Health Cover (OSHC) for the proposed duration of their Student Visa. Le' Culinaire can arrange visa length cover on request, with Allianz Global Assistance, our preferred provider of OSHC.

Yes, please arrange OSHC (please tick)	☐ **Single**	☐ **Dual Family**	☐ **Multi Family**

Dual Family: covers one valid Student Visa holder plus either one adult spouse or recognised de-facto partner or one or more dependent children.

Multi Family: covers one Student Visa holder plus more than one dependent which can only include one adult spouse or recognised de-facto partner and one or more dependent children.

☐ **No, I will make my own OSHC arrangements for the duration of my Student Visa.**

If you have a current OHSC, please quote your policy

Policy Number: _____

Expiry date: _____

Education Agents Contact Details

Company Name:		**Agent Name:**	
Email Address:			
Telephone:		**Mobile:**	
I nominate this Education Agent to be my agent for the entire duration of my enrolment		☐ **Yes**	☐ **No**

Preferred Starting Dates

2025 Intakes	2026 Intakes	2027 Intake	2028 Intake
☐ Sept 22	☐ Jan 05	☐ Jan 04	☐ Jan 10
	☐ Mar 30	☐ Mar 29	☐ Apr 03
	☐ Jun 29	☐ Jun 29	☐ Jun 26
	☐ Sep 21	☐ Sept 21	☐ Sep 18

Le' Culinaire Hospitality Institute
RTO# 45326 / CRICOS# 03667K /ABN 66 615266790
P: +61 02 9211 3945 E: admin@leculinaire.edu.au
A: Level 1 276-280 Botany Road, Alexandria NSW 2015
W: www.leculinaire.edu.au

Course Applying For

Preferred start date: _____

Cookery Patisserie and Management

Course code	Course Name	Study Period (excluding breaks)	Course Cost	Please Tick
SIT30821	Certificate III in Commercial Cookery	52 Weeks	$10,800	☐
SIT31021	Certificate III in Patisserie	52 Weeks	$11,800	☐
SIT40521	*Certificate IV in Kitchen Management	76 Weeks	$16,800	☐
SIT40721	Certificate IV in Patisserie	78 Weeks	$18,000	☐
SIT50422	Diploma of Hospitality Management	92 Weeks	$14,400	☐
SIT60322	Advanced Diploma of Hospitality Management	116 Weeks	$16,200	☐

School of Tourism and Hospitality

SITSS0069	FOOD SAFETY SUPERVISION SKILL SET	7.5 hours	$210.00	☐
SITSS00080	ESPRESSO MACHINE OPERATION	1 Week	$250.00	☐
UNACCREDITED	BARISTA COURSE	4 Hours	$150.00	☐
SITHFAB021	RESPONSIBLE SERVICE OF ALCOHOL (RSA)	8 Hours	$220.00	☐
SITHGAM022	PROVIDE RESPONSIBLE CONDUCT OF GAMBLING (RCG)	8 Hours	$220.00	☐

Entry Requirements: There are no entry requirements for full qualifications or short courses.
All applicants will have an interview to assess suitability for the course.
If you are under 18 years of age your application must be approved and signed by a parent or legal guardian.
For pre-requisite details please see individual course brochures

Your Personal Statement

Why are you choosing this course?

Do you have a specific career aim or job in mind for the future?

Why is this the right course for you? What skills will this course give you to help you towards your career?

Do you have any special requirements to complete the course? This may include educational needs, dietary, physical needs such as a disability, medical needs, language needs, etc.

Eligibility requirements: Are you aware of Le Culinaire Hospitality Institute's eligibility requirements of entry in the desired course including LLN requirements? Are you aware that you must have a minimum IELTS overall score of 6.0? Are you aware that Le Culinaire Hospitality Institute requires all students to be 18 years old? Are you aware that your course may have pre-requisite requirements?	Yes, I am aware of all the eligibility requirements: (Tick and initial) ☐
Full time study? Are you aware that you must study a minimum of 20 hours per week as part of full-time study?	Yes, I am aware that I must study a minimum of 20 hours per week: ☐
Attendance and Course Progress Are you aware that you must maintain a minimum of 80% attendance during your study? Are you aware that you must make satisfactory course progress in your course? This is a requirement of your student visa.	Yes, I am aware of Le Culinaire Hospitality Institute's attendance and course progress requirements: ☐
Course details: Are you aware of all the course details you are applying for? This includes the duration of the course, the location, course outcomes and timetable.	Yes, I am aware of the course details: ☐

