**APPLICATION FOR ADMISSION**

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| **PROGRAMME OPTIONS (Both options may be selected)** |
| □ CUA40915 Certificate IV in Music Industry |
| □ CUA50815 Diploma of Music Industry |

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| **COURSE DETAILS** |
| Each qualification requires one year of study, broken into four 8-week terms, for each qualification, with 16 hours per week in supervised face-to-face classes and an additional 32 hours per term allocated to private practice time, rehearsals, performances and attendance at concerts. An extra two weeks in term 4 are required for assessment completion and annual concert.Qualification achievement requires satisfactory completion of all required assessments and participation in practice time, rehearsals, performances and attendance at concerts which are documented and verified in a Music Journal. A minimum of 80% attendance is required.You will be required to provide your own instrument (other than piano or drums) and your own laptop. |

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| **APPLICANT DETAILS** |
| FAMILY NAME: | GENDER: □ Male □ Female |
| FIRST NAMES: | PREFERRED NAME: |
| DATE OF BIRTH: | COUNTRY OF BIRTH: | NATIONALITY: |
| PASSPORT NUMBER:(Attach copy) |
| RESIDENTIAL ADDRESS: |
| CITY: | STATE: | POSTCODE: |
| POSTAL ADDRESS: |
| EMAIL ADDRESS: |
| CONTACT PHONE: | MOBILE: |
| **EDUCATION DETAILS** |
| **NAME OF SCHOOL** | **COUNTRY** | **DATES ATTENDED** | **QUALIFICATION ACHIEVED** |
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| **RECOGNITION OF PRIOR LEARNING (RPL) /CREDIT TRANSFER** |
| If you wish to claim credit for previous music studies, please submit transcripts of achievements. RPL application available at the College website https://**qcm**.**qld.edu.au**Are you applying for RPL? Yes □ No □ |
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| **ENGLISH PROFICIENCY****An equivalent IELTS 5.0 is required to commence studies in Certificate IV in Music and IELTS 5.5 to commence studies in the Diploma of Music.** |
| Have you taken an English proficiency test? Yes □ No □□ IELTS □ TOEFL □ OTHER …………………………………………………………………………….. |
| DATE TAKEN: SCORE |
| **MUSICIANSHIP** |
| The applicant is required to perform and record two or three contrasting pieces of their choice. The visual/audio recording and audition application form is to be submitted with this application for admission. |
| **SPECIAL NEEDS** |
| Do you have any special needs or disabilities with which QCM Pty Ltd could assist you?□ YES □ NOIf ‘Yes” please specify:  |
| **EMERGENCY CONTACT** |
| TITLE:  | FAMILY NAME: | GIVEN NAME: |
| ADDRESS: |
| CITY: | STATE: | COUNTRY: |
| CONTACT TELEPHONE: |
| EMAIL ADDRESS: |
| RELATIONSHIP TO STUDENT: |
| **ELECTRONIC COMMUNICATION AUTHORISATION** |
| I hereby authorise QCM to provide information regarding my application and study to my-□ Parents □ None □ Other: ……………………………………………………………………………….I hereby authorise QCM to correspond with me via the email address provided on this application.□ YES □ NOSTUDENT SIGNATURE: …………………………………………………………………………………………………….. |
| **DECLARATION** |
| I declare that the information provided in this application is complete and accurate. I acknowledge that I have read the Student Handbook and Policies and Procedures located at https://**qcm**.**qld.edu.au** and I have a clear understanding that I am bound to adhere to the requirements as set out.□ YES □ NOSTUDENT SIGNATURE: …………………………………………………………………………………………………..DATE: ……………………………………………………………………………………………………………………………. |
| **APPLICATION FEE (Includes $150 application fee and $60 audition fee)** |
| Please debit my credit card AUS $210. This is non-refundable |
| □ VISA □ Eurocard/Mastercard CW number: |
| CARD NUMBER: |
| EXPIRY DATE: |
| NAME: |
| **CHECKLIST** |
| □ Completed Application Form□ Copy of passport□ Certified transcripts and certificates□ RPL application if applying for recognition of prior learning□ English test results□ Recording and audition application sheet  |
| **COMMENCEMENT DATES** |
| □ 30 January 2017 □ 24 April 2017 □ 17 July 2017 □ 9 October 2017 |
| **COMPLETING APPLICATION** |
| Forward completed application form and attachments to:* QCM Pty Ltd

12 - 14 Annerley Road, Woolloongabba, Qld. 4102 Australia * Email: admin@qcm.qld.edu.au
* Telephone enquiries: +61 7 31918532
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**STEP BY STEP GUIDE TO ADMISSION**

**1. APPLICATION FOR ENROLMENT**

Complete this Application Form and submit to Queensland College of Music Pty Ltd with required attachments either electronically or by mail.

**2. LETTER OF OFFER**

QCM will notify you of the outcome of your application and audition recording within two weeks if all required documents are provided. A Letter of Offer will be forwarded to you if your application for enrolment is successful. This letter will outline conditions of enrolment, fees payable and course commencement dates. To accept the offer you must sign and return the Acceptance of Offer Letter.

**3. Electronic Confirmation of Enrolment**

Upon receipt of Acceptance of Offer Letter QCM will provide you with an Electronic Confirmation of Enrolment (ECoE). The ECoE will be needed to apply for your student visa. The Vocational Education and Training Sector visa (subclass 572) allows students to stay in Australia to study full-time vocational education and training courses. Visa Summary Features

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**4. Payment of Term 1 fees.**

An invoice for the full fees and charges for Term 1 will be issued two weeks prior to commencement.

