

## Application for Enrolment

### (International Students)

Students are required to complete the following 'Application for Enrolment – International Students' and return to Australian Global College with any supporting documents required.

<b>Note:</b> <ul style="list-style-type: none"> <li>No enrolment will be processed unless this form is completed in full.</li> <li>The student must initial each page and sign the declaration at the end of the document to indicate their understanding and agreement of the enrolment conditions.</li> <li>For more information the requirements to be eligible for simplified student visa framework, please visit the Australian immigration website: <a href="https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500">https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500</a></li> <li>Visa processing to an Australian student visa can take longer in peak periods. For more information about the normal visa processing arrangements and visa requirements, refer to the <a href="https://www.homeaffairs.gov.au/Trav/Stud">https://www.homeaffairs.gov.au/Trav/Stud</a></li> </ul>					
Please tick (✓) the relevant information					
<b>Section 1: Personal Details</b>					
Are you in Australia: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes - Provide your USI Number: _____					
If you do not currently hold an USI Number, see section: 10 on page 5.					
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/>		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>		Date of Birth: __/__/____	
First Name:		Middle Name:		Last Name:	
Address:					
Suburb/Town:		Post Code:		Country:	
Mobile:				Phone (home):	
Email Address:				Phone (work):	
Country of Citizenship:		Country & Place of Birth		Emergency Contact Details:	
Passport Number:		If already in Australia Visa Held		Name:	
Expiry Date: __/__/____		Expiry Date: __/__/____		Contact No:	
				Email:	
Do you have a disability, impairment or medical condition which can affect your learning*?					
Yes <input type="checkbox"/> No <input type="checkbox"/> - If yes, please Tick one or more of following:					
Acquired Brain injury <input type="checkbox"/>	Intellectual <input type="checkbox"/>	Psychological <input type="checkbox"/>	Physical <input type="checkbox"/>	Unspecified <input type="checkbox"/>	Neurological <input type="checkbox"/>
Hearing/Deaf <input type="checkbox"/>	Learning <input type="checkbox"/>	Mobility <input type="checkbox"/>	Visual <input type="checkbox"/>	Mental Illness <input type="checkbox"/>	Others <input type="checkbox"/>
*Providing information about disability or any other issue will not disadvantage your application. However, AGC needs to assess if it can make reasonable adjustments to accommodate your learning needs to advise you appropriately. In some cases, the support required may be at an additional cost to you.					

**Do you have a medical condition or health-related issue that may prevent a student visa being issued?**

Yes  No  - If yes, please provide details:

Please refer to: <https://www.homeaffairs.gov.au/Trav/Visa/Heal/meeting-the-health-requirement>

**Have you been granted a scholarship?** Yes  No  - If yes, please provide details:

### Section 2: Proposed Course Details

Are you an Offshore Student

Are you an Onshore Student

**Vocational Education Course(s):** Please tick the course you wish to enrol in:

CRICOS Code	Course Name (Qualification Code)	Duration	Intake Date*
105267M	Certificate IV in Business (BSB40120)	52 Weeks	
105266A	Diploma of Business (BSB50120)	78 Weeks	
105268K	Advanced Diploma of Leadership and Management (BSB60420)	65 Weeks	
0102012	Certificate IV in Ageing Support (CHC43015)	56 Weeks	
0102011	Diploma of Early Childhood Education & Care (CHC50113)	75 Weeks	
0102013	Diploma of Beauty Therapy (SHB50115)	60 Weeks	
105265B	Diploma of Information Technology (ICT50220)	78 Weeks	
093164K	General English (Non AQF Award)	74 Weeks	
093444B	Academic English (Non AQF Award)	34 Weeks	

**Intake Date\*** - please refer to the Intake Dates file

**Do you wish to apply for Credit Transfer or RPL (Recognition of Prior Learning)?** Yes  No

(If yes, please provide supporting documents. You may provide CV, previously completed qualifications or portfolio to support your application. (Student must apply within 28 days of their enrolment)