1. Have you travelled to Australia before? Yes / No If yes, when and for what reason?

2. Have you ever had an Australian visa application denied or an Australian visa cancelled?

3. Have you previously applied or currently are applying for admission at other Australian education providers?
Yes / No If yes, please give details of all application processes and the outcomes

4. Have you previously studied in Australia? If yes, please state: ☐ **YES** ☐ **NO**

Name of Institution: .....

Course Taken: .....

Period of Study: .....

5. What are your reasons for selecting Le Culinaire Hospitality? Please outline these reasons and the name of at least 1 other institute you have considered, both within your home country and within Australia. What are you reason for selecting Australia to study in, instead of your home country?

6. Does your selected course provide you with additional skills and directly relate to your previous studies or work experience? What is your reason for studying this course?

☐ **YES** ☐ **NO**

7. Have you been offered a job when you return home after the completion of your course?

☐ **YES** ☐ **NO**

8. What is the relevance of the course to your future in your career and further education plans within your home country? What remuneration and career prospects will you gain in your home country upon completing this course? Please outline in detail what your future career plans are and how this course will assist you in achieving your goals in your home.

Do you consider that you have adequate literacy and numeracy skills to undertake the course?

- ☐ Yes
- ☐ No
- ☐ Not sure

Are you seeking credit transfer for previous training or recognition of prior training?

- ☐ Yes
- ☐ No
- ☐ Not sure

Are there any individual needs you have that we should be aware of so we take these into account when planning your training?

- ☐ Yes
- ☐ No
- ☐ Not sure

If yes, please explain

Data Collection

This information is required and is being collected nationally and is designed to assist the education sector to better meet the needs of the students. Information may be supplied to funding bodies and Government Departments as required by law.

Current Employment Status (Please tick only one option)	☐ Full Time employee ☐ Part time employee ☐ Self employed ☐ Employer	☐ Volunteer ☐ Employed unpaid work ☐ Unemployed and seeking full time work	☐ Unemployed seeking part time work ☐ Not employed (not seeking employment) ☐ Retired
Reason for undertaking this course: (please tick only one option)	☐ To get a job ☐ To try a different career ☐ I want extra skills for my job ☐ Other reasons (please specify)	☐ To develop my existing business ☐ To get a better job or promotion ☐ To get into another course of study	☐ To start my own business ☐ It is a requirement of my job ☐ For personal interest or self-development
Highest completed school level	☐ Year 12 or equivalent ☐ Year 11 or equivalent	☐ Year 10 ☐ Year 9	☐ Year 8 ☐ Never attended
Year the above school level was completed:		Are you still attending secondary school	☐ Yes ☐ No
Highest academic qualification successfully completed to date:	☐ Not applicable ☐ Bachelor's degree or Higher Degree ☐ Advanced Diploma or Associate Degree Diploma (or Associate Diploma) ☐ Certificate IV (or Advanced Certificate/Technician)		☐ Certificate III ☐ Certificate II ☐ Certificate I ☐ Other Certificates other that above
Year the above academic qualification was completed (In Australia)	Details of Qualification: Name of Institution:		
Country of birth:		Year of Arrival: (if country of birth not Australia)	
Main language/s spoken at home:	☐ English	☐ Other (please specify)	
How well do you speak English	☐ Very well ☐ Well ☐ Not well ☐ Not at all		
Do you consider yourself to have a disability, impairment or long-term medical condition which may affect your studies?			☐ Yes ☐ No
If yes, please indicate the area/s of impairment:	☐ Vision Impairment ☐ Hearing Impairment ☐ Mental health conditions	☐ Physical disability ☐ Intellectual disability ☐ Other (please specify)	
If you have a disability, impairment or long-term medical condition which may affect your studies, would you like to receive advice on support services, equipment and facilities which may assist you?		☐ Yes ☐ No	

