

# Domestic Student Application Form

This form can be submitted via email, courier or mail. Please ensure all requested additional information is supplied. For more details, see Application Process and the Student Handbook at [www.naps.edu.au](http://www.naps.edu.au).



ABN 75615 581 041 | CRICOS PROVIDER CODE XXX

## A. Course and Date

- Bachelor of Business (Accounting)  
 Bachelor of Business (Islamic Business)

Anticipated Start Date:

Year:

- Trimester 1  
 Trimester 2  
 Trimester 3 (Summer)

## B. Personal Details

Title:

Family Name:  First Name:  Middle Name:

Date of Birth:  Gender: Male  Female  Place of Birth:

Suburb/City:  State:  Country:

Unique Student Identifier (USI number):

Are you of Aboriginal or Torres Strait Islander origin?

- No  Yes, Aboriginal  Yes, Torres Strait Islander  
 Yes, both Aboriginal and Torres Strait Islander

## C. Address

Number & Street:

City /Suburb:

State:  Postcode:

Country: Australia

Telephone:

Mobile:

Email:

## D. Emergency Contact

Name:

Relationship:

Address:

Telephone:

Mobile:

Email:

NATIONAL ACADEMY OF PROFESSIONAL STUDIES

T: 02 9262 1547

E: [admissions@naps.edu.au](mailto:admissions@naps.edu.au) | W: [www.naps.edu.au](http://www.naps.edu.au)

A: Level 4, 136 Chalmers Street, Surry Hills NSW 2010 Australia

## E. Educational Qualifications

Please list the highest educational qualifications from secondary school and above. Certified copies of academic records and transcripts of subjects must be attached. Official English translations are required for documents in other languages.

Qualification/ Award	Educational Institution	Month	
		Started	Completed

## F. Current English Level

Is English your first language?  Yes  No

If No, in what languages are you proficient?

Would you like complimentary tutoring in Academic English?

## G. Recognition of Prior Learning (RPL) & Credit Transfer

Are you applying for the Recognition of Prior Learning or Credit Transfer based on your past qualifications?

Yes  No

If Yes, Please see the NAPS website for how to apply for RPL and complete the NAPS SS016F Application for Recognition of Prior Learning (RPL) and Credit Transfer Form. Please attach the RPL form to this application form.

## H. Course and Other Fees

Please refer to course fee information on the NAPS website.

Application Fee AU\$ 250.00

Tuition Fee AU\$6,500 per trimester

These fees need to be paid before a Confirmation of Enrolment (CoE) can be issued.

## I. Additional Services

Do you require assistance with accommodation? No  Yes  Length of stay (weeks)

Accommodation start date

Do you consider yourself to have a disability, impairment or a long-term health condition?

Yes  No  If Yes, please specify

## Declaration

The information you have provided is protected under NAPS P003 Privacy Policy and related privacy legislation. The information will only be used to contact you for enrolment and course related matters and will not be issued to third parties. You have a right to access and correct your personal information held by the Academy. As required under our registration standards, personal information may be shared between NAPS, the Australian Government and designated authorities for Tuition Protection and Assurance. By signing this statement, you are acknowledging that you have read this information and agree to the storage and use of your personal information as outlined above.

- I hereby declare that the information supplied by me is true and correct.
- I have read, understand and agree to the Terms and Conditions (including Cancellation, Refund and Complaints policies on the NAPS website).
- I agree to pay all fees owing and by the due dates.
- I understand that on acceptance of my application by the Academy, a Letter of Offer will be provided.
- When I have accepted this and paid the application fee, NAPS will issue me with a Confirmation of Enrolment (CoE).

Signed (Applicant):  Date:

## Checklist

Please confirm that you have:

- Completed all sections of this application form?
- Attached/enclosed certified copies of passport and visa?
- Attached/enclosed certified copies of your qualifications?
- Attached/enclosed certified copies of English language proficiency?
- Attached/enclosed any other certified documents requested in this application form?
- Paid the Application fee?
- Read and ticked/signed the declaration?

**Please send the completed Application Form, required documents and proof of payment to:**

NATIONAL ACADEMY OF PROFESSIONAL STUDIES (NAPS)  
 L4, 114-120 Castlereagh St, Sydney 2000 NSW, AUSTRALIA  
 Or Email: admissions@naps.edu.au

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### Bank Details:

**Account Name:** NATIONAL ACADEMY OF PROFESSIONAL STUDIES (NAPS), BSB:062005  
**Account number:** 11359986  
**Bank name:** Commonwealth Bank of Australia  
**Bank address:** Corner of George & Market Street, Sydney NSW 2000 Australia  
**Swift code:** CTBAAU2S

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### Agent details: Or Agent's Stamp

Company Name:  Tel. :   
 Contact person :  Email :   
 Address :   
 Company Stamp:

## Terms and Conditions of Enrolment

### 1. Your Contract with the Academy

I hereby apply to enrol in the course commencing as indicated on the Domestic Student Application Form (“the Application”) and agree that I will pay to National Academy of Professional Studies (NAPS) all tuition fees and other charges due for my course.

I agree that on acceptance of my Application by NAPS, the application will be confirmed by a Letter of Offer and Contract of Enrolment (“the Contract”). I agree to abide by the following terms and conditions of enrolment. Any variation of the terms and conditions of the Contract will be in writing and signed by an authorised officer of the Academy.

### 2. Your Name Must Be Correct

We must have your correct name. Show documentary evidence (declaration from a mark sheets, etc.) to prove a name which is different from the one that you have used on this application form.

### 3. Contact Details

Your current home address (not agent’s address) must be provided along with phone number and email address.

