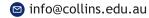


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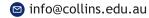
ENROLMENT APPLICATION FORM - INTERNATIONAL STUDENTS

Please note that applications are required to be 18 years of age or older

PREVIOUS COLLINS	INSTITUTE (OF AUSTRAL	IA STUDIE	S		UNIQUE STUDENT	IDENTIFIER (USI) C	COLLECTION	
Have you ever studie No Yes - please provid			ı	a before?		No, please go to	ed your USI number www.usi.gov.au/stude Institute of Australia	nts/ to create your	
PERSONAL DETAILS						Yes - please provi	de your student ID Nu	ımber:	
Mr Miss	Ms	Mrs	Other			ABORIGINAL AND	TORRES STRAIT ISI	_ANDER STATUS	
Gender:	Male	Female	L	rminate		Are you of Aborigin	nal or Torres Strait I	Islander origin?	
First name:						Yes - please spec	ify:		
Middle name(s):						ENGLISH LANGUA	GE PROFICIENCY		
Surname:						Is English your firs	t language?		No Yes
Date of birth:							nguage other than guage, indicate that o		
Passport number:						No, English only.		•	
Nationality:						Yes - please spec	ify:		
Place of birth (City):						How well do you s	peak English?		
Country of birth:				•		Very well	Well	Not well	Not at all
If you are currently living					ess.		ed a degree or diplo of was instruction		st 2 years where
Unit/Street number:						No			
Address line 1:						Yes - Please state	e degree and Institute	below;	
Address line 2:									
Suburb:			state:						
Postcode:			Country:						
Phone:			Nobile:			Have you underta	ken any formally-re	cognised English	Language tests
			nobile.			within the last 2 y	ears?		
Email:						No			
VISA AND OVERSEAS	STUDENT	HEALTH CO\	ER (OSHO	C)		Yes - Indicate bel	,		
Do you hold a curren	t Australia '	Visa?				IELTS	Language tests: TOEFL	PTE	CAE
Yes - Visa type		E	xpiry date	:			TOLIL		
Where will you lodge	your stude	nt visa appli	cation?			Other:			
Australia						Date of test:	ed copies of documen	Score:	roficionay
Outside Australia						EDUCATION BACK	•	ns or your English pi	onciency.
Have you been refus reason? No Yes, you will be aske		·		J	or any	Have you complet to the Australian F		hievement (RoSA	chooling equivalent) level?
Do you require OSHO	cover serv	rice from us?				No			
No, I already have O	SHC or I will p		n.			Yes - Expe	ected year of completion	on:	
		Provider:				Yes - In which YEA	AR did you complete tl	hat school level?	
	Ex	piry date:				What is your highe	est COMPLETED sch	nool level (tick on	e box only)
Yes, Please provide	me with the s	service		me	onths	Year 12 o	r equivalent	Year 9 or equ	valent
	S	tart date:				Year 11 o	r equivalent	Year 8 or belo	w
	Co	over type:				Year 10 o	r equivalent	Never attende	ed school



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ENROLMENT APPLICATION FORM - INTERNATIONAL STUDENTS

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PREVIOUS QUALIFICATIONS

Have you SUCCESSFULLY completed any of the following qualifications? No

Yes - Tick ANY applicable boxes (you may indicate more than one).

Bachelor Degree or Higher Degree Advanced Diploma or Associate Degree

Diploma (or Associate Diploma)

Certificate IV (or Advanced Certificate / Technician)

Certificate III (or Trade Certificate)

Certificate II

Certificate other than these

Please list any qualifications or work experience you have completed and the year of completion. (Attach resume if appropriate.)

	Ye	ear:	
	Ye	ear:	

Do you wish to apply for course credit through recognition of qualifications and statements of attainment issued by another Australian RTO (National Recognition) or credit transfer?

Nο

Do

Yes, Certified copies of transcripts from previous qualifications, and RPL/RCC & Credit Transfer Application form are attached to this application.

Do you wish to apply for course credit through Recognition of Prior Learning?

Yes, You will be contacted to discuss this further.

DISABILITY DETAILS

Do you consider yourself to have a disability, impairment or long-term condition?

