



ENROLMENT FORM

Please complete and forward your application on to:

In Person or by Mail:

By e-mail: info@warwick.edu.au

Sydney : LG 320 Harris St. Pyrmont NSW 2009 (Entrance via Allen St.)

Brisbane : L3, 316 Adelaide St, Brisbane QLD 4000

For more details, please call: +61 2 9211 8838 | +61 7 3051 0092

PART A: PERSONAL DETAILS

Choose your campus Sydney Brisbane

USI:

Title: Mr. Ms. Mrs. Other: _____ Gender: Male Female

First Name:

Last Name:

Date of Birth: Nationality:

Passport No: Expires on:

Australian Address:

Suburb: State: Postcode:

Phone Number:

Email Address:

Overseas Address (Must be applicant's address):

Postcode: Country:

Emergency Contact Name:

Relationship: Mobile Phone:

Email Address:

PART B: VISA DETAILS

Are you currently residing in Australia? Yes No

Which visa type do you plan to study under at Warwick Institute of Australia ?

Student Tourist/Visitor Working Holiday Other _____

Are you lodging your visa application in Australia? Yes No

If no, please specify : City: _____ Country: _____

Has your visa been cancelled / refused before? Yes No

Number of Dependants: _____

PART C: OVERSEAS STUDENT HEALTH COVER

Do you require Overseas Student Health Cover (OSHC)? Yes No

PART D: ACCOMMODATION & AIRPORT PICK-UP

Do you require accommodation to be organised? Yes No

Homestay Single Room Share Room Student Residence

If accommodation is required, you must complete an Accommodation Application Form, this will be sent to you with the letter of offer.

Do you require airport transfer on arrival ? (AUD\$200 One-way) Yes No

PART E: CURRENT ENGLISH LEVEL

Have you ever completed any of the following English tests? Yes No
(IELTS , TOEFL, TOEIC, Cambridge Tests, PTE)

Name of Test: _____ Year of Test: _____ Test Score: _____

PART F: COURSE SELECTION

Sydney and Brisbane Campus	Duration	CRICOS Code
<input type="radio"/> BSB20115 Certificate II in Business	26 Weeks	098076C
<input type="radio"/> BSB30115 Certificate III in Business	26 Weeks	098077B
<input type="radio"/> BSB40215 Certificate IV in Business	26 Weeks	089902D
<input type="radio"/> BSB50215 Diploma of Business	52 Weeks	087200F
<input type="radio"/> BSB60215 Advanced Diploma of Business	52 Weeks	087482B
<input type="radio"/> BSB51415 Diploma of Project Management	52 Weeks	088277K
<input type="radio"/> BSB61218 Advanced Diploma of Program Management	52 Weeks	098973C

Sydney Campus ONLY	Duration	CRICOS Code
<input type="radio"/> BSB61015 Advanced Diploma of Leadership and Management	52 Weeks	088279G
<input type="radio"/> BSB42415 Certificate IV in Marketing and Communication	52 Weeks	094480A
<input type="radio"/> BSB52415 Diploma of Marketing and Communication	78 Weeks	094479E
<input type="radio"/> BSB61315 Advanced Diploma of Marketing and Communication	78 Weeks	094481M
<input type="radio"/> ICT40120 Certificate IV in Information Technology	52 Weeks	103243B
<input type="radio"/> ICT50120 Diploma of Information Technology	78 Weeks	103244A
<input type="radio"/> ICT60120 Advanced Diploma of Information Technology	52 Weeks	103245M

Preferred Starting Date:

Other: ____/____/____

2021 Intakes	2022 Intakes	2023 Intakes
<input type="radio"/> 11 January	<input type="radio"/> 10 January	<input type="radio"/> 09 January
<input type="radio"/> 12 April	<input type="radio"/> 11 April	<input type="radio"/> 11 April
<input type="radio"/> 12 July	<input type="radio"/> 11 July	<input type="radio"/> 10 July
<input type="radio"/> 11 October	<input type="radio"/> 10 October	<input type="radio"/> 09 October

PART G: 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.)

PART H: ENTRY REQUIREMENTS

What is your Highest COMPLETED school level? (Tick 1 box only)

If you're currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed, not the level you are currently undertaking.

- Year12 or equivalent Year11 or equivalent Year10 or equivalent
 Year9 or equivalent Year8 or equivalent Never attended school

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 and our website. All our courses require applicants to be 18 years or older and have proficiency in English equivalent to the level of IELTS 5.5 or higher.