Application Process

1. Complete this Application Form
2. Pay a non-refundable Application Fee of $250 AUD (any applicable tuition and health cover fees for applicants will be due after acceptance but prior to your arrival in Australia)
3. Provide a copy of your current passport (and a copy of your Australian Visa if you are already in Australia)
4. Provide documentation of relevant qualifications as appropriate to the application (refers to Document Checklist)
5. Provide proof of current level of English (i.e., official test results or arrange for an English review)

Application Assessment

The Admission Team will assess the application and may request additional documents such as: Additional questions and information that relate to your application.

Offer

After the application is assessed and, if successful, a letter of Offer will be issued. Please ensure that the applicants understand the terms and conditions on the letter of Offer and arrange payment for the invoice.

Acceptance

1. Applicants understand and read through all the details and sign the Acceptance Form.
2. Return the form together with evidence of payment to Le Culinaire Hospitality Institute.
3. Le Culinaire Hospitality Institute will issue the Confirmation of Enrolment (CoE) for your student visa application.
4. Attend orientation session at commencement at Le Culinaire Hospitality Institute.

Document Check List

1. Application Form
- Completed all sections
- Completed the Checklist on the back of the enrolment form
- Ensure you have read, understood, and agree to comply to the terms and conditions of enrolment

2. Passport
- Copy of Identification pages of your passport

- Copy of current visa (if you are in Australia)

3. Academic Documents

- Certified copies of relevant academic records in your home country, such as high school or college/university graduation certificates
- Certified copies of relevant academic records in Australia, such as high school or college/university graduation certificates (if relevant)

4. English Evidence

- Copy of enrolment in any course (other than English language course) if you are undertaking the course in Australia

- if you have completed English in Australia, a certified copy of your English language certificate

- if you have completed an IELTS, TOEFL or PTE, please provide the certificate. Le Culinaire Institute will verify your test score online.

Payment Option

A. Payment

Students are not required to make payment on conditional offer until all conditions are satisfied. On acceptance of a confirmed offer, Students must sign all pages of this International Student Acceptance Agreement and make the required payment. The Acceptance Agreement together with payment must be returned to Le" Culinaire Hospitality Institute.

- Payment may be made by bank cheque, cash, credit card, transfer, instalments

- 1.2% surcharge applies to credit card payment

- Please make bank cheque payable to "Le' Culinaire Hospitality Institute".

- Personal cheques are not accepted.

- Please provide your student number and name for EFT direct bank deposit.

B. Fees

Fee Protection

Le Culinaire Hospitality Institute limits upfront fees to a maximum of $1,500 to protect student interests, in line with Clause 19 of the Compliance Requirements. During the pre-enrolment phase, all students receive a Schedule of Fees and Charges that details the total cost of the course, payment options, incidental fees, and refund eligibility for each component (such as tuition, learning materials, and optional services).
This Fee Protection policy ensures fairness, transparency, and adherence to regulations in handling student fees and refund processes. It is consistent with the Standards for RTOs 2025, applicable legislative requirements, and consumer protection principles. The addendum guarantees that Le Culinaire Hospitality Institute meets the National Code 2018, specifically Standard 2.1.7 and Standard 3, by transparently disclosing all fee information before enrolment and formalizing refund and cancellation policies in a Written Agreement. This safeguards overseas students from unforeseen costs and ensures that the institution fulfills its financial and legal obligations under the ESOS Framework and Tuition Protection Service (TPS).

Le Culinaire Hospitality Institute implement one or more of the following arrangements:

Le Culinaire Hospitality Institute holds an unconditional financial guarantee from a bank operating in Australia.
Le Culinaire Hospitality Institute is a member of an approved Tuition Assurance Scheme approved by ASQA.
Accepting the letter of offer

On accepting the offer, students must pay the first payment instalment of tuition fees as listed in the payment Instalment Schedule in the Letter of Offer, the material and application fee.

- FEES must be paid in order to obtain a eCOE and to secure a place prior to course commencement date.

