

# ENROLMENT FORM



Choose your campus  Sydney  Brisbane

Please complete and forward your application on to:

In Person or by Mail:

Sydney : LG, 101 Sussex St, Sydney NSW 2000

Brisbane : Level 5, 316 Adelaide St, Brisbane QLD 4000

By e-mail: info@wic.nsw.edu.au

For more details, please call:  
+61 2 9283 4388

## PART A: PERSONAL DETAILS

USI:

Title:  Mr.  Ms.  Mrs.  Other: \_\_\_\_\_ Gender:  Male  Female

First Name:

Last Name:

Date of Birth:  Nationality:

Passport No:  Expires on:

Do you currently hold a student visa?  Yes  No

Have your visa been cancelled/refused before?  Yes  No

No. of Dependents:  Main Language spoken at home:

How well do you speak English:  Very well  Well  Not well  Not at all

Are you of Aboriginal or Torres Strait Islander origin?

## PART B: CONTACT DETAILS

Australian Address:

Suburb:  State:  Postcode:

Phone Number:

Overseas Address (Must be applicant's address):

Postcode:  Country:

Phone Number:

Email Address (Mandatory):

Emergency Contact Name:

Relationship:  Mobile Phone:

Email Address:

## PART C: EDUCATION & EXPERIENCE

Do you intend to claim recognition of prior learning towards this course?  Yes  No

Have you enrolled in a similar course elsewhere?  Yes  No

Have you been employed in the area covered by the course applied for?  Yes  No

(If your answer is 'Yes' on any of these questions, you may be eligible for Recognition of Prior Learning. Please contact us for further information and attached certified copies of any relevant documents.)

Have you ever completed the following English test?  Yes  No

(IELTS, TOEFL, TOEIC, Cambridge Test, PTE)

Test name:  Year of test:  Score:

## PART D: COURSE SELECTION

IT COURSE	Duration	CRICOS Code
<input type="radio"/> ICT40115 Certificate IV in Information Technology	52 Weeks	086519B
<input type="radio"/> ICT50615 Diploma of Website Development	52 Weeks	086675A
<input type="radio"/> ICT50715 Diploma of Software Development	52 Weeks	086689F
<input type="radio"/> ICT50815 Diploma of System Analysis and Design	52 Weeks	086707J
<input type="radio"/> ICT60315 Advanced Diploma of Information Technology Business Analysis	52 Weeks	086744D

BUSINESS COURSE	Duration	CRICOS Code
<input type="radio"/> BSB42015 Certificate IV in Leadership and Management	52 Weeks	089165K
<input type="radio"/> BSB51915 Diploma of Leadership and Management	52 Weeks	089166J
<input type="radio"/> BSB61015 Advanced Diploma of Leadership and Management	52 Weeks	088264D

HOSPITALITY COURSE	Duration	CRICOS Code
<input type="radio"/> SIT30616 Certificate III in Hospitality	40 Weeks	093158G
<input type="radio"/> SIT40416 Certificate IV in Hospitality	53 Weeks	093170A
<input type="radio"/> SIT50416 Diploma of Hospitality Management	80 Weeks	093160C
<input type="radio"/> SIT60316 Advanced Diploma of Hospitality Management	105 Weeks	093145B

Preferred Starting Date: \_\_\_\_\_ Other: \_\_\_\_/\_\_\_\_/\_\_\_\_

2018 Intakes	2019 Intakes	2020 Intakes	2021 Intakes
<input type="radio"/> 08 January	<input type="radio"/> 07 January	<input type="radio"/> 06 January	<input type="radio"/> 11 January
<input type="radio"/> 03 April	<input type="radio"/> 01 April	<input type="radio"/> 30 March	<input type="radio"/> 05 April
<input type="radio"/> 02 July	<input type="radio"/> 01 July	<input type="radio"/> 29 June	<input type="radio"/> 05 July
<input type="radio"/> 24 September	<input type="radio"/> 23 September	<input type="radio"/> 21 September	<input type="radio"/> 27 September

## PART E: ADDITIONAL INFORMATION

Tell us the reason you want to take our course:

Career  Academic  Personal  Other \_\_\_\_\_

Where did you hear about us?

