

INTERNATIONAL STUDENT ENROLMENT FORM

PART A: PERSONAL DETAILS

Family name:		Given name:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/> Unspecified: <input type="checkbox"/>	
Date of birth:			
USI:			
OSHC Provider:		Membership number:	
Date of expiry:			
Nationality:		Country of birth:	
Country of current residence:			
Passport number:		Date of issue:	
Date of expiry:			
Type of Australian visa held:		Date of issue:	
Date of expiry:			
Visa granted <input type="checkbox"/> Bridging visa <input type="checkbox"/> Visa subclass:			

PART B: CONTACT DETAILS

Australian Residential address:		Mobile:	
Email:			
Overseas address:			
Emergency contact name:			
Contact No:		Email:	
Relationship to Student:			

PART C: PREVIOUS QUALIFICATIONS

Have you successfully completed any of the qualifications in the following column? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes , select the applicable boxes: Year 10 or Equivalent <input type="checkbox"/> Year 11 or Equivalent <input type="checkbox"/> Year 12 or Equivalent <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate IV <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Bachelor Degree or Higher <input type="checkbox"/> In which year, did you complete the highest level of qualification? _____
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PART D: ENGLISH LANGUAGE PROFICIENCY

Have you taken a recognised English language test such as IELTS or TOEFL? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please complete the details below and provide a copy of the test results.		
English Test: IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/>	Results (score):	Date of test:
Requires LLN support? Yes <input type="checkbox"/> No <input type="checkbox"/>		

PART E: COURSE ENROLMENT DETAILS

Course	Sydney Campus	Canberra Campus
<input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management (CRICOS Code: 103997D - 52 weeks)	<input type="checkbox"/> \$6,000*	<input type="checkbox"/> \$6,000*
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management (CRICOS Code: 104353K - 52 weeks)	<input type="checkbox"/> \$6,000*	<input type="checkbox"/> \$6,000*
<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management (CRICOS Code: 108705C - 78 weeks)	<input type="checkbox"/> \$9,000*	\$9,000*
<input type="checkbox"/> SIT50422 Diploma of Hospitality Management (CRICOS Code: 111542B - 104 weeks)	<input type="checkbox"/> \$12,000*	<input type="checkbox"/> \$12,000*
<input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management (CRICOS Code: 111863G - 104 weeks)	<input type="checkbox"/> \$12,000*	<input type="checkbox"/> \$12,000*
<input type="checkbox"/> CPC30220 Certificate III in Carpentry (CRICOS Code: 105664J - 104 weeks)	<input type="checkbox"/> \$24,000*	N/A
<input type="checkbox"/> UEE40720 Certificate IV in Electronics and Communications (CRICOS Code: 104934M - 104 weeks)	<input type="checkbox"/> \$20,000*	N/A

** Does not include Admin and Material Fees. For the full list of fees and charges associated with each program, see the relevant Course Information Sheet.*

PREFERRED CAMPUS

Sydney Campus Canberra Campus

2023 COURSE START DATE

Jan 16 Feb 27 Apr 17 May 29 Jul 10 Aug 21 Oct 02 Nov 13

2024 COURSE START DATE

Jan 15 Feb 26 Apr 15 May 27 Jul 08 Aug 19 Sep 30 Nov 11

2025 COURSE START DATE

Jan 13 Feb 24 Apr 14 May 26 Jul 07 Aug 18 Sep 29 Nov 10

CLASS TIMETABLE (BSB & SIT program ONLY)

SHIFT # 1	SHIFT # 2	SHIFT # 3
Monday: 8 am – 4 pm <input type="checkbox"/> Tuesday: 8 am – 4 pm <input type="checkbox"/> Wednesday: 8 am – 1 pm <input type="checkbox"/>	Thursday: 8 am – 4 pm <input type="checkbox"/> Friday: 8 am – 4 pm <input type="checkbox"/> Saturday: 8 am – 1 pm <input type="checkbox"/>	Monday - Thursday: 5:00 pm – 10:00 pm <input type="checkbox"/>

Note that we will try our best to accommodate your preference, however your preferred timetable is not guaranteed. Also note that timetables are subject to change at the discretion of Austrasia College.

