

INTERNATIONAL STUDENT APPLICATION FORM

(Please fill all sections of the Application Form and sign to complete the application.)

PART A: PERSONAL DETAILS

Family name:		Given name:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Date of birth:	Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/> Unspecified: <input type="checkbox"/>	
Nationality:	Country of birth:	Country of current residence:	
Passport number:	Date of issue:	Date of expiry:	
Unique Student Identifier (USI number):			
OSHC Provider:	Membership number:	Date of expiry:	
Visa – Are you in Australia now? Yes <input type="checkbox"/> No <input type="checkbox"/>	At which office are you going to apply for your visa? Please specify:		
Visa Category:	Date of visa issue:	Visa Expired Date:	

PART B: CONTACT DETAILS

Australian Residential address:	
Email:	Mobile:
Overseas address:	
Emergency contact name:	
Address:	
Contact No:	Email:
Relationship to Student:	

PART C: EDUCATIONAL QUALIFICATIONS

Please list the highest educational qualifications from secondary school and above. Certified copy of academic records and transcripts of subjects must be attached. Official English translations are required for documents in other languages

Qualification / Award	Educational Institution	Month & Year	
		Started	Completed

PART D: ENGLISH LANGUAGE PROFICIENCY

Is English your First language? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide evidence of your English language proficiency:	
Test Taken: <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> other (please specify)	
Results (score):	Date of test:
Requires LLN support? Yes <input type="checkbox"/> No <input type="checkbox"/>	

PART E: SELECT YOUR COURSE OF STUDY (Please tick)

Please carefully check entry requirement for each course from course information sheet available on college website.

<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication (CRICOS Code: 104565J - 52 weeks) <input type="checkbox"/> BSB50620 Diploma of Marketing and Communication (CRICOS Code: 104566H - 52 weeks) <input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication (CRICOS Code: 104567G - 78 weeks) <input type="checkbox"/> BSB40420 Certificate IV in Human Resource Management (CRICOS Code: 104568F - 52 weeks) <input type="checkbox"/> BSB50320 Diploma of Human Resource Management (CRICOS Code: 104569E - 52 weeks)

<input type="checkbox"/> BSB60320 Advanced Diploma of Human Resource Management (CRICOS Code: 104570A - 52 weeks) <input type="checkbox"/> ICT50220 Diploma of Information Technology (CRICOS Code: 106036G – 104 weeks) <input type="checkbox"/> ICT60220 Advanced Diploma of Information Technology (CRICOS Code: 106037F – 104 weeks) <input type="checkbox"/> BSB80120 Graduate Diploma in Management (Learning) (CRICOS Code: 104572K – 52 weeks) <input type="checkbox"/> RII60520 Advanced Diploma of Civil Construction Design CRICOS Code: 114628E -104 Weeks	
DATE OF COMMENCEMENT (Please tick)	
2025 COURSE INTAKE DATE	Jan 06 <input type="checkbox"/> Feb 17 <input type="checkbox"/> Apr 07 <input type="checkbox"/> May 19 <input type="checkbox"/> Jun 30 <input type="checkbox"/> Aug 11 <input type="checkbox"/> Sep 22 <input type="checkbox"/> Nov 03 <input type="checkbox"/>
2026 COURSE INTAKE DATE	Jan 05 <input type="checkbox"/> Feb 16 <input type="checkbox"/> Apr 06 <input type="checkbox"/> May 18 <input type="checkbox"/> Jun 29 <input type="checkbox"/> Aug 10 <input type="checkbox"/> Sep 21 <input type="checkbox"/> Nov 02 <input type="checkbox"/>
2027 COURSE INTAKE DATE	Jan 04 <input type="checkbox"/> Feb 15 <input type="checkbox"/> Apr 05 <input type="checkbox"/> May 17 <input type="checkbox"/> Jun 28 <input type="checkbox"/> Aug 09 <input type="checkbox"/> Sep 20 <input type="checkbox"/> Nov 01 <input type="checkbox"/>
CAMPUS: Pitt Street Campus <input checked="" type="checkbox"/>	