Agents  Advertising  Word of mouth  Other \_\_\_\_\_

Do you have any disabilities that will effect your learning?

Yes, please specify \_\_\_\_\_  No

**Note:** Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student handbook. All courses require applicants 18 years and above and proficiency in English equivalent to the level of IELTS 5.5 or higher.

## PART F: PAYMENT DETAILS

<input type="radio"/> Enrolment Fee	<b>AU\$ 200</b>	<input type="radio"/> COE Issue Fee	<b>AU\$ 50</b>
<input type="radio"/> Materials Fee (per term)	<b>AU\$ 50 / AU\$ 75*</b>	<input type="radio"/> Airport Pick-up Fee (Optional)	<b>AU\$ 150</b>
<input type="radio"/> Homestay	<b>AU\$ 200</b>	<input type="radio"/> Overseas Student Health Cover (OSHC)	<b>AU\$ 255 (6 months)</b> <b>AU\$ 510 (12 months)</b> <b>AU\$ 1020 (24 months)</b>
<input type="radio"/> Replacement Fee (Optional)	<b>AU\$ 250 (Full board)</b> <b>AU\$ 180 (Share board)</b>		

\* For Hospitality courses only

Payment should be forwarded by bank transfer to the following:

Bank: Commonwealth Bank

BSB: 062 016

Bank SWIFT Code: CTBAU2S

Account Name: Wells International College

Account Number: 1072 8104

Reference: Your Name & Student Number

Tuition fees must otherwise be paid in the form of a bank draft or bank cheque made payable to "Wells International College" only. Wells International College is not responsible for any tuition fee paid to a third party's bank account. All payments must be made to an authorised education agent or directly to our bank account

## ENROLMENT TERMS & CONDITIONS

### FEES

A non refundable Enrolment fee of \$200.00 (exclusive of Tuition fees, material fees and CoE issue fee) is required at the time of enrolment. The enrolment deadline is 10 working days after the course commencement of the course. Tuition fees DO NOT cover the charges for enrolment fee, textbooks, stationery and re-assessment fees.

Students, who fall behind in the payment of their fees or fail to pay their tuition fee on the due date, will be charged a late payment fee of \$120.00 per term. Students may be refused training and assessment services and any requests until such times as the fees are paid and up-to-date.

For more information on fees and complete schedule of charges, please visit our website [www.wic.nsw.edu.au](http://www.wic.nsw.edu.au) or contact [info@wic.nsw.edu.au](mailto:info@wic.nsw.edu.au).

Please note that students will be required to maintain Academic progress in consultation with the course coordinator. Should fees remain overdue for more than one day after the due date WIC will inform the student of their intention to report them for non-payment of fees to DHA via PRISMS.

### CANCELLATION AND FEE REFUND POLICY

The request for refund must be made in writing to Wells International College by using the Refund Application Form.

- No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party.
- Where a refund is approved, Wells International College will make payment of refunds within 28 days of receipt of Refund Application Form.

Withdrawal request must be made in writing to our administration office by using the Deferment, Suspension or Cancellation of Enrolment Application Form.

Enrolment fee .....	No refund
Visa refused prior to course commencement .....	Full refund less administration fee of \$200
Withdrawal at least 28 days (prior to agreed start date) .....	70 % refund less administration fee of \$200
Withdrawal at less than 28 days (prior to agreed start date) .....	50 % refund less administration fee of \$200
Withdrawal after or on the commencement date .....	No refund
Visa cancelled due to actions of the student .....	No refund
Visa extension is refused .....	Return of unused tuition fees
Withdrawal from study - current students .....	No refund of unused tuition fees (of the following term/s)*
Compulsory health Insurance (Student visa holders only) .....	Refer to OSHC provider
Accommodation booking fee .....	No refund
Airport pick-up .....	Full refund if service cancelled prior to flight arrival

\*Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s. For deferment, No refund will be applicable unless visa has not been granted.

