

# Navitas Engineering Experience Program

## Application Form

### Personal Details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other	
Family Name:	Given Name:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: / / (day/month/year)

### Applicant's Contact Details

Mailing Address:	
Phone: (+ )	Fax: (+ )
Mobile Telephone: (+ )	
Email:	Nationality:
Passport (Country):	Passport Number:

### Visa

Are you currently residing in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you are residing in Australia, please fill out the following details:	
Current Visa or Residency Status:	Date Issued: / /
Expiry Date: / /	Visa Number:
Applicants who are currently offshore please indicate which Australian visa you are planning to apply for:	

### Engineering Discipline

e.g. Mechanical Engineering, Electrical Engineering, Civil Engineering:


### Relevant Education Details

Name of course completed:	
Institution attended:	
Commencement:	Completion:
Course Duration:	

### Commencement Date of Engineering Experience Program

Please check the commencement dates for this program at [www.engineering-experience-australia.com](http://www.engineering-experience-australia.com). If your chosen start date is not available you will be assessed for the next available intake and wait-listed for your preferred start date.

Commencement Date: / /
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### English Language Proficiency

<input type="checkbox"/> Native English Speaker	
<input type="checkbox"/> English Language Proficiency (IELTS) test result	<input type="checkbox"/> General <input type="checkbox"/> Academic
Overall score:	

### Health

Please indicate whether you have any health or medical issues, disabilities, etc. that may affect your internship:


### Other

Are there any other issues you would like to make your host company aware of prior to an interview?


### Accommodation

Do you require accommodation?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please choose your accommodation preference:	
<input type="checkbox"/> Homestay with meals <input type="checkbox"/> Homestay without meals	
How long will you require accommodation? (Minimum 4 weeks)	

## Airport Pickup Service

Do you require an airport pickup service?
<input type="checkbox"/> Yes <input type="checkbox"/> No

## Emergency Contact Details

Name:
Address:
Phone: (+ )
Relationship:

## Form Submitted By

<input type="checkbox"/> Self <input type="checkbox"/> Professional Agent
Name of Agency:
Name of Agent:
Address:
Phone: (+ )
Fax: (+ )
Email:

If you have ticked "SELF" above, please complete this section:

How did you find out about the Navitas Engineering Experience Program?

<input type="checkbox"/> Media <input type="checkbox"/> Seminar <input type="checkbox"/> Internet <input type="checkbox"/> Other
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## Application Checklist

Please use the checklist below to ensure you have all documentation required for the application:

- Certified copies of your academic qualifications
- Certified evidence of English language proficiency
- Certified evidence of visa status
- Copy of current CV / resume detailing work and study history
- Current passport sized photo
- Certified copy of photo page of passport

A certified copy means that the original document has been sighted by an approved person and certified as a true copy of the original.

## Declaration

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application. I have read and understood the published program information and terms and conditions in the brochure or website and I have sufficient information about the program to apply. I give Navitas permission to obtain official records from an educational institution attended by myself. I understand that Navitas collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and Navitas will not disclose my personal information to third parties without my consent, except to meet government, legal or other regulatory authority requirements (for further information consult Navitas' Privacy Policy listed on our website). I understand that if I have applied through an approved Navitas agent, all correspondence relating to my application will be forwarded to that agent. I understand that fees may change. I accept liability for payment of all fees as explained in the brochure and website and I agree to abide by the Fee Refund Policy which is current at the time of my studies with Navitas. I understand that Navitas may, by written notice, vary its conditions as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the State.

Applicant's signature:

Date: / / (day/month/year)
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## Please fax, mail or email the completed application to:

Navitas Workforce Solutions  
Navitas Engineering Experience Program  
Level 2, 15 Ogilvie Road,  
Mount Pleasant,  
WA 6153 Australia  
Telephone: +61 8 9314 9645  
Fax: +61 8 9314 9699  
Email: info@engineering-experience-australia.com

## Terms & Conditions

### A. General Information

I acknowledge the following Terms & Conditions in regard to my enrolment in the Engineering Experience Program with Navitas Workforce Solutions.

The Program consists of 80 hours of coursework (delivered face-to-face and on-line) and a 12 week internship as part of the Engineering Experience Program.\*

Please note that the course calendar is a guide only and not all participants will start their internship on the same date. Placement start dates are flexible due to the needs of host companies.

\*Program may be longer depending on internship start date and completion of coursework components.

