

 This paperclip appears in sections where additional documentation must be attached.

BEFORE YOU START: Save a copy of this form, then open it in Adobe Acrobat Reader. This enables you to complete the form electronically.



International Admissions Office Murdoch University
Telephone: +61 8 9360 7455
Email: accept.international@murdoch.edu.au

Please complete and submit this form as part of your acceptance of your Murdoch University Offer.

PERSONAL DETAILS

Please complete the sections below.

Murdoch Student Number:

Surname:

Given Name/s:

Email Address:

Date of Birth:

Agent Name (if applicable):

Passport Number:



Attach a copy of your passport photo page with this document.

Have you had a visa rejection from any country (including Australia) before?:

Yes

No



If yes, please attach letter of rejection before making payment

OFFER ACCEPTANCE

I hereby accept the offer of Admission

Dated (date on offer letter):

Course Title and Unit Set:

Campus:

Orientation Date:

Commencement Date:

ANTICIPATED COSTS OF STUDYING AT MURDOCH UNIVERSITY

In order to accept this offer, I am aware that I must pay the tuition fee deposit indicated on my offer letter in full:

The deposit I have paid on Acceptance of my offer includes the following amounts:

First Semester Tuition Fee \$

Student Services Amenities Fee (SSAF) \$

OSHC Cover \$

Single

Dual
Family

Multi
Family

TOTAL:

I already have OSHC and wish to remain with my current provider. Please provide details.

Provider Name:

Membership Number:

Expiry date:



Ensure that your membership covers you for the period of when you intend to arrive in Australia until your visa end date. Please attach proof of cover with your acceptance contract. If this information is not received you will be registered with Allianz Global Assistance as a new member. An email will be sent to you with the amount you need to pay for the cover.

The following are not required to have OSHC:

- Temporary residents - please provide a copy of your visa with your acceptance.
- Student studying on-line or externally
- Citizens of Norway, Sweden and Belgium. For more information please go to the Department of Immigration and Border Security (DIPB) website.

HOW TO MAKE PAYMENT

Paying from Overseas

If you are offshore (in your home country) or your tuition fee is being paid from overseas

- Log into **GlobalPay** to make payment **OR**

Use **Telegraphic Transfer** (details below).

Account Name: Murdoch University, South Street, Murdoch WA 6150;

Bank Name: ANZ; BSB: 016-267; Account Number: 8373-80279;

Swift No: ANZBAU3M;

Bank Address: ANZ, 135 Riseley Street, Booragoon WA 6154

(Please include your **name** and **student number** when completing the transaction. Send a copy of the remittance advice with your signed acceptance to accept.international@murdoch.edu.au)

Paying from within Australia

If you are onshore (in Australia) or your tuition fees is being paid by someone in Australia

- Please see **Option 2 - Paying from within Australia**

DEPOSIT AMOUNT PAID

I am aware that the above-mentioned deposit is the sum of the following:

- If commencing a CRICOS registered program of duration of 1 year or more (as specified in my offer letter):
 - 50% (half) of the indicative average annual tuition fee of the first year of the course as quoted on the offer letter;
 - the Overseas Student Health Cover (OSHC) amount for the duration of your visa as quoted above;
 - the cost of any additional unit(s) that I need to undertake either prior to or in my first semester of study; and
 - One semester's worth of a full time enrolment of the Student Services and Amenities Fee (SSAF) as quoted above.
- If commencing a CRICOS registered program of duration of less than 1 year (as specified in my offer letter):
 - 100% (the full amount) of the indicative annual tuition fee as quoted above;
 - the Overseas Student Health Cover (OSHC) amount for the duration of your visa as quoted above;
 - the cost of any additional unit(s) that I need to undertake either prior to or in my first semester of study; and
 - Student Services and Amenities Fee (SSAF) as quoted above.
- I am aware that unless specifically requested, the payment of the above-mentioned deposit is not required from students with conditional offers until they meet the conditions on their offer. If a student does make payment in respect of a conditional offer when not required to do so, any application for a refund will be assessed in accordance with the refund policy guidelines.

