



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)

SURNAME (LEGAL FAMILY NAME)		GIVEN NAMES (LEGAL GIVEN NAME)		MIDDLE NAME
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: <input type="checkbox"/> No <input type="checkbox"/> Yes				
Visa Number:		Visa Expiry Date:	Visa Type:	
Overseas Student Health Cover: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> 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: _____		
Emergency Contact Details: _____		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: _____		
Emergency Contact Details: _____		Email: _____		
Preferred Contact Method (tick one)				
[] Email [] Mobile [] Mail				
COURSE INFORMATION:- Please tick course/s you are applying for				
SELECT COURSES	COURSE	COURSE DURATION	TUITION FEES	
<input type="checkbox"/>	CHC33021 Certificate III in Individual Support	54 weeks	\$8,500	
<input type="checkbox"/>	CHC30121 Certificate III in Early Childhood Education and Care	68 weeks	\$12,000	
<input type="checkbox"/>	CHC43015 Certificate IV in Ageing Support	45 weeks	\$8,500	
<input type="checkbox"/>	CHC54315 Diploma of Leisure and Health	102 weeks	\$16,000	



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<input type="checkbox"/>	CHC50121 Diploma of Early Childhood Education and Care	72 weeks	\$16,000
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OTHER FEES Include Administration Fee \$250 (non-refundable), Books & Materials FE \$150-\$1,000 depending on course,
Additional Costs: OSHC \$650 * (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 compulsory for the duration of your visa.

INDICATE WHICH INTAKE YOU ARE APPLYING TO START YOUR COURSE (insert X)

[] 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/Pages/National-Code-2018-Factsheets.aspx>

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 BACKGROUND

ENGLISH LANGUAGE PROFICIENCY

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

[] No, English Only [] Yes, other - Please specify _____

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

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

Hays International College requires all new students who have not got a Current Certificate of English Proficiency to do the Literacy, Language and Numeracy (LLN) Test. Doing this test is compulsory.

LLN Test ☐

OR

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

[] Yes [] No

SCHOOLING

Did you complete Year 12? (Please tick below) :



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<input type="checkbox"/> Completed Year 12	<input type="checkbox"/> Never attended school	
YEAR Completed _____	Where completed _____	
Are you still attending secondary school? [] No [] Yes		
PREVIOUS QUALIFICATION ACHIEVED		
Have you successfully completed any of the following qualifications? [] Yes [] No		
Please tick one of these below.		
<input type="checkbox"/> 008 Bachelor's Degree or Higher Degree		
<input type="checkbox"/> 410 Advanced Diploma or Associate Degree		
<input type="checkbox"/> 420 Diploma (or Associate Diploma)		
<input type="checkbox"/> 511 Certificate IV (or Advanced Certificate/Technician)		
<input type="checkbox"/> 514 Certificate III (or Trade Certificate)		
<input type="checkbox"/> 521 Certificate II		
<input type="checkbox"/> 524 Certificate I		
<input type="checkbox"/> 990 Certificates other than the above		
Highest Qualification Achieved	Institution/College/School	Date Completed
DISABILITY		
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"/> Acquired brain impairment.	
<input type="checkbox"/> Physical Intellectual	<input type="checkbox"/> Vision	
<input type="checkbox"/> Learning	<input type="checkbox"/> Medical condition	
<input type="checkbox"/> Mental illness	<input type="checkbox"/> Other	
EXPERIENCE/EMPLOYMENT		
Have you ever been employed? [] Yes (If yes, please fill in below) [] No		
Of the following categories, which BEST describes your current employment status? (tick ONE box only)		
<input type="checkbox"/> 01 Full-time employee		
<input type="checkbox"/> 02 Part-time employee		
<input type="checkbox"/> 03 Not employed-not seeking employment.		
Which Agent did you come through? Please put name of the agency and the name of the agent who sent you to us.		
Agency Name: _____		
Agent's Name: _____		
RECOGNITION OF PRIOR LEARNING		



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Are you applying for Recognition of Prior Learning (RPL)?

Yes ☐

No ☐

PRIVACY NOTICE

How the NCVER and other bodies handle your personal information.

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the *NVET Act*. Hays International College follows this law according to our standards and we do our best to keep our student's information private.

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 regarding Course Enrolment.
- Hays International College has explained Recognition of Prior Learning (RPL) so that I can make an informed decision whether to proceed with the RPL process. ("Application - Hays International College")
 - 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/Pages/National-Code-2018-Factsheets-.aspx>
- 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." ("Hays International College")
- 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.
- I acknowledge I have read and understood the Privacy Notice

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

APPLICATION CHECKLIST

Please ensure that you have attached/submitted the following documents 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)



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FOR OFFICE USE ONLY

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

Hays International College Contact Details:

693 Station Street, Box Hill 3128

Melbourne, Victoria

Phone: +61 3 9898 7222

Website: www.hic.vic.edu.au

Email: admin@hic.vic.edu.au