### Section 3: Language and Cultural Diversity

**Is English your first language?** Yes  - Go to section 4 No  - Please specify: \_\_\_\_\_

*Applicants apply for vocational education courses are required to have an IELTS or equivalent test with a minimum score 5.0 for Certificate III or Certificate IV courses and 5.5 for Diploma courses to study at AGC and subject to sit for Language Literacy Numeracy Placement Test.*



Name of Test:	Test Date: __/__/____	Test Score:	Completed Certificate, Diploma or Higher Education qualification in Australia (please attach qualification) <input type="checkbox"/>
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**Section 4: Education Details**

*A certified copy of original transcripts of all official results must accompany this application. Please include grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If you would like AGC to consider your employment history in support of your application (for any gaps), please attach your curriculum vitae (resume) & related evidences. Please ensure every document you provide must be in English and any document which is not in English must be translated in English prior to submission.*

Course (e.g. Year 10/HSC etc.)	Institution Name (School/ College/ Edu. Board/ University)	Country	Started (Month & Year)	Completed (Month & Year)	Outcome (Pass/Fail & Marks/Grades)

**Section 5: Employment History**

*Please provide details of your employment history in the table below:*

Employer	Position	Start Date	End Date	Full-Time/Part-Time

**Section 6: Overseas Student Health Cover**

Do you have current Overseas Student Health Cover (OSHC)? Yes  No

If Yes, Health Cover Provider & your membership number:	OSHC Expiry date: __/__/____
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Do you want AGC to arrange Overseas Student Health Cover (OSHC)? Yes  No

If yes, what type of OSHC will you require? Single  Couple  Family

Single Membership – covers the student only. Couple Membership – covers the student and his/her spouse/partner as listed on the student’s visa as dependent. Family Membership – covers the student and their dependents (such as their spouse/partner and any dependent children)

**Section 7: Living Costs and Financial availability**

- Please access to our International Student Information Kit for a guide to living costs and tuition fees and all policies including our Refund policy.
- Applicant to note that the transfer between providers the National Code standard 7 applies.

Do you understand the costs associated with studying in Australia and associated financial policies (fee, refund, transfer etc.) of AHSL & confirm that you have enough financials to cover the same? (Including tuition / related fees\*, living expenses, overseas student health cover and return airfares etc.)

 Yes 

 No 

**All Applicants to AGC must pay the enrolment fees and material fees as applicable).**

**Section 9: Checklist**

*Please make sure the following are attached (if applicable), documents which are not in English must translated in English.*

<b>Certified Passport biodata page(s)</b> <input type="checkbox"/>	<b>Copy of Overseas or Australian qualification and transcripts (as applicable)</b> <input type="checkbox"/>	<b>Certified English Language Evidence (IELTS or another equivalent test)</b> <input type="checkbox"/>
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<b>Certified copy of year 12 certificate</b> <input type="checkbox"/>	<b>Related work experience (if any)</b> <input type="checkbox"/>	<b>Copy of current Australian Visa (if applicable)</b> <input type="checkbox"/>
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Course codes or unit outline / syllabus, if you are applying for exemptions (credit transfer) or Statement of attainment. (Student must apply within 28 days of their enrolment)

For offshore applicants: A GTE - Statement of Purpose explaining the reason to studying the course, relevance to previous study /work experience and future goals, reason for choosing AGC for study and study in Australia rather than home country.

**Do you require any language, literacy or numeracy assistance? Yes  No  (If yes, please provide related evidence)**

Please note that in the absence of any of the above documents, application may be deemed as invalid or can amount in a conditional offer letter. Provide complete application to avoid any delays.

