

INTERNATIONAL STUDENT ENROLMENT FORM

Email completed form to admissions@ncve.edu.au

NATIONAL COLLEGE OF
**VOCATIONAL
EDUCATION**

ncve.edu.au/international/

☐ Onshore

☐ Offshore

PERSONAL DETAILS

Family Name: _____

Given Names: _____

Date of Birth / / ☐ Male ☐ Female

Nationality: _____

Country of Birth: _____

Passport No: _____

Home Address: _____

Town & Country: _____ Post Code: _____

Phone: _____ Fax: _____

Email: _____

On what type of visa will you commence your course?

☐ Student

☐ Working Holiday

☐ Visitor

☐ Other: _____

Do you require OSHC? ☐ Yes ☐ No

Do you require Demi-Pair program? ☐ Yes ☐ No

If you're already in Australia, what is your current visa type?

Do you suffer from any medical condition/allergies?

How did you hear about us?

☐ Web

☐ Agent

☐ Other

Agent Representative: _____

ACCOMMODATION

☐ Student One

☐ Homestay

For how many weeks? weeks

Accommodation starting date: / /

Accommodation finishing date: / /

CURRENT EDUCATION LEVEL

Preferred Campus: _____ Current level of English: _____ Highest education

☐ Brisbane

☐ Low

level achieved:

☐ Sydney

☐ Medium

☐ Secondary

☐ High

☐ University

If you have taken an English Test in the last 2 years, please tick the test type and write in score: ☐ TOFEL ☐ TOEIC ☐ IELTS ☐ PTE

☐ Cambridge FCE/CAE Score: _____

Please email your remittance advice to admissions@ncve.edu.au

CHECKLIST OF ATTACHED SUPPORTING DOCUMENTATION:

☐ Signed both pages of enrolment form

☐ Proof of English Test Score (Can be completed at NCVE or online via NCVE website)

☐ Certified Copy of Academic Qualifications

☐ Passport

☐ GTE Statement (if requested)

COURSE DETAILS (if planning to do more than one course with NCVE, please number them in order)

ELICOS

☐ [097167G] Intensive General English

☐ [097170B] IELTS Examination Preparation

☐ [097171A] IELTS EAP Preparation

☐ [097168G] Cambridge FCE Preparation

☐ [097169F] Cambridge CAE Preparation

☐ [109026G] English for business purposes & professionals

VET

☐ [BSB40520] Certificate IV in Leadership and Management (56 weeks)

☐ [BSB50420] Diploma of Leadership and Management (56 weeks)

☐ [BSB60420] Advance Diploma of Leadership and Management (56 weeks)

☐ [BSB40820] Certificate IV in Marketing and Communication (56 weeks)

☐ [BSB50620] Diploma of Marketing and Communication (56 weeks)

☐ [BSB60520] Advance Diploma Marketing and Communication (88 weeks)

☐ [BSB40320] Certificate IV in Entrepreneurship & New Business (28 weeks)

☐ [BSB40920] Certificate IV in Project Management (42 weeks)

☐ [BSB50820] Diploma of Project Management (56 weeks)

☐ [BSB30120] Certificate III in Business (60 weeks)

☐ [BSB50120] Diploma of Business (56 weeks)

Course 1: Start date: / / Duration: wks

Course 2: Start date: / / Duration: wks

Course 3: Start date: / / Duration: wks

Do you want to schedule holidays?

☐ Yes

☐ No

DECLARATION

* Not available to Student Visa holders

I hereby confirm that my payment of the fees as invoiced, in conjunction with my signing of this enrolment form, constitutes my acceptance of the terms of my agreement with National College of Vocational Education in relation to my enrolment and are as set out in the Conditions of Enrolment. I have read and agree to be bound by all of the Conditions of Enrolment as detailed overleaf.

Student's Signature: _____ Date: ____/____/____

Full Name (please print) _____

Parent/Guardian's Signature: _____

Date: ____/____/____

Parent or Legal Guardian must sign where student is under eighteen (18) years of age.

