



DATE  
Name  
Address  
Suburb STATE Postcode  
Country

Dear Name,

### International Student Letter of Enrolment Offer

Thank you for your application for international student enrolment at the Fox Education and Consultancy. We are pleased to offer you a place in the following course:

<b>Course:</b>	<COURSE NAME> <DATE> to <DATE>
<b>Campus:</b>	
<b>Mode of delivery:</b>	Face to Face
<b>Work placement:</b>	Full time <DURATION IN WEEKS AND WHEN>
<b>Total Tuition Fee:</b>	AUD \$
<b>Material Fees - Uniforms, books</b>	
<b>Holidays</b>	NT school holidays <ANNUAL DATES>
<b>Living Costs:</b>	The estimated 12 month living cost from the Department of Home Affairs (DHA) is: <ul style="list-style-type: none"><li>• <b>You</b> - \$20,290</li><li>• <b>Partner or spouse</b> - \$7,100</li><li>• <b>Child</b> - \$3,040</li></ul>
<b>Overseas Student Health Cover:</b>	AUD\$600 (average single rate) to AUD\$3500 (average family rate) This is a requirement of the Australian Government and is to be paid prior to commencement of the course. The cost of OSHC varies depending on the type of cover required. The rates estimated above are average costs for twelve months cover and should be confirmed with the chosen provider.
<b>Special Conditions (if any):</b>	<ENTER HERE IF APPLICABLE>

International students require a student visa in order to study in Australia. A Confirmation of Enrolment (CoE) is required before the Department of Home Affairs (DHA) will issue a student visa. FOX will send a Confirmation of Enrolment (CoE) to you confirming details of your course enrolment, on receipt of your **Initial Tuition Payment** and signed **International Student Acceptance Agreement** which is attached to this letter of offer

Your Initial Tuition Payment is AUD<COURSE FEE> and a tax invoice is attached outlining payment details. All payments must be made in Australian dollars and any draft must be made payable on a bank in Australia. FOX will not accept payment of your Initial Tuition Fee unless accompanied by a signed International Student Acceptance Agreement and a copy of your Overseas Student Health Cover.

This offer is valid for fourteen days after which FOX reserves the right to withdraw the offer, subject to class sizes. If you decide to not proceed with your enrolment at FOX, please notify us at your earliest convenience. If you are in Australia, you are welcome to visit to inspect our campus or meet with staff to discuss your course or career paths. And if you have questions on enrolment or require an extension of offer, please contact Admissions on +61 8927 5995.

We look forward to welcoming you to FOX.

Yours sincerely



Attached: Tax Invoice and International Student Acceptance Agreement  
**International Student Acceptance Agreement**

<b>Student Name:</b>	Student Name
<b>Address:</b>	Address State Country
<b>Course:</b>	
<b>Mode of delivery:</b>	Face to Face
<b>Work placement:</b>	Full time <DURATION IN WEEKS AND WHEN>
<b>Total Tuition Fee:</b>	AUD \$<COURSE FEE>
<b>Material Fees – Uniforms, books</b>	
<b>Commencement Date</b>	<START DATE>
<b>Expected Completion Date:</b>	<END DATE>
<b>Special Conditions</b>	<TYPE HERE IF APPLICABLE>

I hereby accept the place in the above named course offered by Fox Endeavours Pty Ltd trading as Fox Education and Consultancy (FOX) and acknowledge and accept the following:

1. I have read and understood all information on the International Student Page of the [FOX website](#).
2. I have read and understood the FOX Student Handbook which provides information on course content, admissions procedures and company policies, located at on the student downloads page of the [FOX website](#).
3. I understand that FOX requires a high level of English of at least one of the following: IELTS 7 or above, PTE 63-67 or above, TOEFL iBT 93-98 or above in order to enrol into FOX Diploma of Nursing courses and IELTS 6, PTE 50 or above, TOEFL iBT 74- 78 or above for other VET courses.
4. I understand the payment of my Initial Tuition Fee and Overseas Student Health Cover fee will not be accepted unless a signed copy of this agreement is received prior to, or at the time, of this remittance.
5. I have read and understood the FOX Course Fees and Payments Policy, which is available in the Student Handbook and on the student downloads page of the [FOX website](#). Refund conditions
  - a. If FOX makes an offer on the basis of incorrect or incomplete information being supplied by the applicant/student, the offer will be withdrawn and any refund will be at the FOX's discretion.
  - b. Where a student, after accepting an offer of a place, gives written notice before commencement of the teaching period of their inability to undertake the course, the tuition fees paid for the study period are refundable less an administrative fee of 10% of the tuition fee for that study period, as applicable.
  - c. Where FOX refuses to provide, or continue providing, a course to the student because the student has breached a condition of his or her student visa the student shall not be eligible for a refund.
  - d. A student who withdraws or defers from a course for whatever reason **after the start date**, shall not be eligible for a refund.
  - e. A student who has his/her visa cancelled **after the start date** shall not be eligible for a refund, other than as required under applicable laws, including the ESOS Act. If a student is refused a student visa for the reasons set out in section 28(4) of the ESOS Act, then the provisions of the ESOS Act, and not this policy, apply regarding any refund.