I, \_\_\_\_\_ (Agent / Applicant) hereby declare that I have checked the validity of above documents and information provided herewith, as true to the best of my knowledge. I understand that any inaccurate or misleading information can lead to delay / rejection of the application and cancellation of enrolment in the event of any offer / COE issuance.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 10: Terms & Conditions**
**Payment of Fees:**

- Fees cannot be accepted from potential students unless they have signed a written agreement with AGC.
- Students must pay the overseas student health cover (where applicable), enrolment & admin fee and course/teaching material in full before the course commencement.
- Students will be required to pay for the remaining of the tuition fee 1 week before the start of the next study period. Please refer to your letter of offer for your payment schedule according to the study period of the course/s you have enrolled.
- Payments can be in the form of bank transfer or EFTPOS.
- Payment via bank deposit should be forwarded to:

<b>Account name:</b>	Australian Global College
<b>BSB Number:</b>	032 075
<b>Account number:</b>	715867
<b>Bank:</b>	Westpac
<b>Swift Code:</b>	WPACAU25

\*Please write your name and student ID in description while making payments.

- Students will not be issued a Certificate or Statement of Attainment while fees are still outstanding
- AGC reserves the right to cancel any course prior to the commencement date of the course or during the course, should it deem it necessary.
- For fees / payment schedule, please refer to "Course Fees and Charges" in the offer letter.
- AGC reserves the right to accept or reject any application for enrolment at its discretion.

**General Refund Policy:**

- If the student is refused a visa offshore, AGC will provide refund of the course fees (including tuition fees and non-tuition fees), minus the lesser of the 5% of the amount of course fees received by AGC in respect of the student before the default day; or \$500.
- If the student is refused a visa while onshore after the initial visa grant, AGC will provide a refund of unused tuition fees as follows: The refund amount = weekly tuition fee × weeks in default period.
- If the seats in the course are full or the course is cancelled, a full refund of fees will be made without the non-refundable part of the enrolment fee.
- No refunds apply after the visa is granted for a course or a package of courses offered by AGC (except in the event of applicant's demise)
- OHSC Refunds will be done as per health cover provider policies.
- All refunds will be paid within 28 working days.

#### **Refund of student tuition fees may be given in the following circumstances:**

- If the enrolment is withdrawn more than 10 weeks prior to the agreed starting day, 10% of the Tuition Fee shall be retained by AGC.
- If enrolment is withdrawn between four to ten weeks prior to the agreed starting day, 30% of the Tuition Fee shall be retained by AGC.
- If the enrolment is withdrawn less than 4 weeks prior to the agreed starting day, 70% of the Tuition Fee shall be retained by AGC.
- No refunds will be given after your studies have commenced.
- If an onshore student's visa is not granted, but the student has commenced the course, only the unused portion of tuition fee for the terms not enrolled will be refunded. If the student chooses to go for AAT appeal and complete the course COE in the time frame, no refunds apply. In this case, any refund request will apply to the prepaid unused tuition fee for following terms (not commenced till date of refund request).
- If student requests for release after the visa grant and obtain an approved withdrawal from course, no refunds apply.
- For a refund of tuition fees, you must give written request by filling a form in person. No email requests will be entertained.
- Any changes to management structure or name of institution or campus location, change of fee structures, change of mind, does not constitute towards a reason for refund. Any such requests will be refused.
- All approved refunds are made payable to and sent to student or to the account of the legally authorised and duly consented by the student in Australian dollars in order to maintain transparency in transaction(s).
- NB: Anything in the above policy does not remove your right to take further action under Australia's Consumer Protection Laws or to pursue other legal remedies as necessary.

#### **Authorization to arrange Medical Treatment**

- The student agrees to authorize AGC to call for medical treatment in emergency circumstances where AGC staff deems it necessary. AGC will not be held liable for any expense, loss or damage for such medical intervention. Students are liable for their own OSHC cover maintenance for this purpose.

