



# INTERNATIONAL ENROLMENT PACK



Please complete the information below:

Date:        /        /        \_\_\_\_\_

Given Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Date of Birth:        /        /        \_\_\_\_\_

Statement of purpose questions:

**Question 1. Why did you choose to undertake a course of study at Astute Training Pty Ltd.?**

**Question 2. What course have you nominated to study and why?**

**Question 3. What benefits will the course offer to you upon completion and return to your home country?**



# Enrolment Form

PO BOX 4093 PENRITH NSW 2750  
+61 2 4732 5088 Telephone



## *Enrolment Process for International Students*

- Step 1.** Complete and sign the enrolment form  
*(signature is required by the student who will be studying at Astute Training to confirm understanding of terms and conditions outlined on the enrolment form)*
- Step 2.** Overseas Student Health Cover – Decide if you will be obtaining OSHC independently or if you would like Astute Training to process OSHC for you. Astute Training Pty Ltd uses Medibank as the OSHC provider.  
*Complete this section on the enrolment form in full if OSHC is to be processed by Astute Training Pty Ltd.*
- Step 3.** Attach a scanned certified copy of:
- Passport and/or Birth Certificate
  - IELTS *(overall score needs to be a 5.5 or higher)* or accepted English equivalent (preferred but not compulsory)
  - Any previous qualifications
  - Any information you believe is relevant to your application
- Step 4.** Email all paperwork to [reception@astutetraining.edu.au](mailto:reception@astutetraining.edu.au) *(Please indicate the requested month of commencement, selection is provided in enrolment form)*
- Step 5.** Once enrolment form is submitted, the student will receive a **Letter of Offer** providing the course commencement and completion date, all course costs and total amount payable for the deposit, also listed will be the dates and amounts payable for the outstanding balance of the course and Astute Training's bank account details. The signed letter of 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 incur an additional 1.2% processing fee and require an authorisation form to be completed this can be emailed upon request)*
- 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 as per the commencement date on your CoE. If you require any information before this date you can email Kate who is responsible for Student Support [kate@astutetraining.edu.au](mailto:kate@astutetraining.edu.au) or if you have any other enquiries please don't hesitate to call our friendly staff on +61 2 4732 5088 or email [reception@astutetraining.edu.au](mailto:reception@astutetraining.edu.au)

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

**Thank you and we look forward to meeting you.**



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| Personal Details   |                                 |   |                               |
|--|---------------------------------|---|-------------------------------|
| (Please complete this form in English)   |                                 |   |                               |
| (Given Name)   |                                 | (FAMILY NAME)                                   |                               |
| First:   | Middle:                         | Surname:  | Date of Birth: ____/____/____ |
| Sex/Gender: Female <input type="checkbox"/> Male <input type="checkbox"/>                                    | Email for Correspondence: _____ |   |                               |
| Visa Type: _____   | Expiry Date: ____/____/____     | Passport No.: _____                             | Expiry Date: ____/____/____   |
| Contact details in Australia   |                                 | Contact person in case of emergency             |                               |
| No. & Street: _____  |                                 | Name: _____                                     |                               |
| Suburb: _____ State: _____ Postcode: _____   |                                 | Relationship: _____                             |                               |
| Home Phone: _____ Mobile Phone: _____  |                                 | Phone Number: _____                             |                               |
| Have you undertaken an English Language test within the last 2 years? (attach a copy)                        |                                 | Permanent address in home country               |                               |
| IELTS <input type="checkbox"/> PTE <input type="checkbox"/> OTHER <input type="checkbox"/> _____             |                                 | Home Country: _____ Telephone: _____            |                               |
| Score of English test: _____   |                                 | Address: _____                                  |                               |
| Date of English test: ____/____/____   |                                 | Suburb: _____ State/City: _____ Postcode: _____ |                               |
| Course Preference  |                                 |   |                               |
| (please ✓ ALL required courses)  |                                 |   |                               |
|  |                                 | CRICOS code                                     | Duration / Tuition Fee        |
| <b>Certificate III in Individual Support - CHC33015</b><br>Commence: ____/____/____ Complete: ____/____/____ | <input type="checkbox"/>        | <b>091837A</b>                                  | 49 Weeks<br>AUD \$6000        |
| <b>Certificate IV in Ageing Support - CHC43015</b><br>Commence: ____/____/____ Complete: ____/____/____      | <input type="checkbox"/>        | <b>091838M</b>                                  | 61 Weeks<br>AUD \$8500        |
| <b>Certificate IV in Disability - CHC43115</b><br>Commence: ____/____/____ Complete: ____/____/____          | <input type="checkbox"/>        | <b>091839K</b>                                  | 49 Weeks<br>AUD \$7500        |
| <b>Certificate IV in Community Services - CHC42015</b><br>Commence: ____/____/____ Complete: ____/____/____  | <input type="checkbox"/>        | <b>091840F</b>                                  | 52 Weeks<br>AUD \$7500        |
| <b>Diploma of Community Services - CHC52015</b><br>Commence: ____/____/____ Complete: ____/____/____         | <input type="checkbox"/>        | <b>091841E</b>                                  | 52 Weeks<br>AUD \$8500        |
| <b>Certificate III in Business Administration - BSB30415</b><br>(Currently not available)                    | <input type="checkbox"/>        | <b>086862J</b>                                  | 26 Weeks<br>AUD \$3900        |
| <b>Certificate IV in Business - BSB40215</b><br>(Currently not available)                                    | <input type="checkbox"/>        | <b>086951G</b>                                  | 26 Weeks<br>AUD \$3900        |
| <b>Diploma of Business - BSB50215</b><br>(Currently not available)   | <input type="checkbox"/>        | <b>087220B</b>                                  | 26 Weeks<br>AUD \$4200        |

| Office Use Only    |         |
|--------------------|---------|
| Visa Grant Number: |         |
| Student ID         | AST 000 |
| CoE No. Course 1:  |         |
| CoE No. Course 2:  |         |
| CoE No. Course 3:  |         |
| Invoice Number:    |         |

|                                   |
|-----------------------------------|
| OSHC: ____/____/20 Initial: _____ |
| Medibank Schedule No.: _____      |

Notes:

| Payment Details   |               |
|---|---------------|
| Enrolment Fee (non tuition payment)   | AUD \$        |
| Tuition Fee – Course 1:   | AUD \$        |
| Tuition Fee – Course 2:   | AUD \$        |
| Tuition Fee – Course 3:   | AUD \$        |
| Resource Fee (non tuition payment)  | AUD \$        |
| OSHC (non tuition payment)  | AUD \$        |
| <b>Total Amount:</b>  | <b>AUD \$</b> |
| Payment Date:   | AUD \$        |
| EFT (Bank Transfer) <input type="checkbox"/> POS <input type="checkbox"/> CASH <input type="checkbox"/> |               |
| Balance Outstanding Course #1:  | AUD \$        |
| Balance Outstanding Course #2:  | AUD \$        |
| Balance Outstanding Course #3:  | AUD \$        |

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| Induction Information  |
|--|
| Intakes are commenced monthly except December and January.<br>Inductions are conducted every 3 <sup>rd</sup> Monday of every month.<br>You must attend the induction on the date specified.<br>You will be informed of your Induction date, time and location once your application has been processed and approved.           |
| <input type="checkbox"/> 21 February 2022 <input type="checkbox"/> 21 March 2022 <input type="checkbox"/> 18 April 2022 <input type="checkbox"/> 16 May 2022<br><input type="checkbox"/> 20 June 2022 <input type="checkbox"/> 18 July 2022 <input type="checkbox"/> 15 August 2022 <input type="checkbox"/> 19 September 2022 |

| Do you have any existing medical conditions which may affect your learning?  |
|--|
| NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, please provide more information (e.g. dyslexia, epilepsy) |
|  |

| Do you wish to apply for Recognition of prior learning (RPL)?  |
|--|
| NO <input type="checkbox"/> YES <input type="checkbox"/> If Yes you will be required to complete an RPL form during your induction |

| Do you require any specific support assistance with your studies?   |
|---|
| NO <input type="checkbox"/> YES <input type="checkbox"/> you will be required to provide further information at induction |

| Overseas Student Health Cover (OSHC)  |   |
|---|---|
| Do you require Astute Training Pty Ltd to organise your Overseas Student Health Cover (OSHC)?                                     |   |
| YES <input type="checkbox"/> NO <input type="checkbox"/> Please provide copy if you are organizing your own Overseas Health Cover |   |
| What level of OSHC do you require?  | Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> |

