

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

Pre-Application

- ⇒ Check the Department of Immigration and Border Protection website 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

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 additional information.

Offer

- ⇒ Once your application is assessed and if approved, you will receive a Letter of Offer and a Student Written 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 Student Written Agreement.
- ⇒ Sign the Letter of Offer and the Student Written 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
- ⇒ 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
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth:	
Family Name (as shown on Passport)					
Given Names (as shown on Passport)					
Country of Birth					
Citizenship					

2. Contact Details

Address in Home Country

Address			
Phone		Fax	
Email			

Address in Australia (if you are already in Australia)

Address			
Suburb			
State		Postcode	
Phone (Home)		Phone (Work)	
Mobile		Fax	
Email			

Correspondence Address

Where would you like Crown College International to send any correspondence?

Correspondence Address	<input type="checkbox"/> Home Country (as above)	<input type="checkbox"/> Australia (as above)	<input type="checkbox"/> Agent Address (Part 5)
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3. Passport Details				
Passport Status	Issued	<input type="checkbox"/>	Pending	<input type="checkbox"/>
Country of Issue				
Passport Number				
Passport Expiry Date				
A certified true copy of your original documents must be provided as part of your application				
Certified By (Print Name)				
Date				
Signed				

4. VISA Details				
VISA Type (If Held)				
<input type="checkbox"/>	Student	<input type="checkbox"/>	Working	
<input type="checkbox"/>	Visitor	<input type="checkbox"/>	Bridging	
VISA Status	Issued		Pending	
VISA Number				
VISA Expiry Date				
Are you in Australia now	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If you do not currently hold a valid VISA please complete the following				
Location of Lodgement	Country		City	
Date of Intended Application				
A certified true copy of your original documents must be provided as part of your application				

5. 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			

6. 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

OSHC Arranged	<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 – Crown College International to arrange				
Cover Type – Single:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 9 Months	<input type="checkbox"/> 12 Months
Cover Type – Family:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 9 Months	<input type="checkbox"/> 12 Months

7. English Language Proficiency (Please choose by placing an X in the boxes that apply to you)

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

8. Disability Status (Please choose by placing an X in the boxes that apply to you)

Do you suffer from any physical / mental disability that may affect your participation in the course?

Yes No – Go to Question 9

Disability, Impairment or Long-Term Condition

<input type="checkbox"/>	Hearing / Deafness	<input type="checkbox"/>	Acquired Brain Impairment
<input type="checkbox"/>	Physical	<input type="checkbox"/>	Vision
<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Medical Condition
<input type="checkbox"/>	Learning	<input type="checkbox"/>	Other
<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Not Specified

9. Qualification Selection (please tick which qualification/s you would like to apply for)			
Qualification / Course Name	Yes	No	Preferred Intake Date
SIT30816 Certificate III in Commercial Cookery	<input type="checkbox"/>	<input type="checkbox"/>	
SIT40516 Certificate IV in Commercial Cookery	<input type="checkbox"/>	<input type="checkbox"/>	
SIT60316 Advance Diploma of Hospitality Management	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Note: Details of Intake Dates can be obtained from our Student Prospectus or by visiting our website: www.crowncollege.edu.au/international</i>			

10. 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: www.crowncollege.edu.au/international</i>		

11. 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)			
Secondary Studies			
Name of qualification	Institution	Country	Date Completed
Post Secondary Studies			
Name of qualification	Institution	Country	Date Completed

12. 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

13. Airport Pick Up Requirements		
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	

14. TERMS AND CONDITIONS

Fees and Charges

- A NON REFUNDABLE application fee of AUD\$200 is processed as part of your Application for Enrolment

Refunds

- Refunds are only available under certain conditions
- To apply for a refund, you must submit a Refund Request Form and any other supporting documentation
- Course Fees are not transferrable to another provider
- All processed refunds will be paid to the nominated back account in Australian Dollars only
- 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 www.crowncollege.edu.au/international
- You have the right to appeal any decision made regarding the refund process

