

OFF-SHORE INTERNATIONAL ENROLMENT APPLICATION FORM							
Applicant's Personal Details							
Family Name						☐ Female ☐ Other	
Given Name(s)	Date of Birth				Birth		
Do you have a sp	a spouse or dependants?			☐ Yes □	☐ Yes ☐ No		
Address in your	Address in your Home Country						
Unit No	Street No Street Name						
City			Country		Area	Code	
Phone/Mobile	Phone/Mobile Email						
Address in Aust	ralia						
Unit No	Street No Street Name						
Suburb			City		Area	Code	
Phone/Mobile			Email				
Postal Address	if difference from Address i	n Australia given abo	ve				
Unit No	Street No	Street Name					
Suburb			City		Area	Code	
Postal delivery	/ information (e.g. PO B	ox 254)					
Where are you co	Where are you currently living? ☐ Home country ☐ Australia ☐ Do you have relatives living in Australia? ☐ Yes ☐ No						
	Do you have a spouse or dependant ☐ Yes ☐ No (If Yes provide details)						
	If Yes , are they joining you in Australia? ☐ Yes ☐ No						
Emergency contact details							
Name	<u> </u>						
Address							
	Email address						
	Education Agent details						
Agency Name				Branch Name			
	Contact Person Contact Phone						
	Contact Email						
Passport details	Passport details						
Country of Birth	Country of Birth Passport No (Attach a certified and legible copy of Passport) Nationality (As per Passport)						
Visa History							
Do you currently hold a Student Visa?			☐ Yes ☐ No	If Yes, a certified copy of your current Student Visa must be provided.			
Have you ever held a student visa in Australia before?			☐ Yes ☐ No	If Yes, what sub-class and expiry date?			
Have you ever he	Have you ever held any other Australian visa before? ☐ Yes ☐ No If Yes, what sub-class and expiry date?						
Have you ever ha	Have you ever had a visa to Australia refused or cancelled? Yes No If Yes, provide an explanation why and include a copy of the Refusal Letter.						
Which Immigration to?	Which Immigration Office will you be submitting your visa application to?						
Education History							



Have you	studied with our C	College before?	☐ Yes ☐ No	If Yes, provide Student ID No.				
Have you studied in Australia before? ☐ Yes ☐ No			If Yes, name the Institution(s)	and duration of study				
Date from	n Date to	Full na	me of Institution	Full name of Course/	Qualification	Course Status		
						☐ Completed ☐ Withdrew ☐ Currently enrolled		
						☐ Completed ☐ Withdrew ☐ Currently enrolled		
						☐ Completed ☐ Withdrew ☐ Currently enrolled		
Do you wi	ish to claim Credit	Transfer for any u	nits completed above?	☐ Yes ☐ No		ntact you to discuss. You will need to supply a certified nic transcripts. All documents must be in English.)		
Lighoot o	ahaal layal aabiay	ad		Voor?	Co	untry?		
ŭ	chool level achieve		ic Transcripts provided?		00	unuy!		
Certified copies of English translated Academic Transcripts provided?								
Employm	nent History							
Have you	ever worked, e.g.	, all paid employm	ent, self- employed/fam	ly business, work experience?	☐ Yes ☐ No If Yes	s, provide details below or attach your CV/Resume		
Date from	Date to	Name of Bu	ısiness/Company	Type of Business (e.g. Retail, Hospitality)	Your Role			
Have you been employed in the area covered by the course you are now applying for? If yes, you may be eligible for Recognition of Prior Learning (RPL).				☐ Yes ☐ No	(The College will contact you to discuss. You will need to supply a certified copy of your academic transcripts or other evidence of your studies or work experience and complete an Application for Recognition Kit. All documents must be in English.)			
Health Information								
Do you have any special needs or require any special adjustments to assist you in completing your course? If you answered Yes to any of these questions, please provide details here.								
Do you suffer from any allergies or medical problems? ☐ Yes ☐ No								
Do you have any injury, disability or impairment that requires special assistance?								
Overseas	Student Health	Cover (OSHC)						
Do you ha	ave Overseas Stud	dent Health Cover	(OSHC)?	☐ Yes ☐ No	(Attach a certified co	ppy of your membership policy)		
If Yes , who is your provider								
If you answered "No", do you want the College to arrange OSHC on your behalf? □ Yes □ No								
OSHC if arranged through the College (Tick the cover you want) Single 1 Year (AUD \$540.00 BUPA) Dual Family 1 Year (AUD \$3,062.00 BUPA) William Family 1 Year (AUD \$5,373.00 BUPA) (Fees are charged by (name of fund) and may change without notice.)								
OSHC D	Disclaimer: It is a real take into account yo	quirement of your Stu our objectives, financi	al situation or needs, which	show evidence of current OSHC for	n any of our recommend	dent Visa. Any quote or advice provided by the College dations. To decide if this product is right for you, please ts no liability for the OSHC selected.		
English L	anguage Require	ements						
Have you passed an English Language Test in the last two (2) years?								
If Yes , wh	If Yes, which one? Score Achieved On what date?							