NOTE: If you do not read or understand English well, please ensure you have an interpreter/ translator explain this form prior to signing.

PAYMENT DETAILS

☐ I wish to pay in full

☐ I wish to pay more than 50% upfront - \$ _____

☐ I wish to pay less than 50% upfront - \$ _____

Payment Plan:

☐ Monthly ☐ Quaternary

Initial Payment:

☐ Cash ☐ Bank Cheque ☐ Credit Card

OR Bank Transfer - Bank details listed below:

☐ Bank Name: NATIONAL AUSTRALIA BANK (NAB)

Branch: Batemans Bay

Acct Name: National College of Vocational Education

BSB: 082-432

Acct No.: 300875300

Swift Code (if needed): NATAAU3303M

ENROLMENT INFORMATION

1. If you are a citizen of a country where a Pre-Visa Assessment (PVA) is required, contact the Australian Embassy for advice. After compliance with Embassy requirements, proceed as indicated below.
ALL STUDENTS
2. In accordance with our obligations under the National Code 2007, you must indicate your acceptance of the Conditions of Enrolment (CoE) by signing this form before we can accept payment from you to confirm your enrolment.
3. We will acknowledge receipt of your signed application and issue an invoice. This will generally occur on the business day following receipt of your application.
4. If you will study on a Student Visa you **must** pay the compulsory Overseas Student Health Cover (OSHC) fee at the time of enrolment to ensure coverage from your arrival date. If you are travelling or studying on another type Visa, it is strongly suggested that all students obtain relevant insurance cover prior to travelling to Australia.
5. When you receive your invoice, send the required fees in Australian dollars, including all optional service fees. Payment may be made by bank transfer, bank cheque or credit card. Personal cheques cannot be accepted.
 - a. Student Visa applicants – you must pay the required course fees in full before we can issue a confirmation of enrolment (COE). When selecting a start date, please allow at least 4 weeks' processing time.
 - b. Students on other visas – you must pay all fees in full no later than 2 weeks' before your course commencement date to confirm your place.

6. Apply for your student visa from the Australian Embassy or Consulate, submitting your CoE if you are applying for a Student Visa.
7. Notify us immediately of any changes to your proposed course start date by contacting brisbane@ncve.edu.au
ACCOMMODATION SERVICES
8. If you wish to book accommodation with our Homestay provider, you should apply at least 4 weeks before your intended arrival in Australia to allow them adequate time to find the most suitable accommodation for you. We are unable to guarantee an accommodation placement if arriving more than 5 days before course commencement. The minimum booking for Homestay accommodation is 2 weeks.
9. You must provide us or confirm with us your flight details (flight number, date & time of arrival) 3 weeks before you arrive.
10. We will aim to confirm your homestay details and Airport Pick-Up 2 weeks prior to arrival.
11. If you give us less than 48 hours' notice of any changes to your flight details, we cannot guarantee that we will be able to make the necessary changes to your airport pick-up and / or homestay arrangements and you may incur additional costs.
12. We do not guarantee that homestay accommodation can be arranged at short notice. We reserve the right to temporarily place you in hotel accommodation at your own cost on your arrival in Australia, until such time as we are able to secure a homestay placement.

CONDITIONS OF ENROLMENT

National College of Vocational Education is hereinafter referred to as the "College".

1. Your course is defined in study periods of 12 weeks or less. Enrolments greater than this are divided into study periods of 12 weeks or less dependent on the total course duration.
2. In the absence of any agreement to the contrary, your place in a course will not be confirmed until fees are received for the initial study period and our bank has confirmed your payment. Fees for any subsequent study periods must be received within 2 weeks prior to the commencement of the second study period.
3. If you are not granted a visa, all fees except the registration fee, will be refunded within 120 days of the College receiving written notification and evidence of refusal.
4. If you cancel your course 28 days or more before your course commencement date, all fees received except the registration fee will be refunded.
5. If you cancel your course less than 28 days before your course commencement date, a cancellation fee of 20% of paid tuition fees will apply. All other fees except the registration fee will be refunded. No tuition fees will be refunded if you advise cancellation on or after your course commencement date.
6. If you defer the date of commencement of your course and then later cancel your course, prior to the new commencement date, the cancellation policy will apply from the original course start date not the deferred start date.
7. If you advise us less than 2 weeks before your commencement date that you wish to cancel your Accommodation Placement the Accommodation Placement Fee will not be refunded. You may also be liable for 2 weeks Accommodation fees if a replacement student cannot be found. No refund of the initial 4 weeks of Accommodation fees will be made if you leave your accommodation during that period. Cancellation and refund policies that apply to other forms of accommodation will be notified at the time of booking.
8. Where we do not proceed with an advertised course, or if withdraw the delivery of the course prior to its completion, you will be offered, within 2 weeks, a refund of the unused portion of course fees paid to date. Alternatively, you may be offered a suitable alternative course at no extra cost. You have the right to choose a refund or the offer of placement in another course if available. Acceptance of any such offer must be confirmed in writing within 30 days of the offer being made. In the unlikely event that we do not meet the obligations set out in this clause 8 and under the ESOS Act(Provider default obligations), the Tuition Protection Service (TPS) will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.
9. All applications for refunds must be made in writing using the correct form.
10. Any refunds payable under this policy (with the exception those payable under Clause 13) will be made within 120 days of receiving the written refund application.
11. Refunds will be paid in the same currency in which fees were collected, and paid to the person who entered into the contract. We require written direction from the student to refund to another party.
12. The College may make reasonable variations to the delivery of programs such as, course times, timetables, classrooms. Students will be provided with reasonable advanced notice should this occur and will have the opportunity to access the internal complaints and appeals process should they feel disadvantaged by any such variation.
13. In all cases of suspension and/or expulsion from the College due to non-compliance with the student Code of Conduct, no refund of monies paid to the College will be made unless required by law.
14. These regulations may be waived only in exceptional circumstances by the Executive Management of the College at their absolute discretion.

STUDENT CODE OF CONDUCT

15. Students will be subject to suspension and/or expulsion at the absolute discretion of the College (subject to natural justice, and except as otherwise implied by law) for persistent and/or serious infringement of the student code of conduct. Under NCVE's Student Code of Conduct, all students must:
 - a. provide true and accurate information to NCVE;
 - b. follow the reasonable directions of college staff;
 - c. always behave in an ethical and responsible manner;
 - d. not behave in any way that might intimidate, threaten, harass or embarrass other students or staff;
 - e. not use or distribute prohibited drugs and alcohol on college premises or during college hours – to do so will result in immediate suspension or expulsion from the school, without exception;
 - f. be punctual to class, meet attendance requirements and meet all assessment deadlines;

- g. not cause wilful damage to college and/or other students' property.
- h. not engage in misconduct (either general or academic), or pose/present an unacceptable medical, physical, or moral threat to the well-being of others
- i. not be convicted of any criminal offence whilst a student with the College
- j. immediately report any WHS concerns or incidents and follow any WHS related instructions;
- k. not swear on College campuses, within class or outside of class time; and
- l. not breach their visa conditions.

DEFERMENT, SUSPENSION OR CANCELLATION OF STUDY

16. Student Visa holders must be advised that the deferment, suspension or cancellation of study may affect their student visa.
17. Students may apply for a deferment of commencement of study due to compassionate or compelling circumstances.
18. The College may initiate a suspension of studies on the grounds of misbehaviour of a student in accordance with the College's Student Code of Conduct.
19. The College may initiate cancellation of a student's course:
 - a. On the grounds of misbehaviour, in accordance with the College's Student Code of Conduct
 - b. Due to failure to pay course fees
 - c. Due to a student under 18 years of age failing to maintain approved welfare and accommodation arrangements
 - d. Students who are subject of College initiated suspensions or cancellations will have access to the College's Complaints and Appeals process
 - e. Full details of the College policies and Procedures for deferment, suspension and cancellation of studies is available at ncve.edu.au

