



# Enrolment Form

Agent Business Name: \_\_\_\_\_ Agent Employee's Name (facilitator): \_\_\_\_\_

### 1. Student Details

Family Name		Passport No.		Country of Birth	
Given Name		Date of Birth		Nationality	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Specified	Visa Application	<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore		

### 2. Contact Details in Australia

Number and Street		Suburb / Town / City	
Postcode		Home Phone Number	
Student Email Address			

### 3. Contact Details Overseas (Home Country)

Number and Street		Suburb / Town / City	
Postcode		Country	
Student Email Address		Phone Number (area code: _____)	

4. Courses	Qualification(s)	CRICOS Code	Course Duration	2022	2023	2024	2025
<input type="checkbox"/>	BSB40920 Certificate IV in Project Management Practice	103907M	52 weeks (12 months)	<input type="checkbox"/> 31 January	<input type="checkbox"/> 30 January	<input type="checkbox"/> 22 January	<input type="checkbox"/> 28 January
<input type="checkbox"/>	BSB50820 Diploma of Project Management	103908K	78 weeks (18 months)	<input type="checkbox"/> 07 March	<input type="checkbox"/> 06 March	<input type="checkbox"/> 26 February	<input type="checkbox"/> 03 March
<input type="checkbox"/>	BSB60720 Advanced Diploma of Program Management	103909J	78 weeks (18 months)	<input type="checkbox"/> 26 April	<input type="checkbox"/> 24 April	<input type="checkbox"/> 15 April	<input type="checkbox"/> 22 April
<input type="checkbox"/>	BSB40820 Certificate IV in Marketing and Communication	106489M	52 weeks (12 months)	<input type="checkbox"/> 30 May	<input type="checkbox"/> 29 May	<input type="checkbox"/> 20 May	<input type="checkbox"/> 26 May
<input type="checkbox"/>	BSB50620 Diploma of Marketing and Communication	106490G	78 weeks (18 months)	<input type="checkbox"/> 18 July	<input type="checkbox"/> 17 July	<input type="checkbox"/> 15 July	<input type="checkbox"/> 14 July
<input type="checkbox"/>	BSB60520 Advanced Diploma of Marketing and Communication	106491F	78 weeks (18 months)	<input type="checkbox"/> 22 August	<input type="checkbox"/> 21 August	<input type="checkbox"/> 19 August	<input type="checkbox"/> 18 August
<input type="checkbox"/>				<input type="checkbox"/> 10 October	<input type="checkbox"/> 09 October	<input type="checkbox"/> 08 October	<input type="checkbox"/> 07 October
<input type="checkbox"/>				<input type="checkbox"/> 14 November	<input type="checkbox"/> 13 November	<input type="checkbox"/> 11 November	<input type="checkbox"/> 10 November

5. Are you applying for RPL (Recognition of Prior Learning) or CT (Credit Transfer)?  Yes  No  
If yes, please provide copies of Statements of Attainment or Qualifications and other relevant details of work experience and training.

6. Do you consider yourself to have a disability, impairment or long-term condition?  Yes  No  
If yes, please specify on the Student Individual Needs Survey form.

7. Do you have a Unique Student Identifier (USI)?  
 YES, my USI is [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  YES, but I do not know it  NO/Not Sure

I give my permission to Magill College to search, verify or create a USI on my behalf after Confirmation of Enrolment (CoE) is issued.  
I declare that I have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.  
I hereby attach a copy of one form of Personal Identification as detailed below:  
 Passport  Visa for International Students  Driver Licence  Medicare Card  Other

### 8. Visa Details

<input type="checkbox"/> Student (subclass 500)	Sector: <input type="checkbox"/> ELICOS <input type="checkbox"/> VET <input type="checkbox"/> Higher Education <input type="checkbox"/> Other Sector: _____
<input type="checkbox"/> Other: _____	Grant Number _____ Grant Date _____ Expiry Date _____

VEVO Check:  Yes, I permit Magill College to conduct a VEVO Check.  
Magill College Sydney uses Visa Entitlement Verification Online (VEVO) to check on your entitlement to live, work and study in Australia.  
To obtain this information we require your permission for us to conduct a VEVO check on yourself on your behalf.

### 9. Education and English Proficiency Level (You must have taken the English language test in the last 2 years before you apply for a student visa.)

