



# COLLINS INTERNATIONAL COLLEGE

MELBOURNE

CRICOS No:03887J RTO No:45652  
Career Solutions Group Pty Ltd The Trustee for Career Solutions Trust

## Melbourne Campus

# Student Application Form

THIS IS A FORMAL APPLICATION. PLEASE ATTACH SUPPORTING DOCUMENTATION

## Section 1

### HOW TO APPLY

- Include one set of supporting documents with this application, including certified English translated copies.
- All supporting documents for this application must be certified true copies of originals.

Are you applying for student visa from offshore?  No  Yes If yes, please specify visa office:  Is your student visa or any other visa refused by Australian Immigration in the past?  No  Yes

### PERSONAL DETAILS

First Name

Middle Name

Last Name

Nationality

Passport No

Date of Birth

Gender

Male  Female  Other

Country of Birth

Passport Expiry Date

Do you hold a current Australian Visa?  No  Yes

Visa No

Marital Status

Married  Single

Visa Expiry Date

Do you have a Victorian Student Number (VSN)?

If you have never been issued a VSN please tick

No  Yes

If yes, please specify VSN

Do you have a Unique Student Identifier number (USI)?

If you have never been issued USI no. please complete the USI authorization form

No  Yes

If yes, please specify USI

## Section 2

### CONTACT DETAILS

Address in Australia (if any)

State

Post Code

E-mail

Alternative E-mail (Optional)

Phone

Phone

(in home country)

Work Phone

Address in Home Country

Country

Post Code

Postal Address

(If different from the one mentioned above)

## Section 3

### COURSE PREFERENCE

Course Name	CRICOS Code	Duration	Intake Date	
<input type="checkbox"/> General English (Beginner/Elementary to Advanced Level)	103480M	62 weeks	Select Intake Date	▼
<input type="checkbox"/> Beginner/Elementary Level (12 Weeks)				
<input type="checkbox"/> Pre-Intermediate Level (10 Weeks)				
<input type="checkbox"/> Intermediate Level (10 Weeks)				
<input type="checkbox"/> Upper Intermediate Level (10 Weeks)				
<input type="checkbox"/> Advanced Level (10 Weeks)				

<input type="checkbox"/> Certificate IV in Kitchen Management (Course Code: SIT40521)	112925A	78 weeks	Select Intake Date	▼
<input type="checkbox"/> Diploma of Hospitality Management (Course Code: SIT50422)	112926M	78 weeks	Select Intake Date	▼
<input type="checkbox"/> Advanced Diploma of Hospitality Management (Course Code: SIT60322)	112927K	104 weeks	Select Intake Date	▼
<input type="checkbox"/> Advanced Diploma of Information Technology (Course Code: ICT60220)	112928J	104 weeks	Select Intake Date	▼
<input type="checkbox"/> Certificate IV in Leadership and Management (Course Code: BSB40520)	104019B	28 Weeks	Select Intake Date	▼
<input type="checkbox"/> Diploma of Leadership and Management (Course Code: BSB50420)	104427H	56 Weeks	Select Intake Date	▼
<input type="checkbox"/> Advanced Diploma of Leadership and Management (Course Code: BSB60420)	112120E	90 weeks	Select Intake Date	▼

#### Section 4

#### STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- To get skills for community/voluntary work
- Other reasons

#### Section 5

#### OSHC

Overseas Student Health Cover (OSHC)

Do you require Overseas Student Health Cover?  Yes  No

If yes, please specify  Single  Couple  Family

#### PAYMENT OPTION

The total amount of all fees, including course fees, administration fees, materials fees and any other charges, is stated in the course information material that is available prior to enrolment.

