

## 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 student visa condition that you must have valid OSHC at all times while on a student visa.

Do you have valid OSHC? Please circle Yes No

If Yes, when does it expire? \_\_\_\_/\_\_\_\_/\_\_\_\_ Member number: \_\_\_\_\_ Insurer: \_\_\_\_\_

Would you like us to arrange your OSHC? Please circle Yes No

What type of cover do you require?

Single  Couple (spouse/partner)  Family (parent/child)

#### Address (OVERSEAS):

House/Street number: \_\_\_\_\_ Street name: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ Post code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email ID: \_\_\_\_\_ Second email ID: \_\_\_\_\_

#### Address (AUSTRALIA):

House/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: \_\_\_\_\_

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 \_\_\_\_\_ Date of issue: \_\_\_\_\_ Date of expiry: \_\_\_\_\_  
 (E.g. student Visa, 500)

**Section 4 Previous qualifications:**

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

If yes, select the applicable boxes:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Year 10 or Equivalent | <input type="checkbox"/> Certificate II  | <input type="checkbox"/> Diploma                   |
| <input type="checkbox"/> Year 11 or Equivalent | <input type="checkbox"/> Certificate III | <input type="checkbox"/> Advanced Diploma          |
| <input type="checkbox"/> Year 12 or Equivalent | <input type="checkbox"/> Certificate IV  | <input type="checkbox"/> 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)
<input type="checkbox"/> BSB42015 Certificate IV in Leadership and Management	096185C	52
<input type="checkbox"/> BSB40215 Certificate IV in Business	096184D	52
<input type="checkbox"/> BSB51918 Diploma of Leadership and Management	098805G	52
<input type="checkbox"/> BSB50215 Diploma of Business	096186B	52
<input type="checkbox"/> BSB50618 Diploma of Human Resources Management	098657D	52
<input type="checkbox"/> SHB50115 Diploma of Beauty Therapy	089060G	52
<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management	097959J	52
<input type="checkbox"/> BSB60215 Advanced Diploma of Business	097958K	52

Preferred Course Intake Month:

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June
<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Preferred Course Intake Year:

<input type="checkbox"/> 2019	<input type="checkbox"/> 2020	<input type="checkbox"/> 2021	<input type="checkbox"/> 2022
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**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 applications will have an impact on the duration of the course or course fees.

Are you applying for:	RPL <input type="checkbox"/> Yes <input type="checkbox"/> No	CT <input type="checkbox"/> Yes <input type="checkbox"/> No
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**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:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> To get a job                               | <input type="checkbox"/> To develop my existing business     | <input type="checkbox"/> To start my own business                  |
| <input type="checkbox"/> To try for a different career              | <input type="checkbox"/> To get a better job or promotion    | <input type="checkbox"/> It was a requirement of my job            |
| <input type="checkbox"/> I wanted extra skills for my job           | <input type="checkbox"/> To get into another course of study | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get skills for community/voluntary work | <input type="checkbox"/> Other reasons                       |  |

**Section 10 Labour force status:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Full-time employee                  | <input type="checkbox"/> Part-time employee                            | <input type="checkbox"/> Self-employed – not employing others |
| <input type="checkbox"/> Employer                            | <input type="checkbox"/> Employed – unpaid worker in a family business | <input type="checkbox"/> Unemployed – seeking full-time work  |
| <input type="checkbox"/> Unemployed – seeking part-time work | <input type="checkbox"/> Not employed – not seeking employment         |   |

**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 supply you with copies of the following documentation? Please tick documents supplied:

- |   |                          |                                |                          |
|---|--------------------------|--------------------------------|--------------------------|
| Course information sheet for courses you are enrolling in | <input type="checkbox"/> | International Student Handbook | <input type="checkbox"/> |
| Pre-enrolment Information                                 | <input type="checkbox"/> | Refund Policy                  | <input type="checkbox"/> |
| Other (please specify): _____                             |                          |                                |                          |

**Section 13 How did you hear about us?**

We would appreciate if you could let us know how you heard about us. It will help us in planning our 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:**

Airport pickup and accommodation (optional) Please tick to confirm

- Airport pickup \$100.00
- Accommodation placement: Shared / Rental / Homestay Other: \_\_\_\_\_ Budget per week: \_\_\_\_\_  
 \$250.00 (One off fee payable to MVJ Enterprises Pty Ltd) 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](http://www.homeaffairs.gov.au/Trav/Stud)

### 5.0 Application Fees

All YES College course applicants must pay a \$200 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 attend classes regularly and achieve satisfactory course progress (competency in at least 50% of the enrolled units in a semester). YES College monitors attendance and course progress regularly. Students will be counseled and an intervention strategy will be activated if the student has not achieved satisfactory course progress or is at risk of not achieving satisfactory course progress. If the student does not achieve satisfactory course progress for a second consecutive semester, the student will be issued with an intention to report notice advising of YES College's intention to report him or her to the Department of Home Affairs for breach of their student visa condition. Students may appeal the decision within 20 working days. Students who are reported for breach of their student visa conditions may have their visa cancelled by the Department of Home Affairs.

### 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 applications will have an impact on the duration of the course or course fees. Detailed information on YES College's CT/RPL process is available on our website or at Reception.

### 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 a 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

- Complete and sign this form.
- Return your application form and necessary documents to YES College.
- 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.
- 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.
- On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed and you will be provided with a Confirmation of Enrolment (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 any time 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;
- NCVET;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVET 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 NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVET will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at www.ncvet.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 in line with YES College's Student entry requirements, selection and orientation policy. To signify whether the student is recommended for enrolment, please circle yes or no. YES NO***

Staff Name:

Staff Signature:

Date: