

ENROLMENT APPLICATION FORM - INTERNATIONAL STUDENTS

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

PREVIOUS COLLINS INSTITUTE OF AUSTRALIA STUDIES

Have you ever studied with Collins Institute of Australia before?

No

Yes: Please provide your student ID number

PERSONAL DETAILS

Title: Mr Mrs Miss Ms Other

First name

Middle name

Last name

Gender

Date of birth

Place of birth (City)

Country of birth

Nationality

Passport number

Issued date

Expiry date

Address: • If you are currently living outside Australia, please provide your overseas address.

• If you are already living in Australia, please provide your Australian address.

Building name

Unit number

Street number

Street name

City/Town/Suburb

State/Province

Country

Postcode

Phone

Mobile

Email

VISA & OVERSEAS STUDENT HEALTH COVER (OSHC) STATUS

Do you hold a current Australia Visa?

No

Expiry date

Yes: Visa type

Do you require OSHC cover service from us?

No: I already have OSHC or I will provide my own.

Provider

Expiry date

Where will you lodge your student visa application?

Australia

Outside Australia

Yes: Please provide me with the service

How many months?

Months

Have you been refused a visa from any country including Australia for any reason?

No

Yes: You will be asked to provide full details and copies of any documents.

Single

Start date

Couple

Start date

Family

Start date

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ENGLISH LANGUAGE PROFICIENCY

Is English your first language? ☐ No ☐ Yes

Do you speak a language other than English at home?
If more than one language, indicate that one that is spoken most often.

No: English only

Yes: Please specify

How well do you speak English?

☐ Very well ☐ Well ☐ Not well ☐ Not at all

Have you completed a degree or diploma within the last 2 years where the sole language of instruction was English?

☐ No

Yes: Please state degree and Institution below;

Have you undertaken any formally-recognised English Language tests within the last 2 years?

☐ No

Yes: Type of English Language tests:

☐ IELTS

☐ TOEFL

☐ PTE

☐ CAE

Other:

Date of test

Score

Please attach certified copies of documents of your English proficiency.

EDUCATION BACKGROUND

Have you completed at least four years of secondary schooling equivalent to the Australian Record of School Achievement (RoSA) level?

☐ No: Are you still attending secondary school?

☐ No ☐ Yes: Expected year of completion

Yes: In which YEAR did you complete that school level?

What is your highest COMPLETED school level
(tick one box only)

☐ Year 12 or equivalent ☐ Year 9 or equivalent

☐ Year 11 or equivalent ☐ Year 8 or below

☐ Year 10 or equivalent ☐ Never attended school

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)

	Year:
	Year:
	Year:

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?

☐ No ☐ 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?

☐ No ☐ Yes: You will be contacted to discuss this further.

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ABORIGINAL AND TORRES STRAIT ISLANDER STATUS

Are you of Aboriginal or Torres Strait Islander origin?

No

Yes: Please specify

UNIQUE STUDENT IDENTIFIER (USI) COLLECTION

Have you registered your USI number?

No: Please go to www.usi.gov.au/students/ to create your own USI and provide your USI to Collins Institute of Australia Studies as soon as possible.

Please provide your USI number

Yes:

DISABILITY DETAILS

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

No

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

Visual

Chronic illness

Learning

Hearing

Mental illness

Intellectual

Physical

Acquired brain injury

Other:

Do you request for any special needs/supports?

No

Yes: Please specify

SERVICES

Homestay

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

No

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?

No

Yes: Airport Pick Up Service Fee – available upon request.

NEXT OF KIN / EMERGENCY CONTACT

First name

Last name

Relationship

Building name

Unit number

Street number

Street name

City/Town/Suburb

State/Province

Country

Postcode

Phone

Mobile

Email

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SELECT YOUR COURSE

ENGLISH

Delivered in association with Victory Institute RTO 91161 CRICOS 02678D

General English CRICOS Code: 098554M

Start Date: Class start is every Monday

No. of weeks: Maximum 60 weeks

BUSINESS COURSE

BSB40120 Certificate IV in Business (Leadership)

CRICOS Code: 105982F | Course Duration: 52 weeks

Year	JAN	FEB	APR	MAY	JUL	AUG	OCT	NOV
2025	06	10	07	12	07	11	06	10
2026	05	09	06	11	06	10	05	09
2027	04	08	05	10	05	09	04	08

