

# APPLICATION FORM 2010



## I wish to apply for enrolment in the following course(s)

[Please tick selected course(s) and appropriate date and include year of study]

### ADELAIDE PROGRAMS

#### Le Cordon Bleu Masters Programs Note: all course fees are listed in \$AUD

◦ Master of Business Administration (International Hotel & Restaurant Management)	◦ Jan __	◦ Apr __	◦ Jul __	◦ Sept __	1 1/2 yrs	\$31,200
◦ Master of International Hospitality Management			◦ Jan __	◦ July __	2 yrs	\$34,210
◦ Graduate Diploma in International Hospitality Management					1 yr	\$24,880
◦ Graduate Certificate in International Hospitality Management					6 mths	\$12,440

#### Le Cordon Bleu Bachelor Degree Programs

◦ Bachelor of Business (International Hotel Management)	◦ Jan __	◦ July __	3 yrs	\$62,400
◦ Bachelor of Business (International Restaurant Management)	◦ Jan __	◦ July __	3 yrs	\$62,400

<b>Year 1</b>	<b>\$20,800</b>	<b>Year 2</b>	<b>\$20,800</b>	<b>Year 3</b>	<b>\$20,800</b>
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◦ Advanced Entry - Stage 3 – Bridging Course				1 wk	\$1,700
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#### Foundation-Pre University Program – SAIBT

◦ Certificate IV (12 months program)	◦ Feb __	◦ June __	1 yr	\$12,920
◦ Certificate IV (8 months program)	◦ June __	◦ Oct __	8 mths	\$12,920
◦ Certificate IV (12 months including English program)	◦ Feb __	◦ June __	1 yr	\$16,520

#### English Programs – CELUSA

◦ University Entrance Certificate – IELTS 5.0–6.5	◦ Feb __	◦ Apr __	◦ July __	◦ Oct __	no. wks __	\$360/wk
◦ Administration Fee						\$190

#### English Programs – SAALC

◦ University Entrance Certificate – IELTS 5.0–6.5	◦ Feb __	◦ Apr __	◦ July __	◦ Oct __	no. wks __	\$310/wk
◦ Administration Fee						\$160

### SYDNEY PROGRAMS

#### Le Cordon Bleu Culinary Management Programs – Sydney

##### Cuisine

◦ Basic Cuisine – Certificate I in Hospitality (Kitchen Operations) SIT10307	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	\$7,600
◦ Intermediate Cuisine – Certificate II in Hospitality (Kitchen Operations) SIT20307	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	\$7,800
◦ Superior Cuisine – Certificate III in Hospitality (Commercial Cookery) SIT30807 (In addition a work-based component over 6 months)	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	\$9,600
◦ Certificate IV in Hospitality (Commercial cookery) SIT40407	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	\$11,000
◦ Advanced Diploma of Hospitality Management SIT60307	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	\$11,000
<b>Total Tuition Fee: Advanced Diploma of Professional Culinary Management</b>					<b>\$47,000</b>

##### Pâtisserie

◦ Basic Pâtisserie – Certificate I in Hospitality (Kitchen Operations) SIT10307	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	\$7,600
◦ Intermediate Pâtisserie – Certificate II in Hospitality (Kitchen Operations) SIT20307	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	\$7,800
◦ Superior Pâtisserie – Certificate III in Hospitality (Pâtisserie) SIT31107 (In addition a work-based component over 6 months)	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	\$9,600
◦ Certificate IV in Hospitality (Pâtisserie) SIT40707	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	\$11,000
◦ Advanced Diploma of Hospitality Management SIT60307	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	\$11,000
<b>Total Tuition Fee: Advanced Diploma of Professional Culinary Management</b>					<b>\$47,000</b>

◦ Theory Bridging Program [Intermediate/Superior entry only]	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	\$900
◦ Wüsthof / Le Cordon Bleu Toolkit & Chef Uniform (Inc GST)					\$2,235