FOX may, at its discretion, provide a full or partial refund where:

- a. an offer is withdrawn by FOX;
- b. FOX is unable to provide the course;
- c. a student was not able to meet a condition required for admission that was not part of any packaged admissions arrangements;
- d. a student has been excluded by FOX for failure to meet academic progression rules and where fees were paid in advance of notification of the exclusion;
- e. Australian Government authorities have refused to grant a student visa;



- f. illness or disability prevents the student from taking up the course;
- g. the death of a close family member of the student (parent, sibling, spouse or child) occurs; or
- h. other special or extenuating circumstances prevent a student from commencing a course.

**Packaged Students** (refers to any two components treated as one 'package' for Visa purposes eg an English language provider and FOX)

- a. Where a student, having paid a course fee deposit in advance, gives notice in writing to FOX of an inability to undertake the principal course prior to the commencement of term, a refund will be paid of the balance (if any) of the deposit paid, after deducting 10% of the tuition fee payable for the study period.
  - b. There may be other circumstances where consideration can be given to a full or partial refund of the deposit, such as:
    - i. There is a demonstrated mismatch between the course offered and the student's understanding of the course.
    - ii. The student clearly cannot meet the English Language requirements of the College within a reasonable time frame. To claim a full refund in these circumstances, a student must present a letter from the FOX approved English language provider.
    - iii. Any other reason considered acceptable by the College.
6. I understand that refunds of fees are paid back directly to the student's nominated bank account except in the case of fees collected and paid through an education agent. Fees paid through an education agent will be refunded to the education agent's designated bank account and then paid to the student. FOX pays a commission to education agents for recruiting students and it is the responsibility of the education agent to refund fees due including the commission paid.
7. I understand that non-tuition fees may be incurred in circumstances such as, result of having study outcomes reassessed, deferral of study, fees for late payment of tuition fees – the schedule of fees are available on the International student fee schedule.
8. I have read and understood the FOX Transfer Request Policy, which is available on the student downloads page of the [FOX website](#).
9. I understand that a **Confirmation of Enrolment** (CoE) will be forwarded to me upon receipt of payment of the **Initial Tuition Fee** as outlined in my **International Student Letter of Enrolment Offer** and the appropriate Overseas Student Health Cover fee, so that I may apply for a student visa at the Australian Visa Issuing Authority closest to me. I understand a full refund will be paid to me should my application for a Student Visa be unsuccessful.
10. I further understand that I must meet the following Department of Home Affairs(DHA) Student Visa conditions:
  - a. satisfy your student visa conditions
  - b. maintain your Overseas Student Health Cover (OSHC) for the period of your stay
  - c. meet the terms of the written agreement with your education provider
  - d. inform your provider within 7 days if you change your address
  - e. maintain satisfactory attendance and course progress
11. I understand the Tuition Fee for the course may increase (as in the event of unforeseen government charges or fees levied by the Australian Government against FOX for the conduct of the course) and that FOX reserves the right to increase its fees to recoup any such charges as may be levied.
12. I will arrive on campus in time for the Orientation Program prior to the commencement of my formal program.
13. I understand that I may not be permitted to enrol in the formal program if I arrive on campus more than two weeks after the program commences.
14. I am aware that my personal and contact details; course enrolment details and any changes; any suspected breach of student visa conditions may be made available to Commonwealth and State Government bodies, designated authorities state or federal, the Tuition Protection Scheme, as per the **Privacy Act 1988 and National Code of Practice for Providers of Education and Training to Overseas Students 2018**



15. I understand in order to provide students with training and assessment services, FOX are required to disclose personal information to third parties, such as Australian Skills Quality Authority (ASQA) for legal and regulatory requirements that all records held by FOX are available for audit or research purposes by ASQA.
  16. I understand information on my attendance or course progress may be shared with the education agent (where applicable) and I consent.
  17. I understand that FOX, under Section 19 of the ESOS Act 2000, may inform DHA from time to time on matters concerning my attendance in the program, academic performance and conduct.
  18. I understand that during my enrolment I may seek assistance from the staff at FOX concerning my general welfare and student visa matters, and from the Academic manager concerning my academic program. I understand that either may refer me to other sources of assistance such as an Independent Dispute Resolution Service in the event that my concerns cannot be resolved solely through the work of FOX personnel.
  19. At FOX, every effort is made to ensure each student is able to appeal against any decision they feel is unfair or inconsistent with what they were told prior to enrolment. All complaints and appeals that arrive while attending FOX are handled with sincerity and sensitivity. At Orientation, students are referred to the Complaints & Appeals Policy. Should you wish to raise a complaint of an academic or non-academic nature, you should utilise the **Complaints and Appeals Handling Procedure**. This process is immediately accessible and free for all parties involved. The Complaints & Appeals Policy and Procedure is available from the student download page and in the student handbook.
  20. Personal information provided is protected under the Privacy Act 1988. This Act imposes obligations on organisations in their collection, storage, use and disclosure of your personal information. FOX holds personal information for the following purposes:
    - a. Processing of course enrolments
    - b. Tracking course progress, attendance, assessments and completion
    - c. Issue of academic transcripts and testamurs
    - d. Meeting legal and regulatory requirements
- The information will include name, address, age, contact details, citizenship, emergency contact details, training and assessment progress and results, attendance history and payment refund records.
21. I agree to, and accept the use of electronic communication (email) as the medium of communication between FOX and myself for all issues related to my studies and enrolment, including compliance with the National Code 2018. I undertake to check my email regularly in order to ensure that this form of communication remains effective for the duration of my enrolment with FOX.
  22. I understand that I must keep FOX up to date with my address including: my current residential address, mobile number (if any) and email address (if any) who to contact in emergency situations and any changes to those details, within 7 days of the change.
  23. Industry placement is offered as part of the course, and is likely to be conducted off-campus (with another person or business) but undertaken in the same state as the course. Other classes are delivered face-to-face on campus and it is my responsibility to attend all scheduled classes.
  24. In the unlikely event that FOX is unable to deliver my course in full, I understand will be offered a refund of all course money paid to date. The refund will be paid within two weeks of the day on which the course ceased being provided. Alternatively, I may be offered enrolment in an alternative course offered by FOX at no extra cost to me. I have the right to choose whether I would prefer a full refund of course fees, or to accept a place in another course. If I choose placement in another course, FOX will ask me to sign a documents to indicate that I accept the placement.