Please complete the following details for each dependent (Couple or Family cover only)

| Dependent 1   |  | Dependent 2   |  |
|---|--|---|--|
| Given Names   |  | Given Names   |  |
| Family Name   |  | Family Name   |  |
| Date of Birth: ____ / ____ / ____ (DD/MM/YY)                    |  | Date of Birth: ____ / ____ / ____ (DD/MM/YY)                    |  |
| Male <input type="checkbox"/> Female <input type="checkbox"/>   |  | Male <input type="checkbox"/> Female <input type="checkbox"/>   |  |
| Partner <input type="checkbox"/> Child <input type="checkbox"/> |  | Partner <input type="checkbox"/> Child <input type="checkbox"/> |  |
| Dependent 3   |  | Dependent 4   |  |
| Given Names   |  | Given Names   |  |
| Family Name   |  | Family Name   |  |
| Date of Birth: ____ / ____ / ____ (DD/MM/YY)                    |  | Date of Birth: ____ / ____ / ____ (DD/MM/YY)                    |  |
| Male <input type="checkbox"/> Female <input type="checkbox"/>   |  | Male <input type="checkbox"/> Female <input type="checkbox"/>   |  |
| Partner <input type="checkbox"/> Child <input type="checkbox"/> |  | Partner <input type="checkbox"/> Child <input type="checkbox"/> |  |

Where will you lodge your visa application?  In Australia  Outside of Australia

## Financial Information

(you may be asked to provide evidence of funds at time of enrolment to support the box ticked for source of funding below)

Do you have access to sufficient funds to support you and your dependents (if applicable) for the total period of your stay in Australia? This includes tuition fees, travel costs and living costs as outlined on the Department of Home Affairs website:

<https://www.homeaffairs.gov.au/>

YES  NO

Indicate your source of funding:  Self-funded  Parent or relative  Bank loan

| Expense | Per Person                     | Amount required in AUD                        |  |
|---------|--------------------------------|---|--|
| TRAVEL  | Applicant                      | Return airfare to Australia                   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
|         | Dependents                     | One return airfare to Australia per person    | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |
| TUITION | Applicant                      | Course fees for one academic year             | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
|         | School age children 5-18 years | \$8000 per year                               |  |
| LIVING  | Primary Applicant              | \$21,041 per year                             | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
|         | Spouse or De Facto Partner     | \$7,362 per year                              | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |
|         | Dependent Child                | \$3,152 per year + annual school costs \$8296 | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |

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## Unique Student Identifier (USI)

All students studying nationally recognised training in Australia from 1 January 2015 will be required to have a Unique Student Identifier (USI). A USI is a reference number made up of numbers and letters. The USI will allow students online access to their training records and results through their online USI account. You can apply yourself for your USI or Astute Training Pty Ltd can apply on your behalf or assist with your application at induction. USI's can be applied for at: [www.usi.gov.au](http://www.usi.gov.au)

## Induction/Orientation

In order to complete your enrolment successfully you must attend induction/orientation before you commence your course. Induction/orientation is held the 3<sup>rd</sup> Monday of each month.

## Overseas Student Health Cover (OSHC)

All international students are required to pay OSHC for themselves and all dependents staying with them in Australia for the duration of their student visa. Astute Training Pty Ltd use Medibank as the OSHC provider but students can choose their own provider.

## Refund Policy

Students requesting a refund must complete the Refund Application Form and include a copy of the Visa refusal letter with the application to the email address on the form. The completed form must be received by Astute Training Pty Ltd within 90 days of the decision from DHA. Where a refund is approved, Astute Training Pty Ltd will make payment to the nominated bank account within 28 working days of receipt of the completed Refund Application Form including the supporting documents. No refunds will be paid to a third party unless it is indicated on Refund Application Form.

|  |   |
|--|---|
| <b>Visa Refusal</b>  | Tuition Fees (the fee for the delivery of training) are refunded in full if a visa application is rejected; however, the Enrolment Fee is non-refundable and there is an administration charge of \$250 which is charged for the processing of all refunds. The visa refusal letter must be attached to the refund application. * |
| <b>Enrolment Fee</b>   | Non-refundable **   |
| <b>Visa Renewal Refusal</b>  | Refund of unused tuition fee  |
| <b>Overseas Health Cover</b>   | Refer to the OSHC Provider Policy   |
| <b>Withdrawal after the commencement date</b>                                    | Non-refundable  |
| <b>Withdrawal less than 30 days prior to the commencement date</b>               | Non-refundable  |
| <b>Withdrawal 30 days prior to the commencement date</b>                         | 80% refund of the tuition fees  |
| <b>Withdrawal by existing student after visa granted and course commencement</b> | <b>No refund</b> available on fees paid<br><b>Please Note:</b><br>After course commencement a student must give <b>1 months' notice</b> of intention to withdraw from a course or <b>1 month's fees will be charged.</b>  |

## Tuition Protection Service (TPS)

The Tuition Protection Service (TPS) is an initiative of the Australian Government that was introduced to assist International Students whose education providers are unable to deliver their course of study.

