

# APPLICATION FOR ENROLMENT FORM



## Disclosure of Your Personal Information

Under the Data Provision Requirements 2020, the ILLOURA COLLEGE is required to collect your personal information and where necessary disclose your personal information to the National Centre for Vocational Educational Research (NCVER) and to other applicable third parties for statistical, regulatory and research purposes.

Other than that, ILLOURA COLLEGE assures that the information you provide in this enrolment form will be kept confidential under the Privacy Act 1988 in Australia

## Personal Information

Title	
Family/Surname	
Middle/Given Name	
Gender	
Date of Birth	
Country of Birth	
Nationality	
Language Spoken	
Passport No	
Passport Expiry Date	
Unique Student Identifier (USI)*	
* If you have not obtained a USI you can apply for it directly at the link below on a computer or a mobile device: <a href="https://www.usi.gov.au/students/create-your-usi/">https://www.usi.gov.au/students/create-your-usi/</a>	
Contact Number	Mobile: Residential:
Email Address	
Do you hold a current Australian visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes: Type of Visa	
Visa Expiry Date	

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Are you an Aboriginal or Torres Strait Islander Origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact Details (in Australia)	Name: Relationship: Contact Number:
Postal Address (If you are applying within Australia)	Street Number: Street Name: Suburb: Post Code:
Postal Address (If you are applying from Overseas)	Street/Lot No/Unit: Street/Road Name: Suburb/Town: State/Territory/Province: Country: Postcode/Zip Code:

## Course Details

<b>Intake Please TICK)</b>	<input type="checkbox"/> January 2024	<input type="checkbox"/> April 2024	<input type="checkbox"/> July 2024	<input type="checkbox"/> October 2024
	<input type="checkbox"/> January 2025	<input type="checkbox"/> April 2025	<input type="checkbox"/> June 2025	<input type="checkbox"/> October 2025
	<input type="checkbox"/> January 2026	<input type="checkbox"/> April 2026	<input type="checkbox"/> June 2026	<input type="checkbox"/> October 2026
<b>Select (Please TICK)</b>	Qualification	Duration (weeks)	Tuition Fee (AUD \$)	Resources Fee (AUD \$)
<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning)	104	25,000.00	950.00
<input type="checkbox"/>	SIT40521 Certificate IV in Kitchen Management	78	19,000.00	2,000.00
<input type="checkbox"/>	SIT50422 Diploma of Hospitality Management	26	6,000.00	600.00
<input type="checkbox"/>		78	25,000.00	2,000.00
<input type="checkbox"/>	SIT60322 Advanced Diploma of Hospitality Management	26	6,000.00	600.00
<input type="checkbox"/>		104	30,000.00	2,000.00
<input type="checkbox"/>	BSB60120 Advanced Diploma of Business	78	18,750.00	800.00

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<input type="checkbox"/>	BSB50120 Diploma of Business	52	13,500.00	500.00
<input type="checkbox"/>	BSB40120 Certificate IV in Business	52	12,500.00	650.00
<input type="checkbox"/>	RII60520 Advance Diploma of Civil Construction Design	104	20,000.00	2,250.00
<input type="checkbox"/>	CPC30220 Certificate III in Carpentry	104	24,000.00	2,000.00
<input type="checkbox"/>	AUR30620 Certificate III in Light Vehicle Mechanical Technology	78	17,000.00	1,000.00
<input type="checkbox"/>	AUR31520 Certificate III in Automotive Diesel Engine Technology	78	17,000.00	1,000.00
<input type="checkbox"/>	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	26	6,000.00	500.00
<input type="checkbox"/>	AUR50216 Diploma of Automotive Technology	33	6,000.00	500.00

## Language and Cultural Diversity

Do you speak a language other than English at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, indicate the one that is spoken most often		
How well you speak English	<input type="checkbox"/> Very Well	<input type="checkbox"/> Well <input type="checkbox"/> Not Well
Academic English Test Score (Overall Score- state value at the respective check box))	<input type="checkbox"/> IELTS: <input type="checkbox"/> PTE: <input type="checkbox"/> Cambridge English- Advanced(CAE): <input type="checkbox"/> Other:	

## Disability

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes (See below and provide further details) <input type="checkbox"/> No (Go to the next section)
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) listed in the right column. Review the disability supplement to help you select the right area(s)	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other

## Education

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<b>Secondary School</b>			
What is your highest COMPLETED school level (Tick <b>ONE</b> only)	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 8 or equivalent	<input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Never attended school	
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Tertiary or Vocational Education</b>			
Have you successfully completed any of the qualifications listed below?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If <b>YES</b> , tick <b>ANY</b> applicable boxes	<b>Qualification</b>	<b>Australian</b>	<b>Inter-national</b>
	<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Advanced Diploma of Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Diploma of Associate Diploma	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Certificate IV or Advanced Certificate/Technician Level	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Certificate II Level	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Certificate I Level	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>	<input type="checkbox"/>
Are you applying for Recognition of Prior Learning (RPL) or Credit Transfer (CT)? If <b>YES</b> , please attach your application.		<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Employment

