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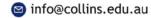
# **ENROLMENT APPLICATION FORM - INTERNATIONAL STUDENTS**

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

Here you rear studied with Collins Institute of Australia before?  No Yes please provide your student ID Number:  PERSONAL DEVAILS  Mr. Miss Ms. Mrs. Other	PREVIOUS COLLINS II	NSTITUTE OF AUSTR	ALIA STUDIE	:S		UNIQUE STUDENT	DENTIFIER (USI) CC	LLECTION	
Mr Miss Ms Mrs Other  Gender: Maile Female Indeterminate  First name:	No					No, please go to www.usi.gov.au/students/create-usi to create your own USI and			
Are you of Aboriginal or Torres Strait Islander origin? No Gender: Mole Female Indeterminate  First name:    Middle name(s):	PERSONAL DETAILS					Yes - please provi	ide your student ID Num	nber:	
No Yes please specify:    Sumame:	Mr Miss	Ms Mrs	Other			ABORIGINAL AND	TORRES STRAIT ISLA	ANDER STATU	8
Middle name(s):  Surname:    Surname:   Surn	Gender:	Male Female	e Indete	rminate			nal or Torres Strait Is	lander origin?	•
Summe:    Startidate:   Startidate:   Startidate:   Startidate:   Startidate:   Cover type:   Cover	First name:					Yes - please spec	cify:		
Date of birth:  Passport number:  Nationality:  Place of birth (City):  Country of birth:  Visual an currently living certain Australia, please provide your numbers address. If you are already living in Australia, please provide your Australian address.  Unit, Street number:  Address line 1:  Address line 2:  Suburb:  State:  Postode:  Country:  Phone:  Mobile:  Where will you lodge your student visa application?  Australia  Outside Australia  Country will provide me with the service  No  Yes, please provide me with the service  Start date:  Cover type:  Cover type:  Do you speak a language other than English at home?  If more than one language, indicate mat one that is spoken most often  No, English only  No, English outside in the last 2 years where the sole language of was instruction in English?  No Yes - Please state degree and institute below;  Have you undertaken any formally-recognised English Language tests within the last 2 years?  No  Yes - Please state degree and institute below;  Have you undertaken any formally-recognised English Language tests within the last 2 years?  No  Yes - Indicate below:  Type of English Language tests:  IELTS TOEFL PET CAE  Other:  Date of test:  Please attach certified copy of documentary of your English Proficiency Report  English Proficiency Report  English Proficiency Report  The which YEAR did you complete that school level?  What is your highest COMPLETED school elevel (tick one box only)  Year 10 or equivalent Never attended school  In which YEAR did you complete that school level?  Are you still attending secondary school?  No, I have never attended secondary school?  No, I have never attended secondary school?  No, I have never attended secondary school?	Middle name(s):					ENGLISH LANGUA	GE PROFICIENCY		
Passport number: Nationality: Place of birth (City): Country of birth: If you are currently inving outside Australia, please provide your overseas address. If you are currently inving outside Australia, please provide your Australian address. Unity/Street number: Address line 1: Address line 2: Suburb: Suburb: Suburb: Suburb: State: Postcode: Country: Have you undertaken any formally-recognised English Language tests within the last 2 years where the sole language of was instruction in English? No Yes - Please state degree and Institute below:  Have you undertaken any formally-recognised English Language tests within the last 2 years? No Yes - Vesses state degree and Institute below:  Have you undertaken any formally-recognised English Language tests within the last 2 years? No Yes - Indicate below:  Type of English Language tests: IELTS TOEFL PET CAE  Other: Date of test: Date of test	Surname:					Is English your firs	st language?		No Yes
Nationality:  Place of birth (City):  Country of birth:  If you are currently living outside Australia, please provide your overseas address. If you are currently living outside Australia, please provide your Australian address.  Unity/Street number:  Address line 1:  Address line 2:  Suburb:  State:  Postcode:  Country:  Mobile:  Email:  Wish AND OVERSEAS STUDENT HEALTH COVER (OSHC)  Do you hold a current Australia Visa?  No Yes - Please state degree and Institute below;  Have you undertaken any formally-recognised English Language tests within the last 2 years?  No Yes - Indicate below:  Type of English Language tests:  IELTS TOEFL PET CAE  Other:  Date of test:  Day our require OSHC cover service from us?  No, I already have OSHC or I will provide my own  Provider:  Expiry date:  Yes, Please provide me with the service  Start date:  Start date:  Cover type:  Mo I nave rever attended secondary school I evel?  Are you used at tending secondary school I evel?  Are you used at tending secondary school of No, I nave never attended secondary school?  No, I nave never attended secondary school	Date of birth:								
