

# APPLICATION FORM



**Please return this form to:**

Le Cordon Bleu Australia, Admissions Office  
Days Road, Regency Park  
South Australia, Australia 5010

Email: [australia@cordonbleu.edu](mailto:australia@cordonbleu.edu) Telephone: +61 8 8346 3700  
Website: [www.lecordonbleu.com.au](http://www.lecordonbleu.com.au) Facsimile: +61 8 8346 3755  
CRICOS Provider No: (SA) 01818E (NSW) 02380M Toll Free Number (within Australia): 1800 064 802

**I wish to apply for enrolment in the following course(s)** [Please tick selected course(s) and appropriate date]

## ADELAIDE PROGRAMS

### Le Cordon Bleu Masters Programs

<input type="checkbox"/> Master of Business Administration (International Hotel & Restaurant Management)	<input type="checkbox"/> Jan ____ <input type="checkbox"/> July ____	1 1/2 yrs	\$24,000
<input type="checkbox"/> Graduate Certificate in International Hospitality Management		6 mths	\$8,000
<input type="checkbox"/> Master of International Hospitality Management	<input type="checkbox"/> Jan ____ <input type="checkbox"/> July ____	2 yrs	\$38,210
<input type="checkbox"/> Graduate Certificate in Hospitality Business		6 mths	\$16,440
<input type="checkbox"/> Graduate Diploma in International Hospitality Management		1 yr	\$28,880
<input type="checkbox"/> Master of International Meetings Industry Management	<input type="checkbox"/> Jan ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	2 yrs	\$34,210
<input type="checkbox"/> Graduate Certificate in International Meetings Industry Management		6 mths	\$12,440
<input type="checkbox"/> Graduate Diploma in International Meetings Industry Management		1 yr	\$24,880
[On-line studies undertaken by course is \$3,110.00 per course]			
<input type="checkbox"/> Master of Arts (Gastronomy)	<input type="checkbox"/> Feb ____	1 1/2 yrs	\$22,000
<input type="checkbox"/> Professional Certificate in Gastronomy		3 mths	\$4,400
<input type="checkbox"/> Graduate Certificate in Gastronomy		6 mths	\$8,800
<input type="checkbox"/> Graduate Diploma in Gastronomy		1 yr	\$17,600

Study Mode:  Full Time  Part Time  On Campus  Online

### Le Cordon Bleu Bachelor Degree Programs

<input type="checkbox"/> Bachelor of Business (International Hotel & Resort Management)	<input type="checkbox"/> Jan ____ <input type="checkbox"/> July ____	2 1/2 yrs	\$55,500
<input type="checkbox"/> Advanced Diploma of Business (International Hotel & Resort Management)		2 yrs	\$37,000
<input type="checkbox"/> Bachelor of Business (International Restaurant & Catering Management)	<input type="checkbox"/> Jan ____ <input type="checkbox"/> July ____	2 1/2 yrs	\$55,500
<input type="checkbox"/> Advanced Diploma of Business (International Restaurant & Catering Management)		2 yrs	\$37,000
<input type="checkbox"/> Bachelor of Business (International Convention & Event Management)	<input type="checkbox"/> Jan ____ <input type="checkbox"/> July ____	2 1/2 yrs	\$55,500
<input type="checkbox"/> Advanced Diploma of Business (International Convention & Event Management)		2 yrs	\$37,000
<input type="checkbox"/> Stage 1 <input type="checkbox"/> *Stage 3		1 wk	\$1,700
*Bridge Week – Cuisine and Wine Studies			
<input type="checkbox"/> Accommodation and Airport pick-up			\$150

Fee structure of the Bachelor Degrees

Year 1 [\$18,500]

Year 2 [\$18,500]

Year 3 [\$18,500]

### Foundation-Pre University Program – SAIBT

<input type="checkbox"/> Certificate IV (8 months program)	<input type="checkbox"/> June ____ <input type="checkbox"/> Oct ____	8 mths	\$9,680
<input type="checkbox"/> Certificate IV (12 months (including English) program)	<input type="checkbox"/> Feb ____ <input type="checkbox"/> June ____	1 yr	\$12,380

### English Programs – CELUSA

<input type="checkbox"/> General Intensive English – IELTS 4.0-4.5	<input type="checkbox"/> Feb ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	5-25 wks	\$285/wk
<input type="checkbox"/> English for Academic Purposes – IELTS 4.5-5.0	<input type="checkbox"/> Feb ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	26-35 wks	\$275/wk
		30+	\$270/wk
<input type="checkbox"/> University Entrance Certificate – IELTS 5.0-6.5	<input type="checkbox"/> Feb ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	10-20 wks	\$300/wk
<input type="checkbox"/> Administration Fee			\$150

