



ON-SHORE INTERNATIONAL ENROLMENT APPLICATION FORM

Applicant's Personal Details

Family Name, Given Name(s), Date of Birth, Gender (Male, Female, Other), Spouse/dependants (Yes/No), and joining in Australia (Yes/No).

Address in your Home Country

Unit No, Street No, Street Name, City, Country, Area Code, Phone/Mobile, Email.

Address in Australia

Unit No, Street No, Street Name, Suburb, City, Area Code, Phone/Mobile, Email.

Postal Address if difference from Address in Australia given above

Unit No, Street No, Street Name, Suburb, City, Area Code.

Postal delivery information (e.g. PO Box 254)

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, are they joining you in Australia? (Yes/No).

Emergency contact details

Name, Relationship to you, Address, Contact number, Email address.

Education Agent details

Agency Name, Branch Name, Contact Person, Contact Phone, Contact Email.

Passport details

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), Have you ever held a student visa in Australia before? (Yes/No), Have you ever held any other Australian visa before? (Yes/No), Have you ever had a visa to Australia refused or cancelled? (Yes/No), Which Immigration Office will you be submitting your visa application to?



## Education History

Have you studied with our 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 | Date to | Full name of Institution | Full name of Course/Qualification | Course Status  |
|-----------|---------|--------------------------|-----------------------------------|--|
|           |         |                          |                                   | <input type="checkbox"/> Completed <input type="checkbox"/> Withdrew <input type="checkbox"/> Currently enrolled |
|           |         |                          |                                   | <input type="checkbox"/> Completed <input type="checkbox"/> Withdrew <input type="checkbox"/> Currently enrolled |
|           |         |                          |                                   | <input type="checkbox"/> Completed <input type="checkbox"/> Withdrew <input type="checkbox"/> Currently enrolled |

Do you wish to claim Credit Transfer for any units completed above?  Yes  No *(The College will contact you to discuss. You will need to supply a certified copy of your academic transcripts. All documents must be in English.)*

Highest school level achieved \_\_\_\_\_ Year? \_\_\_\_\_ Country? \_\_\_\_\_

Certified copies of English translated Academic Transcripts provided?  Yes  No

Are you seeking transfer from another Australian education provider?  Yes  No *If Yes, have you completed 6 months of the highest-level course (Principal Course) you have enrolled in?*  Yes  No

## RPL

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?  Yes  No *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?  Yes  No \_\_\_\_\_

## Overseas Student Health Cover (OSHC)

Do you have Overseas Student Health Cover (OSHC)?  Yes  No *(Attach a certified copy of your membership policy)*

If Yes, who is your provider \_\_\_\_\_ Membership No \_\_\_\_\_ Expiry \_\_\_\_\_

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)  Multi Family 1 Year (AUD \$5,373.00 BUPA) *(Fees are charged by (name of fund) and may change without notice.)*

*If you require more or less than one (1) year's cover provide details* \_\_\_\_\_

**OSHC Disclaimer:** It is a requirement of your Student Visa approval that you show evidence of current OSHC for the duration of the Student Visa. Any quote or advice provided by the College does not take into account your objectives, financial situation or needs, which you should consider before acting on any of our recommendations. To decide if this product is right for you, please carefully read the Product Disclosure Statement which is available on the Fund Manager's website. The College accepts no liability for the OSHC selected.

## English Language Requirements

Have you passed an English Language Test in the last two (2) years?  Yes  No *(Tests older than two (2) years are not acceptable.)*

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?  Yes  No

Have you studied in English before? If so provide details and attach certified copy of certification achieved. \_\_\_\_\_



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 proficiency before I can commence my vocational course(s). ELICOS students will set an English placement test.