- The remaining tuition fees must be paid by the due date as listed in the payment instalment schedule (after orientation and before classes commence)

- Tuition fees are to be paid through EFT direct bank deposit to Le Culinaire Hospitality Institute (see payment options, on next page)

Account Name: Le Culinaire

BSB: 062 - 006

Accounts: 13067052

Bank: Commonwealth Bank: Swift Code: CTBAAU2S (for overseas bank account transfer only)

Le Culinaire Hospitality Institute will not be responsible for any monies paid to a Agent/Third Party
Tuition Fees DO NOT include application fee, accommodation placement, excursions, airport pick up, transport, living expenses and stationery.

Payment Option

Payment Option A: Cash/Cheque

I would like to pay by ☐ Cash ☐ Cheque Student Initial:

Payment Option B: Credit Card

I would like to pay by ☐ Mastercard ☐ Visa ☐ American Exp. Student Initial:

Payment Option C: Instalment

I would like to pay by instalments via bank transfer Student Initial:
You will receive an individual payment plan

Please refer to the student handbook for our refund policy. Available on Le Culinaire website or hard copy provided.

I have received, read, and understood the Refund Policy and Student Code of Conduct.

Signature: _____

I sign below having understood the enrolment application questions and the information provided by me is correct and I give permission that any image of me taken while a student can be used by the college in marketing material.
Additionally, in signing below I give permission for Le Culinaire and staff member/s to ring an ambulance in the event of a MEDICAL EMERGENCY where an ambulance is required for me. I fully understand that I will bear the cost of this service and do not hold Le Culinaire or its staff/ educators responsible for any costs incurred.

Student Name:_____ Signature: _____Date: _____

Witness Name:_____ Signature: _____Date: _____

Terms & Conditions of Enrollment

1. Application & Selection

- The student is responsible for notifying Le Culinaire Hospitality Institute if they have a medical condition or disability or require assistance in their training.
- b) A deposit must accompany enrolment to secure a placement within a course: this fee is also the Administration Fee.
- It is the student's responsibility to note the date, time and location of the course as advertised.
- Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
- Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
- If you are unable to complete your course, due to changed personal circumstances, the RTO will make every effort to ensure you are placed into an alternative pre-scheduled course.
- Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
- The RTO reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
- Students participate in courses involving physical activity, field trips, practical demonstrations etc. and do so at their own risk. Le Culinaire Hospitality Institute students are covered by public liability insurance whilst studying within the RTO's premises and when completing their work placement in Industry.

2. Course Fees, Payments and Refunds

- Please refer to the course flyer for information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).
- In line with the RTO's Fee Protection Policy the RTO will not collect more than $1,500 prior to course commencement.
- Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.

Refunds may be made in the following circumstances:

- Students have overpaid the administration charge
- Students enrolled in training that has been terminated by the RTO
- Students advises the RTO prior to course commencement that they are withdrawing from the course
- If the student withdraws from a course or program, prior to course commencement, due to illness or extreme hardship as determined by the RTO
- In the event that the RTO fails to provide the agreed services
- A deposit of no more than $1,500 is required prior to course commencement: this deposit is to confirm a place in the course. Please refer to the Career Guide for the deposit amount required.
- An administration fee of $300.00 is required to be paid prior to course commencement which is included within the deposit fee. (Administration fee is - Enrolment fee $250 and COE fee of $50, which is non-refundable)
- If the student withdraws from the course prior to course commencement, they will forfeit this administration fee but may be entitled to a refund of the remaining deposit.
- If the total course fee is less than $1500, then the total of the course fee is to be paid prior to course commencement to secure a place within the course.
- No refunds will be issued once the student has commenced the course
- Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, a certificate re-issue fee of $50 will be charged.
- If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given another opportunity for reassessment.

Terms & Conditions of Enrollment

- If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.
- In most cases there will be no reassessment fee. If a reassessment fee is applicable, this fee will be discussed prior by Student Services.
- If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued
- The RTO is responsible for the issuance of AQF certification documentation(5.2).

3. Cooling Off Period

Le Culinaire Hospitality Institute protects the rights of the students including but limited to the Statutory requirements for cooling-off periods. Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the Administration Manager (a letter or email is acceptable) within 28 business days of enrolment, unless the student has already commenced the training. Please refer to the Refund policy for process on acquiring a refund, page 26 on International Student Handbook.