CLASS TIMETABLE (Certificate III in Carpentry)

SHIFT # 1	SHIFT # 2	
Monday: 4 pm – 10:30 pm <input type="checkbox"/> Tuesday: 4pm – 10:30 pm <input type="checkbox"/> Sunday: 9am – 17:30 pm <input type="checkbox"/>	Thursday: 4 pm – 10:30 pm <input type="checkbox"/> Friday : 4pm – 10:30 pm <input type="checkbox"/> Saturday: 2pm – 10:30 pm <input type="checkbox"/>	Carpentry Course Intake January / April / July / October

Note that we will try our best to accommodate your preference, however your preferred timetable is not guaranteed. Also note that timetables are subject to change at the discretion of Austrasia College.

CLASS TIMETABLE (Certificate IV in Electronics and Communications)

SHIFT # 1
Monday: 5 pm – 10:30 pm <input type="checkbox"/> Tuesday: 5 pm – 10:30 pm <input type="checkbox"/> Wednesday: 5 pm – 10:30 pm <input type="checkbox"/> Thursday: 5 pm – 10:30 pm <input type="checkbox"/>

Note that we will try our best to accommodate your preference, however your preferred timetable is not guaranteed. Also note that timetables are subject to change at the discretion of Austrasia College.

Do you intend to apply for RPL or CT? Please note that if you have met unit of competency requirements in a unit within your chosen course of study, Austrasia College is obliged to recognise that unit under the Australian Qualification Framework. YES NO

Disability

Do you consider yourself to have a disability, impairment or a long-term health condition? Yes No

If **yes**, please indicate the areas of disability, impairment or long-term health condition:
Hearing/Deaf Mental Illness Vision Physical Learning Medical condition Intellectual
Other: _____

PART F: AGENCY DETAILS

Place stamp below (if applicable)

	Representative Name: _____	Agency Name: _____
	Address: _____	_____
	Phone: _____	Email: _____

PART G: APPLICANTS CHECKLIST

Please attach the following documents to this application:

- Certified copy of your passport page
- Certified copies of your official final high school certificate and transcript
- Certified copied of your official college or university certificate and transcript
- Certified copies of your IELTS or any relevant English certificate (including the explanation of levels and grades)
- Copy of your current visa (if applicable)
- Certified translations of any documents that are not in English

