



# 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	
<b>Do you currently hold an Australia Visa:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes					
Visa Number: _____			Visa Expiry Date: _____		Visa Type: _____
<b>Overseas Student Health Cover:</b> <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> No, I will buy my own					
<b>Home Country Contact Details:-</b> Building/Property Name: _____ Flat/Unit Number: _____ Street Number: _____ Street Name: _____ Suburb, locality or town: _____ State/Territory: _____ Postcode: _____ Country: _____ Telephone: _____ Mobile: _____ Emergency Contact Details: _____ Email: _____					
<b>Contact Details in Australia:-</b> Building/Property Name: _____ Flat/Unit Number: _____ Street Number: _____ Street Name: _____ Suburb, locality or town: _____ State/Territory: _____ Postcode: _____ Country: _____ Telephone: _____ Mobile: _____ Emergency Contact Details: _____ Email: _____					
<b>Preferred Contact Method ( tick one )</b> [ ] Email    [ ] Mobile    [ ] Mail					
<b>COURSE INFORMATION:- Please tick course/s you are applying for</b>					
SELECT COURSES	COURSE		COURSE DURATION	TUITION FEES	
<input type="checkbox"/>	CHC33015 Certificate III in Individual Support (COURSE IN TRANSITION TO CHC33021)		51 weeks 54 weeks (IN TRANSITION TO CHC33021)		
<input type="checkbox"/>	CHC30121 Certificate III in Early Childhood Education and Care		68 weeks		



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<input type="checkbox"/>	CHC43015 Certificate IV in Ageing Support	75 weeks	
<input type="checkbox"/>	CHC53415 Diploma of Leisure & Health	105 weeks	
<input type="checkbox"/>	CHC50121 Diploma of Early Childhood Education and Care	72 weeks	

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



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### SCHOOLING

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

Completed Year 12

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.

- 008 Bachelor's Degree or Higher Degree
- 410 Advanced Diploma or Associate Degree
- 420 Diploma (or Associate Diploma)
- 511 Certificate IV (or Advanced Certificate/Technician)
- 514 Certificate III (or Trade Certificate)
- 521 Certificate II
- 524 Certificate I
- 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 below) [ ] No

Of the following categories, which BEST describes your current employment status? ( tick ONE box only)

- 01 Full-time employee
- 02 Part-time employee
- 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: \_\_\_\_\_



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### RECOGNITION OF PRIOR LEARNING

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

Yes

No

### PRIVACY NOTICE

#### How the NCVET and other bodies handle your personal information

The NCVET 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 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/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.
- 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 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     |



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	English language proficiency test results
	Release Letter from previous education provider (where applicable)
	Evidence of Employment (where applicable)
<b>FOR OFFICE USE ONLY</b>	
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](http://www.hic.vic.edu.au)

Email: [admin@hic.vic.edu.au](mailto:admin@hic.vic.edu.au)