4. Changes to Agreed Services

Where there are any changes to the agreed services that will affect the student, including in the event of Le Culinaire Hospitality Institute closing, the RTO will advise the student as soon as practicable. This includes changes to any new third-party arrangements or a change of ownership or any changes to existing third party arrangements.

5. Fee Protection

Le Culinaire Hospitality Institute requires a minimum deposit, which will not exceed $1,500 per individual student, prior to course commencement. If the full course

fees are less than $1,500, the full fees may be required to be paid prior to course commencement. Please refer to the website for an outline of all course fees.
Following course commencement, full fees will be required to be paid by either a payment plan (if remaining fees are more than $1500), or in full (if the remaining fees are below $1500) for training and other services yet to be delivered.

6. Consumer Guarantee

Le Culinaire Hospitality Institute guarantees that the services provided by the RTO will be:
- provided with due care and skill
- fit for any specified purpose (express or implied)
- provided within a reasonable time

7. Complaints and Appeals

If a student is experiencing any difficulties, they are encouraged to discuss their concerns with Student Services.
Le Culinaire hospitality Institute, administrative staff will make themselves available at a mutually convenient time if a student wishes to seek assistance. If a Staff member or Student wishes to make a formal complaint they are required to complete a Complaints and Appeals Form, which is included in the Student Handbook, and the form located on the website. Once the form has been completed, the form should be submitted to the PEO for actioning.
Please refer to the Student Handbook for more details on the complaints and appeals process.

8. Credit Transfer

Le Culinaire Hospitality Institute recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation. Credit Transfer will be awarded for all units of competencies that directly align with units from the qualification the student has enrolled. Evidence of competences achieved must be supplied for recognition to be processed (i.e. original certificate, transcript or USI Transcript download).
Please refer to the Student Handbook or contact the Administration office for the procedure on how to apply for a Credit Transfer.

Terms & Conditions of Enrollment

9. Language, Literacy and Numeracy (LLN)
LLN support is available to provide students with advice and support services in the provision of language, literacy and numeracy assessment services. Students needing assistance with their learning is to be identified upon enrolment. Trainers and staff within the RTO can provide students with support to assist the student throughout the learning process. Language, Literacy and Numeracy skills are generally included and identified in Training Packages and accredited course programs. In identifying language, literacy and numeracy requirements, students are required to have basic skills in:
• Count, check and record accurately
• Read and interpret
• Estimate, calculate and measure
All students undertaking a Certificate III qualification or above are required to undertake an LLN Assessment.

10. Support Services
Le Culinaire Hospitality Institute caters to diverse client learning needs and aims to identify and respond to the learning needs of our students. Students are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion, through their trainer or RTO staff. Le Culinaire Hospitality Institute is committed to providing clients requiring additional support, advice or assistance while training. Please see the Student Handbook on the types of support provided by the RTO. To achieve this and to ensure the quality delivery of training and education, the RTO provides client vocational counselling to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with Student Services for further counselling and/or assistance.

11. Legislative and Regulatory Requirements t
All students will undergo an induction with the RTO, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with a Student Handbook, which also includes the student's rights and responsibilities that will affect their participation in vocational education and training. The student acknowledges that they must observe Le Culinaire Hospitality Institute's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

12. Privacy Protection
Le Culinaire Hospitality Institute, respects the importance of securing any form of personal information which is collected from the student(s) and/or other Stakeholders. Information collected from students is only utilised for the purpose gathering information on the student as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.Le Culinaire Hospitality Institute has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing the RTO against the Standards for RTO's. No student files will be removed from the RTO's site, unless a student is notified beforehand.

13. Privacy Notice
Under the Data Provision Requirements 2012, Le Culinaire Hospitality Institute 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 Le Culinaire Hospitality Institute for statistical, administrative, regulatory and research purposes.

Le Culinaire Hospitality Institute 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.

