



Please complete all sections in BLOCK letters using a **blue or black** pen. Print your name as it appears in your passport.

- Onshore International Students
 Offshore International Students

SECTION 1 - PERSONAL DETAILS

Title (Please circle): Mr Ms Miss Mrs Other: _____

First Name: _____

Surname (Family Name): _____

Gender (Please circle): Male Female Other: _____

Date of Birth (DD/MM/YYYY): _____

Passport Number: _____ Nationality: _____

Unique Student Identifier (USI): _____

Do you consider yourself to have a disability, impairment or long-term condition? Yes, please specify: _____ No

SECTION 2 - CONTACT DETAILS

Contact Number: _____

Email Address: _____

Current Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Country Address: _____ Postcode: _____

Emergency Contact Name: _____

Relationship: _____

Contact Number: _____

Email Address: _____

SECTION 3 - VISA DETAILS

Do you hold a current Australian Visa? Yes No

Expiry Date: _____ Visa Type/ Subclass Number: _____

Have you previously visited or studied in Australia? Yes, please specify: _____ No

Have you previously breached any visa conditions? Yes, please specify: _____ No

Have you ever been refused a visa for entry into Australia or a country other than Australia? Yes, please specify: _____ No

SECTION 4 – COURSES & INTAKES

ELICOS Courses & Intakes

Course	CRICOS Code	Duration (Weeks)
<input type="checkbox"/> General English	0101986	_____
Intake Date (MUST be a Monday)	____/____/____	

Vocational Courses

Course	CRICOS Code	Duration (Weeks)
<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication	106848D	52
<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication	106849C	52
<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication	106850K	104
<input type="checkbox"/> BSB50820 Diploma of Project Management	104083E	52
<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management	104460G	104
<input type="checkbox"/> BSB40120 Certificate IV in Business	106845G	52
<input type="checkbox"/> BSB50120 Diploma of Business	106846F	52
<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management	106847E	104
<input type="checkbox"/> BSB60320 Advanced Diploma of Human Resource Management	106851J	104

Vocational Intakes

2021	2022	2023
<input type="checkbox"/>	<input type="checkbox"/> January	<input type="checkbox"/> January
<input type="checkbox"/>	<input type="checkbox"/> February	<input type="checkbox"/> February
<input type="checkbox"/>	<input type="checkbox"/> March	<input type="checkbox"/> March
<input type="checkbox"/>	<input type="checkbox"/> April	<input type="checkbox"/> April
<input type="checkbox"/>	<input type="checkbox"/> May	<input type="checkbox"/> May
<input type="checkbox"/>	<input type="checkbox"/> June	<input type="checkbox"/> June
<input type="checkbox"/>	<input type="checkbox"/> July	<input type="checkbox"/> July
<input type="checkbox"/>	<input type="checkbox"/> August	<input type="checkbox"/> August
<input type="checkbox"/>	<input type="checkbox"/> September	<input type="checkbox"/> September
<input type="checkbox"/> October	<input type="checkbox"/> October	<input type="checkbox"/> October
<input type="checkbox"/> November	<input type="checkbox"/> November	<input type="checkbox"/> November

VET Timetable Preference:

- 2 Days Class (9am-4pm)
 3 Nights Class (4:30pm-8:30pm)

** Rosehill College reserves the right to change the timetable with 2 weeks notice.

SECTION 5 – EDUCATION DETAILS

What is your highest COMPLETED education level?

- | | |
|--|---|
| <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Advanced diploma or associate degree |
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Bachelor degree or higher degree |
| <input type="checkbox"/> Certificate I | <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) |
| <input type="checkbox"/> Certificate II | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Certificate III (or trade certificate) | |
| <input type="checkbox"/> Certificate IV (or advanced certificate/technician) | |
| <input type="checkbox"/> Diploma (or associate diploma) | |

If you are currently enrolled with another provider, please specify:

Provider name:

Couse:

Will you complete your study at current provider before commencing at Rosehill College? Yes No

Expected completion time:

Do you want to apply for (Recognition of prior Learning) RPL or Credit Transfer?