#### Le Cordon Bleu English Language Programs – Billy Blue English Language School Sydney

◦ Basic English for Hospitality & Tourism – IELTS 4.0 to 4.5	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	1–19 wks	\$350/wk
◦ Intermediate English for Hospitality & Tourism – IELTS 4.5 to 5.0	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	20–39 wks	\$330/wk
◦ Advanced English for Hospitality & Tourism – IELTS 5.0 to 5.5	◦ Jan __	◦ Apr __	◦ July __	◦ Oct __	40+	\$310/wk

Enrolment & Materials Fee					\$270
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Le Cordon Bleu Australia also works with a number of other English Language Providers / Schools in Sydney.  
Please contact the Australian Marketing Manager for further details.

Personal Details (please write clearly in block capitals)

<b>Surname/Family Name</b> (As per Passport)					
<b>First Name(s)</b> (As per Passport)					
Preferred First Name			Title (e.g. Mr, Miss)		
Date of Birth (D)	(M)	(Y)	Country of Birth	Gender <input type="radio"/> Male <input type="radio"/> Female	
Passport No		Nationality (As per Passport)		Attach 2 passport size photographs	
Are you holding a current Australian Visa?		<input type="radio"/> Yes <input type="radio"/> No			
If Yes, please advise visa type		Expiry date			
Address [Street, Town, Country]					
				Post/Zip code	
Phone No [Area Code and Number]			Fax No		
Email Address			Mobile/Cellular No		
At which Embassy will you apply for your student Visa					

**Permanent Home Address [if different from above]**

Address [Street, Town, Country]	
Post/Zip code	

**Guarantor/Financial Sponsor [Person paying fees]**

Name	Relationship
Address [Street, Town, Country]	
Post/Zip code	
Phone No [Area Code and Number]	Fax No
Email Address	Mobile/Cellular No

**Emergency Contact**

Name	Relationship
Address [Street, Town, Country]	
Post/Zip code	
Phone No [Area Code and Number]	Fax No
Email Address	Mobile/Cellular No

**Education**

Please provide details of all education and training that you have successfully completed or part-completed and attach certified copies of all formal documents with this application (attach additional sheet if necessary).

Award/Qualification	Name of Institution or School	Country Undertaken	Years (e.g. 1990-96)	Award Conferred	Certified Doc	
					Yes	No

**English Language Proficiency**

Is English your first language?	<input type="radio"/> Yes <input type="radio"/> No				
Have you studied at secondary or tertiary level with English as the language of instruction? (for example, Foundation Studies Diploma, etc)					
<input type="radio"/> Yes <input type="radio"/> No					
If you are enrolled, or are planning to enroll, in English Language studies, give details below:					
Date of Course (day/month/year)	/	/	Level	Institution	
IELTS Academic overall score	TOEFL score	English Language	Test date		
Please provide documentary evidence of IELTS/TOEFL/English language testing with your application					

## Personal Details (please write clearly in block capitals)

### Hospitality or Associated Industry Experience

Please provide evidence of your work experience.

Position Held	Country Undertaken	Name of Establishment	Length of Time (years/months)	Documentation	
				Yes	No

Please provide details of any medical conditions or learning difficulties you may have so we may assist you in your study program.

[See [www.lecordonbleu.com.au](http://www.lecordonbleu.com.au)]

Please give a statement of your reasons for wishing to study this program. [Attach additional sheet if necessary]

### Recognition of Prior Learning / Course Credit

If you wish to apply for RPL / Course Credit please see [www.lecordonbleu.com.au](http://www.lecordonbleu.com.au)

The Course Credit process must be completed before enrolment can be finalised. In exceptional circumstances applications may be submitted after enrolment, but no later than the **second week** of the course for which Credit / RPL is being sought. No applications will be accepted after this time. Students should also read course descriptors in the prospectus

### Information Source

How did you hear about this program? (Please tick more than one box if applicable)

c Agent

- Internet/website
- Exhibition/seminar
- Friend
- Publication/magazine/editorial/advertisement/newspaper
- Education Institute/High School
- other LCB school
- Other (Please Specify)

## Checklist

**For efficient processing of your application** please ensure that you have provided all relevant documents by completing the checklist below. (All documents must be translated into English) Please tick the applicable boxes.