### RTO DEFAULT

- Under the Tuition Protection Service (TPS) framework, if Wells International College is unable to fulfil its obligations to complete a course, The new TPS framework will facilitate the placement of students in the first instance, and where this is not possible, provides a refund of unexpended tuition fees (i.e. tuition the student has paid for but has not been delivered by the provider). This replaced the previous combination of Tuition Assurance Schemes and the ESOS Assurance Fund.
- Wells International College defaults if the course they offer does not start on the agreed starting day.
- Wells International College defaults if the course stops being provided after it starts and before it is completed or the course is not provided fully to the student because the registered provider has had a sanction imposed.
- If Wells International College defaults, WIC will refund to the student within 14 days after the default day and receipt of your Refund Application Form.
- Wells International College will give the student a statement that explains how the refund amount has been worked out.
- Wells International College dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
- This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- The refund policy is subject to review from time to time.
- The Institute recommends that you read the ESOS Framework Information, which provides legislative protection for International students, available at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

### ARRIVAL AND ORIENTATION

Students are required to attend the orientation session. The orientation session is usually held on the Thursday prior to the course commencement date and starts at 9.00am.

### ATTENDANCE / ACADEMIC PROGRESS

Regular attendance of a minimum of 15 hours face-to-face and 5 hours online per week is a requirement for all students. Students must also maintain satisfactory academic progress at all time.

### OVERSEAS STUDENT HEALTH COVER (OSHC)

All International Students are required to pay Overseas Student Health Cover (OSHC) and maintain cover for the full length of their visa. It is also the student's responsibility to check the conditions of this health cover.

Rates (Single)	3 months	\$136.00	6 months	\$272.00	9 months	\$408.00
	12 months	\$544.00	24 months	\$1115.00	<b>Note:</b> Fee maybe subject to change	

### INDICATIVE COST OF LIVING IN AUSTRALIA (\$AUD)

According to [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au) The figure below is an estimate only to give an indication of the basic rate of living costs under the Migration regulations. The cost can vary significantly depending on where you live in Australia.

Cost of Living (excluding tuition fees) .....\$20,290 a year  
 ^ This includes clothing, food, accommodation, transportation, entertainment and travel cost.

You should be prepared in case your living costs are greater than the figure above.

### CHANGE OF ADDRESS AND CONTACT DETAILS

Upon arriving in Australia you are required to advise us of your residential and email address, telephone number and of any subsequent changes to these contact details. It is your responsibility to ensure that you always update your contact details at the Institute to ensure you receive important information about your course, fee receipts and any other important information.

## PART G: APPLICANTS CHECKLIST

Please attach the following documents to this application:

- Certified copy of your passport page
- Certified copies of your official final high school certificate and transcript
- Certified copied of your official college or university certificate and transcript
- Certified copies of your IELTS or any relevant English certificate (including the explanation of levels and grades)
- Copy of your current visa (if applicable)
- Certified translations of any documents that are not in English

## PART H: DECLARATION

Information is collected during your enrolment in order to meet our obligations under the ESOS Act, the Data Provision Requirement and the National Code, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities (e.g. NCVET) and, if relevant, the Tuition Protection Service (TPS). In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include the circumstance of any suspected breach by the student of a student visa condition.

### STUDENT DECLARATION

I have read and accept the conditions of enrolment including the cancellation and refund policy of the Institute as stated above. I declare that the information provided by me on this form is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the National VET Data policy.

Applicant Name:

Applicant's Signature:

Date:  /  /

Date:  /  /

### REFERRAL / EDUCATIONAL AGENCY INFORMATION

Agency Name:

Agent's Signature:

Date:  /  /

Date:  /  /



## OFFICE USE ONLY

ACCEPTED BY WELLS INTERNATIONAL COLLEGE