English Proficiency Level	Minimum test score required	Minimum test score required with at least 10 weeks of ELICOS	Minimum test score required with at least 20 weeks of ELICOS	English Score and/or Grade	Test date/ Date completed (DD/MM/YYYY)	Evidence of test completion attached?
<input type="checkbox"/> TOEFL iBT	46	35	32		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> IELTS	5.5	5.0	4.5		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> PTE Academic	42	36	30		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> C1 Advanced (Cambridge English)	162	154	147		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Occupational English Test (OET)	350 or Grade B in each test	N/A	N/A		/ /	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Native Speaker of English						

Continued to page 2

Highest Qualification Attained and/or Qualification in the Process of being Attained	Date Taken / Completed	Evidence Exemptions
<input type="checkbox"/> HSC Year 12 or equivalent	/ /	Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Enrolled in a principal course of study that is one of the following: a) a registered school course, b) a standalone English Language Intensive Course for Overseas Students (ELICOS), c) a course registered to be delivered in a language other than English, or d) a registered post-graduate research course.	/ /	Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Completed a minimum of 5 years of study in English undertaken in one or more of the following countries: Australia, Canada, New Zealand, South Africa, Republic of Ireland, United Kingdom, or USA.	/ /	Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Completion of a substantial (>50%) component of a course leading to a qualification from the AQF at the Certificate IV level or higher, while holding a student visa.	/ /	Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other form of English testing: <input type="checkbox"/> Interview <input type="checkbox"/> GCE A-levels <input type="checkbox"/> GCE O-levels <input type="checkbox"/> International Baccalaureate <input type="checkbox"/> English Test <input type="checkbox"/> Pathway with ELICOS <input type="checkbox"/> Pathway without ELICOS <input type="checkbox"/> Continuing student <input type="checkbox"/> Medium of instruction <input type="checkbox"/> Language of instruction <input type="checkbox"/> Other:	/ /	Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please read the [Magill College Pre-enrolment Information Pack](#) and the [Student Handbook](#) prior to enrolment.

Electronic Funds Transfer	
<b>Magill College Student Account</b>	<b>Bank Name: Westpac</b>
<b>BSB Number: 032135</b>	<b>SWIFT Code: WPACAU2S</b>
<b>Account Number: 261992</b>	<b>Bank Address: 2 Park Street, Sydney NSW 2000 Australia</b>

#### ENROLMENT STEPS

1. Complete and sign the Enrolment Form and return it to the College along with the "Student Individual Needs Survey" form and provide copies of your passport/visa, English results (IELTS 5.5 or TOEFL iBT 46 or equivalent), HSC Year 12 or equivalent and relevant work experience, or completed training resulting in satisfactorily achieving all entry pathways. Documents not in English should be provided with an English translation.
2. Once you receive and sign the Letter of Offer and Student Agreement, fees are to be forwarded to Magill College Student Account. All fees are in Australian Dollars (A\$).

#### Student Refund and Cancellation Policy – Refunds of Tuition Fees

Magill College policy on the refunds of tuition fees has been determined in accordance with the ESOS Act 2000 (as amended), and its accompanying regulations, and it applies to all commencing overseas students. This and other information may be provided to the Australian Government (ASQA, Department of Education, Skills and Employment, DHA) as well as their successors and, if relevant to the enquiry, the Tuition Protection Service (TPS) Director in relation to administering the ESOS Act 2000, the National Code 2018 and/or the Migration Act (as amended). **This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.**

All requests for a refund must be made in writing by the student(s) and submitted to Magill College Sydney together with any supporting documentation, if applicable. **In the case of a student visa refusal and/or student default, refunds will be made within four (4) weeks after the default day (section 47E (3) of the ESOS Act 2000) and after receiving a written claim from the student.** This will include a statement explaining how the refund was calculated.

##### 1. Student Visa refusal – Written documentation of the student visa refusal must be provided by the course applicant to Magill College Sydney.

- 1(a) If a student has been refused a student visa and fails to start the course on the commencement date, or withdraws from the course on or before the commencement date, the prepaid course fees will be refunded in full minus the lesser of 5% of the amount of prepaid course fees received in respect of the student for the course before the default day, or the amount of A\$ 500.00.
- 1(b) If a student has been refused a student visa but has already commenced the course, a pro-rata refund of the unused portion of the tuition fees after the default date to the end of the period to which payment was made in relation to their refusal/rejection of their student visa application will be granted to the student after receiving a written claim from the student. However, the Enrolment Fee of A\$ 200.00 is non-refundable and a A\$ 150.00 cancellation fee applies per CoE.