Of the following categories, which <b>BEST</b> describes your current employment status? Tick <b>ONE</b> box only.	<input type="checkbox"/> Full-time employee
	<input type="checkbox"/> Part-time employee
	<input type="checkbox"/> Self-employed – not employing others
	<input type="checkbox"/> Self-employed – employing others
	<input type="checkbox"/> Employed – unpaid worker in a family business
	<input type="checkbox"/> Unemployed – seeking full-time work

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	<input type="checkbox"/>	Unemployed – seeking part-time work
	<input type="checkbox"/>	Not employed – not seeking employment

## Study Reason

<p>Of the following categories, select the one which <b>BEST</b> describes the main reason you are undertaking this course. Tick <b>ONE</b> box only.</p>	<input type="checkbox"/>	To get a job
	<input type="checkbox"/>	To develop my existing business
	<input type="checkbox"/>	To start my own business
	<input type="checkbox"/>	To try for a different career
	<input type="checkbox"/>	To get a better job or promotion
	<input type="checkbox"/>	It was a requirement of my job
	<input type="checkbox"/>	I wanted extra skills for my job
	<input type="checkbox"/>	To get into another course of study
	<input type="checkbox"/>	For personal interest or self-development
	<input type="checkbox"/>	To get skills for community/voluntary work
	<input type="checkbox"/>	Other reasons (please specify

## Overseas Student Health Cover (OSHC)

Please note that the Department of Home Affairs requires you to have OSHC coverage for the duration of your student visa.			
Do you have OSHC cover?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
If <b>YES</b> , please complete the following:			
Provider Name			
Membership			
Expiry Date			
Type	<input type="checkbox"/>	Single	<input type="checkbox"/> Couple
			<input type="checkbox"/> Family
If <b>NO</b> , would you like ILLOURA COLLEGE to arrange OSHC cover for you?			
Type	<input type="checkbox"/>	Single	<input type="checkbox"/> Couple
			<input type="checkbox"/> Family
Duration			

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## Marketing/Agent Information

How did you hear about ILLOURA COLLEGE	<input type="checkbox"/>	Through Agent
	<input type="checkbox"/>	Through an expo and event attended
	<input type="checkbox"/>	Through Facebook
	<input type="checkbox"/>	Through a current student of ILLOURA COLLEGE
	<input type="checkbox"/>	Through a staff member of ILLOURA COLLEGE
	<input type="checkbox"/>	Through newspaper/magazine
	<input type="checkbox"/>	Through Google/internet search
	<input type="checkbox"/>	Through television
	<input type="checkbox"/>	Through radio
	<input type="checkbox"/>	Through other social media

If applying through an Education or Migration Agent, please provide the following details:

Company Name	
Agent/Representative's Name	
Address	
Phone	
Email	
MARA No	
QEAC No	
Agent's Signature	
Agent Stamp	

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## Application Checklist

<input type="checkbox"/>	Completed application
<input type="checkbox"/>	Certified evidence of English Language Proficiency (IELTS, TOEFL, PTE, ELICOS, etc.)
<input type="checkbox"/>	Certified evidence of completing Year 12 or equivalent (with certified translation if not in English)
<input type="checkbox"/>	Certified copy of passport
<input type="checkbox"/>	Evidence of financial capacity (if relevant)
<input type="checkbox"/>	Copy of current visa (if relevant)
<input type="checkbox"/>	Evidence of OSHC (if relevant)
<input type="checkbox"/>	Application for Course Credit (if relevant)

## Explanatory Notes and Further Information (for reference only)

The following information and conditions of enrolment at ILLOURA COLLEGE are provided to applicants for information only as this information does not form a binding agreement between the student and the ILLOURA COLLEGE. Applicants who meet the admission entry requirements and for whom ILLOURA COLLEGE accepts enrolment, will receive a Letter of Offer and Course Acceptance Agreement that will be considered as a binding agreement made between the applicant and ILLOURA COLLEGE when they return the signed Letter of Offer and the Student course Acceptance Agreement, and pay the initial fee as stated in the Letter of Offer and the Student course Acceptance Agreement.

## Enrolment Requirements

To be considered for direct entry to the qualifications offered by the ILLOURA COLLEGE, applicant must:

- Complete the Enrolment Form in full
- Provided evidence to confirm that they have met the criteria for the course in which they are seeking

## Supporting Documents

Please read this information carefully.

You need to provide relevant documentation with your application.

