

Enrolment Form (International Students)

Section 1 – Personal details:

Surname/Family name:		Given names:	
Title: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other	Date of birth:		Age:
Gender: ☐ Male ☐ Female ☐ Unspecified			

Overseas Student Health Cover (OSHC)

Please note it is a condition of student visa that you must have a valid OSHC at all times while on student visa. Would you like us to arrange your OSHC? Please circle YES NO

Your Husband / Wife and dependent family member's details (If you would like us to arrange OSHC for your family members):

Spouse's last name (Surname):	First Name:	Date of birth:
Son/daughter's last name (Surname):	First Name:	Date of birth:

Address (OVERSEAS) :

Street number:	Street name:	
State/Province:	Country:	Post code:
Home phone:	Mobile:	
Email ID:	Second email ID:	

Address (AUSTRALIA) :

Street number:	Street name:	
Suburb:	State:	Post code:
Home phone:	Mobile:	
Email ID:	Second email ID:	

Section 2 – Name of emergency contact:

Family name:	Given name:	Contact number:
Relationship to Student:		

Section 3 – Nationality, passport and visa details:

Nationality:	Country of birth:	Country of current residence:
Passport number:	Date of issue:	Date of expiry:
Type of Australian visa held: Visa Type and sub class (E.g. student Visa, 500)	Date of issue:	Date of expiry:

Section 4 – Previous qualifications:

Have you successfully completed any of the qualifications in the following column? ☐ Yes ☐ No

If yes, select the applicable boxes:

☐ Year 10 or Equivalent	☐ Certificate II	☐ Diploma
☐ Year 11 or Equivalent	☐ Certificate III	☐ Advanced Diploma
☐ Year 12 or Equivalent	☐ Certificate IV	☐ Bachelor Degree or Higher

In which year, did you complete the highest level of qualification?

List details of your previous education including courses you are currently studying.

Please attach supporting documentation from all studies undertaken i.e. High School, Diploma, Advanced Diploma, Degree

Qualification (List most recent first)	Name of the College	Country	Year of Award

Section 5 – Intended course enrolment details:

Course Name	CRICOS Course Code	Total Course Duration (Weeks)	Course Fee*
☐ BSB42015 Certificate IV in Leadership and Management	096185C	36	\$6000
☐ BSB40215 Certificate IV in Business	096184D	36	\$6000
☐ BSB51915 Diploma of Leadership and Management	096188M	75	\$12000
☐ BSB50215 Diploma of Business	096186B	75	\$12000
☐ BSB50615 Diploma of Human Resources Management	096187A	75	\$12000
☐ SHB50115 Diploma of Beauty Therapy	089060G	49	\$15000

* Does not include Application Fee & Material Fee. For the full list of fees and charges associated with each program, see the relevant Course Information Sheet. If enrolling in a package of two or more courses, application fee of \$250 is payable once only.

Preferred Course Intake

☐ November	☐ January	☐ February	☐ April	☐ May
☐ June	☐ July	☐ August	☐ September	☐ October

Preferred timetable :

☐ Shift 1	Monday – Thursday	8:00am – 1:00pm	☐ Shift 3	Monday – Friday	5:30pm – 9:30pm
☐ Shift 2	Monday – Friday	1:15pm – 5:15pm	☐ Shift 4	Friday Saturday – Sunday	8:00am – 1:00pm 9:00am – 5:00pm

Note that we will try our best to accommodate your preference, however your preferred timetable is not guaranteed. Also note that timetables are subject to change at the discretion of YES College.

Section 6 – English language proficiency:

Have you taken a recognised English language test such as IELTS/PTE/TOEFL? ☐ Yes ☐ No

If yes, please complete the details below and provide a copy of the test results

Name of test:	Score:	Date of test:
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Section 7 – Recognition of Prior Learning (RPL) / Credit Transfer(CT):

Recognition of Prior Learning (RPL) is an assessment process to evaluate students skills, knowledge and experience gained through working and learning. It can be gained in Australia or overseas, through work or other activities such as volunteering.

Credit transfer provides a means for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning. Successful application will have an impact on the duration of the course or course fees.

Are you applying for: RPL ☐ Yes ☐ No CT ☐ Yes ☐ No

Section 8 – Equity and Disability support:

Do you consider yourself to have a disability, impairment or a long-term health condition? ☐ Yes ☐ No

If yes, Please provide details of any special needs, disabilities or other personal considerations (Attach additional sheets if required).