- A copy of your passport
- Completed and signed application form attached
- High school certificate / diploma or equivalent qualification (original or certified copies only)
- Academic transcripts (certified copies only)
- Letter of Completion from Tertiary Institution / University (certified copies only)
- Subject curriculum documentation (if requesting RPL for subjects previously completed)
- English Language proficiency result (IELTS preferred) – if English is not your first language
- Evidence of work experience
- Curriculum Vitae (Masters applicants only)
- AUD\$250.00 non-refundable Administration Fee (To be paid when you accept our offer of admission)

**Please note that original or certified documents are required – photocopies are not acceptable**

I acknowledge that all the information provided on this form is correct and declare that I will abide by the terms and conditions in the Fees, Conditions and Refunds policy. I agree to be bound by Le Cordon Bleu's rules and regulations, and acknowledge that all disputes arising from the details and conditions contained in the application shall be governed by and constructed in accordance with the laws of Australia and be submitted to the jurisdiction of the courts of Australia. I acknowledge my personal information may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

I understand that my personal information will be made available on the Le Cordon Bleu world wide Database for Alumni purposes. I declare that I have read and understood each of the Codes of Practice, Le Cordon Bleu's Policies and procedures and accreditation status as outlined at <http://www.lecordonbleu.com.au>. I understand that information contained within this document/application will be made available to partnering institutions e.g. CELUSA, SAIBT, SAALC, UniSA, University of Adelaide & TAFE if relevant.

**Signature of Applicant**

Date

\*Signature of Parent/Guardian (If under 18)

Date

Signature of Financial Sponsor

Date

\* Students under 18 years of age at time of course commencement will need to have appropriate accommodation and welfare arrangements approved by Le Cordon Bleu and DIAC.

See <http://www.immi.gov.au>

### Please return this form to:

Le Cordon Bleu Admissions Office,

Days Road, Regency Park, South Australia, Australia 5010

Email: [australia@cordonbleu.edu](mailto:australia@cordonbleu.edu)

Website: [www.lecordonbleu.com.au](http://www.lecordonbleu.com.au)

Telephone: +61 8 8346 3700

Facsimile: +61 8 8346 3755

CRICOS Provider No. (SA) 01818E

CRICOS Provider No. (NSW) 02380M



## Admission Procedures



1

Complete Application form and submit to Le Cordon Bleu Australia with the following documentation:

- High School Certificate / Diploma OR equivalent qualification (certified copies only)
- Academic transcripts (certified copies only)
- Letter of Completion from Tertiary Institution / University (certified copies only)
- Subject curriculum documentation (if requesting Recognition of Prior Learning/course credit for subjects previously completed)
- English Language proficiency result (IELTS preferred) – if English is not your first language
- Evidence of work experience – evidence must be provided in the form of letter from employer stating – dates of employment, position held, duties undertaken, number of hours worked)
- Curriculum Vitae (Masters' applicants only)
- Photocopy of Passport details

2

Upon receipt of application form and supporting documentation Le Cordon Bleu will assess the application and determine if the applicant meets all entry requirements and that there is availability of places in the course chosen.

3

If successful, Le Cordon Bleu will issue a 'Letter of Offer' for a place in the nominated course. 'Recognition of Prior Learning' and Course Credit is also assessed and any initial status granted will be stated in the Letter Of Offer.