PART F: RECOGNITION OF PRIOR LEARNING(RPL)/CREDIT TRANSFER (Please tick)

Based on past education qualifications, are you going to apply for Recognition of Prior Learning (RPL) or based on past Australian VET qualifications, are you going to apply for Credit (CT)?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please refer to CT and RPL in the International Student Handbook on our website.
Disability	Do you have any disability, special needs or current health problem? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes please specify details:

PART G: AGENCY DETAILS

Place stamp below (if applicable)	
Representative Name: _____	Agency Name: _____
Address: _____	
Phone: _____	Email: _____

PART H: APPLICANTS CHECKLIST

Please attach the following documents to this application:

- Certified copy of your passport page
- Certified copies of your official final high school certificate and transcript
- Certified copied of your official college or university certificate and transcript
- Certified copies of your IELTS or any relevant English certificate (including the explanation of levels and grades)
- Copy of your current visa (if applicable)
- Certified translations of any documents that are not in English

ENROLMENT TERMS AND CONDITIONS

1. Overseas Students are required to provide their current Australian address to the College at all times. All student details are required to be updated every 3 months after the time of commencement. A College staff member will contact you on a regular basis to ensure all details are correct.
2. All due care is to be taken with college equipment, facilities and property at all times.
3. COLLEGE reserves the right to expel students for serious breaches of discipline.
4. Course Entry Requirements- **Age Requirements:** Must be 18 years of age or older at the time of course commencement; **English requirement:** Academic IELTS 6 overall, no less than 5.5 in each band with test results no more than 2 years old, or Other English language tests, such as PTE and TOEFL, are accepted if the scores are equivalent to an IELTS 6.0. Students must provide their results for verification by the Training Masters, or Completion of an approved Australian English Language course with equivalent level. **Academic requirements:** Successful completion of Year 12 or equivalent or Successful completion of an AQF Certificate IV qualification or higher from an Australian institution where the course duration was no less than 12 months. Some prospective students may be asked to undertake an LLN assessment or enrolment interview prior to acceptance. For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification. **Visa Requirements:** You must meet the requirements for an Australian student visa subclass 500 or valid Australian visa where you are eligible to study. For more information, please check the Department of Home Affairs (DHA) website: www.immi.gov.au/students
5. Application Fees- All course applicants must pay a \$200 non-refundable admin fee. This can be paid at the same time as paying for Tuition Fees. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.
6. Tuition Fees DO NOT cover application fees, material fees i.e. student workbooks, accommodation, living expenses, uniforms, stationery and equipment. No student is required to pay more than 50% of the total course fees before the agreed commencement date. No amount adding to over 50% is required until two weeks before the commencement of the second study period. This also applies to payments made through any third party. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.
7. Late payment fees- \$50 (weekly basis) late payment fees will be applicable after due date i.e. if a student paid tuition fees 2 weeks after due date then student need to pay \$100 (\$50+\$50) late payment fees along with their tuition fees. This late payment fees are non-refundable.
8. Other Fees and Charges- All other fees and charges related to each program, including material fees is stipulated in the specific programs Course Information Sheet.
9. Transfer of Fees- No fees will be transferred to other external institutions or persons.
10. Refund Policy:
 - All refund requests must be made in writing using the Refund Request Form.
 - Completed Refund Request Form along with all supporting documents should be sent to college for processing, the refund amount will be calculated from the date of receipt of this form and its supporting evidence(s).
 - Course commencement date is defined as 'Proposed Course Start Date' as listed on the student Coe. If the student applies for course deferment to a future intake date, the refunds policy applies to the current course and its Proposed Course Start Date. If student applies for suspension to a future time, the refund policy applies to the current course and its Proposed Course Start Date.
 - The college will attempt to return any refund back to the originating bank account or originating card or cardholder. Refunds will be paid:
 - To the person or entity from which the original payment was received.
 - In Australian Dollars, unless external requirements prevent this.
 - Where possible, to the account from which, and using the mechanism by which, the original payment was received.

