

INTERNATIONAL STUDENT ENROLMENT FORM

PART A: PERSONAL DETAILS

Family name:		Given name:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/> Unspecified: <input type="checkbox"/>	
Date of birth:			
Unique Student Identifier (USI number):			
OSHC Provider:		Membership number:	
Date of expiry:		Nationality:	
Country of birth:		Country of current residence:	
Passport number:		Date of issue:	
Date of expiry:		Visa – Are you in Australia now? Yes <input type="checkbox"/> No <input type="checkbox"/>	
At which office are you going to apply for your visa? Please specify:			
Visa Category:		Date of visa issue:	
Visa Expired Date:			

PART B: CONTACT DETAILS

Australian Residential address:	
Email:	Mobile:
Overseas address:	
Emergency contact name:	
Address:	
Contact No:	Email:
Relationship to Student:	

PART C: PREVIOUS QUALIFICATIONS

Have you successfully completed any of the qualifications in the following column? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes , select the applicable boxes: Year 10 or Equivalent <input type="checkbox"/> Year 11 or Equivalent <input type="checkbox"/> Year 12 or Equivalent <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate IV <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Bachelor Degree or Higher <input type="checkbox"/> In which year, did you complete the highest level of qualification? _____
--	--

PART D: ENGLISH LANGUAGE PROFICIENCY

Is English your First language? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide evidence of your English language proficiency:	
Test Taken: <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> other (please specify)	
Results (score):	Date of test:
Requires LLN support? Yes <input type="checkbox"/> No <input type="checkbox"/>	

PART E: COURSE ENROLMENT DETAILS (Please tick)

BSB40820 Certificate IV in Marketing and Communication (CRICOS Code: 104565J - 52 weeks)	<input type="checkbox"/>
BSB50620 Diploma of Marketing and Communication (CRICOS Code: 104566H - 52 weeks)	<input type="checkbox"/>
BSB60520 Advanced Diploma of Marketing and Communication (CRICOS Code: 104567G - 78 weeks)	<input type="checkbox"/>
BSB40420 Certificate IV in Human Resource Management (CRICOS Code: 104568F - 52 weeks)	<input type="checkbox"/>
BSB50320 Diploma of Human Resource Management (CRICOS Code: 104569E - 52 weeks)	<input type="checkbox"/>
BSB60320 Advanced Diploma of Human Resource Management (CRICOS Code: 104570A - 52 weeks)	<input type="checkbox"/>

ICT50220 Diploma of Information Technology (CRICOS Code: 106036G – 104 weeks)	<input type="checkbox"/>
ICT60220 Advanced Diploma of Information Technology (CRICOS Code: 106037F – 104 weeks)	<input type="checkbox"/>
BSB80120 Graduate Diploma in Management (Learning) (CRICOS Code: 104572K – 52 weeks)	<input type="checkbox"/>
RH60520 Advanced Diploma of Civil Construction Design-2024-(CRICOS Code: 114628E -104 Weeks)	<input type="checkbox"/>
<i>* For the full list of fees and charges associated with each program, see the relevant Course Information Sheet. https://tm.nsw.edu.au/courses/</i>	

CAMPUS: Pitt Street Campus

2025 COURSE INTAKE DATE
Jan 06 <input type="checkbox"/> Feb 17 <input type="checkbox"/> Apr 07 <input type="checkbox"/> May 19 <input type="checkbox"/> Jun 30 <input type="checkbox"/> Aug 11 <input type="checkbox"/> Sep 22 <input type="checkbox"/> Nov 03 <input type="checkbox"/>
2026 COURSE INTAKE DATE
Jan 05 <input type="checkbox"/> Feb 16 <input type="checkbox"/> Apr 06 <input type="checkbox"/> May 18 <input type="checkbox"/> Jun 29 <input type="checkbox"/> Aug 10 <input type="checkbox"/> Sep 21 <input type="checkbox"/> Nov 02 <input type="checkbox"/>
2027 COURSE INTAKE DATE
Jan 04 <input type="checkbox"/> Feb 15 <input type="checkbox"/> Apr 05 <input type="checkbox"/> May 17 <input type="checkbox"/> Jun 28 <input type="checkbox"/> Aug 09 <input type="checkbox"/> Sep 20 <input type="checkbox"/> Nov 01 <input type="checkbox"/>
2028 COURSE INTAKE DATE
Jan 03 <input type="checkbox"/> Feb 14 <input type="checkbox"/> Apr 04 <input type="checkbox"/> May 16 <input type="checkbox"/> Jun 27 <input type="checkbox"/> Aug 08 <input type="checkbox"/> Sep 19 <input type="checkbox"/> Oct 30 <input type="checkbox"/>
2029 COURSE INTAKE DATE
Jan 01 <input type="checkbox"/> Feb 12 <input type="checkbox"/> Apr 02 <input type="checkbox"/> May 14 <input type="checkbox"/> Jun 25 <input type="checkbox"/> Aug 06 <input type="checkbox"/> Sep 17 <input type="checkbox"/> Oct 29 <input type="checkbox"/>