## SYDNEY PROGRAMS

### Le Cordon Bleu Culinary Programs – Sydney

<input type="checkbox"/> Theory Bridging Program [Intermediate/Superior entry only]	<input type="checkbox"/> Jan ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	\$900
<input type="checkbox"/> Basic Cuisine – Certificate I in Hospitality (Kitchen Operations) THH11102	<input type="checkbox"/> Jan ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	\$7,500
<input type="checkbox"/> Intermediate Cuisine – Certificate II in Hospitality (Kitchen Operations) THH22002	<input type="checkbox"/> Jan ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	\$7,700
<input type="checkbox"/> Superior Cuisine – Certificate III in Hospitality (Commercial Cookery) THH31502	<input type="checkbox"/> Jan ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	\$9,500
<input type="checkbox"/> Basic Pâtisserie – Certificate I in Hospitality (Kitchen Operations) THH11102	<input type="checkbox"/> Jan ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	\$7,500
<input type="checkbox"/> Intermediate Pâtisserie – Certificate II in Hospitality (Kitchen Operations) THH22002	<input type="checkbox"/> Jan ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	\$7,700
<input type="checkbox"/> Superior Pâtisserie – Certificate III in Hospitality (Pâtisserie) THH31602	<input type="checkbox"/> Jan ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	\$8,500

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

<input type="checkbox"/> Basic English for Hospitality & Tourism – IELTS 4.0 to 4.5	<input type="checkbox"/> Jan ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	1-19 wks	\$340/wk
<input type="checkbox"/> Intermediate English for Hospitality & Tourism – IELTS 4.5 to 5.0	<input type="checkbox"/> Jan ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	20-39 wks	\$310/wk
<input type="checkbox"/> Advanced English for Hospitality & Tourism – IELTS 5.0 to 5.5	<input type="checkbox"/> Jan ____ <input type="checkbox"/> Apr ____ <input type="checkbox"/> July ____ <input type="checkbox"/> Oct ____	40+	\$290/wk
Enrolment & Materials Fee			\$240

## PERSONAL DETAILS *(please print in block capitals)*

Surname/Family Name \_\_\_\_\_  
 First Name(s) \_\_\_\_\_  
 Preferred First Name \_\_\_\_\_ Title (eg Mr, Miss) \_\_\_\_\_  
 Date of Birth (D) (M) (Y) \_\_\_\_\_ Country of Birth \_\_\_\_\_ Gender  Male  Female  
 Passport No \_\_\_\_\_ Nationality as per passport \_\_\_\_\_  
 Are you holding a current Australian Visa?  Yes  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 \_\_\_\_\_  
 Which Embassy will you apply for your Visa \_\_\_\_\_

Attach 2 passport size photographs

### 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 (eg. 1990-96)	Award Conferred	Notarised Doc	
					Yes	No

### Language Knowledge

Is English your first language  Yes  No  
 Have you completed an IELTS Test  Yes  No  
 Yes – Test Score \_\_\_\_\_ Please provide documentary evidence with your application  
 No – Please note you will need to provide an IELTS score and/or attend an English language program – documentary evidence is required with your application



## 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.

- 2 Passport size photographs
- Completed and signed application form attached
- High school certificate / diploma or equivalent qualification
- Academic transcripts (original or certified copies accepted only)
- Letter of Completion from Tertiary Institution / University
- Subject curriculum documentation (if requesting recognition of prior learning for subjects previously undertaken)
- English Language proficiency result (IELTS preferred) – if English is not your first language
- Evidence of work experience
- Curriculum Vitae (Masters applicants only)
- AUD\$500.00 Tuition Registration Fee – application will not be processed without this fee

**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 South Australia and be submitted to the jurisdiction of the courts of South Australia. I understand that the information provided by me to Le Cordon Bleu Australia 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 further understand that my personal information will be made available on the Le Cordon Bleu world wide ONYX Database for Alumni purposes. I declare that I have read and understood each of the Le Cordon Bleu's Codes of Practice, Policies and Procedures and Accreditation Status as outlined at <http://www.lecordonbleu.com.au> – accreditation/policies. Information contained within this document/application will be made available to partnering institutions eg. CELUSA, SABIT, UniSA & University of Adelaide, Billy Blue English School if relevant.