4

The Letter Of Offer is emailed to the applicant or education agent. The Offer package includes:

- Acceptance of Offer Form / Fees, Conditions and Refund Policy
- Partner Information (packaged offers only)
- Payment Details
- Admissions Acceptance Procedure
- Recognition of Prior Learning/course credit policy and application form (if applicable)
- Tool Kit Contents (Culinary students only)

5

Upon receipt of Letter Of Offer, if satisfied with the offer, fees, conditions and refund policy, undertake either of the following (as pertains to you)

a. Australian citizens and overseas students must do the following:

Complete the Acceptance Of Offer form and return to Le Cordon Bleu Australia with:

1. Payment of first semester tuition fees and compulsory Overseas Student Health Cover fees as per invoice/L00
2. Payment of AUD\$250 Administration Fee.

b. Overseas students from country level assessment 3 & 4 must also, prior to payment of fees:

Submit to the Australian Embassy/High Commission in your country the Letter of Offer and Application for a Pre Visa Assessment Form. For information on Visas please visit [www.immi.gov.au](http://www.immi.gov.au) or contact the Le Cordon Bleu Australia office or your education agent

6

After receipt of tuition payment, and the AUD\$250 Administration Fee, Le Cordon Bleu Australia will issue a Confirmation Of Enrolment Package.

7

Overseas students are required to submit the eCOE Certificate to the Australian Embassy/High Commission in their country, accompanied by an Application Form for a temporary student visa – form 157A. Information on Australian student visas and application forms can be obtained from the following website: [www.immi.gov.au](http://www.immi.gov.au)

8

Once you have obtained your Australian Student Visa, you are able to book and pay for your flights to Australia. You should arrange to arrive in Australia at least 2 days before the commencement of the program.

## Payment Details

**\*Important: If transferring funds by telegraphic transfer or direct deposit, please inform the bank staff to enter your Student ID number (from the top of the Letter Of Offer) if you use this student ID number we will be able to verify receipt of your funds in our account and be able to quickly issue a COE package**

**\*Important: Please ensure that when a payment has been made into the Le Cordon Bleu bank account that a copy of the bank receipt is faxed or emailed to the office to ensure prompt processing of your payment, and issuance of a COE package.**

Fax No: 61 8 8346 3755

Postal: Le Cordon Bleu, Days Road, Regency Park, South Australia, 5010, Australia

### Cheques/Bank Drafts

Please make payable in Australian Dollars to: LE CORDON BLEU AUSTRALIA – ESOS TRUST ACCOUNT  
and send to: Le Cordon Bleu Australia Pty Ltd., Days Road, Regency Park, South Australia, 5010, Australia

### Direct Bank Deposits / Telegraphic Transfers

Account Name: Le Cordon Bleu Australia – Esos Trust Account      Swift Code: WPACAU2S  
Account No: 22-4645      Bank Name: Westpac Banking Corporation  
Bank Address: 2 King William Street, Adelaide, South Australia, 5000      Branch No: 035-000

Credit Card Payments are accepted with Mastercard, Visa, American Express and Bankcard and will incur a 3% surcharge.

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## FEES, REFUNDS AND CONDITIONS POLICY

International students policies and procedures are governed under the ESOS framework - [http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS\\_FrameWork\\_pdf.pdf](http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf)

**1)** This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

### FEES

**2)** A non-refundable \$250 Administration fee will be charged when a student formally accepts an offer from Le Cordon Bleu. The enrolment fee will be paid at the same time a student pays their first installment of tuition fees.

**3)** Invoiced tuition fees must be paid to Le Cordon Bleu Australia Pty Ltd and proof of receipt of payment must be confirmed before a Confirmation of Enrolment can be issued.

**4)** Le Cordon Bleu Australia Pty Ltd is entitled to accept all tuition payments. However, should the intake be unavailable to the student after payment has been received, every reasonable effort will be made to accommodate the student in the next available intake.

**5)** New students must pay the full amount of all invoiced tuition fees in cleared funds not less than 8 weeks prior to the commencement of the program. (see [www.lecordonbleu.com.au](http://www.lecordonbleu.com.au))

**6)** Re-enrolling/continuing students must pay the full amount of all invoiced tuition fees in cleared funds 6 weeks prior to course/subject commencement.