If FOX is unable to provide a refund or place you in an alternative course the government backed Tuition Protection Scheme (TPS) will place you in a suitable alternative course at no extra cost to you.



Finally, if the Tuition Protection Scheme cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

25. To apply for a refund, I must complete a FOX 'Request for Fee Refund Form' and lodge it with FOX before commencement of the course, or the time I am notified that my student visa application is not successful, with all required supporting documentation. The FOX Refund Policy and 'Request for Fee Refund Form' can be downloaded from the International Student page of the [FOX website](#).
26. Each student has the right to access their personal information. If you find that the information we hold about you is inaccurate, then we will correct it. If you wish to change your personal information, please download and lodge a 'Change of Details Form'.
27. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Commonwealth and State consumer protection laws.
28. The Australian Government has established a legislative framework to ensure the provision of quality education and to ensure that the rights of international students are protected. This legislation, known as the ESOS Framework. I have read and understand the description of [the ESOS Framework](#) made available electronically at the [Department of Education International](#) website.
29. I will abide by the policies and procedures of FOX, which are underpinned by the ASQA RTO Standards 2015, the Education Services for Overseas Students (ESOS) Act 2000 and the **National Code of Practice for Providers of Education and Training to Overseas Students 2018** which govern my enrolment at FOX and visa conditions to study and stay in Australia.
30. I understand that I am responsible for keeping a copy of the written agreement as supplied by FOX, and receipts of any payments of tuition fees or non-tuition fees and this agreement.
31. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

My signature below acknowledges my acceptance of my place in the aforementioned course offered by by Fox Endeavours Pty Ltd trading as Fox Education and Consultancy subject to the above terms and conditions:

.....  
(Signature of Student)

Name: .....

Date: .....

**Tax Invoice**  
ABN






**Enrolment Details**

<b>Student Name:</b>	Student Name
<b>Date of Birth:</b>	DOB
<b>Address:</b>	Address State Country
<b>Course:</b>	<COURSE NAME>
<b>Mode of delivery:</b>	Face to Face
<b>Work placement:</b>	Full time <DURATION IN WEEKS AND WHEN>
<b>Tuition Fee:</b>	AUD \$<COURSE FEE>
<b>Commencement Date</b>	<DATE>
<b>Special Conditions</b>	<TYPE HERE IF <b>APPLICABLE</b> >

<b>This Invoice</b>	<b>Amount</b>	<b>Date</b>
<b>Initial Fee Payment*</b> being the Term1 Tuition Fee	AUD\$	<DATE>

<b>Balance &amp; Payment Schedule</b>	<b>Amount</b>	<b>Total</b>
Payment 2	AUD\$	each payment
Payment 3	AUD\$	due two
Payment 4	AUD\$	weeks prior to
Payment 5	AUD\$	start of
Payment 6	AUD\$	semester

\* The student must pay the Initial Fee Payment before a Confirmation of Enrolment (CoE) is issued.

	<p><b>Electronic Transfer</b> Please include your name as the <b>Reference No</b> <b>Bank:</b> <b>Swift Code:</b> <b>BSB:</b> <b>Account No:</b> <b>Account Name:</b></p>																				
PayPal	<b>To be added</b>																				
  	<p><b>Credit Card</b> Please complete the details below if paying by credit card</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table> <p><b>Signature:</b> _____ <b>Name of Cardholder:</b> _____ <b>Expiry Date:</b> _____ <b>CCV:</b> _____ <b>Amount:</b> \$ _____</p>																				
	<p><b>In Person</b> Fox Endeavours Pty Ltd trading as Fox Education and Consultancy</p>																				



Nakara Campus, Nakara, Northern Territory, Australia, 0810