#### **Complaints & Appeal Procedures**

- If you have any problems or concerns with the college during your studies, you need to follow Complaints and Appeals Procedure as described in the student handbook.
- If you are still not satisfied you have the right to appeal to Overseas Students Ombudsman ([www.oso.gov.au](http://www.oso.gov.au)), an independent external party and advice the institute within a stipulated timeframe.

#### **Privacy**

- Under the Data Provision Requirements 2012, Australian Global College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
- Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by AGC for statistical, administrative, regulatory and research purposes. AGC may disclose your personal information for these purposes to:
  - Commonwealth and State or Territory government departments and authorised agencies; and NCVER.
- Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
  - populating authenticated VET transcripts;
  - facilitating statistics and research relating to education, including surveys and data linkage;
  - pre-populating RTO student enrolment forms;
  - understanding how the VET market operates, for policy, workforce planning and consumer information; and

- administering VET, including program administration, regulation, monitoring and evaluation.
- You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.
- NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

#### **Course Cancellation by AGC - Provider Default**

- If AGC is unable to provide any courses on the agreed starting date, students will be offered a refund of the unused portion of all pre-paid tuition fees. Alternatively, students may be offered enrolment in alternative courses of AGC at no extra administrative cost.
- Refunds due to provider default will be paid within 14 working days & as per the Tuition Protection Services (TPS) guidelines

#### **Changing Courses**

- Under SSVF all students are required to maintain enrolment with a course of study at the same or high AQF level for which their visa is granted.
- If you are thinking about changing your course of study to a lower level AQF course would be a breach of visa conditions and might result in the Student Visa being cancelled.
- To change to a lower level AQF course you must apply to DHA of a new visa and to be granted a new visa before changing.

#### **Transfer of provider (Issue of a release letter approving the transfer)**

- Release cannot be provided prior to completion of 6 months of the principal course & will not be issued in case any due tuition fee is unpaid.
- The requests for the same will be considered in accordance with the Transfer of Provider and Release policy (see student handbook).

#### **Course Progression and Attendance**

- Regular attendance is a requirement for all students. International students must attend a minimum of 80% of classes for the duration of their course.
- If students fail to meet this requirement their enrolment with AGC will be cancelled and the student will be reported to DHA and their visa may be cancelled.
- If students do not make satisfactory course progress (more than 50%) they will have to attend counselling with Student Support.
- If the student fails to meet the progress subsequently, they will be reported to DHA and their visa may be cancelled.

#### **Disclaimer**

- AGC accepts no liability for any unexpected interruption in services through events such as electrical failure, floods and similar natural disaster which cause cancellation of classes. Fee refunds will not be provided for classes missed due to such events.

#### **Section 11: Unique Student Identifier (USI)**

From 1 January 2015, all students undertaking nationally recognised training must have a Unique Student Identifier (USI) and provide that USI to their Registered Training Organisation for Verification. If you do not have a USI number, you can apply directly at <http://www.usi.gov.au/create-your-usi/>

Read the permission statements below and tick if consent is provided

- I give my permission to AGC to apply for a USI on my behalf.
- I agree to provide one of the forms of identity required to create a USI (Australian Driving License, Passport, Non-Australian Passport with Australian Visa, Immicard, Citizenship Certificate, and Certification of Registration by Descent).
- I give permission for AGC to verify my USI. In accordance with section 114 of the Student Identifiers Act 2014, AGC will securely destroy all personal information which is collected from individuals solely for the purpose of applying for a USI.

#### **Section 12: Student Declaration**

##### **In signing and submitting this 'Application for Enrolment International Students' the applicant acknowledges:**

1. I declare that the information submitted with this application is true and complete.
2. I acknowledge that failure to provide any document or disclose my academic record may result in AGC revoking an

offer or terminating my studies at any stage.

