

ENROLMENT FORM

Please complete and forward your application on to:

In Person or by Mail: By e-mail: info@warwick.edu.au

Sydney: L5, 8 Quay Street, Haymarket, NSW 2000 **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: OMr. OMs. OMrs. OOther	: Gender:	O Male O 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 ad	dress):	
Postcode: Country:		
Emergency Contact Name:		
Relationship:	Mobile Phone:	
Email Address:		

PART B: VISA DETAILS

Are you currentl	y residing in Australia	1?	○ Yes	○ No
Which visa type	do you plan to study	under at Warwick In:	stitute of Au	stralia ?
O Student	O Tourist/Visitor	O Working Holida	y Oth	er
Are you lodging	your visa application	in Australia?	O Yes	○ No
If no, please spe	cify : City:	Country:		
Has your visa be	en cancelled / refuse	d before?	○ Yes	○ No
Number of Depe	endants:			

PART C: OVERSEAS STUDENT HEALTH COVER

Do you require Overseas Student Health Cover (OSHC)?	○ Ves	○ No
bo you require overseas student rieatti cover (Osric):	O les	O NC

PART D: ACCOMMODATION & AIRPORT PICK-UP

Do you require accommodation to be organised?		○ Yes	○No	
○ Homestay	O Single Room	O Share Room	O Student R	esidence
If accommodation is to you with the letter	required, you must complete of offer.	te an Accommodation App	lication Form, this	will be sent
Do you require	airport transfer on a	rrival ? (AUD\$200 One-	way) O Yes	○ No

PART E: CURRENT ENGLISH LEVEL

Have you ever completed an (IELTS , TOEFL, TOEIC, Cambridge Test	y of the following English test s, PTE)	s? Yes No
Name of Test:	Year of Test:	Test Score:

PART F: COURSE SELECTION

Syc	lney and Brisbane Campus	Duration	CRICOS Code
0	BSB30220 Certificate III in Entrepreneurship and New Business	52 Weeks	105469A
0	BSB40320 Certificate IV in Entrepreneurship and New Business	52 Weeks	105470H
0	BSB50120 Diploma of Business	52 Weeks	105462H
0	BSB60120 Advanced Diploma of Business	52 Weeks	105463G
0	BSB50820 Diploma of Project Management O Blended (onshore international students/domestic Students) O Online (offshore students/domestic students)	52 Weeks	104033D
0	BSB60720 Advanced Diploma of Program Management O Blended (onshore international students/domestic Students) O Online (offshore students/domestic students)	52 Weeks	104436G
0	BSB80120 Graduate Diploma of Management (Learning)	52 Weeks	105471G
0	CPP41419 Certificate IV in Real Estate Practice	52 Weeks	108194K
0	Real Estate Package Course	104Weeks	
	CPP41419 Certificate IV in Real Estate Practice +	52Weeks	108194K
	CPP51122 Diploma of Property (Agency Management)	52Weeks	109303B
0	10931NAT Diploma of Digital Marketing NEW	52Weeks	109304A
0	10787NAT Advanced Diploma of Digital Marketing NEW	52Weeks	109305M

Sydney Campus	Duration C	RICOS Code
O BSB40820 Certificate IV in Marketing and Communication	52 Weeks	105464F
O BSB50620 Diploma of Marketing and Communication	78 Weeks	105465E
$\bigcirc \ \ BSB60520 \ Advanced \ Diploma \ of \ Marketing \ and \ Communication$	78 Weeks	105466D
O ICT40120 Certificate IV in Information Technology	52 Week	103243B
O ICT50220 Diploma of Information Technology	78 Weeks	105467C
O ICT60220 Advanced Diploma of Information Technology	52 Weeks	105468B

Preferred Startii	ng Date:		Other:/_	/
2023 Intakes	Mid-Intakes	*	2024 Intakes	2025 Intakes
O 09 Jan	○ 06 Feb	○ 20 Feb	O8 Jan	O6 Jan
O 11 Apr	○ 08 May	O 22 May	O 08 Apr	O 07 Apr
O 10 Jul	O 07 Aug	O ₂₁ Aug	O 08 Jul	O 07 Jul
O 09 Oct	O6 Nov	O 20 Nov	O 07 Oct	O 07 Oct

