



Hays International College

CRICOS Number: 02790D Provider Number: 21838

INTERNATIONAL STUDENT ENROLMENT APPLICATION FORM

(PLEASE COMPLETE THIS FORM IN **BLOCK LETTERS** AND ATTACH SUPPORTING DOCUMENTS;
PLEASE **DO NOT** ATTACH ORIGINAL DOCUMENTS)

PLEASE WRITE THE NAME THAT YOU USED WHEN YOU APPLIED FOR YOUR UNIQUE STUDENT IDENTIFIER (USI), INCLUDING ANY MIDDLE NAMES.

TITLE	SURNAME (LEGAL FAMILY NAME)	GIVEN NAMES (LEGAL GIVEN NAME)	MIDDLE NAME

FROM 1 JANUARY 2015, HAYS INTERNATIONAL COLLEGE CAN BE PREVENTED FROM ISSUING YOU WITH A NATIONALLY RECOGNISED VET QUALIFICATION OR STATEMENT OF ATTAINMENT WHEN YOU COMPLETE YOUR PROGRAM IF YOU DO NOT HAVE A UNIQUE STUDENT IDENTIFIER (USI). IF YOU HAVE NOT YET OBTAINED A USI YOU CAN APPLY FOR IT DIRECTLY AT [HTTP://WWW.USI.GOV.AU/CREATE-YOUR-USI/](http://www.usi.gov.au/create-your-usi/) ON COMPUTER OR MOBILE DEVICE.

ENTER YOUR UNIQUE STUDENT IDENTIFIER (IF YOU ALREADY HAVE ONE):-

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Gender	Date of Birth (DD/MM/YYYY)	Passport Number
[] Male [] Female [] Indeterminate/Intersex/Unspecified/...../.....	

Nationality	Town / City of Birth	Country of Birth	Passport Expiry Date

Do you currently hold an Australia Visa : No Yes (If yes please fill below) :-

Visa Number:	Visa Expiry Date:	Visa Type:
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Overseas Student Health Cover: [] Single [] Couple [] Family [] No, I will buy my own

Home Country Contact Details:-

Building/Property Name: _____ Flat/Unit Number: _____

Street Number: _____ Street Name: _____

Suburb, locality or town: _____ State/Territory: _____

Postcode: _____ Country: _____

Telephone _____ Mobile _____

Fax _____ Email _____

Contact Details in Australia:-

Building/Property Name: _____ Flat/Unit Number: _____

Street Number: _____ Street Name: _____

Suburb, locality or town: _____ State/Territory: _____

Postcode: _____ Country: _____

Telephone _____ Mobile _____

Fax _____ Email _____

COURSE INFORMATION:- Please tick course/s you are applying for

SELECT COURSES	COURSES	COURSE DURATION	TOTAL COURSE FEE
[]	SIT30813 Certificate III in Commercial Cookery (In Transition)	52 weeks	\$9,000
[]	SIT40413 Certificate IV in Commercial Cookery (In Transition)	76 weeks	\$13,500
[]	CHC33015 Certificate III in Individual Support	51 weeks	\$8,500
[]	CHC43015 Certificate IV in Ageing Support	75 weeks	\$12,000
[]	CHC43415 Certificate IV in Leisure & Health	80 weeks	\$12,500
[]	CHC53415 Diploma of Leisure & Health	105 weeks	\$18,000
[]	22250VIC Certificate I in EAL (Access)	26 weeks	\$5,000
[]	22251VIC Certificate II in EAL (Access)	26 weeks	\$5,000
[]	22255VIC Certificate III in EAL (Further Study)	26 weeks	\$5,000
[]	22258VIC Certificate IV in EAL (Further Study)	26 weeks	\$5,000



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FEES: Include administration fee \$250 (non refundable), Tuition Fee, Books & Materials \$150-\$1,000 depending on course,
Additional Costs: OSHC \$693 * (14 months), RPL application fee \$300 per unit, Re-assessment fee \$50, Fee for changing enrolment after commencement \$100 *subject to change without prior notice

Note: OSHC is required for the duration of your visa please refer to <http://www.privatehealth.gov.au/healthinsurance/overseas/oshc.htm>

Do you wish to pay only the initial deposit before the start of the course? Yes No

Do you wish to pay initial deposit and additional tuition fees before the start of the course? Yes No

INDICATE WHICH INTAKE YOU ARE APPLYING TO START YOUR COURSE

[] JANUARY [] APRIL [] JULY [] OCTOBER YEAR: _____

Entry requirements: Please refer to Hays International College STUD001 Assessing student's qualifications, Experience and English proficiency Pre - Enrolment Policy and Procedure for all entry requirements; including but not limited to Fees and Charges; Refund; Deferment, Suspension or Cancellation; policies located at <http://hic.vic.edu.au/documents/forms-policies-international/>

Please read the Education Services for Overseas Students (ESOS) framework [https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014\(2\).pdf](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf)

The above document outlines the legislative framework, including the security for overseas students and consumer protection if the need should arise; What you need to know about being an international student in Australia; Your responsibilities as an international student in Australia; Using an education agent; Written agreements or contracts between the student and provider; Transferring between education providers; Support for international students; Tuition protection; Making complaints and getting help; More about Australia

EDUCATION AND EXPERIENCE

ENGLISH LANGUAGE PROFICIENCY :-

Do you speak a language other than English at home?