Career Solutions Group Pty Ltd The Trustee For Career Solutions Trust T/A Collins International College requires, a prospective or current student to prepay fees in excess of a total of \$1500 (being the threshold prepaid fee amount). International students are not required to pay more than 50% of the course fee up front where the course is 25 weeks or more in duration but may require it for courses that are shorter than 25 weeks. However, students and their sponsors may choose to pay more than 50 % of tuition fees up front if they wish to do so. This allows students and those paying fees on their behalf, such as their parents or a scholarship sponsor, to pay any amount greater than 50 per cent of the tuition fees to take advantage of favourable exchange rates or have the convenience of only paying once

Where a student or those paying fees on their behalf choose to pay \$1500 or more than 50% fee up front as an Initial Deposit, the remaining amount will be collected according to an agreed payment schedule detailed in the Written Agreement.

The options for this payment schedule are below:

- Monthly payment  Lump-sum payment for the first course enrolled

## Section 6

### ENGLISH LANGUAGE PROFICIENCY

Is English your first language  Yes  No If no, what is your first language

I have completed an English proficiency test within the past two years to the required standard  Yes  No

If yes, please specify below

Name of the Test

Test Result

### ACADEMIC QUALIFICATIONS

( Please, provide details of the most recent secondary or tertiary studies you have undertaken )

Highest Qualification	Name of Institution	Year Awarded
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 7

### CREDIT TRANSFER / RPL

Are you applying for Credit Transfer (CT)

Yes

No

Are you applying for RPL

Yes

No

If yes to CT, please attach relevant Nationally Recognized Qualifications or Statement of Attainment. You are also required to fill out Credit Transfer Form and forward along with the supporting documents. If yes to Recognition of Prior Learning (RPL), please email your expression of interest to apply for RPL to [admin@collins.vic.edu.au](mailto:admin@collins.vic.edu.au) to start your RPL process. A qualified assessor will be in contact with you for your RPL application.

## Section 8

### REFUND FEES

Based on the circumstance of the default, a student may or may not be eligible to receive a refund for unspent pre-paid tuition fees.

Please visit our website [www.collins.vic.edu.au](http://www.collins.vic.edu.au) for the latest refund policy or send a request to [support@collins.vic.edu.au](mailto:support@collins.vic.edu.au)

## Section 9

### HOW DID YOU HEAR ABOUT US?

Education Agent

Your friend studying at CIC

CIC Website/ Internet

Exhibition/ Education Fair

Other

## Section 10

## LIVING COST

Are you aware of the living costs associated with your studies in Australia?

- Yes  No

For more information, please visit: <https://immi.homeaffairs.gov.au>

## Section 11

### LABOUR FORCE STATUS

- Full-time Employee
- Part-time Employee
- Self Employed - Not Employing Others
- Employer
- Employed - Unpaid Worker in a Family Business
- Not Employed - Not Seeking
- Unemployed - Seeking Full-time Work
- Unemployed - Seeking Part-time Work
- Not stated (questioned asked of the clients but no answer provided)

## Section 12

### SCHOOLING

Are you still attending school?

- Yes
- No
- Not Stated

Highest completed school level?

- Not Started
- Year 8 or below
- Completed year 10
- Completed year 12
- Did not go to school
- Year 9 or equivalent
- Completed year 11

## Section 13

### PRIOR EDUCATION (POST SECONDARY)

PRIOR EDUCATION FLAG:

- Yes – a prior educational achievement has been successfully completed
- No – a prior educational achievement has not been successfully completed
- Not stated (questioned asked of the clients but no answer provided)

HIGHEST QUALIFICATION COMPLETED:

- Bachelor Degree or Higher Degree level
- Advanced Diploma or Associate Degree Level

Diploma Level

Certificate IV

Certificate III

Certificate II

Certificate I

Miscellaneous Education

In which year did you complete your highest qualification?

## Section 14

### AVETMISS DETAILS TO BE FILLED BY ALL STUDENTS ENROLLING AT COLLINS INTERNATIONAL COLLEGE(CIC)

The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) offer a nationally consistent standard for the collection and analysis of vocational education and training information throughout Australia.

### LANGUAGE AND CULTURAL DIVERSITY

Do you speak a language other than English at home? (If more than one language, please indicate the one that is spoken most often)

No  Yes (please specify)

How well do you SPEAK English?