^{*} Mid- Intakes only apply to certain courses, please contact WIA for more information

PART G: EDUCATION & EXPERIENCE	If WIA identifies you need additional LLN support during the placement test, will
Do you intend to claim recognition of prior learning Yes No	you be happy to undertake recommended additional support program?
towards this course?	
Have you enrolled in a similar course elsewhere? ○ Yes ○ No	Does your preferred learning style align with the delivery methods, proposed
Have you been employed in the area covered by the OYes No course applied for?	learning strategies and training materials of the course? 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.)	What do you hope to achieve with this qualification and what are your career
	plans after you finish studying?
PART H: ENTRY REQUIREMENTS	○ Get a job○ Get a promotion○ Learn more about this industry○ Increase my confidence
What is your Highest COMPLETED school level? (Tick 1 box only)	O Upgrade of enhance my skills
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.	 ○ Establish a business ○ Continue on for more studies at a higher level
Year12 or equivalent Year11 or equivalent Year10 or equivalent	Do you have any knowledge of this industry or experience with this type of course for which you will study? O Yes No
Year9 or equivalent Year8 or equivalent Never attended school	If yes , Please describe below and know that you may be asked for further evidence.
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 J: PAYMENT DETAILS
DART I ADDITIONAL INICORNALIONI	Payment should be forwarded by bank transfer to the following:
PART I: ADDITIONAL INFORMATION	Bank: Commwealth Bank BSB: 062 016 Bank SWIFT Code: CTBAAU2S Account Name: Warwick Institute of Australia Account Number: 1103 0904 Reference: Your Name & Student Number
Have you SUCCESSFULLY completed any of the following qualifications?	Tuition fees must otherwise be paid in the form of a bank draft or bank cheque made payable to "Warwick
O Bachelor Degree or Higher Degree O Advanced Diploma or Associate Degree Certificate IV (or Advanced Certificate/Technician)	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
O Diploma (or Associate Diploma) Certificate III (or Trade Certificate) Certificate II	ENROLMENT TERMS & CONDITIONS
Other education (including certificates or overseas qualifications not listed above) Certificate I	Course commencement
O I've never completed any qualifications	If a student fails to commence the course within 14 days of the nominated course start date, the Institute will notify the Department of Home Affairs via PRISMS. Any student who cannot
	commence the course due to visa rejection or any other circumstances faced by the student after being issued a visa, the student must inform the Institute immediately.
Will you be continuing your studies in Australia at a higher Education Yes No Not Sure	Academic Progress and Attendance
	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
Name of Institute: Starting Date:	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 in
Course Name	each study period 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 consecutive study
Tell us the reason you want to take our course:	periods during their enrolment will be reported to DHA, unless compassionate or compelling circumstances can be demonstrated.
○ Career ○ Academic ○ Personal ○ Other Where did you hear about us?	Additional to the attendance requirements, students who fail more than 50% of the
Agents Advertising Word of mouth Other	units/subjects delivered in a study period are at risk of not meeting satisfactory course progress. Students who fail more than 50% of units/subjects delivered in two consecutive
Do you have any disabilities that will affect your learning?	study periods during their enrolment will be reported to DHA, unless compassionate or compelling circumstances can be demonstrated.
O Yes, please specify below. O No	Overseas Student Health Cover (OSHC) All International Students are required to pay Overseas Student Health Cover (OSHC) and
○ Hearing (Deaf) ○ Physical ○ Acquired brain impairment ○ Intellectual ○ Learning ○ Mental Illness ○ Medical Condition ○ Vision ○ Other	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
Why have you chosen to enrol at WIA? Do you have sufficient information, knowledge and understanding of courses offered at WIA and their requirements?	Note: Fees are indicative only. Refer to Fees and Charges as published by each service provider
missing of courses offered at WIA and their requirements:	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
Language and Cultural Diversity	course.
In which country were you born? Australia Other (Please specify):	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 per term or may be refused training
Do you speak a language other than English at home? No, English Only Yes (Please specify):	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 course progress
Are you Aboriginal or Torres Strait Islander origin?	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
○ No ○ Aboriginal ○ Torres Strait Islander	non-payment of fees to the Department of Home Affairs via PRISMS. For more information regarding fees and payments please refer to
Do you have the following computer knowledge and skills to complete the course?	http://warwick.edu.au/pre-enrolment/fees-payment/
Basic Word processing Basic Email knowledge	Cancellation ad Fee Refund Policy The request for refund must be made in writing to the Principal Executive Officer by using
Basic Excel Spreadsheet knowledge	the Refund Application Form. No refunds will be paid to a third party unless it is indicated at the time the Refund
O PowerPoint presentation knowledge Use of Skype, Webcam, Mobile (for Online students)	Application Form is lodged, that any refunds due are payable to a third party. • Where a refund is approved, Warwick Institute of Australia will make payment of refunds
	within 28 days of receipt of the Refund Application Form • In the case of default by Warwick Institute of Australia, the provisions of the ESOS Act
Do you need any Language and Literacy (LLN) support? Yes No	2000 and the ESOS Regulations 2019 apply. For further information about the ESOS Act please see https://linternationaleducation.gov.au/regulatory-information/pages/regulatory-information.aspy