Yes  No

**ELICOS Course Fees** Please tick the level/s you are enrolling in. (All fees are in AUD \$).

Which English level/s do you wish to study? (You must sit an English test to enable us to determine the English course that would best suit you).

| General English (Starter - Upper Intermediate) |                           | Duration | Enrolment | Materials | Tuition | TOTAL FEE |
|--|---------------------------|----------|-----------|-----------|---------|-----------|
| <input type="checkbox"/>                       | General English – Level 1 |          |           |           |         |           |
| <input type="checkbox"/>                       | General English – Level 2 |          |           |           |         |           |
| <input type="checkbox"/>                       | General English – Level 3 |          |           |           |         |           |
| <input type="checkbox"/>                       | General English – Level 4 |          |           |           |         |           |
| <input type="checkbox"/>                       | General English – Level 5 |          |           |           |         |           |

**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 |
|------------------------------|--|-------------|-----------|-----------|-----------|---------|-----------|
| <input type="checkbox"/>     | BSB42015 Certificate IV in Leadership and Management           | 096434B     | 52 Weeks  |           |           |         |           |
| <input type="checkbox"/>     | BSB51918 Diploma of Leadership and Management                  | 098915B     | 52 Weeks  |           |           |         |           |
| <input type="checkbox"/>     | CHC30113 Certificate III in Early Childhood Education and Care | 098402E     | 50 Weeks  |           |           |         |           |
| <input type="checkbox"/>     | CHC50113 Diploma of Early Childhood Education and Care         | 098403D     | 100 Weeks |           |           |         |           |
| <input type="checkbox"/>     |  |             |           |           |           |         |           |
| <input type="checkbox"/>     |  |             |           |           |           |         |           |

Do you intend to apply for a University Pathway?  Yes  No  
 If Yes, Name of University  
 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.

**Financial Information**

Do you have the required annual minimum amount of AUD to pay your course fees and support?  Yes  No

**Unique Student Identifier (USI) Number**

Do you have a USI number?  Yes  No

If Yes, please provide your USI number: \_\_\_\_\_

*If No, the College will assist you to apply if you commence studies with us. It is an Australian Government requirement that we cannot issue a qualification to a student who does not have a USI number.*

**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:

- 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 concern for other students.
- 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.
- I agree to pay all fees and changes according to the payment schedule that is part of the agreement.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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>



Way of Learning With Excellence

# Blue Bay College

CRICOS Provider Code: 03647C RTO Provider Code 45272

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).

|                           |                           |            |  |
|---------------------------|---------------------------|------------|--|
| Applicant Signature _____ | Name (please print) _____ | Date _____ | <input type="checkbox"/> Yes, I agreed to the terms and conditions as advised in the Student Handbook. |
|---------------------------|---------------------------|------------|--|

### Submitting your Application

Return this form with the relevant supporting documents to **Blue Bay College**

**OR** Suite 1, Level 1, 72 Nerang Street | Southport QLD 4215 | Australia | [enrol@bluebaycollege.com.au](mailto:enrol@bluebaycollege.com.au)  
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  | Outsourced – contact the College for details  |

### 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<br>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

|   |       |       |
|---|-------|-------|
| Application Accepted <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ | _____ |
|   |       | Date  |



Way of Learning With Excellence

# Blue Bay College

CRICOS Provider Code: 03647C RTO Provider Code 45272

| College Admissions  |  |
|---|--|
| PRE-TRAINING REVIEW SUMMARY   |  |
| <p>Is RPL applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is Credit Transfer applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is English satisfactory for VET course? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Identified with a disability that affects course achievement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Other issues identified – detail below</p> | <p>Indicate any required actions to be undertaken by the College:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Follow up with student to complete Enrolment application form.</li><li><input type="checkbox"/> Strategies for reasonable adjustment to be referred to trainer/assessor.</li><li><input type="checkbox"/> Disability support required if student does not have own arrangements in place.</li><li><input type="checkbox"/> Additional English support for VET students.</li><li><input type="checkbox"/> Additional tuition support required.</li><li><input type="checkbox"/> Arrange for completion of RPL/Credit Transfer to be undertaken, if applicable</li><li><input type="checkbox"/> Other follow up actions – detail below.</li></ul> |
| <p>Details:</p>   | <p>Details:</p>  |