

Enrolment Process for International Students

- Step 1.** Complete and sign the **enrolment form** (by the student who will be studying at Astute Training)
- Step 2.** Overseas Student Health Cover – Decide if you will be obtaining OSHC dependently or if you would like us to process OSHC for you. Astute Training Pty Ltd uses Medibank as the OSHC provider.
Complete this section on the enrolment form correctly.
- Step 3.** Attach a scanned copy of:
- Passport and/or Birth Certificate
 - IELTS (overall score needs to be a 5.5 or higher) or accepted English equivalent
 - Any previous qualifications
- Step 4.** Email all paperwork to reception@astutetraining.com.au (Please indicate the requested month of commencement, selection is provided in enrolment form)
- Step 5.** Once enrolment form is submitted, you will receive a **letter of offer** providing the student's commencement date, all course costs and due dates for payment of the deposit and Astute Training bank details.
The signed offer is to be emailed to Astute Training once the student has accepted the terms and conditions.
Payment can be made by EFT to the nominated bank account or by credit card. *(Credit card payments require an authorisation form to be completed)*
- Step 6.** When the deposit and signed letter of offer has been received; a CoE (Confirmation of Enrolment), receipt of payment and OSHC Policy Certificate (if applicable) will be emailed.
- Step 7.** Upon arrival to Australia, you are required to report to Astute Training reception at 9:30am for your Induction Process on the CoE commencement date.

Induction is the third Monday of each month except from December and January.

If you have any other enquiries please don't hesitate to call our friendly staff on 02 4732 5088 or email: reception@astutetraining.com.au

Thank you