No, English Only Yes, other - Please specify _____

How well do you speak English? Very Well Well Not Well Not at All

Do you hold a Current Certificate of English Proficiency? No Yes

If **yes** please tick the appropriate :- IELTS TOEFL PTE CAE OET

Score _____ Test Date _____ Test Reference No _____

If you do not hold a Current Certificate of English Proficiency :-

Have you completed a Qualification in Australia which is higher than Certificate IV within the last 2 years?

Yes No

I understand that If I cannot provide evidence of the required level of English Proficiency for the courses I am seeking to enrol in, I will be required to enrol in the Certificate III in EAL (Further study) course at Hays International College which is the equivalent of IELTS 5.5 before I can commence my vocational course/s. I confirm the understanding of this English Proficiency requirement Yes

EDUCATION :-

What is your highest COMPLETED school level (Please tick below) YEAR Completed :-

- | | |
|--|---|
| <input type="checkbox"/> Completed Year 12 | <input type="checkbox"/> Completed Year 9 or Equivalent |
| <input type="checkbox"/> Completed Year 11 | <input type="checkbox"/> Completed Year 8 or Lower |
| <input type="checkbox"/> Completed Year 10 | <input type="checkbox"/> Never attended School |

Are you still attending secondary school? Yes No



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Highest Qualification Achieved	Institution/College/School	Date Completed
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Please tick **one** of these Prior Education Achievement Recognition Identifiers if **any** applicable for qualification level achieved.

A – Australian			E– Australian equivalent	I – International
A	E	I		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or Higher Degree	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Diploma or Associate Degree	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diploma (or Associate Diploma)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)	
<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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificates other than the above	

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

If Yes, please indicate the areas of disability, impairment or long-term condition:

<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
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EXPERIENCE: - Have you ever been employed? : No Yes (If yes please fill below) :-

Which of the following classifications BEST describes the Industry of your current or previous Employer?

<input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F- Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Feed Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications	<input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L -Rental, Hiring and real Estate Services <input type="checkbox"/> M -Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P -Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance <input type="checkbox"/> R - Arts and recreation Services <input type="checkbox"/> S - Other Services
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Which of the following classifications BEST describes your current or recent occupation?

<input type="checkbox"/> 1 – Managers <input type="checkbox"/> 2 – Professionals <input type="checkbox"/> 3 – Technicians and Trade Workers <input type="checkbox"/> 4 – Community and Personal Service Workers	<input type="checkbox"/> 5 – Clerical and Administrative Workers <input type="checkbox"/> 6 – Sales Workers <input type="checkbox"/> 7 – Machinery Operators and Drivers <input type="checkbox"/> 8 – Labourers <input type="checkbox"/> 9 – Other
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RECOGNITION OF PRIOR LEARNING :-

In line with Standards for Registered Training Organisation (RTO'S) 2015, I understand that Hays International College must take into account any of my prior learning in determining the amount of training they will provide to me with regards to my existing skills, knowledge and experience.

Please tick the appropriate box/s :-

Formal learning Yes Not Applicable

Acquired through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (for example, a Certificate or Diploma)

Non-formal learning Yes Not Applicable

Acquired through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business)

Informal learning Yes Not Applicable

Acquired through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative)

DECLARATION : This must be signed and dated by the applicant

- I declare that the information supplied by me on this form is the best of my understanding and belief, to be complete and correct.
- I have read, understood and agree to all terms and conditions in regards to Course Enrolment.
- Hays International College has explained Recognition of Prior Learning (RPL) so that I can make an informed decision whether or not to proceed with the RPL process.
 - If RPL is granted this will alter the course duration of my enrolment/s which will be recorded against my e CoE's.
 - I will make payment for RPL - Non-Formal or Informal Learning at the time I submit evidence for assessment. I am agreeing that the payment of this RPL - Non-Formal or Informal will be made by me irrespective of whether RPL is granted or not granted.
- I have read, understood and agree to the terms and conditions Education Services for Overseas Students (ESOS) framework located at [https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014\(2\).pdf](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf)
- I have read, understood and agree to all entry requirements; including but not limited to Fees and Charges; Refund; Deferment, Suspension or Cancellation; policies located at <http://hic.vic.edu.au/documents/forms-policies-international/>
- I acknowledge that Hays International College reserves the right to vary or reverse any decision regarding admission based on incorrect or incomplete information that I may have provided.
- I hereby authorise Hays International College or its Educational Agents to confirm any information contained in this form; obtain details of my enrolment, academic records, examination results from other educational institutions & other relevant authorities.

Applicant's Full Name	Signature	Dated (DD/MM/YYYY)

APPLICATION CHECKLIST

Please ensure that you have attached/submitted the following documents in order to avoid delays in processing:-

	Completed, signed AND dated Application Form
	Copy of Passport
	Copy of Visa notification letter (where applicable)
	Copies of Academic certificates and transcripts
	English language proficiency test results
	Release Letter from previous education provider (where applicable)
	Evidence of Employment (where applicable)

FOR OFFICE USE ONLY

Form Received by :	Date :
Offer Letter issued by :	Date: