

# APPLICATION PROCESS

If you need any help with your application, please contact one of the approved Crown College International representatives (agents) to provide advice and assistance. A list of approved agents can be found on the Crown College International website at [www.crowncollege.edu.au/international](http://www.crowncollege.edu.au/international)

## Pre-Application

- ⇒ Check the Department of Immigration and Border Protection website [www.border.gov.au](http://www.border.gov.au) for Visa application process and eligibility criteria.
- ⇒ Make sure you understand the academic and English language entry requirements for the course you are applying for.
- ⇒ Make sure you understand the financial requirements for living in Australia and undertaking study at Crown College International.

## Application

- ⇒ Complete in full and sign the Crown College International Application for Enrolment form.
- ⇒ Attach all necessary certified documents.
- ⇒ Complete the Application Checklist at the end of the Application for Enrolment form.
- ⇒ Send your completed Application to: Crown College International, Locked Bag 4, Port Melbourne 3208 AUSTRALIA **OR** Email: [enquiries@crowncollege.edu.au](mailto:enquiries@crowncollege.edu.au)

## Application Evaluation

- ⇒ The Student Admissions team at Crown College International will assess **only complete and signed Applications**.
- ⇒ We may need to request additional documents or ask you for additional information.

## Offer

- ⇒ Once your application is assessed and if approved, you will receive a Letter of Offer and Agreement.
- ⇒ Make sure you read and understand all of the conditions in these documents.

## Acceptance

- ⇒ Make sure you read and understand all details in the Letter of Offer and Agreement.
- ⇒ Sign the Letter of Offer and the Agreement and return these, with evidence of your payment to : Crown College International, Locked Bag 4, Port Melbourne 3208 AUSTRALIA **OR** Email: [enquiries@crowncollege.edu.au](mailto:enquiries@crowncollege.edu.au)
- ⇒ On receipt of all completed documents and verification of payment, Crown College International will issue you with the Confirmation of Enrolment (CoE) for your student visa application.
- ⇒ You can then finalise your plans to arrive at Crown College International. Congratulations!

# Application for Enrolment Form

Note: Information contained in this document is utilised in accordance with Crown College Privacy Policy

1. Personal Details (Please choose by placing an X in the boxes that apply to you)				
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss <input type="checkbox"/> Other
Family Name (as shown on Passport)				
Given Names (as shown on Passport)				
Date of Birth		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Other
Country of Birth				
Citizenship				
Are you in Australia now	<input type="checkbox"/> Yes		<input type="checkbox"/> No	

2. Contact Details			
Address in Home Country			
Address			
Phone			
Address in Australia (if you are already in Australia)			
Address			
Suburb			
State		Postcode	
Phone (Home)		Phone (Work)	
Mobile			
Email			
Where would you like Crown College International to send any correspondence?			
<input type="checkbox"/> Home Country (as above)	<input type="checkbox"/> Australia (as above)	<input type="checkbox"/> Agent Address (Part 5)	

3. Qualification Selection (please tick which qualification/s you would like to apply for)		
Qualification / Course Name	Yes	Preferred Intake Date
SIT30816 Certificate III in Commercial Cookery	<input type="checkbox"/>	
SIT40516 Certificate IV in Commercial Cookery	<input type="checkbox"/>	
SIT50416 Diploma of Hospitality Management	<input type="checkbox"/>	
SIT60316 Advanced Diploma of Hospitality Management	<input type="checkbox"/>	

4. Passport Details			
Passport Status	Issued	<input type="checkbox"/>	Pending
Country of Issue			
Passport Number			
Passport Expiry Date			
<b>A certified true copy of your original documents must be provided as part of your application</b>			

5. VISA Details			
VISA Type (If Held)			
<input type="checkbox"/>	Student	<input type="checkbox"/>	Working
<input type="checkbox"/>	Visitor	<input type="checkbox"/>	Bridging
VISA Status	<input type="checkbox"/> Issued		<input type="checkbox"/> Pending
VISA Number			
VISA Expiry Date			
If you do not currently hold a valid VISA please complete the following			
Location of Lodgement	Country		City
Date of Intended Application			
<b>A certified true copy of your original documents must be provided as part of your application</b>			

6. Education Background			
Please provide details and certified copies of your highest secondary school results.			
Please provide details and certified copies of any post secondary school results (either completed or pending)			
<b>Secondary Studies</b>			
Name of qualification	Institution	Country	Date Completed
<b>Post Secondary Studies</b>			
Name of qualification	Institution	Country	Date Completed

7. Work Experience				
Please provide details of any work or volunteer experience you have had that is relevant to the course				
Employer	Position	Country	Start Date	Finish Date

8. Recognition of Prior Learning (RPL) / Credit Application		
Would you like to make an application for RPL / Credit Transfer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Note: You can download an RPL Application or Credit Transfer Form by visiting our website: <a href="http://www.crowncollege.edu.au">www.crowncollege.edu.au</a></i>		

9. English Language Proficiency		
Assessment Type	Score	Date Achieved
<input type="checkbox"/> IELTS		
<input type="checkbox"/> TOEFL		
<input type="checkbox"/> PTE		
<input type="checkbox"/> Other		
Not Required. English is my first language		<input type="checkbox"/> Yes <input type="checkbox"/> No