Signature of Student	Date
Signature of Parent/Guardian	Date
Signature of Financial Sponsor	Date

### Please return this form to:

Le Cordon Bleu Admissions Office,  
Days Road, Regency Park  
South Australia, Australia 5010  
Telephone: +61 8 8346 3700      Facsimile: +61 8 8346 3755  
Email: [australia@cordonbleu.edu](mailto:australia@cordonbleu.edu)      CRICOS Provider No. (SA) 01818E (NSW) 02380M

## PAYMENT DETAILS

### Credit Card Payments

(Credit Card Payments incur a 3% surcharge)

Please debit  MasterCard  Visa  Bankcard  American Express

Cardholder Name

Student Name

Card No

Card Expiry Date

Cardholder Signature

Payment Amount (AUD\$)

(+ 3% surcharge)

# ADMISSION PROCEDURES

1

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

- High School certificate / diploma OR equivalent qualification
- Academic transcripts (original or certified copies accepted only)
- Letter of Completion from Tertiary Institution / University
- Subject curriculum documentation (if requesting Recognition of Prior Learning for subjects previously undertaken)
- 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)
- AUD\$500.00 Tuition Registration Fee. This amount is deducted from tuition fees upon successful enrolment. (AUD\$150.00 is non-refundable if the applicant is unsuccessful)

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' is also assessed and any initial status granted will be stated in the Letter Of Offer. (AUD\$500 Tuition Registration Fee must be received prior to issuance of Letter of Offer)

4

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

- Acceptance of Offer Form / Fees, Conditions and Refund Policy
- Code of Practice
- Invoice
- Recognition of Prior Learning application form (if applicable)
- Accommodation & uniform requirements (Bachelor and 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 and overseas students from country level assessment 1 & 2:

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

- Remainder of tuition fees and compulsory Overseas Student Health Cover fees as per invoice
- Accommodation & uniform Request Forms (Adelaide students only)

b. Overseas students from country level assessment 3 & 4:

Submit to the Australian Embassy in your country the Letter of Offer form and Application for a Pre Visa Assessment to determine your status as a genuine student. After PreVisa Assessment approval forward the PVA letter to Le Cordon Bleu Australia with the following:

- Remainder of tuition fees and compulsory Overseas Student Health Cover fees (overseas students) as per invoice
- Accommodation & uniform Request Forms (Adelaide students only)

For information on Country Assessment Levels please visit the following website [www.immi.gov.au](http://www.immi.gov.au) (Go to Visiting Australia; Study) or contact the Le Cordon Bleu Australia office.

6

After receipt of tuition fees Le Cordon Bleu Australia will issue a Confirmation Of Enrolment Letter and package. (To overseas students requiring to apply for a student visa a 'Confirmation Of Enrolment (COE) form' will be sent with the 'Confirmation Of Enrolment package')

7

Overseas students are required to submit the COE form to the Australian Embassy 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) (Go to Visiting Australia; Study; Forms)

8

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

## PAYMENT DETAILS

*\*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 posted to the office to ensure prompt processing of your payment.*

Fax No: 61 8 8346 3755

Postal: Le Cordon Bleu, Days Road, Regency Park SA 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 SA 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

*\*Important: If transferring funds by telegraphic transfer or direct deposit, please inform the bank staff to enter an "Invoice Number (top right hand side) and students name".*

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

**This application is sent via Renaissance Seers**

# FEES, CONDITIONS & REFUNDS POLICY

**1**

A non refundable Tuition Registration Fee of AUD\$500 is payable upon application for enrolment or re-enrolment and will be deducted from the tuition fee upon successful enrolment or re-enrolment.

**2**

If Le Cordon Bleu does not accept an application for any reason or the student visa is refused a refund of the application fee to the value of AUD\$350 will be returned to the applicant.

**3**

Le Cordon Bleu will not accept the application fee if a place is not available for the intake applied for, and will consult with the student to defer commencement date.

**4**

The full amount of the remaining course fees shall be paid prior to the issuance of a Confirmation of Enrolment form.

**5**

New students shall pay the full amount of all remaining fees in cleared funds not less than 8 weeks prior to the commencement of courses. Re-enrolling students shall pay the full amount of all remaining course fees in cleared funds not less than 6 weeks prior to the commencement of the course.

**6**

An applicant whose application has been accepted for enrolment by Le Cordon Bleu Australia, giving more than 28 days prior written notice of his/her intention not to commence the course for whatever reason shall be entitled to 85% refund of any fees paid less tuition fee which is non-refundable. If an applicant gives notice of less than 28 days, he/she shall not be entitled to any refund.