Very Well  Well  Not Well  Not at All

How well do you READ English?

Very Well  Well  Not Well  Not at All

How well do you WRITE English?

Very Well  Well  Not Well  Not at All

## Section 15

### DISABILITY

Do you have any special needs / disabilities?

Not Stated

No

Yes

Please request for Special Needs/ Disability Policy & Procedure from reception desk or email: [admin@collins.vic.edu.au](mailto:admin@collins.vic.edu.au)

(If yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area)

Hearing/Deaf

Physical

Intellectual

Learning

Mental Illness

Acquired Brain

Vision Impairment

Medical Condition

Other

ATSI Status: Are you of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander

You will receive an acknowledgement email issuing you with an ID number. Please refer to this number to enquire about the status of your application or to send outstanding documents (where required)

## Section 16

### EMERGENCY CONTACT DETAILS

Name

Email

Relationship

Phone

## Section 17

### APPLICATION CHECKLIST

Certified/verified copies of Passport

No file chosen .PDF Format Only

Certified/verified copies of Academic Transcripts

No file chosen .PDF Format Only

Certified/verified copies of Visa(if applicable)

No file chosen .PDF Format Only

Certified/verified copies of English Test Results/equivalent

No file chosen .PDF Format Only

### ADDITIONAL DOCUMENTS

No file chosen .PDF Format Only

No file chosen .PDF Format Only

No file chosen .PDF Format Only

No file chosen .PDF Format Only

No file chosen .PDF Format Only

No file chosen .PDF Format Only

Attach Documents

## Section 18

### STUDENT DECLARATION

- I declare that all information provided in this application is accurate and complete and that CIC may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- I understand that by completing this application, I am giving written consent to CIC to independently verify the information supplied by me in this form and request further documents as required
- I declare that I am a Genuine Temporary Entrant and a Genuine Student. Please refer to the Department of Home Affairs website for details: <https://immi.homeaffairs.gov.au>
- I acknowledge that the information provided in the application is complete and correct.
- I agree to undertake a testing requirement prior to any course entry, if deemed necessary by CIC, and adhere to any other pre requisite identified above.

- I confirm that the information supplied in this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.
- I confirm that I have received and read a copy of CIC's Student handbook available on [www.collins.vic.edu.au](http://www.collins.vic.edu.au) and fully understand the requirements of the course and all policies and procedures.
- I consent to Department of Home Affairs providing CIC with any information about my visa status from the time of my application to the time of my departure from Australia.
- I am 18 years old or over.

**Fee: A Registration fee of \$500.00 is required to process this application.**

Please note that application without payment will not be assessed but returned to the sender. Arrangement for the payment of tuition fees will be included in the Enrolment Agreement which will be issued once your application has been assessed. I understand that CIC has the right to reject my application prior to issuing an 'Enrolment Agreement' and that this application fee is non – refundable.

## PRIVACY NOTICE

Under the Data Provision Requirements 2012, Career Solutions Group Pty Ltd The Trustee For Career Solutions Trust T/A Collins International 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 Career Solutions Group Pty Ltd The Trustee For Career Solutions Trust T/A Collins International College for statistical, administrative, regulatory and research purposes. Career Solutions Group Pty Ltd The Trustee For Career Solutions Trust T/A Collins International 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 NCVER may be used or disclosed by NCVER 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 NCVER 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

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

**I HAVE READ AND UNDERSTOOD THE INFORMATION PROVIDED IN THIS APPLICATION FORM**

Student Signature

ClearUndo

## Section 19

## BANK DETAILS

Please electronically transfer the agreed fees payable as per the student written agreement from CIC as part of the enrolment fee to the bank account below:

Bank Name – NAB | Account Name – CIC College

BSB – 083-004 | Account Number – 356740755 | SWIFT Code - NATAAU3303M



## Section 20

### AGENT DETAILS

Yes  No

Company Name

Agent Name

Email

Mobile

CIC Marketing Staff

### Submission

Agency/Student's Comments (Optional)

Apply Now