Section 9 – Study reason:

- | | | |
|--|---|--|
| ☐ To get a job | ☐ To develop my skills and knowledge | ☐ To start my own business |
| ☐ To develop my existing business | ☐ To try a different career | ☐ To get a better job or promotion |
| ☐ It was a requirement of my job | ☐ I wanted extra skills for my job | ☐ To get into another course of study |
| ☐ Other | | |

Section 10 – Labour force status:

- | | | |
|--|--|---|
| ☐ Full-time employee | ☐ Part-time employee | ☐ Self-employed – not employing others |
| ☐ Employer | ☐ Employed – unpaid worker in a family business | ☐ Unemployed – seeking full-time work |
| ☐ Unemployed – seeking part-time work | ☐ Not employed – not seeking employment | ☐ Other |

Section 11 – Computer skills in programs such as Microsoft Word, Microsoft Excel, Microsoft Power point and knowledge of how to use the Internet to access information: (Please tick one as appropriate)

- ☐ Beginner
 ☐ Beginner/Intermediate
 ☐ Intermediate
 ☐ Intermediate/Advanced
 ☐ Advanced

Section 12 – Agent details: Place stamp below (if applicable)

Counsellor Name: _____

Agency Name: _____

Address: _____

Phone: _____

Prior to completing this form did the agent supplied you with copies of the following documentation? Please tick documents supplied:

- | | | | |
|---|--------------------------|--------------------------------|--------------------------|
| Course information sheet for courses you are enrolling in | ☐ | International Student Handbook | ☐ |
| Pre-enrolment Information | ☐ | Refund Policy | ☐ |
| Other (please specify): _____ | | | |

Section 13 – How did you hear about us?

YES College will appreciate if you could let us know how did you hear about us. This will assist us in planning marketing activities.

Please tick as appropriate:

- Google ☐ Yes College website ☐ Agent ☐ (Name of agent) _____
 Friend ☐ (Name of the friend) _____ Is he/she a current or former student of YES College? ☐ Yes ☐ No
 Media/ Newspaper ☐ (Name of the media/ newspaper) _____
 Other (please specify): _____

Section 14 – Additional information:

Overseas Students Health cover (OSHC) Please tick to confirm the duration and type of cover required.			Airport pickup and accommodation (optional) Please tick to confirm	
OSHC Duration	Single	Couple	☐ Airport pickup	\$100.00
12 months	☐ \$543.60	☐ \$2904.00	☐ Accommodation placement	\$250.00 (One off fee payable to YES College)
24 months	☐ \$1114.00	☐ \$5980.00	Shared / Rental / Homestay	
			Other: _____	
			Budget per week: _____	Number of weeks: _____

YES COLLEGE TERMS AND CONDITIONS OF ENROLMENT

- 1.0 Overseas Students are required to provide their current Australian address to YES College at all times.
- 2.0 All due care is to be taken with YES College equipment, facilities and property at all times
- 3.0 YES College reserves the right to expel students for serious breaches of discipline

4.0 Course Entry Requirements

For entry into a YES College program, international students must be:

- 18 years of age or older at the time of course commencement
- Fulfil any specific course requirements as listed in the programs Course Information Sheet
- Satisfy English Language requirements*

*International students (depending upon their country of passport) are expected to have a minimum English Language standard and may be required to have one of the following prior to enrolling in a qualification (depending upon their country of passport):

- Achieved an IELTS overall band score of 5.5 or equivalent
- Achieved an IELTS overall band score of 5.0 plus must have completed Upper intermediate ELICOS (At least 10 weeks)
- Achieved an IELTS score of 4.5 plus must have completed Upper intermediate ELICOS (At least 20 weeks)
- Successfully completed at least 38 weeks of ELICOS study in Australia
- While holding student visa, completed at least 50% of any AQF Certificate IV or Diploma qualification within Australia
- Successfully completed a YES College English language test

Depending on the student's country of origin, there may be additional English Language requirements that the student needs to meet to obtain a student visa. For more information, please check the Department of Home Affairs website: www.homeaffairs.gov.au/Trav/Stud

5.0 Application Fees

All YES College course applicants must pay a \$250 non-refundable application fee. This can be paid at the same time as paying for Tuition Fees. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet available on our website.

6.0 Tuition Fees

Tuition Fees DO NOT cover application fees, resources/material fees, accommodation, living expenses, uniforms, stationery and equipment. The standard payment terms for the program are stipulated in the specific programs Course Information Sheet. We do not accept more than 50% of the total tuition fee for any enrolled course before you start your course. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet available on our website.

7.0 Other Fees and Charges

All other fees and charges related to each program, including material fees are stipulated in the specific programs Course Information Sheet available on our website.

8.0 Transfer between providers

Subject to the Student Transfer Policy, we reserve the right to refuse an application for a letter of release permitting a transfer to another registered training provider prior to the completion of the initial six months of the student's principal course.

9.0 Refund Policy

Please see our website for our Refund Policy. YES College will go over the Refund Policy with you in detail prior to enrolment. If your application is successful, YES College will forward you a Letter of Offer and Student Acceptance Agreement. The agreement specifies YES College's Refund Policy, and must be signed and agreed by you prior to YES College accepting any fees or accepting your enrolment.