LEADERSHIP AND MANAGEMENT COURSE

BSB50420 Diploma of Leadership and Management

CRICOS Code: 104327A | Course Duration: 104 weeks

Year	JAN	FEB	APR	MAY	JUL	AUG	OCT	NOV
2025	06		07		07	11	06	10
2026	05		06		06	10	05	09
2027	04		05		05	09	04	08

BSB60420 Advanced Diploma of Leadership and Management

CRICOS Code: 105981G | Course Duration: 104 weeks

Year	JAN	FEB	APR	MAY	JUL	AUG	OCT	NOV
2025	06		07		07	11	06	
2026	05		06		06	10	05	
2027	04		05		05	09	04	

MARKETING AND COMMUNICATION COURSE

Delivered in association with Victory Institute RTO 91161 CRICOS 02678D

BSB40820 Certificate IV in Marketing and Communication

CRICOS Code: 117659G | Course Duration: 52 weeks

Year	JAN	FEB	APR	MAY	JUL	AUG	OCT	NOV
2025	06	10	07	12	07	11	06	10
2026	05	09	06	11	06	10	05	09
2027	04	08	05	10	05	09	04	08

BSB50620 Diploma of Marketing and Communication

CRICOS Code: 117660C | Course Duration: 78 weeks

Year	JAN	FEB	APR	MAY	JUL	AUG	OCT	NOV
2025	06	10	07	12	07	11	06	10
2026	05	09	06	11	06	10	05	09
2027	04	08	05	10	05	09	04	08

BSB60520 Advanced Diploma of Marketing and Communication

CRICOS Code: 117661B | Course Duration: 78 weeks

Year	JAN	FEB	APR	MAY	JUL	AUG	OCT	NOV
2025	06	10	07	12	07	11	06	10
2026	05	09	06	11	06	10	05	09
2027	04	08	05	10	05	09	04	08

TERMS AND CONDITIONS - INTERNATIONAL STUDENTS

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REFUND POLICY

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 service 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.
- For students who are granted a course deferment and later request a refund, refund amounts will be calculated based on the original course commencement date and apply to tuition fees only. All non-tuition fees are non-refundable.

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 Written Agreement, as well as receipts of any payments for tuition fees or non-tuition fees.

WRITTEN AGREEMENT - INTERNATIONAL STUDENTS

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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 described above.
- 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.

Printed name

Date

Signature

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

Date

Signature

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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

Scholarship

Expenses	Per Person	Amount Required in AUD	Do you have these fund?		
			Yes	No	N/A
Travel	If applying outside Australia	\$2,000 (anywhere else) or			
		\$2,500 (East or Southern Africa) or			
		\$3,000 (West Africa)			
	If applying in Australia	\$1,000 (anywhere else) or			
		\$1,500 (Africa)			
Tuition	Applicant	Course Fees for one academic year			
	School-age-children aged 5 -18	\$13,502 per year for each child			
Living	Applicant	\$29,710 per year			
	Partner	\$10,394 per year			
	Each Child	\$4,449			
Overseas Health Cover (OSHC)	Single	Visa length cover, approx. \$41/month			
	Couple (No Children)	Visa length cover, approx. \$231/month			
	Family	Visa length cover, approx. \$416/month			
Personal Annual Income	If there is no member of the family	\$87,856			
	Where there is a member of the family unit	\$102,500			

GENUINE TEMPORARY ENTRANT (GTE) ASSESSMENT

About this section:

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 space provided below is not enough please provide your answers on a separate sheet)

1. How did you find out about Collins Institute of Australia?

Agent

Other:

2. What are the reasons for choosing to undertake selected course(s)?

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3. Please explain how the course you have chosen will benefit to your future plan.

4. What are the reasons for choosing Collins Institute of Australia over other providers in Australia?

5. What are the reasons for choosing to study in Australia rather than in your home country?

6. How many years since you last studied? If there is a gap in your studies, please explain what you have been doing during this gap.

7. Have you previously studied any courses in Australia?

No

Yes: Please list the unit outcome

8. Relationship status:

Single

Engaged

De Facto

Separated

Divorced

Widowed

Married

9. Do you have any dependants?

No

Yes: How many?

Will any dependants:

Travel to Australia

Remain at home

10. Have you or your dependants had any previous visa refusals?

No

Yes: Please provide the reasons