Yes - Please indicate the area of disability, impairment or long-term condition. (tick as many as apply)

Hearing	earing Physical		Visual	Intellectual
Learning	Mental illn	iess	Chronic illness	
Acquired brain i	injury C	Other:		
you request for a lo	ny special n	need / su	upports?	

Yes, please specify	;	
NEXT OF KIN / EMERG	GENCY CONTACT	
First name:		
Middle name(s):		
Unit/Street number:		
Address line 1:		
Address line 2:		
Suburb:		State:
Postcode:		Country:
Phone:		Mobile:
Email:		

SERVICES

Homestay

Would you like Collins Institute of Australia to arrange homestay for you?

Yes - Accommodation Placement Fee - available upon request.

Airport Pickup and Transfer on Arrival

Do you require pick up from Sydney Airport to your place of accommodation?

Yes - Airport Pick Up Service Fee - available upon request.

SELECT YOUR COURSE

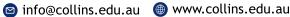
ENGLISH						
General English CRICOS Code: 098554M						
Start Date: Class start is every Monday						
No. of weeks: Maximum 52 weeks						
BUSINESS COURSE						
BSB40120 Certificate IV in Busines CRICOS Code: 105982F Course Duration: 52						
Start Date: Please see an academic calendar below:						
LEADERSHIP AND MANAGEMENT COL	JRSE					
BSB50420 Diploma of Leadership CRICOS Code: 104327A Course Duration: 104	<u> </u>					
Start Date: Please see an academic calendar below:						
BSB60420 Advanced Diploma of L CRICOS Code: 105981G Course Duration: 10-						
Start Date: Please see an academic calendar below:						
INTAKE DATES						

INTAKE DATES								
2024	2024 INTAKE							
CIV	02 Jan	05 Feb	01 Apr	06 May	O1 Jul	05 Aug	30 Sep	04 Nov
DIP	02 Jan		01 Apr		O1 Jul	05 Aug	30 Sep	04 Nov
ADV	02 Jan		01 Apr		O1 Jul	05 Aug	30 Sep	
2025 I	NTAKE							
CIV	06 Jan	10 Feb	07 Apr	12 May	07 Jul	11 Aug	06 Oct	10 Nov
DIP	06 Jan		07 Apr		07 Jul	11 Aug	06 Oct	10 Nov
ADV	06 Jan		07 Apr		07 Jul	11 Aug	06 Oct	
2026 1	NTAKE							
CIV	05 Jan	09 Feb	06 Apr	11 May	06 Jul	10 Aug	05 Oct	09 Nov
DIP	05 Jan		06 Apr		06 Jul	10 Aug	05 Oct	09 Nov
ADV	05Jan		06 Apr		06 Jul	10 Aug	05 Oct	
DIP =	Diploma of	IV in Busine Leadership Diploma of I	and Mana		ement			



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ENROLMENT APPLICATION FORM - INTERNATIONAL STUDENTS

Please note that applications are required to be 18 years of age or older

TERMS AND CONDITIONS - INTERNATIONAL STUDENTS

REFUNDS

Our refund policy is included in the Letter of Offer and Student Agreement that you are required to sign prior to commencement of your course to indicate acceptance of the offer of enrolment and the terms and conditions specified.

The following tuition and non-tuition fees are not refundable under any circumstances, including visa rejection:

- Enrolment application fee: \$200 (required to process your application)
- Airport pick-up fee
- · Homestay accommodation placement fee

Homestay accommodation

The homestay accommodation placement fee is available upon request and non-refundable. All homestay accommodation fees must be paid to the agent unless otherwise advised by the agent. Requests for refunds of homestay accommodation fees must be made to the agent. Collins Institute of Australia does not guarantee or refund any homestay accommodation fees.

Education agents

If you use an education agent and that agent charges their own fees to students (in addition to Collins Institute of Australia's tuition and non-tuition fees), those fees remain the responsibility of the agent. Collins Institute of Australia is not responsible for the agent's own fees and does not protect or refund those fees under any circumstances.

Students who wish to seek a refund or have the amount they owe on their fees reduced must apply to Collins Institute of Australia using the Refund Application Form. If your refund is approved, you can have it paid to you or you can nominate another trusted person to receive the money if you prefer. You are asked to specify the recipient (yourself or someone else) and provide the recipient's contact and bank details on the Refund Application Form.