PART I: ADDITIONAL INFORMATION

Have you **SUCCESSFULLY** completed any of the following qualifications?

- Bachelor Degree or Higher Degree Certificate IV (or Advanced Certificate/Technician)
 Advanced Diploma or Associate Degree Certificate III (or Trade Certificate)
 Diploma (or Associate Diploma) Certificate II
 Other education (including certificates or overseas qualifications not listed above) Certificate I
 I've never completed any qualifications

Will you be continuing your studies in Australia at a higher Education

- Yes No Not Sure

Name of Institute: _____
Course Name: _____ Starting Date: _____

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 affect your learning?

- Yes, please specify below. No
 Hearing (Deaf) Physical Acquired brain impairment
 Intellectual Learning Mental Illness
 Medical Condition Vision Other _____

Why have you chosen to enrol at WIA? Do you have sufficient information, knowledge and understanding of courses offered at WIA and their requirements?

Language and Cultural Diversity

In which country were you born? Australia Other (Please specify): _____

Do you speak a language other than English at home?

- No, English Only Yes (Please specify): _____

Are you Aboriginal or Torres Strait Islander origin?

- No Aboriginal Torres Strait Islander

Do you have the following computer knowledge and skills to complete the course?

- Basic Word processing
 Basic Email knowledge
 Basic Excel Spreadsheet knowledge
 PowerPoint presentation knowledge
 Use of Skype, Webcam, Mobile (for Online students)

Do you need any Language and Literacy (LLN) support? Yes No

If WIA identifies you need additional LLN support during the placement test, will you be happy to undertake recommended additional support program?

Does your preferred learning style align with the delivery methods, proposed learning strategies and training materials of the course? Yes No

What do you hope to achieve with this qualification and what are your career plans after you finish studying?

- Get a job Learn more about this industry
 Get a promotion Increase my confidence
 Upgrade or enhance my skills Expand my knowledge
 Establish a business Other (please specify) _____
 Continue on for more studies at a higher level _____

Do you have any knowledge of this industry or experience with this type of course for which you will study? Yes No

If yes, Please describe below and know that you may be asked for further evidence.

PART J: PAYMENT DETAILS

Payment should be forwarded by bank transfer to the following:

Bank: Commonwealth Bank **Account Name:** Warwick Institute of Australia
BSB: 062 016 **Account Number:** 1103 0904
Bank SWIFT Code: CTBAAU2S **Reference:** Your Name & Student Number

Tuition fees must otherwise be paid in the form of a bank draft or bank cheque made payable to "Warwick Institute of Australia" only. Warwick Institute of Australia 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

ACADEMIC PROGRESS

Students must maintain satisfactory academic progress at all times. All the courses are scheduled 20 hours per week (14 hours of face-to-face classroom based and 6 hours of Online based delivery). Students are reminded that attendance of these scheduled hours is a requirement of their Visa. Students who fail to attend at least 80% of scheduled hours each term are at risk of not meeting satisfactory course progress and/or attendance. Students who fail to attend at least 80% of scheduled hours for two terms during their enrolment will be reported to DHA, unless compassionate or compelling circumstances can be demonstrated.

Additional to the attendance requirements, students who fail more than 50% units/subjects delivered in a term are at risk of not meeting satisfactory course progress. Students who fail more than 50% units/subjects delivered in two terms during their enrolment will be reported to DHA, unless compassionate or compelling circumstances can be demonstrated.

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): 6 months:\$271.00 | 12 months :\$543.00 | 24 months:\$1087.00

Note: Fees are indicative only. Refer to Fees and Charges as published by each service provider

INDICATIVE COST OF LIVING IN AUSTRALIA (\$AUD)

According to 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.

FEES

A non-refundable Enrolment/Application fee of \$200.00 (exclusive of Tuition fees, material fees and CoE issue fee) is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 10 working days after the commencement of the course.