Refund Conditions

1. Student Default applies in the case the course starts on the agreed start date but the student does not start on the agreed start date and has not previously withdrawn from the course or advised of visa cancellations in writing within an agreed time period prior to the course start date or the student cancels or withdraws from the course either before or after the agreed starting date. the following refund conditions apply:
-100% refund of tuition fee paid if the student visa was refused bt Department of Immigration and Border Protection (DIBP). Application fee is not refunded.
-70% refund of paid tuition fees applies if the student cancels 28 or more days before the course starts. Application fee is not refunded.
-50% refund of paid tuition fees applies if the student cancels within 28 days. Application fee is not refunded.
-0% No refund of tuition fees applies if the student cancels after course commencement date.

2. The agreed starting date is the date the course was scheduled to start, or a later date agreed between Le' Culinaire and the student. This does not apply to approved deferment and leave of absence when the student applies for refund after the application was approved.

3. Le' Culinaire will make a refund only in Australian Dollars within 4 weeks of receiving a written claim by the student in accordance with terms and Conditions as outlined in the application Form.

4. The application fee is not refundable under any circumstances including visa refusal/rejection.

5. Where a student visa application refusal was due to fraudulent and or forged documents, no course fees will be refunded under circumstances.

6. All refund considerations will be strictly limited to the monies Le' Culinaire has received and will not include:

- Overseas Student Health Cover (OSHC) if paid to Le' Culinaire and which has been applied as a premium to OHSC provider
- Bank charges
- The cost of books, equipment and other materials needed for the course.
- Agent's commission paid either directly by the student or through Le' Culinaire on behalf of the student whether the commission was paid before or after monies were received by le' Culinaire.

7. Le' Culiniare will make the refund available to either the student or the student's representative as identified in the Application Form as per the ESOS Act Regulation 3.19
8. If the student, who has commenced the courses, each course within the packaged courses is considered as an independent course. therefore, the cancellation and refund policy will apply to each course within the packaged courses
9. If the student, who has commenced the course and failed to complete the current course or failed some unit(s), the student will be required to repeat the same course of failed unit(s) and pay the fee applicable.
10.Any pre-paid fees for the subsequent non-commenced higher-level course will not be trans- ferable to pay for the repeat or failed course or unit(s).
11.If the student decides not to progress and commence the next higher level packaged course due to failing their current units or course and then requests to cancel or withdraw from the courses, refund terms and conditions stated in point will apply.
12.Courses and other fees are not transferable to another student or institution
13.Personal insurance and student expenses are included in the fees quoted and are the responsibility of the student.
14.All applications for refund must be made by the student in writing using the Refund Request Form and Submitted to Administration.
15.If a student transfer to another provider is approved, he or she is subject to the normal refund policy conditions
16.Refunds in situations of Provider Default are covered by the provisions of The Education Services for Overseas Students Legislations Amendment (Tuition Protection Service and Other Measure) Act 2012 and apply if: Le' Culinaire does not offer a course on the advertised start date or.
-Terminates a course after the course start date or before the course completion date or.
-Does not provide a course as advertised due to sanctions by any authority or.
-Does not provide a course in full

In such a case, Le' Culinaire will pay the student a refund which equals the amount of the total tuition fees paid for the remainder of the course not completed at the time of default if an alternative placement with another provider cannot be found to the student's satisfaction. Such refunds will be made within 28 days following the default date.

Received By Le' Culinaire Hospitality Institue Staff

Full Name: _____

Signature: _____ **Date:** _____

Position: _____

Pre-Commencement Interview

Please Initial each box, to ensure you have read each requirement.

☐ Are you aware of Le Culinaire Hospitality Institute's eligibility requirements of entry in the desired course including LLN requirements?

☐ Are you aware that you must have a minimum IELTS overall score of 6.0?

☐ Are you aware that Le Culinaire Hospitality Institute requires all students to be 18years old?

☐ Are you aware that your course may have pre-requisite requirements?

Yes, I am aware of all the eligibility requirements. Signature: _____ Date:

Full time study:

☐ Are you aware that you must study a minimum of 20 hours per week as part of full-time study?

Yes, I am aware that I must study a minimum of 20 hours per week.

