

# 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 Home Affairs website [www.homeaffairs.gov.au](http://www.homeaffairs.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 documents.
- ⇒ Complete the Application Checklist at the end of the Application for Enrolment form.
- ⇒ Send your completed Application to: Crown College International admissions team at 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 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 – COMPLETE EACH SECTION

1. Personal Details <i>(Please choose by placing an X in the boxes that apply to you)</i>				
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				

2. Contact Details				
<b>Address in Home Country (this section must be completed)</b>				
Address				
Phone				
<b>Address in Australia (only if you are already in Australia)</b>				
Address				
Suburb				
State		Postcode		
Mobile Phone:		Other Phone:		
<b>Email (required)</b>				

3. Course Packages		INTAKE DATE
1. SIT30816 Certificate III SIT40516 Certificate IV	<input type="checkbox"/> Commercial Cookery <input type="checkbox"/> Patisserie	
2. SIT30816 Certificate III SIT40516 Certificate IV SIT50416 Diploma of Hospitality Management	<input type="checkbox"/> Commercial Cookery <input type="checkbox"/> Patisserie	
3. SIT30816 Certificate III SIT40516 Certificate IV SIT50416 Diploma of Hospitality Management SIT60316 Advanced Diploma of Hospitality Management	<input type="checkbox"/> Commercial Cookery <input type="checkbox"/> Patisserie	

4. Passport & VISA Details			
Passport Number		Passport Expiry Date	
Are you in Australia now?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what VISA type do you have? (e.g. student, tourist)			
<b>VISA NUMBER</b>			
Have you or any family members had a visa refusal to Australia or other countries?	<input type="checkbox"/> Yes (please provide details below) <input type="checkbox"/> No		
<p style="color: red; text-align: center;"><b>A certified true copy of your original documents must be provided as part of your application</b></p>			

5. Education Background (outside Australia)			
Please provide details <u>and certified copies</u> of your highest secondary school results and any post secondary studies. (either completed or pending)			
Name of qualification	Institution	Country	Date Completed/Due to Complete

6. Education in Australia (if applicable)			
Have you studied in Australia before?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently enrolled in study in Australia now?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>List below ALL previous or current courses you have undertaken in Australia</b>			
Name of qualification	Institution	Date Completed/Due to Complete	
<p style="color: red; text-align: center;"><b>You MUST provide copies of ALL Confirmation of Enrolments (CoE's) and Academic Results issued to you</b></p>			
List your Unique Student Identifier (USI) number			

**7. Recognition of Prior Learning (RPL) / Credit Application****RPL and Credit Transfer are ways you may apply for exemptions of units from previous study or life experience.**

Would you like to make an application for RPL / Credit Transfer?

 Yes No*Note: You can download an RPL Application or Credit Transfer Form by visiting our website: [www.crowncollege.edu.au](http://www.crowncollege.edu.au)***8. 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

**9. English Language Proficiency****Please tick the appropriate section and **attach document evidence**** English is my first language I have completed (within the past 2 years) in Australia, in English, requirements for secondary certificate of education I have completed (within the past 2 years) in Australia, in English, substantial component of AQF level 4 or higher on a student visa Minimum 5 years of study in English in: (insert country name) I have undertaken an English language test

Assessment Type (e.g. IELTS, PTE etc.)	Score	Date achieved

 I have undertaken an English Placement test at (insert college name) I am attending or applying to an ELICOS Program (attach copy of Letter of Offer)

Name of English College	
Name of English Course	
Expected completion date	

10. 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?		
	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If Yes, Cover Type	<input type="checkbox"/> Single	<input type="checkbox"/> Family

11. Disability Status – Study Support	
Crown College is committed to supporting access and equity in education for all students. To this end, Crown College may offer reasonable adjustment to learning and assessment to meet the needs of people with disabilities and/or special needs.	
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	
Please provide details	

12. 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"/> \$130.00 per person	
How many people in total will require Airport pickup?	_____ Please note: A maximum of 4 places are available per booking	

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

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

### Refunds

- 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](http://www.crowncollege.edu.au/international)

### 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 2018 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 Home Affairs.
- 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 true copies of your Passport?
- Attached true copies any previous Academic Results and CoE's (if applicable)?
- Attached true copies of your qualifications?
- Attached 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

## 16. 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.

### 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

**17. 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 at the time of application. <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

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