Collins Institute of Australia will:

- · Assess your request fairly and in accordance with the Fees and Refunds Policy and Procedures.
- Issue you with the decision in writing, using the Notice of Refund Decision letter within 10 working days of receipt of the Refund Application Form.
- If the refund was approved, detail how the refund was calculated and issue the refund within 10 working days of providing the outcome to the students.
- If the refund was not approved, explain the reason for the decision and your right to lodge an appeal of the decision within 20 working days of the date of the Notice of Refund Decision letter, in accordance with Collins Institute of Australia's Complaints and Appeals Policy and Procedures.
- · Require you to accept the decision in writing and give you a copy of the decision for your records.
- · Maintain our records of the decision, the acceptance and any refunds paid to you for at least 2 years after you ceases to be an accepted student.

Refund prior to course commencement

- 100% refund where student is refused a visa.
- 100% refund where Collins Institute of Australia cancels the course prior to commencement.
- 80% refund where a student withdraws 29 days or more before course commencement.
- 0% refund where a student withdraws less than 28 days before the course commencement.

Refund after course commencement

- A full refund will be paid in the event of Collins Institute of Australia default.
- If a student is refused a visa but has already commenced their course, non-tuition fees will not be refunded. However,
 - For ELICOS course, tuition fees will be refunded from the day of the student default as per Section 7 of the ESOS Act (Calculation of Refund) Specification 2014. The student will be refunded the weekly tuition fees multiplied by the number of weeks the student is in default.
 - For VET course, fees will not be refunded.

Other circumstances where no refund (0%) will be provided

- · If a student is refused a visa and the reason for the refusal is:
 - Did not start the course at the location on the agreed starting day or;
 - Withdraws from the course at that location or;
- Did not pay the tuition and non-tuition fees due.
- · Collins Institute of Australia terminates a student's enrolment because of a failure to comply with Collins Institute of Australia's policies, unsatisfactory academic progress or attendance.
- · If a student is in breach of their student visa conditions.
- · If a student has supplied incorrect, false or misleading information.

Collins Institute of Australia may consider written requests for refunds due to compassionate and compelling circumstances as indicated above and may increase the refund amount.

Outcomes of refund decisions

Within 10 working days of receipt of your completed Refund Application Form, Collins Institute of Australia will review the application and supporting documents, and issue you with a Notice of Refund Decision that will explain:

Whether or not the refund was approved.

- · If it was approved, the amount of the refund and a detailed explanation of how the refund was calculated.
- If it was not approved, the reasons for the refusal and your right to appeal the decision in accordance with Collins Institute of Australia's Complaints and Appeals Policy and Procedures.

If the refund was approved, Collins Institute of Australia will Issue therefund or adjustment notice within 10 working days of providing the outcome to the students.

You are responsible for keeping a copy of the signed Enrolment Application Form and the Letter of Offer and Student Agreement, as well as receipts of any payments for tuition fees or non-tuition fees.



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ENROLMENT APPLICATION FORM - INTERNATIONAL STUDENTS

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WRITTEN AGREEMENT - INTERNATIONAL STUDENTS

In signing this Enrolment Application Form, you agree:

- That the information you have provided on this form is true, correct and complete.
- · That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
- That you have read and understood Collins Institute of Australia's Privacy Policy.
- Information concerning students, including information submitted on the Enrolment Application Form may be shared among Collins Institute of Australia the Commonwealth, the Australian Government and designated authorities, and, if relevant, the Tuition Protection Service (TPS) and the ESOS Assurance Fund Manager This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.
- The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or other authorised agencies and departments. In certain circumstances information collected during your enrolment can be disclosed without your consent where authorised or required by law, as
- The provision of this information is necessary for both enrolment and re-enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting Collins Institute of Australia.
- · For VET applicants only, that you have read and understood Collins Institute of Australia's Student Handbook.
- · That you have been provided with detailed information about the tuition fees and non-tuition fees associated with your course enrolment including information on all tuition fees and non - tuition fees, payment terms, and the applicable Refund Policy.
- That you have the financial capacity to meet all tuition fees and non tuition fees, and agree to pay them as they become due.
- To provide Collins Institute of Australia with current and accurate contact details and notify Collins Institute of Australia within 7 days if anything changes.
- To be bound by Collins Institute of Australia's Student Code of Conduct and other student policies and procedures, as well as National and State legislation and regulations including any variations that are made from time to time.
- That you have included certified documents to meet the conditions of your offer (if applicable).
- "This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies."