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Unit/Street number:  Address line 1:  Address line 2:  Suburb:  State:  Postcode:  Country:  Have you undertaken any formally-recognised English Language tests within the last 2 years?  No  Yes - Please state degree and Institute below;  Have you undertaken any formally-recognised English Language tests within the last 2 years?  No  Yes - Indicate below:  Type of English Language tests:  IELTS TOEFL PET CAE  Other:  Date of test:  Date o					S.				last 2 years where
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Address line 2:  Suburb:  State:  Postcode:  Country:  Mobile:  Have you undertaken any formally-recognised English Language tests within the last 2 years?  No  VISA AND OVERSEAS STUDENT HEALTH COVER (OSHC)  Do you hold a current Australia Visa?  No  Yes - Visa type  Expiry date:  Where will you lodge your student visa application?  Australia  Outside Australia  Have you undertaken any formally-recognised English Language tests within the last 2 years?  No  Yes - Indicate below:  Type of English Language tests:  IELTS TOFFL PET CAE  Other:  Date of test:  Scorre:  Please attach certified copy of documentary of your English Proficiency Report  EDUCATION BACKGROUND  Have you completed at least four years of secondary schooling equivalent to the Australian Record of School Achievement (RoSA) level?  No  Yes - In which YEAR did you complete that school level?  What is your highest COMPLETED school level (tick one box only)  Year 10 or equivalent  Never attended school  In which YEAR did you complete that school level?  Are you still attending secondary school?  No, I have never attended secondary school?  No, I have never attended secondary school	, [					Yes - Please state	e degree and Institute b	elow;	
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VISA AND OVERSEAS STUDENT HEALTH COVER (OSHC)  Do you hold a current Australia Visa?  No Yes - Visa type  Expiry date:  Where will you lodge your student visa application?  Australia Outside Australia  Have you been refused a visa from any country including Australia for any reason?  No Yes, you will be asked to provide full detais and copies of any documents  Do you require OSHC cover service from us?  No, I already have OSHC or I will provide my own  Provider:  Expiry date:  Yes, Please provide me with the service  months  Start date:  Cover type:  No, I have never attended secondary school!  No, I have never attended secondary school?  No, I have never attended secondary school?  No, I have never attended secondary school	Phone:		Mobile:					ognised Englis	sh Language tests
Type of English Language tests:    IELTS	Email:					No			
No Yes - Visa type	VISA AND OVERSEAS	STUDENT HEALTH (	OVER (OSH	C)		Yes - Indicate bel	low;		
Where will you lodge your student visa application?  Australia Outside Australia  Have you been refused a visa from any country including Australia for any reason?  No Yes, you will be asked to provide full detais and copies of any documents  Do you require OSHC cover service from us?  No, I already have OSHC or I will provide my own  Provider:  Expiry date:  Yes, Please provide me with the service  Start date:  Cover type:  Other:  Date of test:  Date of test:  Date of test:  Date of test:  Score:  Please attach certified copy of documentary of your English Proficiency Report  EDUCATION BACKGROUND  Have you completed at least four years of secondary schooling equivalent to the Australian Record of School Achievement (RoSA) level?  No 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 9 or equivalent  Year 10 or equivalent  Never attended school  In which YEAR did you complete that school level?  Are you still attending secondary school?  No, I have never attended secondary school	Do you hold a current	t Australia Visa?				Type of English	Language tests:		
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No, I have never attended secondary school		Start date:							
Yes - Expected year of completion:		Cover type				-			
						Yes - Expected ye	ear of completion:		



