

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

Mr Miss Ms Mrs Other

Gender: Male Female Indeterminate

First name:

Middle name(s):

Surname:

Date of birth:

Passport number:

Nationality:

Place of birth (City):

Country of birth:

If you are currently living outside Australia, please provide your overseas address.
If you are already living in Australia, please provide your Australian address.

Unit/Street number:

Address line 1:

Address line 2:

Suburb:

State:

Postcode:

Country:

Phone:

Mobile:

Email:

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 details 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:

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 as soon as possible.

Yes - please provide your student ID Number:

ABORIGINAL AND TORRES STRAIT ISLANDER STATUS

Are you of Aboriginal or Torres Strait Islander origin?

No

Yes - please specify:

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 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 - Indicate below;

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

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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.)

	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?

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.

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)

- | | | | |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Physical | <input type="checkbox"/> Visual | <input type="checkbox"/> Intellectual |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Mental illness | <input type="checkbox"/> Chronic illness | |
| <input type="checkbox"/> Acquired brain injury | | <input type="text"/> Other: | |

Do you request for any special need / supports?

No

Yes, please specify;

NEXT OF KIN / EMERGENCY 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?

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.

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 Business (Leadership)

CRICOS Code: 105982F | Course Duration: 52 weeks

Start Date:

Please see an academic calendar below:

LEADERSHIP AND MANAGEMENT COURSE

BSB50420 Diploma of Leadership and Management

CRICOS Code: 104327A | Course Duration: 104 weeks

Start Date:

Please see an academic calendar below:

BSB60420 Advanced Diploma of Leadership and Management

CRICOS Code: 105981G | Course Duration: 104 weeks

Start Date:

Please see an academic calendar below:

INTAKE DATES

2024 INTAKE

CIV	02 Jan	05 Feb	01 Apr	06 May	01 Jul	05 Aug	30 Sep	04 Nov
DIP	02 Jan		01 Apr		01 Jul	05 Aug	30 Sep	04 Nov
ADV	02 Jan		01 Apr		01 Jul	05 Aug	30 Sep	

2025 INTAKE

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 INTAKE

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	05 Jan		06 Apr		06 Jul	10 Aug	05 Oct	

CIV = Certificate IV in Business (Leadership)
 DIP = Diploma of Leadership and Management
 ADV = Advanced Diploma of Leadership and Management

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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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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 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.

STUDENT

Printed name:

Signature:

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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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)?

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

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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 – How long? _____ Year _____ month

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 application rejections?

No

Yes - Please provide the reasons