GENERAL CONDITIONS

20. You **must** notify the College of **any change** of residential address and other contact details, including your mobile number, email address and your emergency contact's details while enrolled at the College **within 7 days**.
21. Your agreement to be bound by the Conditions of Enrolment and the Refund and Cancellation Policy and the Indemnity Declaration does not remove your right to take action under the College's disputes resolution policy, or Australia's consumer protection laws, or to pursue other legal remedies.
22. If you have school-aged dependants who will accompany you to Australia, you will be required to pay full fees for their schooling, whether they enrol in a government or a non-government school.
23. In accordance with the laws of Australia:
 - a. The personal information you provide to us or is obtained about you prior to or during your period of enrolment with us, will be regarded as confidential and will be used for the purpose of processing your enrolment and providing you with the services you request. However, in this process, it may be disclosed to relevant third parties including your family, homestay families, agents, further studies institutions, the Australian Government, the Administrator of the Tuition Protection Scheme (TPS), other statutory bodies and various employees of the College as required.
 - b. We are obliged to advise the government of certain changes to a student's enrolment and any breach of Student Visa conditions.
 - c. Student Visa students under 18 years of age not accompanied by their parents or living with close family members whilst in Australia, must have their proposed accommodation and carer arrangements approved by the College prior to their enrolment being accepted.
24. Student Visa students must study in a CRICOS registered full-time course.
25. Student Visa students may do part-time work or work experience of up to 20 hours per week and only in addition to full-time study.
26. **Attendance Requirement:** Student Visa students must attend at least 80% of their course, if you fail to do so, you will be reported to the Australian Government. If you miss class due to illness, Students must submit a Doctor's Certificate as proof of sickness.
27. **Academic Progress:** Students must complete all class work, assignments and assessments in order to maintain satisfactory progress. Late assessment may incur a late fee. If you do not achieve satisfactory progress after every assistance from the College, the College must report this to the Australian Government under Section 19 of the ESOS Act. Prior to this, students at risk of not meeting this requirement will receive a notice of intention to report which includes information on accessing the College's appeals process.
28. **Change of Provider:** Student visa students cannot change their college within the first 6 months of their principal course, without a written letter of release from the College and a letter from another provider confirming that a valid enrolment offer has been made. A fee may apply if you wish to change provider.

INDEMNITY DECLARATION

By signing this Declaration the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s) agree that the College, its officers, teachers, employees, representatives and agents shall not be held responsible and/or be under liability as far as permitted by the law of the Country of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student and/or which may be caused by the student in connection with or during the period of the student's attendance at any premises owned/leased, operated or controlled by the College, the student attending activities and/or excursions and/or in any accommodation arranged for the student. Further, the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s), agrees to pay any direct and/or indirect costs incurred by the College in relation to these activities where a student attends and participates in activities and/or excursions (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College or of which we have knowledge.

Where a student who is under 18 years of age is accepted for enrolment as a student at the College, the parent(s) and/or legal guardian(s) further consent and agree that the College at its absolute discretion may when it considers it desirable and/or essential seek and provide medical and/or optical and/or dental treatment for the student. In such cases, such costs whether direct and/or indirect will be met by the parent(s) and/or legal guardian(s). If the College has been obliged to incur costs on behalf of the student in such circumstances the costs will be repaid to the College by the parent(s) and/or legal guardian(s) on demand.

The aforementioned shall also extend to executors, administrators and assigns of the signatory.

Steven Millard & Associates Pty Ltd ATF Millard Family Trust

trading as **National College of Vocational Education**

RTO 90283 | CRICOS 03686G

Head Office: Shops 5-8, 13 Beach Road, Batemans Bay NSW Australia 2536

Brisbane Campus: Level 1, 11 Cordelia Street, South Brisbane QLD Australia 4101.

CONDITIONS OF ENROLMENT ACKNOWLEDGEMENT

I have read and agree to be bound by all of the Conditions of Enrolment as detailed above.

Student's Signature: _____ Date: ____ / ____ / ____

For Students under 18, please also complete:

Parent Full Name (please print): _____

Parent/Guardian's Signature: _____ Date: ____ / ____ / ____