- If you fail to supply documentation that is required for enrolment, it may result in your application being unsuccessful

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- The evidence of the qualifications and experience you provide in your application are to be provided along with this enrolment form so that we can assess your application without any delay
- The documentation you have to provide depends on the qualifications, experience and the level of English that you possess
- ILLOURA COLLEGE is unable to take responsibility of returning the documents that you submit along with your application. Therefore, it is important that you submit ONLY certified copies of the original documents
- All certified documents must have witnessed and declared to be true and correct copies of the originals. If you bring original documentation with you, they do not need to be certified as staff from ILLOURA COLLEGE will verify their authenticity. The following people can certify documents:
  - Notary Public/Agent
  - Education/Immigration Agent
  - Justice of The Peace
  - Police Officer
  - Postal Manager
  - Bank Manager
  - School Principal
  - Solicitor
  - Accountant
- **Where the documents are not in English, they must have officially translated and certified by an acceptable authority**

## Declaration

You must read the declaration and sign this application to be processed. Unsigned applications will not be considered

## Terms and Conditions

Payment of fee and Charges	<ul style="list-style-type: none"><li>• The Enrolment Fee referred to in the Letter of Offer and Student Course Acceptance Agreement included with the Enrolment Form is not refundable if the application is accepted and the applicant wishes to their enrolment. The Application Fee covers the cost of the review of the initial application.</li><li>• All fees and charges are payable in Australian Dollars prior to or on the due date as specified by ILLOURA COLLEGE Letter of Offer.</li><li>• All fees and charges payable are specified in the Letter of Offer and the Student Course Acceptance Agreement and fees payable in accordance with the approved payment plan (where relevant) upon acceptance of the Letter of Offer and the Student Course Acceptance</li></ul>
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	<p>agreement and Terms and Condition of enrolment.</p> <ul style="list-style-type: none"> <li>• Fees and charges for all subsequent study periods are specified by ILLOURA COLLEGE in each subsequent invoice/payment plan issued for each study period.</li> <li>• All late payment of fees will incur a late payment charge of 5% of the tuition fee/outstanding balance for each study period as stated in the invoice/payment plan where applicable.</li> <li>• Any refund of fees will be in accordance with the ILLOURA COLLEGE Refund Policy.</li> </ul>
Cooling Off Period	<ul style="list-style-type: none"> <li>• A cooling off period may apply where relevant. Please refer to your Letter of Offer and Student Course Acceptance Agreement.</li> <li>• ILLOURA COLLEGE's written agreement and the right to make complaints and appeals of decisions and action under various processes, do not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.</li> <li>• For more information in relation to ILLOURA COLLEGE's Complaints and Appeals Policies and Procedures, which is available upon request via email to <a href="mailto:info@illoura.edu.au">info@illoura.edu.au</a></li> </ul>
Deferral, Suspension or Cancellation	<ul style="list-style-type: none"> <li>• Fees, Charges and Refund Policy &amp; Procedure apply to all requests for Deferral, Suspension or Cancellation Policy and Procedure at <a href="https://illoura.edu.au/download/">https://illoura.edu.au/download/</a></li> <li>• ILLOURA COLLEGE reserves the right to cancel the enrolment of any student whose performance or conduct is not of the high standard required by ILLOURA COLLEGE or whose tuition fees are not paid.</li> <li>• In any instance where the student is under the 18 years of age, the parent or guardian must sign the written notice of cancellation</li> <li>• Verbal cancellation is not accepted as written notice of cancellation under this clause.</li> </ul>

## Applicant's Declaration (Please TICK)

<input type="checkbox"/>	I am the applicant
<input type="checkbox"/>	I understand that I am expected to attend at least 100% of all scheduled classes and that 80% attendance of the scheduled course contact hours is the minimum acceptable attendance in order to meet visa and college requirements
<input type="checkbox"/>	The applicant and guarantor agree that ILLOURA COLLEGE may exchange information about the applicant and guarantor with a consumer credit reporting agency. A credit reporting agency in possession or control of a credit information file, or a credit provided or credit reporting agency in possession or control of a credit

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	report, will take reasonable steps, by way of making appropriate corrections, deletion and additions, to ensure that the personal information contained in the file or report is accurate, up to date, complete and not misleading.
<input type="checkbox"/>	I understand I must maintain satisfactory course progress in the course I am seeking enrolment in. I declare that the information I have provided is true and accurate in every detail.
<input type="checkbox"/>	I have read the information provided in this application and fully understand the requirements of the course for which I am seeking enrolment.
<input type="checkbox"/>	I understand that failure to pay my tuition fees may result in my enrolment being cancelled.
<input type="checkbox"/>	I declare that I have a genuine intention to study the course for which I have applied, and that I have access to sufficient funds to cover tuition fees, living expenses, travel expenses, Overseas Student Health cover for the duration of my studies and to support my dependents (if coming along with me)
<input type="checkbox"/>	I understand that the enrolment fee accompanying this form is non-refundable.
<input type="checkbox"/>	I acknowledge that any false or misleading statement may result in the rejection of my enrolment application and/or subsequent cancellation of my enrolment at ILLOURA COLLEGE which may affect my student visa and/or application.
<input type="checkbox"/>	I declare that I will be solely responsible for meeting the conditions applicable to my current student visa, and I will liaise with the Department of Home Affairs (DHA) and my agent (if applicable)
<input type="checkbox"/>	I declare that I have also read the ESOS framework provided by ILLOURA COLLEGE
<input type="checkbox"/>	I declare that I have read all pre-enrolment information provided by ILLOURA COLLEGE
Name of the Applicant	
Signature of the Applicant	