3. I authorise AGC to seek verification of my academic and professional qualifications, and work experience. I understand that AGC reserves the right to inform other tertiary institutions and regulatory agencies and right to cancel the enrolment if any of the material presented to support my application is found to be false.
4. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
5. I acknowledge that AGC reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6. I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of this application. I also undertake to update about any address / contact detail change within 5 working days in writing to the institute.
7. I acknowledge that I have read and understand the description of the courses(s) that I am applying for on AGC's website.
8. I agree to pay the applicable tuition fees prior to COE Issuance, term commencement and subsequent instalments of nominated studies set out on the letter of offer and I agree to be personally liable to the debt arising from fees owing. I understand that AGC may seek the services of external debt collection agencies for the collection purpose. I will be liable to pay for any legal or linked charges for any such agencies.
9. I have read and understand AGC's fees and refund policy and requirements as set out within the Student Handbook.
10. I authorised AGC to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
11. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on <http://www.homeaffairs.gov.au>.
12. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
13. I have read and understand the description of the ESOS framework made available at: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>
14. I declare that the information provided in this application and the documentation supporting it is true and complete
15. I declare that my signature is true and correct and matches the signature in my passport.

I acknowledge and agree to the terms in the student declaration.

Name: \_\_\_\_\_ Passport No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 13: Where did you hear/know about AGC? Please Tick (✓)**

Agent <input type="checkbox"/>	AGC's website <input type="checkbox"/>	Friend <input type="checkbox"/>	Search Engine <input type="checkbox"/>
Education Exhibition <input type="checkbox"/>	Advertisement <input type="checkbox"/>	Social Media <input type="checkbox"/>	Other <input type="checkbox"/>

**Section 14: For Agent Use Only**

**Application Checklist**

Complete all sections of the application form <input type="checkbox"/>	Attach certified/verified copy of visa (if applicable) <input type="checkbox"/>
Original supporting documents sighted, and copies stamped by assessing agent <input type="checkbox"/>	Attach certified/verified copy of passport <input type="checkbox"/>
Completed Statement of Purpose <input type="checkbox"/>	Attach certified/verified copy of documents as per checklist in Section 8 <input type="checkbox"/>

**To Be Completed by Education Agent**



1. Applicant has the minimum English language requirement to undertake their chosen course (if applicable).	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Applicant meets the academic requirements for their chosen study pathway.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Applicant has researched their career goals and prospects in their home country.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Applicant has done adequate research on AGC's available courses, support services, facilities and locations.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Applicant has demonstrated a clear understanding of the benefits of undertaking their chosen study pathway at _____.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Applicant has strong family support.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Applicant has a clear understanding of the Australian Student Visa conditions including GTE.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Applicant has a confirmed source of funding and contingencies in place should their source of funding suddenly Cease.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Supporting documentation has been sighted and is available upon request.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Applicant has realistic expectations of all costs for the duration of their studies.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Applicant has realistic expectations about their ability to find work and their likely part-time income whilst studying.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**I Declare that:**

- I have assessed the applicant as a Genuine Temporary Entrant (GTE) and a Genuine Student (GS) as defined by the Department of Home Affairs at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>
- To the best of my knowledge the applicant is genuine in making this application and has every intention of completing all courses that have been offered in the study package;
- I have made every effort to verify the authenticity and validity of the documents which form part of this application;
- I am satisfied that the applicant has genuine access to the total funds required while in Australia to cover all travel, overseas student health cover, tuition and living costs for themselves and any accompanying family members;
- The applicant has read and understood the Australia Health and Science Institute's "Student Handbook" and "Fees and Charges Policy" and "Refund Policy".
- I confirm that the student has signed this application form.

**Application Approval from agent:** Yes  No

**Agent's comments on this Application:** \_\_\_\_\_  
\_\_\_\_\_

<b>Agency Name:</b>			
<b>Agent Branch Office:</b>		<b>Agent staff member name:</b>	
<b>Signature:</b>		<b>Date:</b>	

**Section 15: Application Submission (Sending to AGC)**

All applications with supporting documentation should be sent to: [info@agc.edu.au](mailto:info@agc.edu.au)