The TPS ensures that International Students are able to either:  
-complete their studies in another course or with another education provider or receive a refund of their unused tuition fees.

## Tuition fee refund in full in the case of provider default:

- The course has not started on the agreed start date – the refund will be paid within 7 days from the day you are advised of the course cancellation
- Provider has had a sanction imposed

## Section 46A of the ESOS Act 2000

In the case of provider default, in accordance with section 46A of the ESOS ACT 2000, the course fee refund will be processed as per the TPS procedure.

<https://tps.gov.au/StaticContent/Get/ProviderInformation>

## Tuition Fees will not be refunded under the following circumstances:

- When a student fails to comply with the conditions of enrolment at Astute Training Pty Ltd
- When a student enrolment is terminated for failure to comply with the requirements of their student visa by Department of Home Affairs.
- A student does not commence their course (i.e. does not arrive or has not arranged with Astute Training Pty Ltd for a later start date)
- A student terminates a course during the term.

***This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.***

## Privacy Policy

- A student's right to privacy of information is protected at Astute Training Pty Ltd under the NSW Privacy and Personal Information Act 1998.
- In terms of the ESOS Act 2000, your information may be made available to Commonwealth and State Agencies, appropriate fund managers and Department of Home Affairs.

## School age dependants

If you are intending to come to Australia with school age dependants, you will be required to pay the full fees for their compulsory schooling.

## Recognition of Prior Learning (RPL)

Recognition of prior learning (RPL) is a process for giving students credit for skills, knowledge and experience gained through working and learning. It can be gained at any stage of their lives, through formal and informal learning, through work or other activities such as volunteering

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## STUDENT ENROLMENT CHECKLIST:

Thank you for choosing to study at Astute Training Pty Ltd

To help us process your application please ensure you have completed/submitted the required items below:

| CHECKLIST   | Tick                     |
|---|--------------------------|
| I have read through the information on the website and/or course guide                        | <input type="checkbox"/> |
| I have read the enrolment form terms and conditions   | <input type="checkbox"/> |
| I have completed each section of the enrolment form   | <input type="checkbox"/> |
| I have completed the Statement of Purpose questions   | <input type="checkbox"/> |
| I have supplied a copy of my Passport   | <input type="checkbox"/> |
| I have supplied evidence of my current IELTS or English Proficiency                           | <input type="checkbox"/> |
| I have supplied a copy of my previous qualifications /academic results                        | <input type="checkbox"/> |
| I have supplied a copy of my OSHC (if obtained independently)                                 | <input type="checkbox"/> |
| I have supplied any additional evidence I feel is relevant to my application (not compulsory) | <input type="checkbox"/> |

## Student Declaration

I declare that:

- I understand that if I provide incorrect or incomplete information, this may result in the cancellation of my enrolment
- I am aware of the tuition fees and living costs associated with studying in the course I have selected and I am prepared to meet these costs. I agree to pay tuition fees on time.
- I have read, understood and accept the terms and conditions of Astute Training Pty Ltd.
- I have read and understood the refund policy
- I understand in line with Department of Home Affairs requirements Astute Training Pty Ltd requires students to maintain a minimum of 80% attendance for their course each term and I must also maintain satisfactory academic progress each term. I understand that if my attendance falls below 80% and is deemed not satisfactory and does not improve after being counselled, Astute Training Pty Ltd is required to inform the appropriate government departments of this and my visa may be cancelled.
- I understand that I am obliged to notify Astute Training Pty Ltd within 7 days of any change of address while I am enrolled in the course
- I understand that the signed acceptance form (letter of offer) sent by Astute Training Pty Ltd will constitute a written agreement between the student and Astute Training Pty Ltd for the purpose of the ESOS Act 2000, Education Services for Overseas Students Regulations 2019 and the National Code 2018.
- I understand that as an international student, I am only allowed to defer commencement or suspend studies for medical reasons (in which case a medical certificate is required) or in the case of exceptional compassionate circumstances.
- I authorise Astute Training Pty Ltd to create and/or search for a Unique Student Identifier (USI) for myself
- I give Astute Training Pty Ltd permission to use any photographic image on which I may appear for advertising materials, the website and social media, brochures or media releases.  Yes  No

Student's Signature

Date



Please Forward Completed Form to:

[reception@astutetraining.edu.au](mailto:reception@astutetraining.edu.au)

Postal Address

**Astute Training Pty Ltd**

**PO BOX 4093**

**Penrith, NSW 2750 AUSTRALIA**

**Tel: +61 2 4732 5088**

Thank you for filling out our enrolment form. We look forward to welcoming you to Astute Training!