**7**

An applicant whose application has been accepted may defer his/her commencement of the course to a later term within a 12 month period. All applications for deferment must be received by the LCB office no later than 28 days prior to course commencement. Once this choice is taken by a student you will not be entitled to any other option mentioned in the refund policy. Every reasonable effort will be made to accommodate the applicant on a later course of his/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 within a designated time frame.

**8**

Once the 12 month period after deferment lapses the student would be required to re-apply to Le Cordon Bleu.

**9**

Le Cordon Bleu Australia reserves the right to review fees at any time. If tuition fees are increased, you will be required to pay the new fees as they are introduced.

**10**

Bachelor degree tuition fees include tuition, exams, student textbooks, orientation program and part professional uniform. Cuisine and Pâtisserie course tuition fees do not include uniforms or equipment. For the Masters programmes, textbooks are at an additional cost with no uniforms required.

**11**

Students in either the Bachelor of Business or Masters programmes granted module/subject status will be charged a AUD\$300 per subject administration and processing fee by Le Cordon Bleu Australia. If RPL is granted the associated cost of the subject will be credited against future studies. For details can be obtained from <http://www.lecordonbleu.com.au> – Accreditation & Policies.

**12**

There will be no fee for RPL for students studying in the Culinary Arts Program in Sydney, however there will be no reduction in fees either please refer to the following, <http://www.lecordonbleu.com.au> – Accreditation & Policies

**13**

No refunds will be made for changes to a students visa status, or for visa cancellation.

**14**

Credit card payments using Visa, MasterCard, AMEX & Bankcard will be subject to a surcharge of 3%. Other cards are not accepted.

**15**

All bank fees will be borne by the student.

**16**

Any changes requested by a student to their current program will incur an administration charge of AUD\$150.

**17**

If any student in either the Bachelor of Business or Masters programmes is required to repeat a subject a reduction of 15% will be applied to the subject fee.

**18**

Any student refusing to pay fees after requests have been made in writing 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 in full. Le Cordon Bleu Australia will also pass on any fees incurred to collect outstanding monies.

**19**

Le Cordon Bleu Australia reserves the right at its absolute discretion to reject any application of enrolment, and it shall be under no obligation whatsoever to give reasons for its decision.

**20**

If a student fails to complete a course for any reason whatsoever other than the default of Le Cordon Bleu Australia, there will be no refund of fees paid or reduction in fees payable.

**21**

If a student fails or is unable to complete a course due to a default by Le Cordon Bleu Australia, being the failure to start the course on the agreed starting date, the course ceasing after it starts and before it is completed or because a sanction is imposed upon LCBA under relevant State or Federal legislation, the student shall be entitled to a refund calculated in accordance with the provisions of the Education Services for Overseas Students Act ("ESOS Act"). The Amount of the refund will be paid within four weeks of the date of default and shall be accompanied by a written statement setting out how the amount has been calculated.

**22**

Notwithstanding the provisions of this clause, nothing removes the right of the student to take further action under relevant Australian consumer protection laws and to pursue such legal remedies the student may have under such laws.

**23**

All students are bound to comply with the rules and regulations stated in the Le Cordon Bleu Student Handbook and the General and Academic Policy and Procedures which is subject to change from time to time.

**24**

Le Cordon Bleu Australia shall be under no liability whatsoever to any student for any loss or damage, except for personal injury or death, sustained at or upon the School's premises howsoever caused, and whether in respect of any negligent act or omission by Le Cordon Bleu Australia, its employees, agents or servants or otherwise.

**25**

Le Cordon Bleu Australia shall be under no liability whatsoever to any student for any loss or damage, except for personal injury or death, suffered by reason of the failure of Le Cordon Bleu Australia, 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.

**26**

Le Cordon Bleu Australia reserves the right in its absolute discretion to review and alter the organisation and/or structure of the course at any time.

**27**

If any material alteration is made before the commencement of a course, the School will endeavour to notify any student so affected, but shall not have any liability if it is unable to so notify.

**28**

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

**29**

Le Cordon Bleu Australia 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.

**30**

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 training 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.

**31**

All uniform alteration costs will be the responsibility of the student.

**32**

Individual campus' may charge an additional student services fee which will be payable directly to the campus concerned.

**33**

Le Cordon Bleu reserves the right to charge a late payment fee of 5% of the course fee payable, if the payment is not received by the due date stated on the invoice.

**34**

Please note all additional requests for original Academic transcripts will incur a charge of AUD\$20 per transcript and AUD\$40 for each additional Le Cordon Bleu Parchment.

**35**

This policy is correct at time of printing, but subject to change without notice for all updated versions please see [www.lecordonbleu.com.au](http://www.lecordonbleu.com.au)

May 2004