10. Disability Status			
Would you like to notify us of any physical / mental disability that may affect your participation in the course?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Disability, Impairment or Long-Term Condition			
<input type="checkbox"/>	Hearing / Deafness	<input type="checkbox"/>	Vision
<input type="checkbox"/>	Physical	<input type="checkbox"/>	Physical
<input type="checkbox"/>	Learning	<input type="checkbox"/>	Other
Please provide details			

11. Airport Pick Up Requirements – OFF SHORE ONLY		
Do you require Crown College to arrange for Airport pickup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Airport Pickup costs are per person	<input type="checkbox"/> Standard \$ 20.00 per person <input type="checkbox"/> Superior \$100.00 per person	
How many people in total will require Airport pickup?	_____ Please note: A maximum of 4 places are available per booking	

12. Overseas Student Health Cover		
The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC). The length of your OSHC MUST cover the total length of your VISA		
Do you have OSHC?	<input type="checkbox"/> Yes (go to Part A)	<input type="checkbox"/> No (go to Part B)
Part A – Insurer Details		
Name of Insurer		
Member Number		
Date of Expiry		
Part B – Would you like Crown College International to arrange OSHC on your behalf?		
Cover Type – Single:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Cover Type – Family:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

13. Education Agent		
Are you represented by an International Education Agent?		
Education Agent	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Agent Name		
Agent Address		
Agent Phone		Fax
Mobile		
Email		

14. TERMS AND CONDITIONS	
Fees and Charges	
<ul style="list-style-type: none"> <li>A NON REFUNDABLE application fee of AUD\$200 is processed as part of your Application for Enrolment</li> </ul>	
Refunds	
<ul style="list-style-type: none"> <li>A full detail of Refunds can be obtained by requesting a copy of the Refunds Policy or accessing a copy from the Crown College International website at <a href="http://www.crowncollege.edu.au/international">www.crowncollege.edu.au/international</a></li> </ul>	
Privacy	
<ul style="list-style-type: none"> <li>We will not disclose any information that we gather about our students to any third party. We use the information collected only for the services we provide. No student information is shared with another organisation. If student information is required by a third party we will obtain written consent from the relevant student prior to release of any information.</li> <li>Any personal information provided by you may be provided to the Australian Government to meet Crown College's obligations under the ESOS Act and National Code 2007 to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. Crown College International, as an education</li> </ul>	

provider, is required to provide information about your enrolment to the Department of Immigration and Border Protection.

- Should students seek access to their information we have a documented procedure requiring authorisation before this can occur.

### 15. Application Checklist

Have you:

- Completed ALL sections of the Application form?
- Signed the Declaration of the Application form?
- Attached certified true copies of your Passport?
- Attached certified true copies of your VISA (if applicable)?
- Attached certified true copies of your qualifications?
- Attached certified true copies of your English language proficiency certificate? (if applicable)
- Paid the \$200 Application Fee ? (payment details below)
- Attached any other documents you believe will support your Application

### 17. Payment Details

Applications submitted to Crown College International must be accompanied by a **NON REFUNDABLE Application Fee of AUD\$200**. Please include your **FAMILY NAME AND FIRST NAME** as a reference when making application payment. A service fee of 1.5% applies to accounts settled with a Credit Card. Proof of Payment details must be attached with this application form. Once payment is processed this page and the information supplied below will be securely destroyed.

#### Payment Details

##### EFT Bank Transfer made payable to Crown College

Account Name:	Crown College
Account Number:	8370-04409
BSB:	013-006
Bank Name:	ANZ
Bank Address:	Collins Street, Melbourne

**16. Declaration****Applicants Declaration**

1. I will be aged 18 years or over at the commencement of the course.
2. I declare that the information submitted with this application is true and complete. I further declare that my school and academic results are a complete record of results.
3. I authorise Crown College International to seek verification of my academic qualifications and work experience. I understand that Crown College International reserves the right to inform other institutions and regulatory agencies if any of the information I present to support my application is found to be false.
4. I understand that at the time of enrolment I will be required to supply originals of all documents to support this application.
5. I am aware of the tuition fees and additional charges, the living costs of my stay in Australia and have the financial capacity to meet these costs for the duration of my course.
6. I declare that the signature below is true and correct and matches the signature of my passport.

Name (print)			
Signature			
Date			
<b>MUST</b> be completed if applicant is under 18 years of age.			
<b>I am aware of the conditions of this application and give my permission for this application to be submitted.</b>			
Parent/Guardian Name			
Parent/Guardian Signature			

**Agent Declaration (if applicable)**

1. I have assessed the applicant and to the best of my knowledge the application and documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applications declarations.
2. To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all courses listed in the application.
3. The documents the applicant has provided for this application appear to be authentic and valid.
4. To the best of my knowledge, the applicant has access to the total funds required while in Australia, to cover all travel, OSHC, tuition and living costs.
5. I confirm the applicant has signed this application form.

Agency Company Name			
Agency Staff Name (print)			
Signature		Date	

Document ID CCIS01	CRICOS Provider No 03582D	Version No 5.0	Controlled copy, uncontrolled when printed
Release Date April 2018	G:\HR\TRAINING\4. CROWN COLLEGE - INTERNATIONAL\DOCUMENTS\STUDENT Forms\CCIS01 Application for Enrolment Form V5.0.docx		