If you do not hold a current certificate of English proficiency, have you completed a qualification in Australia that is higher than Certificate IV within the last 2 years? Have you studied in English before? If so provide details and attach certified copy of certification achieved.									
be requi	I understand that if I cannot provide evidence of the level of English proficiency for the course(s) I am seeking to enrol in, I will be required to enrol in the required English course(s) delivered by the College to attain the necessary level of English Yes No proficiency before I can commence my vocational course(s). ELICOS students will set an English placement test.							0	
ELICOS	Course I	Please tick the level/s you are enrolling	ng in. (All fees are	in AUD \$).					
Which	English	level/s do you wish to study? (You mus	t sit an English tes	t to enable us to	determine the	English cours	se that would	best suit yo	u).
	General English (Starter - Upper Intermediate) Duration Enrolment Materials Tuition TOTAL							TOTAL FEE	
	Genera	l English – Level 1							
	Genera	l English – Level 2							
	Genera	l English – Level 3							
	Genera	l English – Level 4							
	Genera	l English – Level 5							
VET Co	VET Course Fees Complete the details of the Vocational Education and Training (VET) qualification/s you are enrolling in. (All fees are in AUD \$).								
		Qualification Code and Title		CRICOS Code	Duration	Enrolment	Materials	Tuition	TOTAL FEE
)	BSB42015 Certificate IV in Leadership and Management 096434B							
	□ BSB51918 Diploma of Leadership and Management 096435A 52 Weeks								
	ם	CHC30113 Certificate III in Early Childhood Education and Care 098402E			50 Weeks				
	ם	CHC50113 Diploma of Early Childhood Education and Care 09			100 Weeks				
	ם								
Do you i	Do you intend to apply for a University Pathway? ☐ Yes ☐ No Name of University								
	If Yes, Name of Program								
Payment Options									
An initial deposit up to a minimum 50% of the Total Course Tuition Fee(s) plus Enrolment and Material fees is payable once you have accepted a Letter of Offer and signed and returned the Written Agreement from the College. You have the option to pay a higher amount; please contact the College if you wish to do so. Enrolment fees are non-refundable. Refer to our Refund Policy. Payment plan options may be available subject to approval.									
Financi	al Informa	ation							
Do you have the required annual minimum amount of AUD to pay your course fees and support? Yes No Indicate \$AUD available to you \$									
Unique Student Identifier (USI) Number									
Do you have a USI number?									
Airport Transport									
	I require airport pick-up and I accept there is an additional charge paid directly to the transport company.								
	Applicant Declaration								
By completing this form I agree to the terms and conditions of studying with this College as set out in the International Student Handbook and give written permission to the College to access my personal information and use it for their own statistical purposes. I also declare: 1. The information provided in this Enrolment Application Form is accurate and complete. I authorise the College to obtain other details relating to my application as necessary.									

I agree to be bound by the College rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a

I understand that if offered a place in a course of study I am obligated to pay fees and meet all other requirements of the College before my enrolment in confirmed.



Blue Bay College

CRICOS Provider Code: 03647C RTO Provider Code 45272

- 4. I agree to pay all fees and changes according to the payment schedule that is part of the agreement.
- 5. I am aware of and understand my financial obligations relating to studying in Australia with the College. I certify that I have access to the total funds required whilst in Australia to cover all costs associated with my study.
- 6. I acknowledge that the provision of incorrect information or documentation, or with withholding of information or documentation relating to my application may result in the cancellation of my enrolment and the forfeiture of any tuition fees paid.
- 7. I am a Genuine Temporary Entrant and a Genuine Student and confirm that studying the program indicated in my application is my primary purpose for studying in Australia and I fully understand my obligations as an Australian student visa holder.
- 8. I understand I must complete a minimum 6 months of my principal course, including any 'packaged' program of courses with the College and that failure to do so may affect my Student Visa status
- 9. It is my responsibility to obtain a student visa and to permit me to study full-time in Australia for the duration of my program.
- 10. I agree that the College may access Visa Entitlement Verification Online (VEVO) services at any time to confirm my visa status, work and study rights.
- I have read the ESOS Student Fact Sheet before accepting the College's Letter of Offer and forwarding fees, available at: https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4

The College reserves the right in its absolute discretion to reject any application for enrolment and shall be under no obligation whatsoever to give reasons for its decision. Enrolments at the College must be completed prior to the commencement date of the program / course(s) and a non-refundable fee must be paid to secure your enrolment. The College does not accept students who have not fulfilled all enrolment requirements prior to the commencement of a program or course(s).

