

# OVERSEAS STUDENT APPLICATION FORM

**Appendix 2A**

## 1. PERSONAL DETAILS

Family Name/Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Postal Address (Overseas): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number (overseas): \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address (Australia): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number (Australia): \_\_\_\_\_

Fax Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male  Female

Country of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Occupation in Home Country: \_\_\_\_\_

Employer in Home Country: \_\_\_\_\_

## 2. PROPOSED COURSE OF STUDY

- MULTI ENGINE RATING
- MULTI ENGINE INSTRUMENT RATING
- FLIGHT INSTRUCTOR RATING
- COMMERCIAL PILOT LICENCE
- COMMERCIAL PILOT LICENCE WITH MULTI ENGINE INSTRUMENT RATING
- INDIAN COMMERCIAL PILOT COURSE
  
- INDIAN COMMERCIAL PILOT COURSE WITH MULTI ENGINE INSTRUMENT RATING

## 3. PREVIOUS EDUCATION

Please provide details of the highest level of education you have reached and attach copies of documentary evidence.

## 4. EMPLOYMENT HISTORY

Please attach a brief statement detailing your employment history i.e.: period of employment, name of employer. Position etc.

Cricos Provider Code 01933B

## 5. TRANSFER FROM ANOTHER AUSTRALIAN INSTITUTION

Name and Address of Institution: \_\_\_\_\_  
\_\_\_\_\_

Tel. No.: \_\_\_\_\_

Course: \_\_\_\_\_

Date Commenced: \_\_\_\_\_ Date Finished: \_\_\_\_\_

Visa Expiry Date: \_\_\_\_\_

## 6. ENGLISH LANGUAGE PROFICIENCY

If your first language is not English. You must have passed an English language test, IELTS(5.5-6.0) or undertaken and ELICOS course.

Name of the course or test: \_\_\_\_\_

Place attended: \_\_\_\_\_

Date: \_\_\_\_\_ Result: \_\_\_\_\_

(Please attach evidence of your results)

## 7. AIRPORT PICK UP AND ACCOMMODATION

(Please tick service required)

Do you require airport pick-up?

Yes  Cost \$50 (to be paid before leaving for Australia)  
No

Do you require Homestay accommodation?

Yes  Cost \$420.00 (2 wks to be paid before leaving for Australia)  
No

## ACCREDITED REPRESENTATIVE NAME:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DECLARATION BY STUDENT:

I have read and understood the INFORMATION FOR INTERNATIONAL STUDENTS, including the **Refund Policy**. I understand that the information provided by me to Tristar Aviation may be made available to Commonwealth and State agencies and the fund manager of the ESOS Assurance fund, pursuant to obligations under the ESOS Act 2000 and the National Code. I certify that the information I have given on this form and the documentation supplied is correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## This Application should be sent to:

Managing Director  
Tristar Aviation Company Pty Ltd  
14 Northern Avenue  
Moorabbin Airport  
Mentone Vic 3194  
AUSTRALIA

## **HOW TO APPLY TO TRISTAR AVIATION**

1. Select your preferred course.
2. Note the admission requirements.
3. Complete the application form.  
Enclose with the application a bank draft for AUD\$250.00, (This application fee is non-refundable)
4. After your application form is complete mail it to the address at the bottom of the Application form.
5. When the school receives your application form it will be assessed to determine whether you are suitable for entry to the course of your choice.
6. If you are accepted, the school will send a letter of offer and a receipt for your application fee.
7. To accept the offer you must forward the Acceptance letter and the deposit of 10% of the course fee listed in the Letter of Offer.
8. When the school receives payment of the deposit an official receipt and electronic Confirmation of Enrolment Letter will be sent to you. This letter will detail full instructions to prepare you for your visa application.
9. You should then apply for a student visa at the Australian Consulate Embassy, High Commission of Australian Education Centre in your home country.

## **REFUND POLICY FOR OVERSEAS STUDENTS**

By accepting the offer of a place at Tristar Aviation Company Pty Ltd, a student is entering into an agreement. Payment of Course fees in full or part indicates that such an agreement exists between the student and the school. Should circumstances change after accepting an offer, fees will only be refunded in accordance with the refund policy below.

Where Australian Government Authorities refuse to grant a visa: the school will refund all fees, less \$300.00 administration charges. Proof of refusal by the Australian Government must be provided by submitting the letter of refusal document to the school. Only originals will be accepted.

1. Where the course is cancelled or written notice of withdrawal is given more than 10 weeks before the scheduled commencement of the course. The school will refund the fees in full. (with the exception of the \$250.00 non refundable application fee)
2. When written notice of withdrawal is received less than 10 weeks prior to a scheduled commencement date of the course. There will be a cancellation fee of 10% of the entire course fee. This is retained by the school for Agents fees and administration costs.

After commencement of the course, where a notice of withdrawal is received the following shall apply:

The student will be refunded all course money minus the cost of the following:

- The orientation program
- Equipment and uniform purchased and distributed to the student
- Flight Test fees and Theory Exam fees where these Exams or Tests have been attempted
- Used aircraft flight and ground simulator time
- Used inflight instructor time
- Cost of Theory courses which have commenced, whether completed or not
- The first two weeks accommodation (if paid)
- The transfer from Melbourne Airport (if paid)
- The remaining available credit to the student is subject to a 10% administration fee.
- Refunds will be processed within four (4) weeks of withdrawal from the course.
- Transfers to another approved flying school will only be granted in exceptional circumstances and after the student has completed a minimum of 12 months of their course. Any monies transferred will be in accordance with the refund policy and transferred directly to the other flying school. Course fees will not be refunded to the student
- An application for a refund must be made to the Managing Director. A change of circumstance form and a refund form must be submitted and processed by the Managing Director prior to any monies being refunded.
- This agreement does not remove the right to take action under Australia's Consumer Affairs Legislation.