Table of Refunds

Type	Timeframe	Amount Refunded	Documents
VISA Refusal/Rejection/ Cancellation	At any time before commencement of course	All FEES minus the NON-REFUNDABLE application fee of AUD \$200	Refund Request Form Proof of Visa Refusal such as Copy of letter/s from the Department of Immigration and Border Protection (DIBP) or the Australian Embassy/High Commission
Did not meet the condition(s) of Crown College International Letter of Offer	At any time before commencement of course	All FEES minus the NON-REFUNDABLE application fee of AUD\$200	Evidence that student is unable to meet any condition(s) of letter of offer
Declining Letter of Offer	At any time before commencement of course	All FEES minus the NON-REFUNDABLE application fee of AUD \$200	Copies of Crown College International receipts issued and supporting documents (if

			required)
VISA Renewal Refusal	After the course has commenced	Nil	Nil
Visa Removal for breach of conditions	At any time	Nil	Nil
Withdrawal, Transfer or Enrolment Cancellation	Greater than 28 days before the commencement of the course	All FEES minus the NON REFUNDABLE application fee of AUD\$200 minus AGENT Commissions Paid (if applicable)	Refund Request Form Letter of Offer DSC Form
Withdrawal, Transfer or Enrolment Cancellation	Less than 28 days before the commencement of the course	50% of FEES minus the NON REFUNDABLE application fee of AUD\$200 minus AGENT Commissions Paid (if applicable)	Refund Request Form Letter of Offer DSC Form
Withdrawal, Transfer or Enrolment Cancellation	After the course has commenced	Nil	Nil
Default by Crown College international	At any time	Full Refund	Nil

Complaints and Appeals

- Whilst studying at Crown College you have the right to access the Complaints and Appeals process at any time.
- You shall be afforded 20 days to access this process, otherwise any Complaint or Appeal will be taken as being accepted by you

VISA Requirements

- The Australian Government has specific guidelines for the issue and management of student VISA's. The failure to comply with these conditions may result in your VISA being revoked and you returned home.
- As an education provider, Crown College International has the responsibility to ensure you maintain a satisfactory rate of Course Progress and Attendance.
- Crown College International will monitor this and advise you if you are failing to meet to the minimum requirements.
- Crown College International is required to report any issues relating to this to the Department of Immigration and Border Protection (DIBP).

Deferral, Suspension or Cancellation of Course

- Crown College International has specific guidelines that meet the requirements of the National Code and ESOS Act of the Deferral, Suspension and Cancellation of student enrolments.
- If a student's enrolment is Deferred, Suspended or Cancelled for any reason, then Crown College International is required to inform DIBP of this at the earliest available opportunity.
- The student is also required to contact DIBP to ascertain any changes in their VISA conditions.

Credit Transfer / Recognition of Prior Learning (RPL)

- Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application kit where necessary:
 - Where Credit Transfer or RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE),
 - Where Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.
- Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Credit Transfer or RPL formerly assessed.

Privacy

- 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.
- 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 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. Declaration

Applicants Declaration

1. I will be aged 18 years or over upon arrival in Australia.
2. I declare that the information submitted with this application is true and complete. I further declare that my school and academic results area 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	
Signature	
Date	

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			
Signature		Date	

16. Application Checklist	
Have you:	
<input type="checkbox"/>	Completed ALL sections of the Application form?
<input type="checkbox"/>	Signed the Declaration of the Application form?
<input type="checkbox"/>	Attached certified true copies of your Passport?
<input type="checkbox"/>	Attached certified true copies of your VISA (if applicable)?
<input type="checkbox"/>	Attached certified true copies of your qualifications?
<input type="checkbox"/>	Attached certified true copies of your English language proficiency certificate? (if applicable)
<input type="checkbox"/>	Completed the payment details below?
<input type="checkbox"/>	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. A service fee of 1.5% applies to accounts settled with a Credit Card.	
This fee applies to all applications directly to Crown College International or through Crown College International approved agents. Payment details must be included with this application form. Once payment is processed this page and the information supplied below will be securely destroyed.	
Payment Details	
Credit Card Payment	
VISA <input type="checkbox"/>	MasterCard <input type="checkbox"/>
AMEX <input type="checkbox"/>	
Credit Card Number:	
Cardholder Name:	
Cardholder Signature	
Expiry Date:	
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

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