Signature: _____ Date:

Attendance and Course Progress:

☐ Are you aware that you must maintain a minimum of 80% attendance during your study?

☐ Are you aware that you must make satisfactory course progress in your course?
This is a requirement of your student visa

Yes, I am aware of Le Culinaire Hospitality Institute's attendance and course progress requirements

Signature: _____ Date:

Course Details:

☐ Are you aware of all the course details you are applying for? This includes the duration of the course, t he location, course outcomes and timetable.

Yes, I am aware of all the eligibility requirements

Signature: _____ Date:

Course delivery and assessment:

- ☐ Are you aware that the delivery mode for all Le Culinaire Hospitality Institute's courses is face to face?
- ☐ Are you aware that you will have to complete assessments for your course? Knowledge evidence will be assessed through short answer, projects, scenarios, and case studies.
- ☐ Are you aware that you will also be assessed through practical demonstration and observation of practical skills.

Yes, I am aware of the course delivery and course assessment methods for my course.

Signature: _____ Date:

Support Services Available:

- ☐ Are you aware that Le Culinaire Hospitality Institute has support services available for all students?
- ☐ Are you aware that each member of staff at Le Culinaire Hospitality Institute acts as a Student Support Officer?
- ☐ Are you aware that Le Culinaire Hospitality Institute will not charge you for any referrals given to external providers?

Yes I am aware that Le Culinaire Hospitality Institute offers student support to all students.

Signature: _____ Date:

Refunds, Complaints and Appeals:

- ☐ Are you aware of Le Culinaire Hospitality Institute's refund policy and procedure?
- ☐ Are you aware that a refund application form can be found on our website?
- ☐ Are you aware of Le Culinaire Hospitality Institute's complaints and appeals procedure?
- ☐ Are you aware that the complaints and appeal form can be found on our website?
- ☐ Are you aware that we will aim to finalise complaints and appeals within 28 days of the initial lodgment?
- ☐ Are you aware that you may contact the Overseas Students Ombudsman to lodge a complaint or an external appeal about a decision made by us?
- ☐ Are you aware that information regarding refunds, complaints and appeals can be found in the international student handbook available on our website?

Yes, I am aware of the refunds, complaints, and appeals

Signature: _____ Date:

RPL/Credit Transfer:

- ☐ Are you aware that Le Culinaire Hospitality Institute offers Recognition of Prior Learning/Credit Transfer for all courses it delivers?
- ☐ Are you aware that Recognition of Prior Learning/Credit Transfer information and application forms can be found on our website?

Yes, I am aware that Le Culinaire Hospitality Institute offers RPL/Credit Transfer for all courses and I know where to find it.

Signature: _____ Date:

Acknowledgement

I (name) _____ acknowledge that I have received and/or accessed the Student Information handbook and RTO fee schedule available from Le' Culinaire Hospitality Institute, wesbite: www.leculinaire.edu.au and I hereby acknowledge that I have read, understood and agree to the terms and conditions outlined including the terms of the RTO's refund policy.

I (name) _____ understand that Le' Culinaire Hospitality Institute is required to share personal information about its students with the Australian Government and other designated authorities.

I declare that:
-I have received and/or accessed and read the Student Information Handbook and under- stand my rights and responsibility/ties as a student.
-My decision to complete and submit this enrolment form has been without coercion.
-I have received and/or accessed the RTO's fee schedule.
-I have been given sufficient information on the delivery and assessment arrangements for this qualification.
-I have consent to having my personal information being used in accordance with RTO's privacy policy.
-I have informed of, and hereby agree to abide by, the RTO policies and procedures relating to fees, charges, rules, and regulations of the organisations.
-I understand that my current USI number, or that created on my behalf as authorised will be used to collect and report my VET related data.
-I grant permission for the RTO to utilise photo/s or video/s of myself in marketing including social media accounts, the RTO's website and printed publications including assessment items and training material.
-I declare that the information supplied on this form is correct and complete.

Full Name: _____

Signature: _____ Date: _____

Guardian information: If the student is under 18 while completing this application, a guardian must fill out the section below. However, the student must be 18 at the start of the program.

Name: _____

Signature: _____

Date: _____

Relationship to the applicant _____