### 4. Certified Copies of Original Documents

Attach certified or attested copies of all your official documents such as transcripts, academic records, certificates or/and degrees etc. Following persons are eligible to certify copies:

- an authorised officer from the institution that originally issued the documents (Such as Registrar or Principal);
- an Australian overseas diplomatic mission or any Australian Education centre;
- a licensed translator recognised by law in your country; or
- an authorised NAPS representative.

Certified translations must accompany the documents if the originals are not in English. Evidence of completing a course should indicate that all requirements of the course have been met or that the award has been conferred.

### 5. English Proficiency Level (EPL)

NAPS may require you to undertake testing to confirm English levels.

### 6. Credit Transfer and Recognition of Prior Learning

Advance standing by Credit Transfer (CT) or Recognition of Prior Learning (RPL) is a process in which students may apply for exemptions. These exemptions will only be granted when all the stated learning outcomes and performance criteria of the courses have been demonstrated.

Where CT or RPL is granted before your visa has been issued, then the period of the course will be adjusted appropriately when the CoE is issued.

If CT or RPL is granted after your visa has been issued, then the Academy will report the change to the Department of Home Affairs. A full time study load (20 hours per week) must be maintained for international students. CT or RPL cannot exceed 50% of the course content.

### 7. Our Service Commitment

We will provide or issue

- a Letter of Offer which details course, fees, payment plan and conditions;
- a Confirmation of Enrolment Letter
- timely confirmation of commencement of course;
- orientation and welcome to NAPS;
- Student Services support;
- courses, course materials and assessments as approved by

TEQSA;

- learning and English language support if required;
- provide marking feedback and results on submitted assessment tasks;
- procedures for grievances and complaints; and
- results and a Qualification or Statement of Attainment/s upon satisfactory completion of the course requirements and full payment of fees.

### 8. Payment of Tuition Fees

The fees as set out in the Letter of Offer are payable on acceptance of offer. If you do not pay the fees by the due date, a late fee may be charged and you may lose your place in the course. The Academy reserves the right to review its fees without notice. You should check the fee details prior to payment.

### 9. Administrative Fees (GST is added to these fees, if applicable)

Application Fee (Enrolment Fee)	\$250
Overdue tuition fee - 7 days	\$200
Overdue tuition fee - 14 days	\$400
Re-enrolment fee	\$500
Change of COE details	\$100
Cancellation and course variation fee	\$150
Transfers processing fee	\$250
Refund processing fee	\$250
Assessment re-sit	\$150
Re-issue of record results	\$50
Replacement qualification testamur	\$100

### 10. Cancellation and Refunds

In signing this application, you are automatically bound by the conditions of the NAPS SS004 Domestic Student Refund Policy, available on the NAPS website.

All requests for a refund need to be submitted on the NAPS SS015F Refund Request Form, available on the NAPS website or from Student Services. The Form requires official documentary evidence of the grounds for your request. Your initial application fee to NAPS is not refundable. Refunds apply only to tuition fees and will only be paid to the applicant through an Australian dollar draft. All refunds incur a refund processing fee of \$250.

### 11. How to Claim a Refund

To claim any refund, you must complete SS015F Refund Request Form and return it together with your receipt of course fees and certified copies of any supporting documents (such as visa rejection letter, etc) to the Academy. The refund will be paid in Australian dollars and you will be provided with a letter explaining how the amount was calculated. It will be posted to your address within 14 days from the receipt of the Refund Request Form.

**12. Accommodation Charges**

The cost of accommodation is NOT included in the tuition fee. NAPS can arrange arrival accommodation for an additional charge. Long-term accommodation is your responsibility.

**13. Acceptable Behaviour, Attendance and Academic Progress**

Admission, if granted, is subject to you maintaining continuous academic progress throughout the course. The NAPS SS019 Student Code of Conduct outlines NAPS expectations of students' behaviour. NAPS SS011 Students at Risk Early Intervention Policy and SS012 Students at Risk Early Intervention Procedure outlines how NAPS supports students at risk (Copies available on the NAPS website). A warning will be issued and assistance provided if your progress is not satisfactory. Students need to progress well in order to continue to be enrolled in the course. You must agree to meet the requirements of the Academy course selected and to abide by the rules and regulations of the Academy, including those for attendance and course progress. You agree that if you breach any of the Academy's rules or behaviour is deemed unacceptable by the Academy, your enrolment may be cancelled and you may not be entitled to any refund of the tuition fees or other charges paid to the Academy under the Contract.

**14. Assessment Procedure**

Assessments are part of every subject and will vary depending on the type of the unit or course. You must perform satisfactorily to complete the academic requirements of every subject.

**15. Cost of Living in Sydney (AU\$)**

The figures below are estimates only to give an indication of living expenses in the city of Sydney for one person per year (excluding course fees): Accommodation/Electricity/Phone/Food \$19,830, Spouse \$6940, Children \$2970, Overseas Health Cover \$605, Total \$30,430.

**16. Student's Rights**

Your rights and obligations and the Academy's obligations and rules are set out in the International Student Handbook and the website. You will be provided with student services support and welfare support and counselling. The terms and conditions of enrolment and refunds as stated above do not remove your right to take action under Australia's consumer protection laws. Also, the Academy's dispute resolution processes do not circumscribe your right to pursue legal remedy.

**17. Access to Student's Details**

Information provided by you may be made available to Commonwealth and State agencies, as per Australian law.

**18. Children's Education**

Any school aged dependents accompanying you to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

**19. Declaration and Signature**

- a. This application must be signed and dated.
- b. If sent by email, the application needs to be sent from the email listed in the address section or from a NAPS recognised agent's email.

**Student Signature:****Date:****Printed Name:**

NAPS reserves the authority to change the above terms and conditions without prior notice.