ENROLMENT TERMS AND CONDITIONS

1. Overseas Students are required to provide their current Australian address to the College at all times. All student details are required to be updated every 3 months after the time of commencement. A College staff member will contact you on a regular basis to ensure all details are correct.
2. All due care is to be taken with College equipment, facilities and property at all times.
3. COLLEGE reserves the right to expel students for serious breaches of discipline.
4. Course Entry Requirements- For entry into a COLLEGE program, international students must be: • 18 years of age or older at the time of course commencement • Fulfill any specific course requirements as listed in the programs Course Information Sheet • Satisfy English Language requirements* *International students (from countries where English is not the first language) are expected to have a minimum English Language standard and are required to have one of the following prior to enrolling in a qualification: • At least 50% completion of any AQF Certificate IV or Diploma qualification within Australia • Achieved an IELTS band score of 5.5 • Achieved an IELTS band score of 5.0 plus must have completed Upper intermediate ELICOS (At least 10 weeks) • Achieved an IELTS score of 4.5 plus must have completed Upper intermediate ELICOS (At least 20 weeks) • Successfully completed at least 38 weeks of ELICOS study in Australia • Successfully completed a COLLEGE English language test Depending on the student's country of origin, there may be additional English Language requirements that the student needs to meet to obtain a student visa. For more information, please check the Department of Home Affairs (DHA) website: <https://immi.homeaffairs.gov.au/>
5. Application Fees- All course applicants must pay a \$200 non-refundable admin fee. This can be paid at the same time as paying for Tuition Fees. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.
6. Tuition Fees DO NOT cover application fees, material fees i.e. student workbooks, accommodation, living expenses, uniforms, stationery and equipment. No student is required to pay more than 50% of the total course fees before the agreed commencement date. No amount adding to over 50% is required until two weeks before the commencement of the second study period. This also applies to payments made through any third party. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.
7. Other Fees and Charges- All other fees and charges related to each program, including material fees is stipulated in the specific programs Course Information Sheet.
8. Transfer of Fees- No fees will be transferred to other external institutions or persons.
9. Refund Policy: COLLEGE will go over the Refund Policy with you in detail prior to enrolment. If your application is successful, COLLEGE will forward you a Letter of Offer and Student Acceptance Agreement. The agreement specifies COLLEGE's Refund Policy, and must be signed and agreed by you prior to COLLEGE accepting any fees or accepting your enrolment.
10. Refund Procedure:
 - All refund requests must be made in writing using the Refund Request Form.
 - Completed Refund Request Form along with all supporting documents should be sent to college for processing, the refund amount will be calculated from the date of receipt of this form and its supporting evidence(s).
 - Course commencement date is defined as 'Proposed Course Start Date' as listed on the student Coe. If the student applies for course deferment to a future intake date, the refunds policy applies to the current course and its Proposed Course Start Date. If student applies for suspension to a future time, the refund policy applies to the current course and its Proposed Course Start Date.
 - Refund will be processed and paid into the original bank account details that is used for the payments and is provided by the student or a bank account that is nominated by student's agent.
 - Refunds will be processed within 20 working days from the date of receipt of this form and its supporting evidence(s).
 - A written statement will be provided to explain how the refund is calculated per request from student or an authorised third party.
 - If a student is not satisfied with the approved refund amount the student has a right to lodge an internal appeal with the college. If the student is not happy with internal appeal outcome the student can seek for further assistance under Australian Consumer Law. You can visit Australian Consumer Law website at <http://consumerlaw.gov.au/>
11. The following payments are non-refundable: enrolment fees, material fees, CoE amendment fees (\$50 per CoE), re-assessment fees (\$50 per unit).
12. No refund will be given to student whose Visa cancelled /refused due to fraud/misleading information when applying/extending student visa and/or breach of student visa conditions, etc.
13. No refund will be given to student who applies for external appeal such as AAT (Administrative Appeals Tribunal).
14. No refund will be given to student whose CoE cancelled due to non-commencement, non-attendance, non-payment, unsatisfactory course progress and/or breach of any college code and National Standards.
15. If student applies to withdraw from the course due to personal reason and sends the refund form before the course commencement date, tuition fees are refunded in full, and an admin fee of \$300, a material fee and an enrolment fee will be deducted from the final refund amount. Documents that are required to process this type of refund are refund Form with correct bank details and Withdrawal/Cancellation Form.
16. If student applies to withdraw from the course due to personal reason and sends the refund form on/after course commencement date, refund is calculated based on the date of receipt of all documents that are required to process refunds request, refund amount will be calculated on a pro-rata basis based on the number of weeks remaining for the remainder of the course, and an admin fee of \$300, a material fee and an enrolment fee will be deducted from the final refund amount. Required documents to process refund are Refund Form with correct bank details and Withdrawal/Cancellation Form.
17. If college is unable to deliver the course, college will offer students placement into an alternative registered course, or a refund for unused tuition fees. In the situation when college is unable to provide alternative registered course or a refund for unused tuition fees, TPS (Tuition Protection Service) for international students will attempt to place student into an alternative registered course provided by another provider (college).
18. AC reserved all rights to review all visa rejection, cancellation and withdrawal applications for refund and decide case by case.
19. Enrolment and Induction- All confirmed Students are required to attend orientation prior to commencing their studies. Students will be informed on the details of their orientation once their enrolment is confirmed.
20. LL&N Support Austrasia College is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English. For COLLEGE to best accommodate students, we ask that every student select one of the following:

I appreciate that COLLEGE is interested in my LLN standard, however I affirm that I do not require any assistance with LLN for the course I am choosing to undertake – Please finalise my enrolment. *If you have selected this option your enrolment will progress in line with COLLEGE's selection procedures.

I am unsure if my LLN standard is sufficient for the level of study I am undertaking and I wish to undertake a LLN assessment for COLLEGE's determination*If you have selected this option your enrolment will not be processed until a formal LLN assessment has been completed. COLLEGE staff will be in contact with you to arrange this assessment.

21. Attendance and Course Progress Regular attendance (at least 80% at all times) and satisfactory academic progress is a requirement for all students. International students must attend a full-time study load (20 hours per week). COLLEGE monitors attendance and academic progress regularly. Austrasia College will be monitored students course progress twice in each term i.e. students will be issued two warning letters in each term (week 6, week 12). For example, 1st term: letter one will be issued in week 6, letter 2 will be issued in week 12; 2nd term: letter 3 will be issued in week 6, letter 4 will be issued in week 12. Once any student receives letter 4, they will receive ITR in next stage. Please note that if you are reported for unsatisfactory course progress or attendance, DHA may cancel your visa.