STUDENT DECLARATION

I certify that all information I have provided on this form is true and correct.

STUDENT	
Printed name:	
Signature:	
2 .	
Date:	

AGENT DECLARATION

As an authorisation of Collins Institute of Australia agent, I/We take full responsibility for verifying any of the information provided in this application on behalf of Collins Institute of Australia and that Collins Institute of Australia may take action under that agreement, including the cancellation of the agreement for any false or misleading information or breach of the Code of Conduct.

AGENT DETAILS (if applicable)					
Name:					
Contact details:					
Signature:					
Date:					
Stamp:					



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ENROLMENT APPLICATION FORM - INTERNATIONAL STUDENTS

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FINANCIAL FUND

Do you have access to sufficient funds to support you and your dependants (if any) for the total period of your stay in Australia to ensure that you meet course progress? This includes tuition fees, travel costs, living costs as outlined on the Department of Home Affairs website: https://www.immi.homeaffairs.gov.au/

Please indicate your source of funding:

Self-Funded	Parent	Relative	Bank Loan	Employer	Sc	holarship)
Evnonoso	Do	er Person	Amount Required in AUD		Do You	e Fund?	
Expenses	re	er rersuii			YES	NO	N/A
Travel	If a	applying outside Australia	\$2,000 (anywhere else) o	r			
			\$2,500 (East or Southern Africa) or \$3,000 (West Africa) \$1,000 (anywhere else) or				
	If a	applying in Australia					
			\$1,500 (Africa)				
Tuition	Ap	oplicant	Course Fees for one acad	emic year			
	Sc	chool-age-children aged 5 -18	\$9,661 per year for each	child			
Living	Ap	oplicant	\$24,505 per year				
	Pa	artner	\$8,574 per year				
	Ea	ach Child	\$3,670				
Overseas Health Cover (OSI	HC) Sii	ngle	Visa length cover, approx.	\$41/month			
	Couple (No Children) Visa length cover, approx. \$231/month		\$231/month				
	Fa	amily	Visa length cover, approx.	\$416/month			

GENUINE TEMPORARY ENTRANT (GTE) ASSESSMENT

This section helps Collins Institute of Australia assess whether you meet the Australian Government's Genuine Temporary Entrant (GTE) Criteria.

It is important that the section is correctly completed and that all required documentation is attached.

See www.homeaffairs.gov.au/StudyinginAustralia/Documents/direction-no-69.pdf

(If the spac	(If the space provided below is not enough please provide your answers on a separate sheet)						
1. How did	1. How did you find out about Collins Institute of Australia?						
Agent							
Other							
2. What a	re the reasons for choosing to undertake selected course(s)?						
3. Please	explain how the course you have chosen will benefit to your future plan.						
4. What a	re the reasons for choosing Collins Institute of Australia over other providers in Australia?						



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ENROLMENT APPLICATION FORM - INTERNATIONAL STUDENTS

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5. What are the reasons for o	choosing to study in Australia ra	ther than in your hon	ne country?		
6. How many years since you	last studied? If there is a gap in	n vour studies, please	e explain what you have h	peen doing during this ga	an.
Strion many years emiss year	nacticulated. It there is a gap in	your ocauses, prouds		seen demig daming time Bo	
7. Have you previously studie No	d any courses in Australia?				
Yes - Please list the unit ou	ıtcome				
8. Relationship status:					
Single	Engaged		De Facto	Separated	
Divorced	Widowed		Married - How long?	Year	month
9. Do you have any dependar	nts?				
No					
Yes - How many?					
Will any dependants:	Travel to Australia				
	Remain at home				
10. Have you or your depend	ants had any previous visa appl	ication rejections?			
No					
Yes - Please provide the reason	ons				