Enrolment Form (International Students)

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

<table>
<thead>
<tr>
<th>Learner details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name:</td>
<td>Given name:</td>
</tr>
<tr>
<td>Title: Mr □ Mrs □ Ms □ Gender: Male: □ Female: □ Date of birth:</td>
<td>Age:</td>
</tr>
</tbody>
</table>

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 *(Please state AS ABOVE if same)*:

Home telephone: Mobile:

Email address:

Unique Student Identifier:

<table>
<thead>
<tr>
<th>Nationality, passport and visa details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality: Country of birth:</td>
<td>Country of current residence:</td>
</tr>
<tr>
<td>Passport number: Date of issue:</td>
<td>Date of expiry:</td>
</tr>
</tbody>
</table>

Type of Australian visa held:

- Visa granted □ Bridging visa □
- Visa subclass: Date of issue: Date of expiry:

<table>
<thead>
<tr>
<th>Name of emergency contact</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name: Given name:</td>
<td>Contact No:</td>
</tr>
<tr>
<td>Relationship to Student:</td>
<td></td>
</tr>
</tbody>
</table>

Agent Details: Place stamp below (if applicable)

Counsellor Name:
Agency Name:
Address:
Phone:
Email:

Previous qualifications

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

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Name of the Institute</th>
<th>Country</th>
<th>Year of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV</td>
<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma</td>
<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor Degree or Higher</td>
<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate II</td>
<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate III</td>
<td>□</td>
<td></td>
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</tr>
</tbody>
</table>

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

<table>
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<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
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: ____________________________

Intended course enrolment details

<table>
<thead>
<tr>
<th>Course Description</th>
<th>CRICOS Code</th>
<th>Duration</th>
<th>Fee ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB20115 Certificate II in Business</td>
<td>091549J</td>
<td>23 weeks</td>
<td>$4000*</td>
</tr>
<tr>
<td>BSB30115 Certificate III in Business</td>
<td>091550E</td>
<td>49 weeks</td>
<td>$8000*</td>
</tr>
<tr>
<td>BSB41015 Certificate IV in Human Resources</td>
<td>088753J</td>
<td>49 weeks</td>
<td>$8000*</td>
</tr>
<tr>
<td>BSB40215 Certificate IV in Business</td>
<td>088752K</td>
<td>49 weeks</td>
<td>$8000*</td>
</tr>
<tr>
<td>BSB50615 Diploma of Human Resources Management</td>
<td>088754G</td>
<td>49 weeks</td>
<td>$8000*</td>
</tr>
<tr>
<td>BSB51915 Diploma of Leadership and Management</td>
<td>088755G</td>
<td>49 weeks</td>
<td>$8000*</td>
</tr>
<tr>
<td>BSB60915 Advanced Diploma of Management (Human Resources)</td>
<td>088757E</td>
<td>49 weeks</td>
<td>$8000*</td>
</tr>
<tr>
<td>BSB61015 Advanced Diploma of Leadership and Management</td>
<td>088756F</td>
<td>49 weeks</td>
<td>$8000*</td>
</tr>
</tbody>
</table>

* Does not include Material Fee. For the full list of fees and charges associated with each program, see the relevant Course Information Sheet.

Course start date

Preferred Intake ____________/__________ (MM/YYYY) (Intake Available Every Month)

Preferred timetable:
- Shift 1 – Monday and Tuesday 8:00am – 4:30pm, Wednesday 8:00am – 12:00pm
- Shift 2 – Wednesday 12:30pm – 4:30pm, Thursday and Friday 8:00am – 4:30pm
- Shift 3 – Monday to Thursday 4:30pm – 9:30pm
- Shift 4 – Friday 4:30pm – 8:30pm, Saturday 8:00am – 4:30pm, Sunday 8:00am – 4:30pm

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.

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
- Physical
- Intellectual
- Mental Illness
- Learning
- Vision
- Medical condition
- 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 get a job
☐ To start my own business
☐ To try a different career
☐ It was a requirement of my job
☐ To get into another course of study
☐ To develop my skills and knowledge
☐ To develop my existing business
☐ To get a better job or promotion
☐ I wanted extra skills for my job
☐ 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 |

**Medical cover fees**

<table>
<thead>
<tr>
<th>Overseas Student Health Cover</th>
<th>Single</th>
<th>Couple</th>
<th>Family</th>
<th>Airport pickup fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td></td>
<td></td>
<td></td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Airport pickup and accommodation (optional fee)**

<table>
<thead>
<tr>
<th>Airport pickup fee</th>
<th>Accommodation placement assistance:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Motel accommodation: $500.00 per week</td>
</tr>
<tr>
<td></td>
<td>Shared accommodation: $200.00 per week</td>
</tr>
</tbody>
</table>

**NOTE:** OSHC is mandatory requirement and one of the visa conditions to be maintained for the full duration of Student visa

**Overseas Student Health Cover**

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<tr>
<td></td>
<td>Shared accommodation: $200.00 per week</td>
</tr>
</tbody>
</table>

**Number of weeks wanted:**

| $250.00 (One off fee payable to TWI) + $500.00 per week |
| $200.00 per week |

**Declaration:** I declare all information I have given in this form is true and correct, including documentation provided in support of my application.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
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.

4.0 Course Entry Requirements
For entry into a TWI 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 (from countries where English is not the first language) are expected to have a minimum English Language standard and are required to have one of the following prior to enrolling in a qualification:

- At least 50% completion of any AQF Certificate IV or Diploma qualification within Australia
- Achieved an IELTS band score of 5.5
- Achieved an IELTS 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
- Successfully completed TWI English language test
- Students of this course will be required to access computers for learning purposes and to complete course assessments. As such, learners must have beginner/intermediate computer skills in programs such as Microsoft Work, Excel, Power point and Outlook and knowledge of how to use the Internet to access information.

Certificate II Courses: English Language Requirement
- Achieved an IELTS band score of 4.5 or equivalent
- Successfully completed at least 80 hours or 4 weeks of Intermediate ELICOS study in Australia (with at least 80% attendance)
- Successfully completed a TWI English language test

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 Immigration and Border Protection (DIBP) website: www.immi.gov.au/students

5.0 Application Fees
All TWI 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.

6.0 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.

7.0 Other Fees and Charges
All other fees and charges related to each program, including material fees is stipulated in the specific programs Course Information Sheet.

8.0 Transfer of Fees
No fees will be transferred to other external institutions or persons.

9.0 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.

10.0 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
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:

☐ 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.

☐ 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

“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.

12.0 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 Immigration and Border Protection (DIBP) for unsatisfactory progress. If at any time your attendance drops below 80% in a term then you will also be notified in writing that TWI intends to report you to DIBP for unsatisfactory attendance. You may appeal against this decision within 20 working days. Please note that if you are reported for unsatisfactory course progress or attendance, DIBP may cancel your visa.

13.0 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 Assessment 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.

14.0 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 Reception.

15.0 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.

16.0 Cost of Living in Australia (AUS)
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):

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation/Electricity/Phone/Food</td>
<td>$19,830</td>
</tr>
<tr>
<td>Overseas Student Health Cover (single cover)</td>
<td>$492</td>
</tr>
<tr>
<td>Travel/Incidentals</td>
<td>$2,000</td>
</tr>
<tr>
<td>Total</td>
<td>$22,322</td>
</tr>
</tbody>
</table>

17.0 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

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

19.0 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 extra curricular 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 anytime in writing.

20.0 Unique Student Identifier (USI)
From 1st January 2015, all students studying Nationally Recognised Training in Australia will be 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 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 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 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: _____________________
Date: ________________________________