I acknowledge that:

1. Any variation in these Terms & Conditions must be in writing and signed on behalf of Navitas Workforce Solutions.
2. The information on my Application Form is correct at the time of lodgement. I will advise Navitas of any changes to my details, including visa status and contact details.
3. I understand that I am expected to attend 100% of classes and must complete all of the assessments. Please note that Navitas will NOT approve any holidays or non-emergency medical absences from the program. When two (2) weekday classes in a row are missed you will need to provide a medical certificate. Failure to achieve the minimum required attendance is an automatic failure of the program. I understand and agree that I am not entitled to a refund of any fees or other charges paid under these Terms and Conditions.
4. I understand the Program is aimed at developing me as a professional, and therefore I am required to use my best endeavours to fulfil this obligation. If my behaviour is deemed unacceptable by Navitas Workforce Solutions, my enrolment may be cancelled, and I agree that I will not be entitled to a refund of any fees or other charges paid under these Terms & Conditions.
5. I understand I will be required to attend organised activities as part of the Program, including the Professional Internship. I authorise Navitas Workforce Solutions, including the Host Company for the vocational placement, to obtain medical treatment for me should Navitas Workforce Solutions or the Host Company, deem such action necessary. I agree to indemnify Navitas Workforce Solutions or the Host Company for any expenses, loss or damage or liability of whatsoever nature occasioned as a result of authorising and arranging any emergency medical treatment.
6. I acknowledge that Navitas Workforce Solutions will arrange my Professional Internship in a Host Company which matches my chosen profession. I understand that I will need to attend interviews for these positions; and the selected Host Company is at the final discretion of Navitas Workforce Solutions.
7. I understand that I am required to have 100% attendance throughout the internship period and to complete the work assigned.

### B. Interns

Applicants will endeavour to assist Navitas Workforce Solutions in successfully securing an internship by attending all interviews (including telephone or Skype). Applicants who do not respond to requests for interviews may have their application withdrawn from the program.

Applicants must complete all paperwork and sign all necessary forms and documents and follow the procedures to acquire a suitable visa to undertake an internship in Australia.

Applicants are required to submit the application and all supporting documentation in English or obtain a certified translation of the documents.

If an internship is sourced that meets the industry requirements of the intern, this placement must be accepted regardless of the size of the company or location.

It is the decision of the Department of Immigration and Citizenship (DIAC) to award a suitable visa to participate in an internship program in Australia and Navitas Workforce Solutions is not liable for any decision made by DIAC.

Commuting to a workplace is common in Australia. Interns must be prepared to commute to their place of internship (maximum 1 hour commute). If outside of a capital city, the host company is obliged to pay transport and accommodation costs.

The intern is obliged to spend the agreed time, specified in the Internship Agreement, at the host organisation and obey the rules and policies of the host organisation.

The intern must abide by the laws and regulations of Australia and comply with the requirements of the Australian visa.

If the internship is terminated by the host company by no fault of the intern, Navitas Workforce Solutions will endeavour to source a suitable alternative internship at no additional cost to the intern.

If the internship is terminated by the intern as a result of neglect or inappropriate behaviour by the host company, any incident must be reported to a Navitas Program Services Officer within 48 hours. Navitas Workforce Solutions will endeavour to source a suitable alternative internship at no additional cost.

Interns are required to follow the conditions set out in the Internship Agreement to terminate an internship and apply for a replacement.

Interns are required to provide two weeks written notice if withdrawing from an internship placement/departing from the workplace.

Interns must attend all interviews for a replacement internship.

Navitas Workforce Solutions will terminate any agreement with an organisation that fails to meet the Navitas Workforce Solutions terms and conditions as set out in the Internship Agreement.

### C. Participant Responsibility

If based overseas, the participant is responsible for organising and paying for a return flight from their home country to the program location and all domestic travel whilst in Australia.

The participant is responsible for organising a suitable visa to enter Australia and participate in an internship program.

The participant is responsible for all costs related to living in Australia including, but not limited to, accommodation, food, clothing, transport and entertainment.

### D. Homestay Accommodation (optional)

The participant must abide by the rules of the landlord whilst living in homestay accommodation in Australia.

Accommodation is not included in the Program Fees and must be requested. Upon receiving payment, Navitas Workforce Solutions will organise the first four weeks of homestay accommodation with an approved homestay provider and after this period it becomes the responsibility of the participant to pay the agreed rate directly to the landlord/homestay provider.

The homestay accommodation will be the standard of student household accommodation in Australia.

If the participant has an altercation in the homestay environment and cannot resolve the issue themselves, the participant will contact the homestay provider to negotiate a solution or to find alternative homestay accommodation.