**(**) +61 2 8024 8999





## **ENROLMENT APPLICATION FORM - INTERNATIONAL STUDENTS**

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

### 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:	
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?

Nο

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?

Yes, You will be contacted to discuss this further

## 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)

Hearing Physical Visual Intellectual Learning Mental illness Chronic illness Acquired brain injury Other: Do you request for any special need / supports?

Yes, please specify	/;	
NEXT OF KIN / EMER	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

*Preferable Timetable is subject to change without notice.					
ENGLISH					
General English Cricos Code: 098554M					
Evening Class*	Weekend Class*				
Start Date: Class start is every Monday					
No. of weeks: Maximum 52 weeks					
BUSINESS COURSE					
BSB40215 Certificate IV in Business Cricos Code: 095121E   Course Duration: 52 weeks					
Evening Class*	Weekend Class*				

## LEADERSHIP AND MANAGEMENT COURSE

Please see an academic calendar below:

### BSB51918 Diploma of Leadership and Management

Cricos Code: 098897K | Course Duration: 104 weeks

Evening Class\* Weekend Class\* Start Date: Please see an academic calendar below:

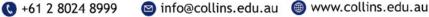
#### BSB61015 Advanced Diploma of Leadership and Management Cricos Code: 102222D | Course Duration: 104 weeks

Evening Class\* Weekend Class\*

Start Date: Please see an academic calendar below:

INTAKE DATES									
2020 INTAKE									
CIV	06 Jan	10 Feb	06 Apr	11 May	06 Jul	10 Aug	05 Oct	09 Nov	
DIP	06 Jan		06 Apr	11 May	06 Jul		05 Oct	09 Nov	
2021 I	NTAKE								
CIV	04 Jan	08 Feb	05 Apr	10 May	05 Jul	09 Aug	04 Oct	08 Nov	
DIP	04 Jan		05 Apr	10 May	05 Jul		04 Oct	08 Nov	
ADV	04 Jan		05 Apr	10 May	05 Jul		04 Oct	08 Nov	
2022 I	NTAKE								
CIV	03 Jan	07 Feb	04 Apr	09 May	04 Jul	08 Aug	03 Oct	07 Nov	
DIP	03 Jan		04 Apr	09 May	04 Jul		03 Oct	07 Nov	
ADV	03 Jan		04 Apr	09 May	04 Jul		03 Oct	07 Nov	
CIV = Certificate IV in Business DIP = Diploma of Leadership and Management ADV = Advanced Diploma of Leadership and Management									







# **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 nontuition 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 cause 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
  - 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:

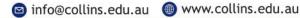
- · Whether or not the refund was approved
- · If it was approved, the amount of the refund and a detailed explanation of how the refund was calculated
- · If it was not approved, the reasons for the refusal and your right to appeal the decision in accordance with Collins Institute of Australia's Complaints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

STUDENT DECLARATION

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

#### 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
- 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."

STODENT DECEAL	MILION						
I Certify that all information I have provided on this form is true and correct.							
Student Signature:							
Date:							
Printed name:							

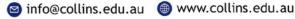
## AGENT DECLARATION

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 a	Agent Details (if applicable)					
Name:						
Contact details:						
Signature:						
Date:						
Stamp:						



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## **ENROLMENT APPLICATION FORM - INTERNATIONAL STUDENTS**

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

## 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: http://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds

Please indicate your source of funding:

Self-Funded	Parent	Relative Bank Loan Employer		So	holarship	)			
Evnomoso	Per Persoi		Amount Dogwiyad in AUD			Do You Have These Fund?			
Expenses	Per Person		Amount Required in AUD		YES	NO	N/A		
Travel	If applyin	g outside Australia	\$2,000 (anywhere else)	or					
			\$2,500 (East or Souther	rn Africa) or					
			\$3,000 (West Africa)						
	If applyin	g in Australia	\$1,000 (anywhere else)	or					
			\$1,500 (Africa)						
Tuition	Applicant		Course Fees for one aca	ademic year					
	School-ag	ge-children aged 5 -18	\$8,000 per year for eac	h child					
Living	Applicant		\$20,290 per year						
	Partner		\$7,100 per year						
	Each Chil	d	\$3,024						
Overseas Health Cover (OSI	HC) Single		Visa length cover, appro	x. \$41/month					
	Couple (N	lo Children)	Visa length cover, appro	x. \$231/month					
	Family		Visa length cover, appro	x. \$416/month					

## GENUINE TEMPORARY ENTRANT (GTE) ASSESSMENT

### About this section:

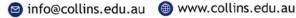
This section helps Collins Institute of Australia assess whether you meet the Australian Government's Genuine Temporary Entrant (GTE) Criteria. It is important that the section is correctly completed and that all required documentation is attached.  $See \ www.home affairs.gov. au/Studying in Australia/Documents/direction-no-69.pdf$ 

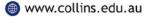
(If the space provided below is not enough please provide your answers on a separate sheet)

(i. die opace provide soon is not one griphease provide year and object on a separate one of					
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)?					
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?					



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# **ENROLMENT APPLICATION FORM - INTERNATIONAL STUDENTS**

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

5. What are the reasons for o	choosing to study in Australia rathe	er than in your home country?		
6. How many years since you	last studied? If there is a gap in yo	our studies, please explain what you have b	een doing during this ga	o.
7. Have you previously studie	d any courses in Australia?			
No				
Yes - Please list the unit ou	utcome			
8. Relationship status:				
Single	Engaged	De Facto	Separated	
Divorced	Widowed	Married - How long?	Year	month
9. Do you have any dependa	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 applica	ition rejections?		
Yes - Please provide the reason	ons			
	: - <del>-</del>			