- Yes – please complete the Application for Recognition of Prior Learning Form and attached the supporting documents.
 No

SECTION 6 – ENGLISH PROFICIENCY

Do you speak a language other than English at home? Yes, please specify: _____ No

Do you hold a certificate of English proficiency? (e.g. Academic IELTS, TOEFL, Pearson, EAP) Yes, please specify: _____ No

Have you attended secondary or tertiary education with English as the language of instruction? Yes, please specify: _____ No

SECTION 7 – OVERSEAS STUDENT HEALTH COVER (OSHC)

- Yes, please specify: _____

Do you have Overseas Student Health Cover? No, I require:

- Single
 Family

SECTION 8 – PAYMENT DETAILS

Do you wish to pay 100% tuition fees up front? Yes No

Bank name: Commonwealth Bank

Account name: Rosehill College

BSB: 062 993

Account number: 1017 9121

Swift Code: CTBAAU2S

Address: Shop R1.05, Market City 9 - 13 Hay St, Haymarket NSW 2000

SECTION 9 – TERMS AND CONDITIONS

PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, Rosehill College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Rosehill College for statistical, administrative, regulatory and research purposes. Rosehill College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVET may be used or disclosed by NCVET for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVET employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVET will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at www.ncvet.edu.au).

ACADEMIC PROGRESS

Students must maintain satisfactory academic progress at all times. Students are expected to attend classes regularly to maintain satisfactory course progress each term.

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 within 14 days. It is your responsibility to ensure that you always update your contact details at the Institute to ensure you receive important information about your courses, fees and any other important information.

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 \$120.00 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 course progress. Should fees remain overdue for more than one day after the due date, Rosehill College will inform the student of their intention to report them for non-payment of fees to DHA via PRISMS.

REFUND POLICY

The request for refund must be made in writing to Administration 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, Rosehill College will make payment of refunds within 28 days of receipt of the Refund Application Form

Enrolment fee \$200	No refund
Tuition Fee	
Visa refused prior to commencement date	Full refund less enrolment fee
Withdrawal more than 28 days prior to course commencement date	Refund 70% tuition fee less enrolment fee
Withdrawal within 28 days prior to commencement date	Refund 50% tuition fee less administration fee
Withdrawal after the commencement date	No refund
Visa cancelled due to student's default	No refund

In the case of default by Rosehill College, 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>

STUDENT CODE OF CONDUCT

All people associated with Rosehill College have the same rights. Harassment, bullying and victimisation will not be tolerated at Rosehill College. 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 may establish a formal inquiry and/or refer to external authorities.

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 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.

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> or phone 1300 362 072 for more information.

STUDENT DECLARATION AND CONSENT

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I understand that all personal information collected by Rosehill College is confidential and may be made available for the relevant Commonwealth and State agencies. This information includes personal and contact details, course enrolment details

and changes, and the circumstance of any suspected breach by the student of the visa condition.

I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements on <https://www.homeaffairs.gov.au/trav/stud/more/genuine-temporary-entrant>.

I am aware of the course fee and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course.

Upon accepting an offer of admission, I am aware that I am required to complete a minimum of 6 months study in my principal course and that I have read and understood Rosehill College's policies.

Applicant Full Name:

Signature:

Date (DD/MM/YYYY):

SECTION 10 – APPLICATION LODGEMENT

Country where your visa will be lodged:

Yes, please provide agent details:

Are you applying through an agent?

No

SECTION 11 – AGENT DECLARATION & STAMP

I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Home Affairs (ADHA).

The applicant is genuine in making this application and has every intention of completing all courses listed in the application.

I understand that I am responsible for ensuring that the information provided here is neither false, nor misleading and a failure to properly screen applicants may impact my ability to continue work for Rosehill College.

Agent Full Name:

Position:

Signature:

Date (DD/MM/YYYY):

Agent Stamp:

SECTION 12 – APPLICATION CHECKLIST

Student Application Form is completed

Attachments:

Copy of passport and current Australian visa

Certified proof of English proficiency

Certified copy of all academic history

Copies of evidence of funds

All documents are verified by agent

SECTION 13 – SUBMIT APPLICATION

Submit the completed Application Form and all relevant documentations to Rosehill College via email at marketing@rosehillcollege.edu.au.