10.0 Enrolment and Induction

All confirmed Students are required to attend orientation prior to commencing their studies. Students will be informed on the details of their orientation once their enrolment is confirmed.

11.0 LL&N Support

YES College is committed to providing LL&N (Language, Literacy and Numeracy) support to students who require it during their enrolment. The support is provided to ensure artificial barriers are not created for students in demonstrating their competency.

12.0 Attendance and Course Progress

Regular and punctual attendance is a requirement for all students. International students must maintain at least 80% of attendance and satisfactory course progress (at least 50%) for the duration of their course. YES College monitors attendance and course progress regularly. Students will be counseled and intervention strategy will be activated if they have not achieved competency in at least 50% of the course requirements for one term. If the students do not achieve competency in at least 50% of the course requirements for a second consecutive term, they will be issued with intention to report to Department of Home Affairs letter giving them 20 working days to appeal against YES college's intention to report them to Department of Home Affairs for failure to meet their student visa conditions. Intention to report letter will also be issued to those students whose attendance drops below 80% in a term. Students may appeal against this decision within 20 working

days. Student visa may be cancelled by Department of Home Affairs if a student is reported to Department of Home Affairs for unsatisfactory course progress or attendance.

13.0 Re-assessment and Repeating Units of Competency

Students are offered the opportunity to re-sit an assessment task that they have not performed satisfactorily on. The student is offered two such opportunities. The first re-assessment is free of charge. The second re-sit will incur a fee of \$50 for each task. Where a student has not achieved a satisfactory result in the third attempt of an assessment/assignment task and has therefore been deemed Not Yet Competent in the entire unit of competency, the option of re-training and assessment for the entire unit of competency will be offered at a cost of \$400 per unit of competency and is subject to timetable availability.

14.0 Credit Transfer (CT) and Recognition of Prior Learning (RPL)

Enrolling students are encouraged to apply for recognition for their current competencies. Successful application will have an impact on the duration of the course or course fees. Detailed information on YES College's CT/RPL process is available at our website or Reception desk.

15.0 Overseas Student Health Cover

As a condition of your student visa you are required to hold Overseas Student Health Cover (OSHC) while holding student visa in Australia. OSHC must be in place prior to the issuing of a Confirmation of Enrolment (CoE).

16.0 Cost of Living in Australia (AU\$)

The figures below are estimates only to give an indication of living expenses in the city of Sydney for one person per year (excluding course fees, OSHC, travels/incidentals):

You	\$20,290
Partner or spouse	\$7,100
Child	\$3,040

17.0 How to Apply: A step-by-step guide

- 1) Complete and sign this form
- 2) Return your application form and necessary documents to a YES College
- 6) You will then be booked in to have an interview with a YES College Marketing and Admissions Officer. At this meeting, the Marketing and Admissions Officer will go through pre-enrolment information with you and will assess your application for enrolment.
- 7) If your application is successful, you will receive a Letter of Offer, an invoice stating the cost of your studies and a Student Acceptance Agreement.
- 8) On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed and you will be provided with CoE and your Orientation details

18.0 Payment

Fees must be paid in Australian dollars. Payments can be made by IMT, demand draft, bank cheque, internet banking transfer or bank deposit.

19.0 Consent for use of Photograph

From time to time YES College releases photographs or videos to the media to promote its business services within the community. These images or videos may also be used in student newsletters, college website, social media platforms (Facebook, twitter, LinkedIn) and marketing materials produced by YES College. By signing this form you understand and agree that you can be photographed or filmed at any time at the college (during your studies) or outside the college (during excursions graduation party etc. You can withdraw your consent at anytime in writing.

20.0 Unique Student Identifier (USI)

All students studying Nationally Recognised Training in Australia are required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the College's Student Handbook or speak to the College's Student Services Team. You must provide your USI to the College's Marketing and Admissions Officer by your Orientation date. The College will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar.

21.0 Privacy Notice

The primary purpose in collecting your information is to fulfil our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in our services, inform you of other products and services or to comply with requirements under the law. An applicant's information may be made available to Commonwealth and State Agencies as required by the law.

Under the Data Provision Requirements 2012, YES 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 and your training activity data) may be used or disclosed by YES College for statistical, regulatory and research purposes. YES College may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

STUDENT DECLARATION:

I have read, understand and accept these Terms and Conditions. I declare that the information provided by me in this form is true and correct, including documentation provided in support of my application. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name:

Student Signature:

Date:

YES COLLEGE REPRESENTATIVE DECLARATION:

I have conducted an interview with the Student as per YES College's Student entry requirements, selection and orientation policy. To signify whether Recommended for enrolment. Please tick yes or no. ☐ YES ☐ NO

Staff Name:

Staff Signature:

Date: