

Enrolment Form (International Students)

Please complete in BLACK or BLUE pen. Write in BLOCK LETTERS and complete all details.

Learner details			
Family name:		Given name:	
Title: Mr Mrs Ms	Gender: Male: Female:	Date of birth:	Age:
Your Husband / Wife Details (If you would like us to arrange Overseas Student Health Cover (OSHC) for your family members please let us know the following details):			
Husband / Wife Family Name: _____		First Name: _____	Date of birth: _____
Residential address:			
Postal address (<i>Please state AS ABOVE if same</i>):			
Home telephone:		Mobile:	
Email address:			
Unique Student Identifier :			

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 granted Bridging visa Visa subclass:	Date of issue:	Date of expiry:
Year the first Australian Visa was granted:	Type of Australian visa held:	Date of issue:

Name of emergency contact *		
Family name:	Given name:	Contact No:
Relationship to Student:		

Agent details: Place stamp below	
	Counsellor Name:
	Agency Name:
	Address:
	Phone:
	Email:

Previous qualifications											
Have you successfully completed any of the qualifications in the following column? Yes No	<p>If yes, select the applicable boxes:</p> <table border="0"> <tr> <td>Year 10 or Equivalent</td> <td>Certificate IV</td> </tr> <tr> <td>Year 11 or Equivalent</td> <td>Diploma</td> </tr> <tr> <td>Year 12 or Equivalent</td> <td>Advanced Diploma</td> </tr> <tr> <td>Certificate II</td> <td>Bachelor Degree or Higher</td> </tr> <tr> <td>Certificate III</td> <td></td> </tr> </table> <p>In which year did you complete the highest level of qualification? _____</p>	Year 10 or Equivalent	Certificate IV	Year 11 or Equivalent	Diploma	Year 12 or Equivalent	Advanced Diploma	Certificate II	Bachelor Degree or Higher	Certificate III	
Year 10 or Equivalent	Certificate IV										
Year 11 or Equivalent	Diploma										
Year 12 or Equivalent	Advanced Diploma										
Certificate II	Bachelor Degree or Higher										
Certificate III											

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	Name of the Institute	Country	Year of Award

Student Declaration: I declare that I have provided all relevant details of the qualifications I have previously completed. Student Signature: _____ Date: _____

English language proficiency		
Have you taken a recognised English language test such as IELTS / PTE / OET? Yes No		
If yes, please complete the details below and provide a copy of the test results.		
English Test: IELTS PTE OET	Results (score):	Date of test:
Other: _____		

Intended course enrolment details	
VET Courses	
BSB30120 Certificate III in Business (CRICOS Code: 105974F - 49 weeks) (\$8000*)	BSB40420 Certificate IV in Human Resource Management (CRICOS Course Code: 105976D - 49 weeks) (\$8000*)
BSB40120 Certificate IV in Business (CRICOS Code: 105975E - 49 weeks) (\$8000*)	BSB50320 Diploma of Human Resource Management (CRICOS Code: 105977C - 49 weeks) (\$8000*)
BSB50520 Diploma of Leadership and Management (CRICOS Code: 104266J - 49 weeks) (\$8000*)	BSB60320 Advanced Diploma of Human Resource Management (CRICOS Code: 105979D - 49 Weeks) (\$8000*)
BSB60420 Advanced Diploma of Leadership and Management. (CRICOS Code: 105978B - 49 weeks) (\$8000*)	BSB80120 Graduate Diploma of Management (Learning) (CRICOS Code: 105335D - 104 Weeks) (\$20,000*)
ICT60220 Advanced Diploma of Information Technology (Telecommunication Network Engineering) (CRICOS Code: 113564B – 104 Weeks) (\$20,000**)	
<p><i>*1. Additional \$250 non-refundable application fee payable upon acceptance of offer, ** \$300 application fee applies to ICT60220</i></p> <p><i>2. Non-refundable material fees of \$90 per term are charged upon enrolment and are additional to course fees, ** \$150 material fee for ICT60220</i></p> <p>For full list of fees and charges associated with each program, see relevant Course Information Sheet.</p>	

Course start date	
Preferred Intake _____ / _____ (MM/YYYY) (Intake Available Every Month)	
Preferred timetable:	
<input type="checkbox"/> Shift 1 – Monday and Tuesday 8:00am – 4:00pm, Wednesday 8:00am – 1:00pm <input type="checkbox"/> Shift 2 – Thursday and Friday 8:00am – 4:00pm, Saturday 8:00am – 1:00pm <input type="checkbox"/> Shift 3 – Monday to Thursday 4:30pm – 9:30pm <input type="checkbox"/> Shift 4 – Friday 4:30pm – 9:30pm, Saturday 1:30am – 9:30pm, Sunday 10:00am – 6:30pm <p><i>(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 The Wales Institute.)</i></p>	
Do you intend to apply for RPL or CT? Please note that if you have met unit of competency requirements in a unit within your chosen course of study, The Wales Institute is obliged to recognise that unit under the Australian Qualification Framework.	
Yes	No

Disability	
Do you consider yourself to have a disability, impairment or a long-term health condition? Yes No	If yes , please indicate the areas of disability, impairment or long term health condition: Hearing/Deaf Mental Illness Vision Physical Learning Medical condition Intellectual Other: _____
Please provide details of any special needs, disabilities or other personal considerations TWI should be aware of (Attach additional sheets if required).	

Study reason				
To develop my skills and knowledge To try a different career To get into another course of study		It was a requirement of my job To get a better job or promotion Other: _____		
Computer skills in programs such as Microsoft Word, Microsoft Excel, Microsoft Power point and knowledge of how to use the Internet to access information				
Beginner	Beginner/Intermediate	Intermediate	Intermediate/Advanced	Advanced

Overseas Student Health Cover (OSHC)			
NOTE: OSHC is a mandatory requirement and one of the visa conditions to be maintained for the full duration of Student visa.			
Do you wish TWI to arrange the OSHC on your behalf?		No	Yes
If Yes , please tick to confirm the duration and type of cover required.			
Type of OSHC you wish to purchase	Single	Couple	Family
Duration : _____ months	From: _____ / _____ / _____	To: _____ / _____ / _____	

Airport pickup and accommodation (optional fee)	
Please tick to confirm	
Airport pickup fee	\$100.00
Accommodation placement assistance: (One off fee payable to TWI of \$250.00 + Total costs of chosen accommodation)	
Motel accommodation:	\$500.00 per week
Shared accommodation:	\$250.00 per week
Number of weeks wanted:	_____ weeks

LL&N Support	
The Wales Institute is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English. For TWI to best accommodate students, we ask that every student select one of the following:	
<p>I appreciate that TWI is interested in my LLN standard, however I affirm that I do not require any assistance with LLN for the course I am choosing to undertake – Please finalise my enrolment.</p> <p><i>*If you have selected this option your enrolment will progress in line with TWI's selection procedures.</i></p>	<p>I am unsure if my LLN standard is sufficient for the level of study I am undertaking and I wish to undertake a LLN assessment for TWI's determination</p> <p><i>*If you have selected this option your enrolment will not be processed until a formal LLN assessment has been completed. TWI staff will be in contact with you to arrange this assessment.</i></p>

Access to Computer and Internet
I declare that I have access to Computer and reliable internet connection.

Declaration: I declare all information I have given in this form is true and correct, including documentation provided in support of my application.		
Student Name:	Student Signature / Initial :	Date:

THE WALES INSTITUTE (TWI) TERMS AND CONDITIONS

1. Overseas students are required to provide their current Australian address to TWI at all times. All student details are required to be updated every 3 months after the time of commencement. A TWI staff member will contact you on a regular basis to ensure all details are correct.

2. All due care is to be taken with TWI equipment, facilities and property at all times.

3. TWI reserves the right to expel students for serious breaches of discipline.

4. Course Entry Requirements

For entry into a TWI program, ALL students must:

- Be 18 years of age or older at the time of course commencement
- Have satisfactorily completed Year 12 in Australia, or equivalent school qualifications.
- Have a demonstrated capacity in Learning, Reading, Writing, Oral Communication and Numeracy competencies to the appropriate level of the Australian Core Skills Framework (ACSF).
- Fulfil any specific course requirements as listed in the programs Course Information Sheet
- Satisfy English Language requirements*
- Must have access to reliable computer and internet facility.

* International students must meet TWI's standards for English proficiency. To demonstrate possession of adequate English language proficiency, International students must provide valid evidence of attainment of at least one of the following:

- Academic IELTS (International English Language Testing System) with an overall band score of 5.5, no individual band score less than 5.0 (test results must be no more than 2-years-old).
- TOEFL iBT (Test of English as a Foreign Language Internet-Based Test) test score band: 46
- PTE Academic (Pearson Test of English) test score band: 42
- CAE (Cambridge English Advanced) test score band: 162
- OET (Occupational English Test) test score band: Pass (A or B)

Students who do not have an IELTS Test score or equivalent can take an English Placement Test on campus to assess if their English level meets entry requirements.

In some instances, students may participate in an interview with the Student Services to determine suitability. This interview will occur either online via Skype or face-to-face.

Students may be exempt from providing evidence of English language proficiency with their visa application if they fall into one of the following categories:

- Students who have completed at least five years of study in Australia, New Zealand, Canada, South Africa or the Republic of Ireland.
- Citizens and passport holders of the UK, USA, Canada, New Zealand or the Republic of Ireland.
- Students who have successfully completed the Senior Secondary Certificate of Education or study at AQF Certificate IV level or higher in Australia within two years of applying for this qualification
- Students enrolled full-time in school studies as a principal course (including secondary exchange programs), postgraduate research or a stand-alone ELICOS program.
- Foreign Affairs or Defence sponsored students.

Entry requirements will be checked at enrolment in line with the Institute's Student entry requirements, selection, and enrolment and orientation policy.

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 (Home Affairs) website: <https://immi.homeaffairs.gov.au/>

5. Application Fees

All TWI course applicants must pay a one-off, non-refundable application fee of \$250, 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.

(Please note that \$300 application and \$150 material fee applies to Advance Diploma of Information Technology (ICT60220) course).

6. Tuition Fees

Tuition Fees DO NOT cover application fees, material fees i.e. student workbooks, accommodation, living expenses, uniforms, stationery and equipment. No student is required to pay more than 50% of the total course fees before the agreed commencement date. No amount adding to over 50% is required until two weeks before the commencement of the second study period. This also applies to payments made through any third party. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.

7. Other Fees and Charges (incl. withdrawal and deferment/suspension)

Course withdrawal, deferment and suspension will incur \$350 admin fee. All other fees and charges related to each program, including material fees, is stipulated in the specific programs Course Information Sheet.

8. Transfer of Fees

No fees will be transferred to other external institutions or persons.

9. Refund Policy

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

10. 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. LL&N Support

The Wales Institute is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English.

12. Attendance and Course Progress

Regular attendance (at least 80% at all times) and satisfactory academic progress is a requirement for all students. International students must attend a full time study load (20 hours per week). TWI monitors attendance and academic progress regularly. You will be assessed for satisfactory course progress at the end of each study period. If you have not achieved competency in at least 50% of the course requirements for that period, your teacher will work with you closely to help you achieve competency. If you do not achieve competency in at least 50% of the course requirements for a second consecutive term, you will be notified in writing that TWI intends to report you to the Department of Home Affairs for unsatisfactory progress. You may appeal against this decision within 20 working days. Please note that if you are reported for unsatisfactory course progress, the Department of Home Affairs may cancel your visa.

13. Re-assessment and Repeating Units of Competency

For each completed Assessment Task, Students are provided with 3 opportunities to achieve a Satisfactory Result. Should a Student be unable to achieve a Satisfactory Result by their third attempt, they will be required to undertake a reassessment for that Task. The cost of Reassessment for each task is \$50. Should a Student not achieve a Satisfactory Result following Re-assessment, the Student will be required to repeat the unit of competency in its entirety, in line with the Institute's Student Assessment, Reassessment and Repeating Units of Competency Policy. The cost to repeat a unit of

competency is \$400 and is subject to timetable availability.

14. Credit Transfer (CT) and Recognition of Prior Learning (RPL)

Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Note that a shortening of overall course duration does not change the requirement for International students to be enrolled in full-time study. Detailed information on TWI's CT/RPL process is provided prior to enrolment and is available at the Reception.

15. Overseas Student Health Cover

All international students are required to pay Overseas Student Health Cover (OHSC). It is the student's responsibility to check the conditions of this health cover. Please inform us now by ticking yes on the first page of this form if you wish us to arrange OSHC for you.

16. 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):

Accommodation/Electricity/Phone/Food	\$21,000
Overseas Student Health Cover (single cover)	\$499
Travel/Incidentals	\$2,500
Total	\$23,999

17. How to Apply: A step-by-step guide

1. Choose the course you are interested in and check the course entry requirements
2. Apply for the course you wish to study by completing this Enrolment Form
3. Read the Terms and Conditions and sign both declarations to confirm your agreement
4. Ensure you have attached all relevant supporting information
5. Return your application form and necessary documents to a TWI Marketing and Admissions Officer
6. You will then be booked in to have a meeting with a TWI 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 your Orientation details

18. Payment

All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer.

19. Consent for use of Photograph

I understand that during my studies at The Wales Institute I can be photographed (still or video) at any time at the college or outside the college (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by The Wales Institute for any promotional materials. I understand that I can withdraw my consent at any time in writing.

20. 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. To register for a USI, see the Institute's Student Handbook or speak to the Institute's Student Services Team. You must provide your USI to the Institute's Marketing and Admissions Officer by your Orientation date. The Institute will not issue AQF certification documentation to an individual student who fails to

provide a verified USI, 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. Privacy Policy

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 and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. We shall not otherwise disclose your personal information to any other party without your consent and we do not sell personal information to third parties.

STUDENT DECLARATION

I have read, understand and accept these Terms and Conditions.

Student Name: _____

Student Signature / Initial: _____

Date: _____

TWI MARKETING AND ADMISSIONS OFFICER DECLARATION

I have conducted an interview with the Student detailed in this Enrolment Form and have implemented Point 4. Of TWI's Student entry requirements, selection and orientation policy in full.

Staff Name: _____

Staff Signature: _____

Date: _____

NOTE

Enrolment Form: All TWI course applicants are required to complete the Enrolment Form with accurate and verifiable information in English. Incomplete Enrolment Forms may unnecessarily delay in enrolment procedure or result in the application to enrol being rejected.