Navitas Workforce Solutions is not liable for any injury or loss by the intern when staying in homestay accommodation.

If the participant finds that the accommodation is not suitable, the participant may make arrangements for alternative accommodation other than homestay at the participant's expense.

In no event will the participant be eligible for a refund on money paid towards accommodation if the participant organises alternative accommodation.

The participant is responsible for any damage, caused by the participant, to the homestay accommodation.

If the participant terminates the homestay for any reason, the participant is responsible for any amounts owing to the homestay, including payment in lieu of notice.

### E. Bank Fees

The participant is liable for all bank fees in relation to the application and program payments. If Navitas Workforce Solutions is charged for any bank fees, the participant will be invoiced for these amounts.

### F. Insurance

International interns on a Recognised Graduate Visa, a Working Holiday Visa or on a Work and Holiday Visa are not required to have comprehensive insurance. However, appropriate insurance to cover the cost of medical treatment is strongly recommended. Navitas Workforce Solutions offers comprehensive insurance cover in conjunction with Mondial Insurance. Participants are free to choose their preferred provider.

All participants are covered by Navitas liability insurance for events that arise as part of the Program.

### G. Fees

Application Fee	AUD \$500.00*
Program Fee	AUD \$3,100.00*

\* GST Inclusive

### Application Fee

The Application Fee is payable upon acceptance in the Program.

### Program Fee

The Program Fee is payable a minimum of 10 working days prior to the commencement of the program, unless the application is accepted after this date has elapsed. In this instance, the Program Fee must be paid prior to the commencement of the Program.

All credit card payments will incur a 2% transaction fee to cover bank charges.

### Bank Details

Bank	Westpac
Branch	109 St Georges Terrace, Perth WA
BSB	036 000
Account Name	Navitas Workforce Solutions Pty Ltd
Account Number	773 796

### H. Refund Policy

#### Insurance, if purchased through Navitas Workforce Solutions

If the participant terminates the insurance policy within 14 days after the issue of the Certificate of Insurance, the participant will be given a full refund of the premium paid, provided the participant has not started the journey and does not want to make a claim or to exercise any other right under the policy. After this 14 day period the participant can still cancel the policy but Navitas Workforce Solutions will not be under any obligation to refund the premium.

#### Application Fee

Navitas Workforce Solutions agrees to refund to the original fee paying party upon receipt of written notice of cancellation, the Application Fee:

- Where Navitas Workforce Solutions is unable to offer the Engineering Experience Program;
- Where Navitas Workforce Solutions declines the application for enrolment.

#### Program Fee

##### FULL REFUND

Navitas Workforce Solutions agrees to refund to the original fee paying party upon receipt of written notice of cancellation, the Program Fee:

- Where Navitas Workforce Solutions is unable to offer the Engineering Experience Program.
- Where Navitas Workforce Solutions declines the application for enrolment;
- Where notice of cancellation is received more than 28 days prior to commencement of the program.

##### PARTIAL REFUND

Navitas Workforce Solutions agrees to refund to the original fee paying party upon written notice of cancellation by the applicant, the Program Fee, less amounts retained below:

- If written cancellation is received less than 28 days prior to the commencement of the program, Navitas will retain a non-refundable amount equal to 35% of the tuition fee.
- If the internship is terminated by the host company due to no fault of the intern, and an alternative placement cannot be sourced, the intern is entitled to a pro-rata payment based on the remaining duration of the program

##### NO REFUND

Navitas Workforce Solutions will make no refund of the Program Fee if:

- Written notice of withdrawal is received after the commencement of the program;
- The internship is terminated by the host company before the scheduled end of the program as a result of a fault or alleged fault of the intern;
- The applicant provides false or fraudulent information/documentation.

#### Homestay Fee

Navitas Workforce Solutions agrees to refund to the original fee paying party upon receipt of written notice of cancellation, the Homestay Fee:

- Where Navitas Workforce Solutions is unable to offer the Engineering Experience Program;
- Where Navitas Workforce Solutions declines the application for enrolment;
- Where 28 days written notice of termination by the participant is received. However the application fee for the homestay will be non-refundable.

The refund policy relating to homestay payments that extend beyond 4 weeks are provided by the Homestay Provider.

Please note that all fees are subject to change without notice. All fees quoted are in Australian Dollars and are inclusive of GST.

Insurance fees are set by an external party

Homestay fees are set by an external party

### Navitas Engineering Experience Program

Level 2, 15 Ogilvie Road, Mount Pleasant, WA 6153 Australia

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