22. Should a Student be unable to achieve a Satisfactory Result, they will be required to undertake a reassessment for that Task. The cost of Reassessment for each Assessment Task is \$50. Should a Student not achieve a Satisfactory Result following Re-assessment, the Student will be required to repeat the unit of competency in its entirety, in line with the Institute's Student Assessment, Reassessment and Repeating Units of Competency Policy.

23. Credit Transfer (CT) and Recognition of Prior Learning (RPL) Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Note that a shortening of overall course duration does not change the requirement for International students to be enrolled in full-time study. Detailed information on COLLEGE's CT/RPL process is provided prior to enrolment and is available at Reception.

STUDENT ENROLMENT FORM

Version: 2.2
 Implemented: Jan 2023
 To be reviewed: Jan 2024
 Responsibility: Academic Manager
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24. Cost of Living in Australia (AUS) 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 \$18,610 Overseas Student Health Cover (single cover) \$492 Travel/Incidentals \$2,000 Total \$21,102
25. How to Apply: A step-by-step guide 1) Choose the course you are interested in and check the course entry requirements 2) Apply for the course you wish to study by completing this Enrolment Form 3) Read the Terms and Conditions and sign both declarations to confirm your agreement 4) Ensure you have attached all relevant supporting information 5) Return your application form and necessary documents to a COLLEGE Marketing and Admissions Officer 6) You will then be booked in to have a meeting with a COLLEGE Marketing and Admissions Officer. At this meeting, the Marketing and Admissions Officer will go through pre-enrolment information with you and will assess your application for enrolment. 7) If your application is successful, you will receive a Letter of Offer, an invoice stating the cost of your studies and a Student Acceptance Agreement. 8) On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed and you will be provided with your Orientation details
26. Payment All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer. You can make your payment directly depositing into: Austrasia College Pty Ltd. BSB No.: 062759 Account No.: 1048 5054 Commonwealth Bank of Australia and Swift Code: CTBAAU2S (overseas transfer). You can also make your payment by Bank Draft to Austrasia College Pty Ltd. No obligation is created on Austrasia College, until funds are cleared, and an official receipt is issued.
27. Consent for use of Photograph I understand that during my studies at Austrasia College I can be photographed (still or video) at any time at the college or outside the college (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by Austrasia College for any promotional materials. I understand that I can withdraw my consent at any time in writing.
28. Unique Student Identifier (USI) from 1st January 2015, all students studying Nationally Recognised Training in Australia will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the Institute's Student Handbook or speak to the Institute's Student Services Team. You must provide your USI to the Institute's Marketing and Admissions Officer by your Orientation date. The Institute will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar.
29. Privacy Policy The primary purpose in collecting your information is to fulfil our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in our services, inform you of other products and services or to comply with requirements under the law. An applicant's information 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. We shall not otherwise disclose your personal information to any other party without your consent and we do not sell personal information to third parties.
30. Complaints and Appeals COLLEGE endeavours to create a positive learning environment free of oppression, unfair treatment or harassment. Any circumstance caused by COLLEGE, its trainers, assessors or other staff, or another learner of COLLEGE, which affects the well-being of a student, will be dealt with in a professional manner in line with published procedures. Students who are dissatisfied with decisions made by the Institute will be able to access the Institute's internal and external appeals processes. For COLLEGE's full Complaints and Appeals policy, refer to the Student Handbook.
31. Standards for Registered Training Organisations (RTOs) 2015 The Standards for Registered Training Organisations (RTOs) 2015 is in place to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high-quality training and assessment services in the vocational education and training system. Austrasia College (the RTO) is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

STUDENT DECLARATION

Declaration: I declare all information I have given in this form is true and correct, including documentation provided in support of my application.

Student Name:	Student Signature:	Date:
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COLLEGE ADMISSIONS OFFICER DECLARATION

Declaration: I have conducted an interview with the Student detailed in this Enrolment Form and have implemented COLLEGE's Student entry requirements, selection and orientation policy in full.

Staff Name:	Staff Signature:	Date:
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