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| Certificate IV in Music Industry $3100 (includes tuition fees and resource charges) Diploma of Music Industry $3600 (includes tuition fees and resource charges) |

Student fees may be paid by credit card, bank cheque (in $AUD) bank draft or telegraphic transfer as per invoice payment details. Bank cheques are made payable to Queensland College of Music Pty Ltd and bank transfers to BSB: 084 447, Acc: 948 040 349 and must identify the name of the student studying with QCM.

**ENGLISH PROFICIENCY**

* Australia will accept test results from the International English Language Testing System (IELTS) test and the Occupational English Test (OET) taken in any country.
* The TOEFL Paper-Based Test (TOEFL PBT) is accepted in the following countries where IELTS is not available: Belarus, Ecuador, El Salvador, Guatemala, Honduras, Kyrgyzstan, Mali, Moldova, Solomon Islands, Suriname, Tajikistan, Tanzania, Uganda and Uzbekistan.
* Test of English as a Foreign Language internet-Based test (TOEFL iBT)
* Pearson Test of English (PTE) Academic
* Cambridge English: Advanced (CAE) test (also known as Certificate in Advanced English).

**FEE SCHEDULE**

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| **Qualification** | **Course fees** | **Individual units** |
| Certificate IV | $12,000  | $900 |
| Diploma | $14,000  | $900 |

**Additional Charges**

* Application fee$150
* Audition fee 60
* Resource charges per term 100
* RPL application per unit 600
* Replacement certificate or statement 20

The application and audition fee applies to International students and is payable at the time of completing the application and is non-refundable.

On confirmation of enrolment, fees for the first term will be invoiced and payable in advance. This amounts to 25% of the total cost of the qualification. Each quarter fees will be paid in advance and written notice of the next fee payment will be provided to students four weeks before the due date.

**REFUND STEPS**

Applications for refunds will be in writing and processed as follows:

* Payment requisition details will be issued for PEO’s approval
* A refund will be issued when approved within 28 days.
* A signed cheque/electronic / bank draft refund will be forwarded

In the unlikely event of a course not being delivered by QCM Pty Ltd will refund all prepaid tuition fees within 14 days. If QCM has a change of management that impacts on a student’s ability to complete their studies, a refund will be offered or an alternative provider sourced.

This refund policy does not remove students’ rights to take further action under the Australian Consumer Protection Laws.

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| TABLE OF REFUNDS |
| Type | Timeframe | Amount Refunded | Documents |
| **VISA Refusal** | At any time | All FEES minus the NON REFUNDABLE application fee of AUD210 | Refund RequestProof of VISA Refusal |
| **VISA Renewal Refusal** | After the course has commenced | Nil | Refund RequestProof of VISA Refusal |
| **VISA Removal for breach of conditions** | At any time | Nil | Refund RequestProof of VISA Refusal |
| **Withdrawal, Transfer or Enrolment Cancellation** | Greater than 28 days before commencement of the course | All FEES minus the NON REFUNDABLE application fee of AUD210 minus applicable AGENT Commissions Paid | Refund RequestLetter of Offer |
| Less than 28 days before commencement of the course | 50% of FEES minus the NON REFUNDABLE application fee of AUD210 minus applicable AGENT Commissions Paid | Refund RequestLetter of Offer |
| After the course has commenced | Nil | Nil |
| **Default by QCM Pty Ltd** | At any time | Full Refund | Nil |

**COMPLAINTS PROCDEURE**

Any person wishing to make a complaint against QCM Pty Ltd concerning its conduct as a Registered Training Organisation or appeal an assessment decision shall have access to the complaints and appeals procedure as outlined on the website. Separate interviews will be held with both the person making the complaint and the person the complaint is about. The complaint hearing is at no cost to the student and written statement of the outcomes will be available to the complainant.Information related to the availability of a complaints and appeals process through QCM Pty Ltd and the fact that this process does not remove their right to take action under Australia’s consumer protection laws will be available in the Student Handbook.

**PREPARING FOR STUDY IN AUSTRALIA**

You will need to organise the following:

* Valid passport with student visa
* Your letter of offer
* Copy of your electronic Confirmation of Enrolment form
* Certified true copy of your birth certificate, passport and visa.
* Your home address in English and your address in Australia
* Overseas Students Health Cover

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| **AUDITION PROCESS** |
| The applicant is required to perform and record two or three contrasting pieces of their choice. The visual/audio recording is to be submitted with the application for admission.The audition is **not** a test but an opportunity for the Queensland College of Music to determine your current knowledge and skill and to ensure qualifications in Music are relevant to you and will enhance your musicianship and employability. The audition performance will be an opportunity for you to demonstrate:* proficiency and confidence in your selected instrument
* an ability to perform with confidence and expression
* technical skills, music reading skills and aural perception skills
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| **Musical skill, knowledge and experience** |
| **Instrument/s :** |
| **Style of music:** |
| **Performance or recording experience:** |
| **Music studies undertaken – personal tutor, school music, tests, music qualifications** |
| **Attach any letters of commendation and/or references.** |

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| FAMILY NAME: | GENDER: □ Male □ Female |
| FIRST NAMES: | PREFERRED NAME: |
| DATE OF BIRTH: | COUNTRY OF BIRTH: | NATIONALITY: |
| PASSPORT NUMBER:(Attach copy) |
| ADDRESS: |
| CITY: | STATE: | POSTCODE: |
| EMAIL ADDRESS: |
| CONTACT PHONE: | MOBILE: |

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| **Privacy Statement:** The Queensland College of Music collects, stores and uses personal information only for the purposes of administration relating to applicant admissions and enrolment. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government or regulatory authority requirements.  |