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- Where it is not possible for the college to make a payment to the account, person or entity from which the original payment was received, the college will consult with the student, the person or entity who made the original payment and the appropriate financial institutions to determine how the refund will be paid.
- If the college is unable to contact a former student to arrange for a refund, the funds will be held for a maximum period of six years, at which time the credit balance will be transferred to the Office of State Revenue.
- Refunds will be processed within 20 working days from the date of receipt of this form and its supporting evidence(s).

If a student is not satisfied with the approved refund amount the student has a right to lodge an internal appeal with the college. If the student is not happy with internal appeal outcome the student can seek for further assistance under Australian Consumer Law. Student can visit Australian Consumer Law website at <http://consumerlaw.gov.au/> for more information. A written statement will be provided to explain how the refund is calculated per request from student or an authorised third party.

Below is a table listing examples of situations and how refunds will be processed:

Situations	Refunds Procedure
Enrolment fees: \$200	Non-refundable
Material fees: as per student offer letter and agreement documents	Non-refundable
CoE amendment fees: \$50 per CoE	Non-refundable
Re-assessment fees: \$50 per unit	Non-refundable
Student Visa Cancellation/Refusal due to fraud/misleading information when applying/extending student visa and/or breach of student visa conditions, etc.	No refund
Students apply for external appeals such as AAT (Administrative Appeals Tribunal)	No refund
COE Cancellation due to non-commencement, non-attendance, non-payment, unsatisfactory course progress and/or breach of any college code and National Standards	No refund
Withdraw Application Requests: Before the course commencement date	If a student applies to withdraw from the course and sends the refund form before the course commencement date, tuition fees are refunded in full, and an admin fee of \$300, an enrolment fee of \$200 and a material fee as per student offer letter and agreement documents will be deducted from the final refund amount. <u>Documents that are required to process this type of refund:</u> 1. Refund Form with correct bank details. 2. Withdrawal from 3. Related support documents if required
Withdraw Application Requests: On/After course commencement date	If student applies to withdraw from the course and sends the refund form on/after course commencement date, refund is calculated based on the date of receipt of all documents that are required to process refunds request, refund amount will be calculated on a pro-rata basis based on the number of weeks remaining for the remainder of the course, and an admin fee of \$300, an enrolment fee of \$200 and a material fee as per student offer letter and agreement documents will be deducted from the final refund amount. <u>Required documents to process refund:</u> 1. Refund Form with correct bank details. 2. Withdrawal from 3. Related support documents if required
Provider Default	If the college is unable to deliver the course, the college will offer students placement on an alternative registered course, or a refund for unused tuition fees. In the situation where college is unable to provide alternative registered course, or a refund for unused tuition fees, TPS (Tuition Protection Service) for international students will attempt to place student into an alternative registered course provided by another provider (college).