TUITION FEES

I am aware that:

- I am aware that the SSAF and indicative average tuition fees quoted on the offer letter is an estimate of the fees that I am likely to pay in the year that my course is commencing and are subject to annual increase.
- The actual tuition fees that I will pay in each teaching period will depend on the number of units and the field of education of the material covered in each of the units that I select in each teaching period. Details of the actual tuition fees for each unit in my course can be calculated by using the online tuition fee calculator.
- An invoice will be generated once I have enrolled in my units via MyInfo (details of how to log into MyInfo can be found at the New Students website. If there is a difference between the actual tuition fee and the indicative tuition fee component of the deposit that I have paid, I will be required to pay the outstanding fees by the due date on the invoice.
- If my fees are being paid by a Government or institutional sponsor, I should provide a letter or Financial Guarantee from my sponsor confirming details of fees they will pay.
- Some courses may also have material fees.
- If I start later than the year of commencement on your offer letter, you will pay the fees that apply for that year.
- As an international student, it is a condition of my student visa that in each teaching period, I enroll in a standard number of units that will allow me to complete my course in the Standard Duration mentioned on my offer letter. The Standard Duration at Murdoch University is based on students successfully completing a standard unit enrolment of 12 credit points per semester or 24 credit points per year. Students with an enrolment which varies from this will pay an adjusted fee. Refer to the University Handbook for the total number of points for your course.
- After I have completed my first semester of study at the University, I will be considered to be a continuing international student. As a continuing international student, my tuition fees for each study period will be charged based on my enrolment load. Due dates for payments are set per study period and are shown on the student invoice which is available on MyInfo.
- Tuition fee Invoices are required to be paid in full by the due date shown on the invoice and if I enroll in additional units in the first two weeks of teaching, the tuition fee will be due immediately.
- If you change course you will pay the fees for the new course in the year you start the course.

PAYMENT DUE DATES

I am aware that:

I may receive more than one invoice per 17 week study period depending on the spread of my units across each study period. Study periods in study abroad, undergraduate and postgraduate coursework programs may contain a number of teaching periods and actual teaching weeks are likely to be less than 17 weeks. For detailed teaching period information please refer to our teaching periods.

OVERSEAS STUDENT HEALTH COVER (OSHC) WITH ALLIANZ GLOBAL ASSISTANCE

I am aware that:

1. It is a requirement by the Australian Government that all Student Visa holders pay and be registered for OSHC for the duration of their student visa. Murdoch University has a preferred provider agreement with Allianz Global Assistance.
 - a. Please go to the Allianz Global Assistance website for more information on OSHC benefits. If you included payment of the OSHC amount as specified in the deposit in the Offer Letter we will arrange visa length cover through Allianz Global Assistance. You may use other approved OSHC providers. Please refer to the following website for further information:
www.health.gov.au/internet/main/publishing.nsf/content/overseas+student+health+cover+faq-1
 - b. Please note that before we issue a Confirmation of Enrolment (CoE) a student must pay for OSHC or show proof that they have OSHC for the duration of their visa.

STUDENT SERVICES & AMENITIES FEE (SSAF)

In October 2011 the Australian Parliament passed the Higher Education Legislation Amendment (Student Services and Amenities) Bill. This allows universities to charge students a compulsory annual fee to fund non-academic services and amenities. For information on services provided go to SSAF

REFUND

- Murdoch University is part of the Tuition Protection Service (TPS). For more information please go Tuition Protection Services (TPS).

Murdoch University Refund Policy

Total Refund

- If Murdoch withdraws the offer of a place or is unable to provide the program.

Partial/No Refund

- If you are refused a student visa, all tuition fees are refundable less a \$250 administrative fee.
- If you are refused a student visa due to fraud, all tuition fees paid are non-refundable.
- If you give notice of withdrawal, more than ten weeks before commencement of the semester/trimester, all tuition fees paid in advance are refundable less 10% of the semester/trimester tuition fees due or \$500 whichever is the lesser.
- If you give notice of withdrawal less than ten weeks before commencement of the semester/trimester, all tuition fees paid in advance are refundable less 30% of the coming semester/trimester tuition fee.
- If you withdraw from the University after commencement of the semester/trimester but before the Census Date, you shall be eligible for a refund of fees paid for the current and future semesters/trimesters less 70% of the fee for the current semester/trimester.
- If you withdraw from the University after the Census date or after the end of the fourth week of semester where the Census Date is earlier than the end of the fourth week, you shall be eligible for a refund of fees paid for the current and future semesters/trimesters less 100% of the fee for the current semester/trimester.
- If you defer the commencement of your course to a future teaching period, your indicative tuition fee payment will be transferred to that future study period.
- If you accept and then defer your offer for a semester/trimester and then choose not to commence with the University, all tuition fees paid in advance are refundable less 30% of the coming semester/trimester tuition fee.

Packaged Conditional Offers/Confirmation of Enrolments (COE)

Partial Refund

- If you are refused a student visa, the packaging fee deposit is refundable less a \$250 administrative fee

No Refund

- If you are refused a student visa due to fraud, the packaging fee deposit paid is non-refundable.
- If you have a packaged offer and COE with a Murdoch University partner institution and you do not progress on to Murdoch University the packaging fee deposit is non-refundable.