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	
Tuition Fees		
Visa refused prior to course commencement (except for fraud, forge or misleading documents)	Full refund I fee of \$200	ess an administration
Withdrawal at least 28 days prior to the initial course agreed start date *		of tuition fees less an on 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 misbehaviour by the student	conditions or	No Refund
Incorrect, fraudulent or misleading information or docu by the student or the authorised education agent	ment submitte	d No Refund
Does not commence (i.e. does not arrive, or has not for a later start because of health or compassionate		No Refund
Visa extension is refused after course commencement	t	No Refund
Withdrawal from any continuing study, include any co	ntinuing CoE	No Refund
Compulsory Health Insurance (Student visa holders only) Airport Pick-up Homestay placement fee		Refer to the Terms and Conditions of Third Party Service Providers

- Note: * Initial course agreed start date is the date of the first Confirmation of Enrolment
 - (CoE) issued to the student, prior to any deferment, suspension or revisions

 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. No refund will be given after an approved deferment or suspension.

 In the event where enrolment fee was waived at time of application, WIA shall
 - withhold an amount equivalent to WIA's published enrolment fee from any refund

RTO DEFAULT

- Under the Tuition Protection Service (TPS) framework, if Warwick Institute of Australia is unable to fulfil its obligations to complete a course. The TPS framework will facilitates 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 in 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/regulatoryinformatio

Issuing of Certificates and Delivery

Warwick Institute of Australia is solely responsible for the delivery of all courses and for the issuance of their certifications. Warwick Institute of Australia is also solely responsible for compliance.

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 Ombudsman website

http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page phone 1300 362 072 for more information.

Student Code of Conduct

All people associated with Warwick Institute of Australia have the same rights. Harassment, bullying and victimisation will not be tolerated at Warwick Institute of Australia.

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.

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, fees receipts and any other important information at least every 6 months.

Packaged Courses

Note, this clause is only applicable to students on packaged courses. Confirmation of Enrolments (CoEs) for students on packaged courses may be issued with a shorter nominal duration, where the shorter CoE duration is conditional on students successfully completing their preceding course, therefore reducing the nominal duration of subsequent CoEs by Credit Transfer. In circumstances where students do not successfully complete their entire preceding course in a package of courses, or only successfully complete parts thereof, this will result in the revision of the shorter CoE to appropriately reflect the duration of enrolment required towards completion. Students are advised that any such revision may affect their Student Visa.

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

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

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.

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.warwcik.edu.au or contact info@warwick.edu.au

PART K: DECLARATION

STUDENT DECLARATION

Thave 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			