CLASS TIMETABLE			
SHIFT # 1	SHIFT # 2	SHIFT # 3	SHIFT # 4
Monday to Tuesday - 8:00am to 4:00pm and Wednesday - 8:00am to 1:15pm <input type="checkbox"/>	Thursday to Friday - 8:00am to 4:00pm and Saturday - 5:00pm to 10:15pm <input type="checkbox"/>	Monday to Thursday - 5:00pm to 10:15pm <input type="checkbox"/>	Friday- 5:00pm to 10:15pm and Saturday & Sunday- 8:00am to 4:00pm <input type="checkbox"/>
<i>Note that we will try our best to accommodate your preference, however your preferred timetable is not guaranteed. Also note that timetables are subject to change at the discretion of Training Masters.</i>			
Do you intend to apply for RPL or CT? Please note that is you have met unit of competency requirements in a unit within your chosen course of study, Training Masters is obliged to recognise that unit under the Australian Qualification Framework. YES <input type="checkbox"/> NO <input type="checkbox"/>			

Disability	
Do you consider yourself to have a disability, impairment or a long-term health condition? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes , please indicate the areas of disability, impairment or long-term health condition: Hearing/Deaf <input type="checkbox"/> Mental Illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Medical condition <input type="checkbox"/> Intellectual <input type="checkbox"/> Other: _____

PART F: AGENCY DETAILS

Place stamp below (if applicable)

Representative Name: _____ Agency Name: _____
Address: _____
Phone: _____ Email: _____

PART G: APPLICANTS CHECKLIST

Please attach the following documents to this application:

- Certified copy of your passport page
- Certified copies of your official final high school certificate and transcript

- Certified copied of your official college or university certificate and transcript
- Certified copies of your IELTS or any relevant English certificate (including the explanation of levels and grades)
- Copy of your current visa (if applicable)
- Certified translations of any documents that are not in English