Cancellation of Course by Murdoch University

- In the event that Murdoch University is unable to deliver a course in full, an affected student will be offered a full refund of all the tuition fees paid to date. The refund will be paid to the student within 4 weeks of the day on which the University ceases to offer the course.
- Alternatively the student may be offered enrolment in a suitable course delivered by Murdoch University at no extra cost. The student will have the right to choose either a full refund of tuition fees, or to accept a place in another course. If placement in another course is preferred, the student will be asked to sign a document to indicate that they have accepted the placement.

Refund Process

- Students seeking a refund must apply in writing using the Refund Request Form found at <http://our.murdoch.edu.au/Student-life/document/Useful-forms/Refund-of-Fees-Request.doc>
- Once ALL information/documents have been received, refunds will be processed within 2 weeks
- Refunds are made in Australian dollars unless requested otherwise and will only be made if the University has already received the cleared monies in its bank accounts

Refund of Overseas Student Health Cover (OSHC)

- Students who depart Australia earlier than the visa end date can seek refund of overpaid OSHC from their OSHC provider.
- Students are required to apply for their OSHC refund by contacting Allianz Global Assistance directly. Please go to the following link for the OSHC refund form: https://www.oshcallianzassistance.com.au/oshc_forms_brochures_applications.aspx.

In the event that your enrolment is suspended or cancelled for whatever reason, any amount that you owe to Murdoch as enrolment fees remains due and owing to Murdoch University. If you do not pay this amount, then Murdoch University may elect to recover this debt and any applicable debt collection fees.

STUDENT VISA

I am aware that:

- For full details of the student visa regulations and application procedures, please go to the following link: <http://www.border.gov.au/>
- On payment of the fees you will be issued with an Electronic Confirmation of Enrolment (eCOE) to submit with your student visa application. **Please ensure all details on your eCOE are correct before applying for a visa.**
- All students must hold, prior to enrolment, a visa that allows them to study in Australia. If you hold a temporary residency or business visa of any sort, you must ensure that the conditions of your visa allow you to study in Australia. Please ensure you allow sufficient time for visa processing so you arrive on campus for the first day of orientation.

Student Visa Conditions

- I am aware that it my responsibility to abide by my visa conditions. Please go to the following link for more information: <http://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>
- I am aware that the University is obliged to advise the Department of Immigration and Border Protection (DIBP) and suspend enrolment if the above-mentioned student visa conditions are not met. For more information on Student Visa conditions, please go to the following website: <http://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>

ADVANCED STANDING *(if applicable)*

Advanced Standing is the term used to describe credit or exemptions granted on the basis of previous studies. If you have been awarded Advanced Standing for core units, specified electives and/or general electives, you can tick these off your course plan as completed. If you haven't already applied for Advanced Standing and believe you are eligible, please send an email to advancedstanding@murdoch.edu.au

I am aware that, where applicable:

- Advanced Standing should be finalised prior to my accepting the offer.
- The award of Advanced Standing may change the duration of my course.
- My Advanced Standing has been assessed and awarded based on the course on my current offer letter. Should I choose to undertake a double major or change my course/major, my Advanced Standing may be re-assessed which may result in the course duration being longer than what is currently stated on my offer letter which may result in the extension of my student visa.

ACCEPTANCE AND DECLARATION

Please note:

- Students' enrolments are subject to the provisions of the *Murdoch University Act* and the statutes, regulations, rules, policies and procedures made pursuant to the Act - <http://www.murdoch.edu.au/Legislation/Murdoch-University-Act-1973/>
- Murdoch University reserves the right to request the submission of original transcripts and documentation.
- Information contained in this contract and throughout engagement with the University meets the University's obligation under the ESOS Act and National Code 2007. [http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/947647C7A9B9EEA9CA2573080037454D/\\$file/EduSerforOverStud2000_WD02.pdf](http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/947647C7A9B9EEA9CA2573080037454D/$file/EduSerforOverStud2000_WD02.pdf)
- In certain circumstances the University will be required to release this information to the Australian Government and related authorities where required by law.
- This agreement does not remove the right to take further action under Australia's consumer protection laws.
- I acknowledge that Murdoch University will collect information about me, and that I have read the Privacy Policy (<http://www.murdoch.edu.au/Privacy/>) that governs the use and disclosure of this information by the University.

By ticking this box, you agree you have read, understood and agree to the terms and conditions of enrolment stated above.

Student Number:

Given Name/s:

Surname:

Signature:

Date (dd/mm/yy):

If you are under 18, an adult (parent/guardian/caregiver) must sign the acceptance contract on your behalf.

Guardian Signature:

Guardian Full Name:

Date (dd/mm/yy):