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Applicant Signature	Name (please print)		Date	☐ Yes, I agreed to the terms and conditions as advised in the Studen Handbook.			
AGENT DECLARATION							
I have reviewed the Enrolment Application and Statement of Purpose and have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student, confirming that studying the program indicated in their application is their primary purpose for coming to Australia and that they fully understand their obligations as an Australian student visa holder. I believe the applicant is academically qualified for the program they have applied for and has, or will have, the English proficiency level required to commence the program. I have verified to the best of my ability the authenticity of documents supplied with this application. I am satisfied that the applicant has access to the total funds required while in Australia to cover all tuition costs, return airfare, overseas health cover and living expenses for themselves and any dependants.							
Agent Signature	Agent Name (please print)	Name of Aç	gency (please print)		Date		
Submitting your Application							
Return this form with the relevant supporting documents to Blue Bay College							
Suite 1, Level 1, 72 Nerang Street Southport QLD 4215 Australia enrol@bluebaycollege.com.au OR Your Education Agent							

STUDENT INFORMATION

Update Contact Details The College must be notified of changes in student contact address, telephone number, email address and fax number within seven (7) days of the change. This is required so that students can be contacted and receive important information which may affect their course or their enrolment.

Student Handbook, Policies and Procedures, Fees and Charges Our website and your International Student Handbook (which you can download from our website) contain useful information about your training course, fees, charges and refunds and must be read by you prior to your course Enrolment Application.

Refund Policy: Refer to the Refund Policy in your International Student Handbook. Refunds are requested using the Fees Refund Application form and will be paid under the conditions below within ten (10) working days of the events mentioned. Refunds are paid in Australian dollars.

Withdrawal Reason	Amount Refunded				
Visa refused prior to course commencement	Full refund (less enrolment application fee)				
Visa refused after course commencement	Full refund (less enrolment application fee and any pro rata tuition fees if the student has commenced training)				
Visa refusal due to fraud	Full refund (less \$1000)				
Withdrawal at least 28 days prior to agreed start date	Full refund (less enrolment application fee)				
Withdrawal less than 28 days prior to agreed start date	No refund				
Withdrawal after the agreed start date	No refund				
Enrolment cancelled due to actions of the student	No refund				
CT or RPL awarded after course commencement	No refund				
The College is unable to provide the course	Refund unspent pre-paid course fees				
Student Visa extension is refused	Refund unspent pre-paid course fees				
Student has no exceptional circumstances and did not complete at least 6 months of their principal program	No refund				
Additional Fees and Charges					
RPL Fee	\$500 per unit				
Credit Transfer	No charge				
Repeat Unit Fee	\$800 per unit (includes \$200 non-refundable enrolment fee per unit)				
Assessment re-sit fee	Students are entitled to 3 assessment attempts for each unit. If the student is unsuccessful after 3 attempts, they will be required to repeat the unit and pay the repeat unit fee. Students found to have cheated or plagiarised work will not be entitled to re-sit assessments, instead they will be required to repeat the unit and pay the repeat unit fee.				
Credit Card Fee	2% surcharge				
Accommodation Services	Outsourced – contact the College for details				
Airport transfers	Outsources – contact the College for details				
RPL Fee	\$500 per unit				

CERTIFYING COPIES



What is a certified copy?

A certified copy of a document is one that has been stamped, signed and dated to confirm that it is a true copy of the original by an authorised person. To request certification of a copy of a document you need to take both the original document and the copy to your chosen authorised official.

Who can certify your supporting documentation?

Your supporting documentation must be certified by a person from one of the categories below. You cannot certify your own documentation. Outside Australia An Australian Registered Migration Agent; or a person equivalent to a Justice of the Peace or Commissioner for Declarations or other authorised official in the country you are enrolling from. Within Australia a justice of the peace (JP) a pharmacist a dentist an accountant a barrister, solicitor or magistrate court registrar a medical practitioner a manager of a bank a minister of religion

If you are enrolling from within Australia and are unable to access one of the above, you have the option to take your original documents with you to the College reception area where we will sight the originals and place a photocopy of them in your file.

Certified copies of documents and online applications
Electronic versions of your certified copies must be submitted with your online applications. If requested, we may need a certified paper copy before we can make you a full offer of a course place.

OFFICE USE ONLY						
I have reviewed the Enrolment Application and Statement of Purpose and have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student, confirming that studying the program indicated in their application is their primary purpose for coming to Australia and that they fully understand their obligations as an Australian student visa holder. I believe the applicant is academically qualified for the program they have applied for and has, or will have, the English proficiency level required to commence the program. I have verified to the best of my ability the authenticity of documents supplied with this application. I am satisfied that the applicant has access to the total funds required while in Australia to cover all tuition costs, return airfare, overseas health cover and living expenses for themselves and any dependents.						
Application Accepted	Date					
PRE-TRAINING REVIEW SUMMARY	PRE-TRAINING REVIEW SUMMARY					
	Indicate any required actions to be undertaken by the College:					
Is RPL applicable? Is Credit Transfer applicable? Is English satisfactory for VET course? Is English satisfactory for VET course achievement? Yes No Other issues identified – detail below	□ Follow up with student to complete Enrolment application form. □ Strategies for reasonable adjustment to be referred to trainer/assessor. □ Disability support required if student does not have own arrangements in place. □ Additional English support for VET students. □ Additional tuition support required. □ Arrange for completion of RPL/Credit Transfer to be undertaken, if applicable □ Other follow up actions – detail below.					
Details:	Details:					