

# International Student Application Form

Onshore International Student

Offshore International Student

## A. YOUR DETAILS

1. Title:  Mr  Mrs  Miss  Ms  Other

2. Given name: .....

3. Family name (surname): .....

4. Gender:  Male  Female

5. Date of Birth ..... / ..... / .....

6. Country of Birth: .....

7. Are you currently living in Australia?  YES  NO

8. Address: .....

9. Suburb/ Town: .....

10. State/ Territory: .....

11. P/Code: .....

12. Phone (home): .....

13. Mobile: .....

14. Email: .....

### 15. Emergency Contact Details

• Name: .....

• Relationship: .....

• Mobile: .....

• Address: .....

• Email: .....

## B. PASSPORT AND VISA

1. Passport number: .....

2. Passport expiry date: .....

3. Nationality: .....

4. Do you currently hold an Australian visa?  YES  NO

If yes, visa type? .....

Visa Expiry date: .....

## C. UNIQUE STUDENT IDENTIFIER (USI)

Do you have a Unique Student Identifier (USI)?  Yes  No

If you already have a Unique Student Identifier, please provide here: .....

If you wish to grant Leeds College permission to source a Unique Student Identifier, on your behalf, tick this box

## D. YOUR QUALIFICATIONS

1. Name of Highest Qualifications completed (e.g. schooling Year 12, Diploma or Bachelor):

• Qualification achieved: .....

• Name of Institution: .....

• State & Country: .....

• Year achieved: .....

• Language of instruction: .....

2. If you are currently enrolled in another institute please indicate:

Institute: .....

Course: .....

Expected course end date: ..... / ..... / .....

3. Do you require a release from your current provider?  Yes  No

4. English language proficiency

IELTS Score: ..... PTE Score: .....

Other (State name and Score): .....

5. Are you currently enrolled in an ELICOS/ English language school?

Yes  No

If yes, please provide the name and address of the institution and course currently studying: .....

6. Have you been employed in the area covered by the course applied for?

Yes  No

7. Do you wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)?  Yes  No

## E. COURSE DETAILS

1. Indicate the name and code of the course or unit of competency you are applying for.

	Course Code	Course Name (CRICOS Code)	Week	Intake
<input type="checkbox"/>	BSB42415	Certificate IV in Marketing and Communication (CRICOS: 099908D)	50	
<input type="checkbox"/>	BSB52415	Diploma of Marketing and Communication (CRICOS: 099909C)	53	
<input type="checkbox"/>	BSB61315	Advanced Diploma of Marketing and Communication (CRICOS: 099910K)	70	

2. Do you satisfy the course entry requirements?  YES  NO

Evidence attached?  YES  NO

3. Are you applying through an Education agent?  YES  NO

If Yes, Education agent name: .....

4. Are you transferring from another Australian education provider?  
 Yes  No

(If yes, Leeds College may seek release information from your previous provider if you have not completed 6 months of your principal course of study)

5. Do you have any visual or hearing difficulty or do you require any special learning assistance?

YES (Please specify) .....  
 NO

## F. OVERSEAS STUDENT HEALTH COVER (OSHC)

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

If yes, OSHC Expiry date: ..... / ..... / .....

## G. DECLARATION

Please read this section carefully before signing and submitting the application.

- I acknowledge that I have read and understood the information in Leeds College's International student prospectus, website, marketing material before making the decision to submit this enrolment application.
- I acknowledge that I have been provided the opportunity to clarify any item relating to my enrolment at Leeds College prior to submitting this enrolment form.
- I understand how to access Leeds College services.
- I declare that the information provided by me in this application is true, correct, and complete at the time of application.
- I acknowledge that providing false, misleading, or inaccurate information may affect the acceptance of this application and/ or the continued provision of training and assessment services
- I have read and I understand and agree to Leeds College's refund policy and procedure.
- I acknowledge that I am required to pay course fees on accepting an enrolment offer and in accordance with my payment schedule.
- I understand my rights when undertaking a course with Leeds College including the right to access the Complaints and Appeals Policy and the right to access Australian Consumer Protection Law.
- I acknowledge that the information I provide to Leeds College may be made available to Commonwealth and State agencies through its obligations to comply with the National Vocational Education and Training Regulator Act 2011 and the Fund Manager of ESOS Assurance Fund, pursuant to obligations under ESOS Act 2000 and National Code.
- I understand that the institution is required under section 19 of the ESOS Act 2000 to inform Department of Education, Employment and Workplace Relations of any changes to my enrolment and any breach of a student visa condition relating to attendance or unsatisfactory academic performance.
- I understand that personal information (including the personal information contained on this document and during my study), may be used or disclosed by Leeds College for statistical, administrative, regulatory and research purposes.
- I acknowledge that my Education agent has provided me with full information on Leeds College, the courses applied for, student visa information and information on living and studying in Melbourne. (If enrolled through an Education agent)
- I understand that by signing this enrolment form, I may be sent a Formal Letter of Offer/ Enrolment Acceptance Agreement from Leeds College if all the admission requirements are met.
- I agree to abide by the terms and conditions of Leeds College's Code of conduct and policies and procedures relating to my enrolment at Leeds College.
- I authorise Leeds College to contact me or to verify any information provided in this form or for any other reason related to my enrolment.

- I grant Leeds College permission to obtain official records / confirm details from a previous educational institution attended by me listed on this form.
- I am aware of and agree to abide by the visa conditions throughout my enrolment period in Australia.
- I understand my enrolment fee payable with lodgement of this Enrolment application is non-refundable in all circumstances (except provider default).
- I grant Leeds College permission to source a Unique Student Identifier, on my behalf (students who do not currently possess a USI only).
- I am aware I can obtain additional copies of the International Student Handbook, Policies, Procedures and Marketing Information from the LEEDS College webpage.

Applicant Name: .....

APPLICANT SIGNATURE

## H. APPLICATION CHECKLIST

Return the completed Enrolment form along with supporting documentation to Leeds College Level 11, 474 Flinders Street, Melbourne VIC 3000 or via email to admissions@leeds.edu.au.

- Copy of your English test score certificate (e.g. IELTS)/ English Certificate
- Certified copies of your academic qualifications, work experience (if applicable) and Overseas Student Health Cover (if applicable)
- Copy of your certified passport (Colour)
- Copy of Pre-training Review Form (If applicable) or CT/RPL Application Form (If applicable)

## I. AGENT INFORMATION & DECLARATION

- I have provided all relevant and required information to the applicant to enable them to make an informed decision about their chosen course
- I am satisfied that to the best of my knowledge the applicant has genuine intentions to complete this program and has the financial capacity to pay for the course and living expenses for the duration of the course
- I am aware that there are implications to Frontier Education and my agency where a student's visa is refused because they do not meet the Genuine Temporary Entrant (GTE) requirement by signing this form, I am stating that I understand the declarations above and that as far as I am aware the applicant is genuinely committed to complete the course.

Agent Name: .....

AGENT SIGNATURE

AGENT STAMP

Date: ..... / ..... / .....