- TM reserved all rights to review all visa rejection, cancellation and withdrawal applications for refund and decide case by case.
- Enrolment and Induction- All confirmed Students are required to attend orientation prior to commencing their studies. Students will be informed on the details of their orientation once their enrolment is confirmed.
- LL&N Support Training Masters is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment.
- The Australian Government requires all students on student visa to have Overseas Student Health Cover (OSHC).
- You must provide your Unique Student Identifier (USI) to the institute's Marketing, Admissions Officer or Student Services by your Orientation date.
- Acceptable Behaviour, Attendance and Academic Progress - Admission, if granted, is subject to the student maintaining continuous academic progress through the course. There is an intervention policy to support students and a series of warnings/Reminder letter, so you know your progress. Students need to progress well in order to continue to be enrolled in the course. You must agree to meet the requirements of the College course selected and to abide by the rules and regulations of the College, including those for attendance and course progress policy. Details of attendance and course progress policy can be accessed from <https://tm.nsw.edu.au/download/>. You agree that if you breach any of the College's rules or behaviour is deemed unacceptable by the College, your enrolment may be cancelled, and you may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract.
- Assessment Procedure-Assessments are part of every subject and will vary depending on the type of the unit or course. A student must perform satisfactorily to complete the academic requirements of every subject. For packaged courses, the student cannot progress to the higher qualifications unless student has (successfully) completed the lower qualifications. Re-assessment and Repeating Units of Competency for each Assessment Task- Students are provided with 2 opportunities to achieve a Satisfactory Result. Should a student be unable to achieve a Satisfactory Result by their second attempt, they will be required to undertake a reassessment for that Task. The cost of Reassessment for each Assessment Task is \$50. Should a student not achieve a Satisfactory Result following Re-assessment, the Student will be required to repeat the unit of competency in its entirety, in line with the Institute's Student Assessment, Reassessment and Repeating Units of Competency Policy. The cost to repeat a unit of competency is \$400 and is subject to timetable availability.
- Credit Transfer (CT) and Recognition of Prior Learning (RPL) Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Note that a shortening of overall course however duration does not change the requirement for international students to be enrolled in full-time study. Detailed information on COLLEGE's CT/RPL process is provided prior to enrolment and is available at college website.
- Cost of Living in Australia (AUS) Please refer to following link for living costs in Australia: <https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs>
- Payment All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer. You can make your payment directly depositing into: Training Masters Pty Ltd. BSB No.: 062010 Account No.: 1105 8858 Commonwealth Bank of Australia You can also make your payment by Bank Draft to Training Masters Pty Ltd. No obligation is created on Training Masters, until funds are cleared, and an official receipt is issued.
- Consent for use of Photograph I understand that during my studies at Training Masters I can be photographed (still or video) at any time at the college or outside the college (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by Training Masters for any promotional materials. I understand that I can withdraw my consent at any time in writing.
- Unique Student Identifier (USI) from 1st January 2015, all students studying Nationally Recognised Training in Australia will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the Institute's Student Handbook or speak to the Institute's Student Services Team. You must provide your USI to the Institute's Marketing and Admissions Officer by your Orientation date. The Institute will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar.
- Privacy Policy The primary purpose in collecting your information is to fulfil our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in our services, inform you of other products and services or to comply with requirements under the law. An applicant's information may be made available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. We shall not otherwise disclose your personal information to any other party without your consent and we do not sell personal information to third parties.
- Complaints and Appeals COLLEGE endeavours to create a positive learning environment free of oppression, unfair treatment or harassment. Any circumstance caused by COLLEGE, its trainers, assessors or other staff, or another learner of COLLEGE, which affects the well-being of a student, will be dealt with in a professional manner in line with published procedures. Students who are dissatisfied with decisions made by the Institute will be able to access the Institute's internal and external appeals processes. For COLLEGE's full Complaints and Appeals policy, refer to the Student Handbook.

25. Standards for Registered Training Organisations (RTOs) 2015 The Standards for Registered Training Organisations (RTOs) 2015 is in place to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high-quality training and assessment services in the vocational education and training system. Training Masters (the RTO) is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

26. How to Apply: A step-by-step guide i) Choose the course you are interested in and check the course entry requirements ii) Apply for the course you wish to study by completing this application Form iii) Read the Terms and Conditions and sign both declarations to confirm your agreement iv) Ensure you have attached all relevant supporting information v) Return your application form and necessary documents to a COLLEGE Marketing and Admissions Officer vi) You will then be booked in to have a meeting with a COLLEGE Marketing and Admissions Officer. At this meeting, the Marketing and Admissions Officer will go through pre-enrolment information with you and will assess your application for enrolment. vii) If your application is successful, you will receive a Letter of Offer, an invoice stating the cost of your studies and a Student Acceptance Agreement. viii) On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed, and you will be provided with your Orientation details

STUDENT DECLARATION

Declaration: I have read, understand and agree to abide by the following Terms and Conditions of enrolment (including Cancellation, Refund and Complaints policies). I declare all information I have given in this form is true and correct, including documentation provided in support of my application.

Student Name:	Student Signature:	Date:
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COLLEGE ADMISSIONS OFFICER DECLARATION

Declaration: I have conducted an interview with the student detailed in this Enrolment Form and have implemented COLLEGE's Student entry requirements, selection and orientation policy in full.

Staff Name:	Staff Signature:	Date:
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