**7)** Le Cordon Bleu Australia Pty Ltd reserves the right to review fees at any time.

**8)** Any change in tuition fees will be advised in writing to current students and applicants, and will appear in all public, promotional and marketing materials, at least 3 months prior to the commencement of the study period to which they apply.

**9)** The new fees will apply to all payments due from the published effective date.

**10)** Tuition fees and supplementary fees will be itemised on all invoices and in the application form.

**11)** Where a student is required to repeat a course due to receiving a fail grade on the first or second attempt, the student will be required to re-enrol and pay the current applicable tuition fee nominated for that course, on each occasion.  
(see [www.lecordonbleu.com.au](http://www.lecordonbleu.com.au))

**12)** Where a student is required to repeat Professional Experience because he or she received a fail grade on the previous attempt, a fee of \$2,400 will be charged.

**13)** Where a student receives a not-yet-competent grade for a unit of competency, on written request the student may be reassessed. Each reassessment will incur a fee of \$500.  
(see [www.lecordonbleu.com.au](http://www.lecordonbleu.com.au))

**14)** After issuance of an original Academic Transcript, Statement of Attainment or Parchment on completion of a program or part thereof, all additional requests will incur a charge of AUD\$20 per Academic Transcript or Statement of Attainment, and AUD\$40 for each additional Le Cordon Bleu Parchment.

**15)** If a Bachelor of Business student is successful in obtaining approval for a 12 month continuous Professional Experience, the student must pay a 20% deposit for the following academic semester of study, payable six (6) weeks prior to undertaking the rescheduled industry placement.  
(see [www.lecordonbleu.com.au](http://www.lecordonbleu.com.au))

**16)** In the case of a packaged offer of programs, a deposit of AUD\$1000 will be required for the issuance of a COE for Bachelors and Masters programs only.

## FEE REDUCTION

**17)** Where course credit is granted any tuition fees paid for that course or courses shall be deducted from the next instalment of tuition fees.

### LE CORDON BLEU AUSTRALIA PTY LTD DEFAULT

**18)** If a student is unable to complete a Le Cordon Bleu Australia program due to a default by Le Cordon Bleu Australia Pty Ltd, being the failure to start the program on the agreed starting date, the program ceasing after it starts and before it is completed or because a sanction is imposed upon. Le Cordon Bleu Australia Pty Ltd under relevant State or Federal legislation, the student shall be entitled to a refund or an alternative course in accordance with the provisions of the National Code of the Education Services for Overseas Students (ESOS) Act. Where a refund is required, the amount of the refund will be paid within two weeks of the date of the default.

### STUDENT DEFAULT

**19)** Where a student is unable to commence a Le Cordon Bleu Australia Pty Ltd program as a result of a visa not being issued for whatever reason, a refund of fees or other compensation will be made in accordance with the requirements of the ESOS Act 2002, as amended and the National Code 2007.

**20)** No refunds will be made where a student or applicant fails to complete, withdraws from, or does not commence a Le Cordon Bleu program, including where a) such failure to complete, withdrawal or non commencement results from changes to a student's visa status, or b) for visa cancellation, or student electing to transfer to a different provider, after the student has commenced.

**21)** Where an applicant elects not to commence a Le Cordon Bleu Australia program and gives notice in writing at least 28 days before the commencement of the program, 85% of any tuition fees paid for courses not yet commenced, will be refunded. The applicant may elect to have any paid tuition fees transferred to an alternative Le Cordon Bleu Australia program if he or she has an approved application for the alternative program. If an applicant gives less than 28 days notice he or she will not be entitled to any refund or transfer of fees.

### DEFERRING COMMENCEMENT

**22)** Where an applicant elects to defer commencement of a Le Cordon Bleu Australia Pty Ltd program for which an Acceptance Of Offer form has been signed, any tuition fees or deposits paid will be held for up to 12 months from the original commencement date, to be applied to the new commencement date, on the condition that the written application to defer commencement has been received from the applicant by Le Cordon Bleu Australia Pty Ltd not less than 28 days prior to the original commencement date.

