



INTERNATIONAL ENROLMENT APPLICATION FORM

Applicant's Personal Details

Family Name			<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Given Name(s)			Date of Birth:
Do you have a spouse or dependents?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, will they be joining you in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Home country <input type="checkbox"/> Australia	Do you have relatives living in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes provide details)</i>
Do you have a spouse or dependent <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, are they joining you in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> 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. <i>(Attach a certified and legible copy of Passport)</i>	Nationality <i>(As per Passport)</i>
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Visa History

Do you currently hold a Student Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If Yes, a certified copy of your current Student Visa must be provided.</i>
Have you ever held a student visa in Australia before? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If Yes, what sub-class and expiry date?</i>
Have you ever held any other Australian visa before? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If Yes, what sub-class and expiry date?</i>
Have you ever had a visa to Australia refused or cancelled? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If Yes, provide an explanation why and include a copy of the Refusal Letter.</i>
Which Immigration Office will you be submitting your visa application to?	



Education History				
Have you studied with our College before?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, provide Student ID No.
Have you studied in Australia before?		<input type="checkbox"/> Yes <input type="checkbox"/> 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?			<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>(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.)</i>
Highest school level achieved _____ Year? _____ Country? _____				
Certified copies of English translated Academic Transcripts provided? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you seeking transfer from another Australian education provider?		If Yes, have you completed 6 months of the highest-level course (Principal Course) you have enrolled in?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employment History				
Have you ever worked, e.g., all paid employment, self-employed/family business, work experience? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, provide details below or attach your CV/Resume</i>				
Date from	Date to	Name of Business/Company	Type of Business (e.g. Retail, Hospitality)	Your Role
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).			<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>(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.)</i>
Health Information				
Do you have any special needs or require any special adjustments to assist you in completing your course?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you suffer from any allergies or medical problems?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any injury, disability or impairment that requires special assistance?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered Yes to any of these questions, please provide details here.				
Overseas Student Health Cover (OSHC)				
Do you have Overseas Student Health Cover (OSHC)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Attach a certified copy of your membership policy)</i>				
If Yes , who is your provider _____ Membership No _____ Expiry _____				
If you answered "No" , do you want the College to arrange OSHC on your behalf? <input type="checkbox"/> Yes <input type="checkbox"/> No				
OSHC if arranged through the College				
<i>(Tick the cover you want)</i> <input type="checkbox"/> Single 1 Year (AUD \$540.00 BUPA) <input type="checkbox"/> Dual Family 1 Year (AUD \$3,062.00 BUPA) <input type="checkbox"/> Multi Family 1 Year (AUD \$5,373.00 BUPA) <i>(Fees are charged by (name of fund) and may change without notice.)</i>				
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? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Tests older than two (2) years are not acceptable.)</i>							
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?						<input type="checkbox"/> Yes <input type="checkbox"/> 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.						<input type="checkbox"/> Yes <input type="checkbox"/> No	
ELICOS Course Fees							
Please <i>tick</i> the level/s you are enrolling in. (All fees are in AUD \$).							
Which English level/s do you wish to study? <i>(You must sit an English test to enable us to determine the English course that would best suit you).</i>							
General English (Starter - Upper Intermediate)		Duration	Enrolment	Material	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	Material	Tuition	TOTAL FEE
<input type="checkbox"/>	BSB40520 Certificate IV in Leadership and Management	103996E	52 Weeks				
<input type="checkbox"/>	BSB50420 Diploma of Leadership and Management	104349F	52 Weeks				
<input type="checkbox"/>	CHC30121 Certificate III in Early Childhood Education and Care	108783M	52 Weeks				
<input type="checkbox"/>	CHC50121 Diploma of Early Childhood Education and Care	108785J	52 Weeks				
<input type="checkbox"/>	Package CHC30121 Certificate III & CHC50121 Diploma of Early Childhood Education and Care	108783M & 108785J	104 Weeks				
<input type="checkbox"/>	SIT40521 Certificate IV in Kitchen Management	109549B	78 weeks				
<input type="checkbox"/>	SIT50422 Diploma of Hospitality Management	114853G	104 Weeks				
<input type="checkbox"/>	Package SIT40521 Certificate IV in Kitchen Management & SIT50422 Diploma of Hospitality Management	109549B & 114853G	104 Weeks				
<input type="checkbox"/>	SIT60322 Advanced Diploma of Hospitality Management	114854F	104 Weeks				
<input type="checkbox"/>	Package SIT40521 Certificate IV in Kitchen Management, SIT50422 Diploma of Hospitality Management & SIT60322 Advanced Diploma of Hospitality Management	109549B 114853G & 114854F	130 Weeks				
Campus:	<input type="checkbox"/> Sydney-Parramatta <input type="checkbox"/> Melbourne City		Intake:	Month:		Year:	
Do you intend to apply for a University Pathway? <input type="checkbox"/> Yes <input type="checkbox"/> 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.