Students who fall behind in the payment of their fees or fail to pay their tuition fee on the due date, may be charged a late payment fee of \$200.00 per term or may be refused training and assessment services and any requests until such times as the fees are paid and up-to-date. 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 WIA will inform the student of their intention to report them for non-payment of fees to DHA via PRISMS. For more information regarding fees and payments please refer to <https://www.warwick.edu.au/pre-enrolment/fees-payment/>

FEE REFUND POLICY

The request for refund must be made in writing to the Warwick Institute of Australia 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 Form is lodged, that any refunds due are payable to a third party.
- Where a refund is approved, WIA will make payment of refunds within 28 days of receipt of the Refund Application Form
- In the case of default by WIA, the provisions of the ESOS Act 2000 and the ESOS Regulations 2001 apply. For further information about the ESOS Act please see <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Enrolment fee	No Refund
Tuition Fees	
Visa refused prior to course commencement	Full refund less an administration fee of \$200
Withdrawal at least 28 days prior to the initial course agreed start date	50% refund of tuition fees less an administration fee of \$200
Withdrawal less than 28 days prior to the initial course agreed start date	No Refund
Withdrawal after the initial course agreed start date	No Refund
Visa or CoE cancelled due to student breach of their visa conditions or misbehaviour by the student..	No Refund
Does not commence (i.e. does not arrive, or has not arranged with us for a later start because of health or compassionate reason)	No Refund
Visa extension is refused after course commencement	No Refund
Withdrawal from any continuing study, include any continuing CoE	No Refund
Compulsory Health Insurance (Student visa holders only).....	Refer to the Terms and Airport Pick-up
Homestay placement fee	Conditions of Third Party Service Providers

Note: Agreed course start date is the date indicated on the student's Confirmation of Enrolment (CoE)

**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 Warwick Institute of Australia is unable to fulfill its obligations to complete a course. The 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).
- Warwick Institute of Australia defaults if the course they offer does not start on the agreed starting day.
- Warwick Institute of Australia 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 Warwick Institute of Australia defaults, WIA will refund to the student within 14 days after the default day and receipt of your Refund Application Form.
- Warwick Institute of Australia will give the student a statement that explains how the refund amount has been worked out. Warwick Institute of Australia dispute resolution processes does not circumscribe the student's right to pursue other legal remedies.
- This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.
- The Standards for RTOs require the Institute to inform students considering enrolment of their right to a statutory cooling off period. A statutory cooling off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement, where that agreement was established through unsolicited marketing or sales tactics. These include tactic such as door-to-door sales and telemarketing. A statutory cooling off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty. It must be noted that our Institute does not engage in unsolicited marketing or sales tactics and therefore a statutory cooling off period is not applicable to our students who have enrolled into a course. For refund option in other circumstances, students must refer to the refund policy.
- 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>

COMPLAINTS AND APPEALS POLICY

Students have access to a Complaints and Appeals procedure if they feel they have been unjustly treated or have a serious complaint. Students who feel they have any type of complaint should first contact the Administration Manager. If necessary the complaint will be referred to the Principal Executive Officer in order to resolve the situation. A student dissatisfied with an activity or a decision regarding their academic outcomes can voice their concerns to the staff member concerned and, if appropriate, appeal to the Principal Executive Officer.

If students are still dissatisfied with the outcome of the complaint / grievance / appeal then students may lodge an external appeal or complain about the decision with the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website <http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page> or phone 1300 362 072 for more information.

STUDENT CODE OF CONDUCT

All people associated with WIA have the same rights. Harassment, bullying and victimisation will not be tolerated at WIA Discrimination on any grounds is unacceptable. Students who feel that they are being sexually harassed or are the victims of any sort of racism should initially contact the Administration Manager. If the complaint is sufficiently serious, the Principal Executive Officer may establish a formal inquiry and/or refer to external authorities.

PRIVACY NOTICE

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If personal information is not collected enabling us to enrol you in your chosen course/s, we will not be able to proceed with your application to enrol you as a student.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

Information is further collected here in order to meet our obligations under the ESOS Act 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 2019 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 can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact the Institute to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

For more information please refer to the Privacy Policy available at www.warwick.edu.au or contact info@warwick.edu.au

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 K: DECLARATION

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 authorise the Education Agent nominated by me on this form to act on my behalf in all matters relating to my enrolment. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice in this form and the Privacy Policy available at www.warwick.edu.au

STUDENT INFORMATION

Applicant Name:

Applicant's Signature:

Date: / /

This agreement must be signed by the student

REFERRAL / EDUCATIONAL AGENCY INFORMATION

Agency Name:

Agent's Signature:

Date: / /

AGENT
STAMP

OFFICE USE ONLY

ACCEPTED BY Warwick Institute of Australia