

2012 Notification of Re-Enrolment Overseas Students

Before completion, read the 2012 Student Handbook (available from the student zone) and re-enrolment information supplied with this notification. In the event of an overseas student, not successfully competing all units of study in 2011, they are to meet with Program Coordinator or Student Administration to discuss progression options.

- **Returning student:** read the Student Declaration prior to completion of all sections and signing this form. Incomplete and/or unsigned forms will not be processed and you will not be re-enrolled
- Please print clearly and use blue or black pen. NOTE: Faxed or emailed forms cannot be accepted
- Mail completed form with payment (if applicable) no later than **20 January 2012** to:

Sydney Students:
Rhiannon Funch
2 Short Street
Surry Hills NSW 2010

Melbourne Students:
Linda Digance
Lvl 4, 672 Bourke Street
Melbourne VIC 3000

Office use only	Processed:
Deposit:	Balance:
Session Group:	Confirmed:

Re-Enrolment Details – Complete ALL following sections

Student No:	ID expiry:	Campus 2012: <input type="checkbox"/> Melbourne <input type="checkbox"/> Sydney
Design Specialisation:	<input type="checkbox"/> Fashion Design <input type="checkbox"/> Interior Design <input type="checkbox"/> Styling & Creative Direction	
Year of Study 2012:	<input type="checkbox"/> 1 st year - returning student	
<input type="checkbox"/> 2 nd Year - continuing	<input type="checkbox"/> 3 rd Year – continuing	

Personal Details - ALL students to complete. (regardless if same as previous as this will be the recorded student details for 2012)

Family Name:	Given Name(s):	
Home Ph: ()	Mobile Ph:	
Email (print clearly):		
Residential Address:		
Suburb:	State:	Postcode:
Postal Address (only if different to residential address):		
Suburb:	State:	Postcode:

Emergency Contact Details – returning students only

Family Name:	Given Name(s):
Preferred contact no: ()	Email:

Medical Disclosure – returning students only

Do you have any medical conditions or learning difficulties that may affect your continued studies?	<input type="checkbox"/> NO <input type="checkbox"/> YES
Are you currently seeking on-going medical assistance?	<input type="checkbox"/> NO <input type="checkbox"/> YES
Are you currently on or allergic to any medication that could affect your studies?	<input type="checkbox"/> NO <input type="checkbox"/> YES

Tuition Fees – 2012 Annual Tuition fees: \$24,680 or 8 units @ \$3,085.00 per unit

Attach or authorise payment of 2012 Tuition Fees to secure re-enrolment in the Bachelor of Design. All payments are to be made to Whitehouse Institute in Australian Dollars only. Whitehouse is not responsible for surcharges that may apply due to telegraphic transfers or exchange rate fluctuations.

Payment Method – I nominate to pay the 2012 Tuition Fees (please select)

- In full: \$24,680.00** - due at lodgement of re-enrolment notification
- By semester: \$14,240.00** (being \$13,840.00 + \$400.00 surcharge) due at lodgement of re-enrolment notification, balance of **\$11,240.00** (\$10,840.00 + \$400.00 surcharge) is due on or before **26 June 2012**

OSHC – only complete if you have NOT paid OSHC until the expiry of your student visa

- I have attached / authorised the payment of OSHC for 2012 (contact student administration for the required payment)
- I am exempt from OSHC* (Swedish/Norwegian students only)
- I have paid to existing OSHC membership (attach receipt) Provider: Membership No: Valid until:

Payment Authorisation – returning students only

<input type="checkbox"/> Visa**	Card number:	Expiry date: /	
<input type="checkbox"/> MasterCard** <i>**2% surcharge applies for credit card & EFTPOS transactions</i>	Cardholder name:	CCV:	
	Cardholder signature:	Date:	
<input type="checkbox"/> Direct Debit	Payee: Whitehouse Institute Pty Ltd	Bank: ANZ Bank (Haymarket Branch NSW)	
<input type="checkbox"/> Telegraphic Transfer <i>*SWIFT code required for TT</i> Ensure reference details and amount is entered to assist with identification of your payment	BSB: 012 071	Account Number: 4918 50631	*SWIFT Code: ANZBAU3M
	Date of DD:	Ref details:	Amount:
<input type="checkbox"/> Cheque/Bank Cheque	Payee: Whitehouse Institute of Design, Australia	<input type="checkbox"/> EFTPOS** (in person only)	

Student Declaration – returning students only

In signing this Re-Enrolment Form I acknowledge and declare that:

- I have read and understood the Overseas Student Refund Policy as well as the Policies and Procedures as defined in the Bachelor of Design Student Handbooks and agree to abide by the rules and regulations of the Whitehouse Institute
- I understand that once my re-enrolment is processed, my re-enrolment is confirmed and I then take full responsibility of the financial liability of the Bachelor of Design for the duration of 2012
- I understand that payment for all fees are in Australian Dollars by direct debit, telegraphic transfer, credit card or cheque payable to Whitehouse Institute of Design, Australia
- Unless paying tuition fees in full on re-enrolment, I understand the payment for the balance of tuition fees is to be made on or before the dates nominated by the Whitehouse Institute
- I accept that the late fee penalty of \$20 per day will apply for all overdue fees, dated from the due date
- I understand if a written notice of withdrawal/deferment is received **28 days or more before course re-commencement date** due to *exceptional circumstances* and approved, pre-paid tuition fees will be refunded upon request less \$3,000 of the tuition reservation deposit in accordance to the Overseas Student Refund Policy
- I understand that if a written notice of withdrawal/deferment is received in the period **28 days of course/semester commencement through to course/semester commencement or once course/semester has commenced** will result in no refund of tuition fees, *unless an application for exceptional circumstances is made and approved* in accordance to the Overseas Student Refund Policy
- I understand that should I withdraw from Whitehouse without notice, and/or if my conduct is deemed unsuitable and/or due to unsatisfactory progress, my enrolment will be cancelled and will result in no refund of tuition fees. DIAC will be notified, CoE will be cancelled and may result in the cancellation of my student visa
- In the event of Whitehouse Institute cancelling a course due to insufficient enrolments, a full refund of pre-paid tuition fees applies
- I acknowledge I am to attend a minimum of 85% of all classes. Failure to attend less than 80% of class(es) without notice may put me 'academically at risk'. Continued failure to attend could warrant my enrolment to be terminated on the basis of 'withdrawn without notice'. DIAC will be notified, my CoE will be cancelled and may result in the cancellation of my student visa.
- I acknowledge that the qualification cannot be awarded unless all units of study attempted have been successfully completed. Failure of any unit(s) of study will need to be repeated at additional costs
- I acknowledge that Whitehouse Institute will withhold statements of results, academic transcripts and/or certification or conferring of the award until outstanding debt(s) are fully paid
- That the information on this form and the supporting documentation I have provided is correct and is without alternation or erasure. I understand that if I make any false or misleading statements, I may be liable for prosecution and/or my enrolment will cancelled
- I understand this declaration does not remove my rights to take further action under the consumer protection laws of Australia or to pursue other legal remedies.

Signature of Returning Student: _____

Date: _____