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 is confirmed.
- I agree to pay all fees and charges 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://www.dese.gov.au/esos-framework/resources/international-students-factsheet>
- I agree that I have received an accurate advice about the course information and it meets all my needs.

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).

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

<hr/> Agent Signature	<hr/> Agent Name (please print)	<hr/> Name of Agency (please print)	<hr/> Date
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SUBMITTING YOUR APPLICATION

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

Level 3 237 Church Street, Parramatta, New South Wales 2150 Australia
 Level 10 108 Lonsdale St, MELBOURNE, VIC, 3000, Australia
admissions@bluebaycollege.edu.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.

BlueBay College is required by the Data Provision Requirements 2012 to collect personal information about students enrolled in nationally recognised training and to disclose that information to the National Centre for Vocational Education Research Ltd. (NCVER). NCVER will collect, hold, use, and disclose personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy, and all other NCVER policies and protocols (including those available on the NCVER website at www.ncver.edu.au/privacy). Personal information will be collected in general through application and/or enrolment forms for courses, training records, assessment records, and online forms and submissions.

- The types of personal information collected include:
- personal and contact details
- employment information, where relevant
- academic history
- background information collected for statistical purposes about prior education, schooling, place of birth, disabilities and so on
- training, participation and assessment information
- fees and payment information
- information required for the issuance of a USI
- for international students:
- current course information including CRICOS code, agreed starting date, expected completion date if the student did not start on the agreed date
- Information about any terminations for change to identity and duration of the course
- English language proficiency including the name of the test and the score received
- visa information, including the DIBP office where the visa application was made and current local DIBP office
- passport information including whether the student was in Australia when they became an accepted student

Ref: <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

Please find the below link for the college privacy policy for your reference:

<https://bluebaycollege.edu.au/wp-content/uploads/2024/11/Privacy-Policy-and-Procedures.pdf>

Withdrawal Reason	Amount Refunded
Visa refused prior to course commencement	The total amount of all course fees (tuition and any non-tuition fees) received or less whichever is the lower amount of 5% of the total amount of the fees or the sum of \$500.
Visa refused after course commencement	Full refund of all unspent fees calculated as follows: Weekly tuition fee multiplied by the weeks of study.
Visa refusal due to fraud	No refund
Withdrawal at least 4 weeks prior to agreed start date	Full refund (less enrolment application fee)
Withdrawal less than 4 weeks prior to agreed start date	No refund. Fees for full study period (term) to be paid.
Withdrawal after the agreed start date	No refund. Fees for full study period (term) to be paid.
Enrolment cancelled due to actions of the student	No refund. Fees for full study period (term) to be paid.
CT or RPL awarded after course commencement	No refund. Fees for full study period (term) to be paid.
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	Application fee of \$250 Unit fee \$500
Late Submission or Resubmission of Assessment after due date	\$250
Remarking of partly completed assessment	\$100
Change of COE dates (Course variation) per enrolment (pre or post)	\$250
Issue certificate/ Course completion letter / SOA	\$ 50
Replacement ID card / Student ID card	\$ 25 / \$10
Post of certificates	\$ 25
Credit Transfer	No charge
Repeat Unit Fee	\$800 per unit (includes \$200 non-refundable enrolment fee per unit)
Reassessment fee	\$300
Material Fees	This included resources, facilities, LMS, (for Cookery tool kits, uniforms are included)
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 authorized person. To request certification of a copy of a document you need to take both the original document and the copy to your chosen authorized 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 barrister, solicitor or magistrate court registrar	a pharmacist a medical practitioner	a dentist a manager of a bank	an accountant 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							
<p>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.</p>							
Application Accepted <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"> College Admissions </td> <td style="width: 40%; border-bottom: 1px solid black;"> Date </td> </tr> </table>	College Admissions	Date				
College Admissions	Date						
PRE-TRAINING REVIEW SUMMARY							
Is RPL applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No Is Credit Transfer applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No Is English satisfactory for VET course? <input type="checkbox"/> Yes <input type="checkbox"/> No Identified with a disability that affects course achievement? <input type="checkbox"/> Yes <input type="checkbox"/> No Other issues identified – detail below	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Indicate any required actions to be undertaken by the College:</th> </tr> <tr> <td style="width: 30px; vertical-align: top; padding: 2px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </td> <td style="padding: 2px;"> 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. </td> </tr> <tr> <td style="padding: 2px;">Details:</td> <td style="padding: 2px;">Details:</td> </tr> </table>	Indicate any required actions to be undertaken by the College:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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:
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