##### 2. Student default – Occurs where an overseas student does not commence a course, or withdraws from a course as defined in section 47A (1) of the ESOS Act 2000. The student is required to provide written notice to Magill College Sydney for the course cancellation. The refundable amounts (including Package Courses) are as follows:

- 2(a) **75% of the tuition fees** at the time of cancellation with more than 28 days' written notice prior to the course commencement date. However, the Enrolment Fee of A\$ 200.00 is non-refundable and a A\$ 150.00 cancellation fee applies per CoE.
- 2(b) **50% of the tuition fees** at the time of cancellation with less than 28 days' written notice prior to the course commencement date. However, the Enrolment Fee of A\$ 200.00 is non-refundable and a A\$ 150.00 cancellation fee applies per CoE.
- 2(c) **No refund of the tuition fee** is granted at the time of cancellation on or after the course commencement date. To avoid any doubt, no refund will be paid to the student if the student withdraws from the course either on or after the agreed commencement date and a A\$ 150.00 cancellation fee applies per CoE.
- 2(d) **No refund** is granted where Magill College Sydney terminates an enrolment due to a **student failing to satisfy course requirements** relating to course progress and academic performance or misconduct and has no further right of appeal within the College, in accordance with the obligations of the student under the student visa regulations.
- 2(e) **No refund** is granted where Magill College Sydney terminates an enrolment due to a student **failing to pay** an amount he/she was liable to pay the College, directly or indirectly, to undertake the course.
- 2(f) **No refund** is granted where Magill College Sydney terminates an enrolment due to a student supplying **incorrect, fraudulent or misleading** information or documentation to the College.
- 2(g) **No refund** is granted where Magill College Sydney terminates an enrolment due to a student **misbehaving** (i.e. consuming drugs, alcohol or smoking anywhere on campus) and causing problems for other students, staff, the College's reputation and its relationship with other organisations (such as building management) or for breaking laws in New South Wales and elsewhere in Australia. This does not affect the student's rights to access the College's complaints and appeals processes.

##### 3. Provider default – Occurs where the registered education provider fails to provide a course or ceases to provide a course to an overseas student in accordance with section 46A (1) of the ESOS Act 2000. Reimbursement in the case of provider default is within two (2) weeks of the default day occurring to the student (section 46D (2) of the ESOS Act 2000) and will include a statement explaining how the refund was calculated.

- 3(a) In the unlikely event that Magill College Sydney is unable to deliver a course in full; a student will be offered a refund of the **unused portion of the tuition fees** that they have paid to the College.
- 3(b) Alternatively, a student may be offered enrolment in an alternative course by Magill College Sydney at no extra cost to the student. A student has the right to choose whether he/she would prefer a refund of the **unused portion of the tuition fees**, or to accept a place in another course at the College. If a student chooses placement in a new course, Magill College Sydney will ask the student to sign a new **Letter of Offer and Student Agreement** to indicate that he/she accepts the placement in the new course.
- 3(c) If Magill College Sydney is unable to provide a refund, or place a student in an alternative course, the Tuition Protection Service (TPS) will assist the student in finding an alternative course. If a registered education provider of an alternative course offers the student a place in the course, the student may accept the offer in writing within thirty (30) days of the provider obligation period ending, unless the period is varied by the TPS Director. The TPS will transfer any **unused portion of the tuition fees** to the new registered education provider. If there are no suitable alternative courses or course offers, the student may apply for a refund to TPS for the amount of any **unused portion of the tuition fees** that the student has paid to Magill College Sydney. These fees are any tuition fees that the student has already paid and that are directly related to the course for which the tuition has not yet been received by the student.

I have received, read and understood the Magill College Sydney pre-enrolment information and the contents of the Student Handbook, including the information in the Student Refund and Cancellation Policy shown above and I agree to be bound by it. I also understand that Magill College Sydney may verify the authenticity and validity of the documents which form part of the enrolment application process. If further documentation is required to assess the enrolment, I may be asked to submit additional evidence, as applicable.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_