ENROLMENT TERMS AND CONDITIONS

1. Overseas Students are required to provide their current Australian address to the College at all times. All student details are required to be updated every 3 months after the time of commencement. A College staff member will contact you on a regular basis to ensure all details are correct.
2. All due care is to be taken with college equipment, facilities and property at all times.
3. COLLEGE reserves the right to expel students for serious breaches of discipline.
4. Course Entry Requirements- **Age Requirements:** Must be 18 years of age or older at the time of course commencement; **English requirement:** Academic IELTS 6 overall, no less than 5.5 in each band with test results no more than 2 years old, or Other English language tests, such as PTE and TOEFL, are accepted if the scores are equivalent to an IELTS 6.0. Students must provide their results for verification by the Training Masters, or Completion of an approved Australian English Language course with equivalent level. **Academic requirements:** Successful completion of Year 12 or equivalent or Successful completion of an AQF Certificate IV qualification or higher from an Australian institution where the course duration was no less than 12 months. Some prospective students may be asked to undertake an LLN assessment or enrolment interview prior to acceptance. For Packaged courses, the student cannot progress to the higher qualification unless the student has (successfully) completed the lower qualification. **Visa Requirements:** You must meet the requirements for an Australian student visa subclass 500 or valid Australian visa where you are eligible to study. For more information, please check the Department of Home Affairs (DHA) website: www.immi.gov.au/students
5. Application Fees- All course applicants must pay a \$200 non-refundable admin fee. This can be paid at the same time as paying for Tuition Fees. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.
6. Tuition Fees DO NOT cover application fees, material fees i.e. student workbooks, accommodation, living expenses, uniforms, stationery and equipment. No student is required to pay more than 50% of the total course fees before the agreed commencement date. No amount adding to over 50% is required until two weeks before the commencement of the second study period. This also applies to payments made through any third party. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.
7. **Late payment fees- \$50 (weekly basis) late payment fees will be applicable after due date i.e. if a student paid tuition fees 2 weeks after due date then student need to pay \$100 (\$50+\$50) late payment fees along with their tuition fees. This late payment fees are non-refundable.**
8. Other Fees and Charges- All other fees and charges related to each program, including material fees is stipulated in the specific programs Course Information Sheet.
9. Transfer of Fees- No fees will be transferred to other external institutions or persons.
10. Refund Policy: COLLEGE will go over the Refund Policy with you in detail prior to enrolment. If your application is successful, COLLEGE will forward you a Letter of Offer and Student Acceptance Agreement. The agreement specifies COLLEGE's Refund Policy and must be signed and agreed by you prior to COLLEGE accepting any fees or accepting your enrolment.
11. In Visa rejection instance, refund will be provided in full if student decide to leave Australia permanently and an admin fee of \$200 will be deducted by the college. Students are required to provide visa refusal letter including additional supporting documents such as flight ticket (notified to college before course start date). Refund is calculated on a pro-rata basis based on the number of months that the student has paid for and an admin fee of \$200 will be deducted from the final refund amount (notified to college after course start date). The college will deduct \$200 admin fee and any fees for which training and assessment services is provided to the student before the date of visa cancellation. The student must provide written proof of visa cancellation within 2 weeks from the date when visa rejection took place to be able to fall under visa rejection category. If the student is unable to provide this evidence within 2 weeks of rejection or if for some reason is not able to provide written evidence than the normal cancellation fees will be charged to the student.
12. If you have given 30 days or more (before the course commencement date) written notice to the college to withdraw from your course, tuition fees will be refunded 70% and \$200 admin fee will be deducted from the final refund amount.
13. If you have given 1-29 days (before course commencement date) written notice to the college to withdraw from your course, tuition fees will be refunded 50% and \$200 admin fee will be deducted from the final refund amount.
14. No refund will be given to students who will apply for external appeal such as AAT (Administrative Appeals Tribunal). Students are required to provide appeal evidence such as appeal application number & copy of application if they will stay in Australia.
15. No refund will be given to the student if they have provided misleading or false information during the enrolment process.
16. No refund will be given to the student if they breach their visa requirements as imposed by the Australian Government and withdraws from the college due to this reason.
17. No refund will be given to students who would like to withdraw after course commencement date of the enrolled course.
18. No refund will be given if a student holds a valid student visa at the time of enrolment with Training Masters, but after commencing their course, their current visa expires, and a subsequent visa application is applied for and rejected.
19. No refund will be given to visa extension is refused after course commencement.
20. No refund will be given to approved deferred students.
21. No refund will be given on deposit amount if student would like to withdraw from the course before course commencement date. Exception can be applicable only on visa refusal. TM will review circumstances & decide case by case.
22. If provide default (unable to deliver course) then TM will calculate the refund amount for eligible student (based on unused prepaid tuition fees) and/or Tuition Protection Service (TPS).
23. TM reserved all rights to review all visa rejection, cancellation and withdrawal applications for refund and decide case by case.
24. Enrolment and Induction- All confirmed Students are required to attend orientation prior to commencing their studies. Students will be informed on the details of their orientation once their enrolment is confirmed.
25. LL&N Support Training Masters is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English. For COLLEGE to best accommodate students, we ask that every student select one of the following:
 - appreciate that COLLEGE is interested in my LLN standard; however, I affirm that I do not require any assistance with LLN for the course I am choosing to undertake – Please finalise my enrolment. *If you have selected this option your enrolment will progress in line with COLLEGE's selection procedures.
 - I am unsure if my LLN standard is sufficient for the level of study I am undertaking and I wish to undertake a LLN assessment for COLLEGE's determination*If you have selected this option your enrolment will not be processed until a formal LLN assessment has been completed. COLLEGE staff will be in contact with you to arrange this assessment.
26. Acceptable Behaviour, Attendance and Academic Progress - Admission, if granted, is subject to the student maintaining continuous academic progress through the course. There is an intervention policy to support students and a series of warnings/Reminder letter, so you know your progress. Students need to progress well in order to continue to be enrolled in the course. You must agree to meet the requirements of the College course selected and to abide by the rules and regulations of the College, including those for attendance (80% or more of the scheduled contact hours in each term) and course progress. Details of attendance and course progress policy can be download from <https://tm.nsw.edu.au/download/>. You agree that if you breach any of the College's rules or behaviour is deemed unacceptable by the College, your enrolment may be cancelled, and you may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract.
27. Assessment Procedure-Assessments are part of every subject and will vary depending on the type of the unit or course. A student must perform satisfactorily to complete the academic requirements of every subject. For packaged courses, the student cannot progress to the higher qualifications unless student has (successfully) completed the lower qualifications. Re-assessment and Repeating Units of Competency for each Assessment Task- Students are provided with 2 opportunities to achieve a Satisfactory Result. Should a student be unable to achieve a Satisfactory Result by their third attempt, they will be required to undertake a reassessment for that Task. The cost of Reassessment for each Assessment Task is \$50. Should a student not achieve a Satisfactory Result following Re-assessment, the Student will be required to repeat the unit of competency in its entirety, in line with the Institute's Student Assessment, Reassessment and Repeating Units of Competency Policy. The cost to repeat a unit of competency is \$400 and is subject to timetable availability.
28. Credit Transfer (CT) and Recognition of Prior Learning (RPL) Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Note that a shortening of overall course duration does not change the requirement for international students to be enrolled in full-time study. Detailed information on COLLEGE's CT/RPL process is provided prior to enrolment and is available at Reception.
29. Cost of Living in Australia (AUS) Please refer to following link for living costs in Australia: <https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs>
30. How to Apply: A step-by-step guide 1) Choose the course you are interested in and check the course entry requirements 2) Apply for the course you wish to study by completing this Enrolment Form 3) Read the Terms and Conditions and sign both declarations to confirm your agreement 4) Ensure you have attached all relevant supporting information 5) Return your application form and necessary documents to a COLLEGE Marketing and Admissions Officer 6) You will then be booked in to have a meeting with a COLLEGE Marketing and Admissions Officer. At this meeting, the Marketing and Admissions Officer will go through pre-enrolment information with you and will assess your application for enrolment. 7) If your application is successful, you will receive a Letter of Offer, an invoice stating the cost of your studies and a Student Acceptance Agreement. 8) On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed, and you will be provided with your Orientation details
30. Payment All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer. You can make your payment directly depositing into: Training Masters Pty Ltd. BSB No.: 06210 Account No.: 1105 8858 Commonwealth Bank of Australia You can also make your payment by Bank Draft to Training Masters Pty Ltd. No obligation is created on Training Masters, until funds are cleared, and an official receipt is issued.
31. Consent for use of Photograph I understand that during my studies at Training Masters I can be photographed (still or video) at any time at the college or outside the college (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by Training Masters for any promotional materials. I understand that I can withdraw my consent at any time in writing.
32. Unique Student Identifier (USI) from 1st January 2015, all students studying Nationally Recognised Training in Australia will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the Institute's Student Handbook or speak to the Institute's Student Services Team. You must provide your USI to the Institute's Marketing and Admissions Officer by your Orientation date. The Institute will not issue AQF certification documentation to an individual