**23)** Every reasonable effort will be made to accommodate the applicant in a later course of his or her choice. If the fee for the course to be attended is greater than that of the course originally selected, the applicant shall pay the balance in cleared funds to Le Cordon Bleu Australia Pty Ltd within a designated time frame.

**24)** Once the 12 month period after deferment lapses the applicant would be required to re-apply to Le Cordon Bleu Pty Ltd.  
(see [www.lecordonbleu.com.au](http://www.lecordonbleu.com.au))

### PAYMENT

**25)** Any student refusing to pay fees after requests have been made, in writing to the most recent address provided by the student, shall not receive any form of award or recognition of courses undertaken and shall be refused entry into classes until fees have been remitted to Le Cordon Bleu Australia Pty Ltd in full.

**26)** Le Cordon Bleu Australia Pty Ltd will also pass on any fees incurred to collect outstanding monies.

**27)** Le Cordon Bleu Australia Pty Ltd reserves the right at its absolute discretion to reject any application or enrolment, and it shall be under no obligation whatsoever to give reasons for its decision. Le Cordon Bleu Australia can, as part of the application process, interview students who have applied for Le Cordon Bleu courses.

**28)** All students are bound to comply with the conditions stated in the Le Cordon Bleu Australia Student Handbook which are subject to change from time to time.  
(see [www.lecordonbleu.com.au](http://www.lecordonbleu.com.au))

**29)** All students are bound to comply with the terms and conditions set by the Professional Development department, to ensure that they are eligible to undertake Professional Experience/ Industry Placement, which are subject to change from time to time. The terms and conditions for Professional Experience/Industry Placement are available on our website at

[www.lecordonbleu.com.au](http://www.lecordonbleu.com.au) under our policies and procedures section. The criteria for Professional Experience/Industry placement will also be provided in writing at the commencement of the program and any changes to the eligibility criteria will be advised in writing throughout the program and will apply from the effective date.

**30)** The student is obliged to notify Le Cordon Bleu Australia Pty Ltd of any change of address while enrolled in a course.

**31)** Le Cordon Bleu Australia Pty Ltd shall be under no liability whatsoever to any student for any loss or damage, sustained at or upon the School's premises however caused, and whether in respect of any negligent act or omission by Le Cordon Bleu Australia Pty Ltd, its employees, agents or servants or otherwise.

**32)** Le Cordon Bleu Australia Pty Ltd shall be under no liability whatsoever to any student for any loss or damage, suffered by reason of the failure of Le Cordon Bleu Australia Pty Ltd, its employees, agents or servants to notify the student of any risk or danger of which they had no prior knowledge nor ought reasonably to have had such knowledge.

**33)** Le Cordon Bleu Australia Pty Ltd reserves the right in its absolute discretion to review and alter the organisation and/or structure of the program at any time in accordance with its governance structures.

**34)** If any material alteration is made before the commencement of a program, Le Cordon Bleu Australia Pty Ltd will make all reasonable efforts to notify any applicant so affected.

**35)** It is a condition of enrolment and responsibility of the student to ensure they hold appropriate medical insurance cover.

**36)** Le Cordon Bleu Australia Pty Ltd reserves the right and liberty to use promotional work taken in the form of photography, films or reproductions for the purpose of advertising, photography and publicity – either wholly or in part, in any manner or form whatsoever and in any medium, either separately or in conjunction with other photographs, films or reproductions thereof.

**37)** No student shall be entitled to use the names "Le Cordon Bleu" or "Le Cordon Bleu de Paris" under any circumstances or at any time or in any place whatsoever, whether before, during or after their program and whether as a trade mark, company or trading name or otherwise, regardless of the service or products presented with no time or geographical limitation.

## APPLICATION AND ENROLMENT CONDITIONS