without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar.

33. Privacy Policy The primary purpose in collecting your information is to fulfil our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in our services, inform you of other products and services or to comply with requirements under the law. An applicant's information may be made available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. We shall not otherwise disclose your personal information to any other party without your consent and we do not sell personal information to third parties.

34. Complaints and Appeals COLLEGE endeavours to create a positive learning environment free of oppression, unfair treatment or harassment. Any circumstance caused by COLLEGE, its trainers, assessors or other staff, or another learner of COLLEGE, which affects the well-being of a student, will be dealt with in a professional manner in line with published procedures. Students who are dissatisfied with decisions made by the Institute will be able to access the Institute's internal and external appeals processes. For COLLEGE's full Complaints and Appeals policy, refer to the Student Handbook.

35. Standards for Registered Training Organisations (RTOs) 2015 The Standards for Registered Training Organisations (RTOs) 2015 is in place to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high-quality training and assessment services in the vocational education and training system. Training Masters (the RTO) is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

STUDENT DECLARATION

Declaration: I declare all information I have given in this form is true and correct, including documentation provided in support of my application.

Student Name:	Student Signature:	Date:
----------------------	---------------------------	--------------

COLLEGE ADMISSIONS OFFICER DECLARATION

Declaration: I have conducted an interview with the Student detailed in this Enrolment Form and have implemented COLLEGE's Student entry requirements, selection and orientation policy in full.

Staff Name:	Staff Signature:	Date:
--------------------	-------------------------	--------------