



# VET and ELICOS Enrolment Form

Agent Business Name: \_\_\_\_\_

Agent Consultant's Name (facilitator): \_\_\_\_\_

## 1. Personal Details

Family Name \_\_\_\_\_

Given Name \_\_\_\_\_

Other Names (Second or Middle Names) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Passport Number \_\_\_\_\_

Gender  Male  Female  Indeterminate

Student Current Location (Country) \_\_\_\_\_

## 2. Contact Details in Australia

Number and Street \_\_\_\_\_

Suburb/Town/City \_\_\_\_\_

State \_\_\_\_\_

Postcode \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## 3. Contact Details Overseas (Home Country)

Number and Street \_\_\_\_\_

Suburb/Town/City \_\_\_\_\_

State/District/  
Province \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## 4. Emergency Contact Details

Full Name \_\_\_\_\_

Relationship \_\_\_\_\_

Number and Street \_\_\_\_\_

Suburb/Town/City \_\_\_\_\_

State/District/  
Province \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Phone Number \_\_\_\_\_

## 5. Visa Details and Application

Current Visa Type (if onshore)  Student (Main)  Student (Dependent)  Visitor (Tourist)  Working Holiday  Other: \_\_\_\_\_

Current Visa Expiry Date \_\_\_\_\_

What type of visa do you intend to apply?  Student (Main)  Student (Dependent)  Visitor (Tourist)  Working Holiday  Other: \_\_\_\_\_

Intended Date of Visa Application \_\_\_\_\_

Where will you lodge your visa application?  Australia (Onshore)  Outside Australia (Offshore) If Offshore, from which city? \_\_\_\_\_

Number of Dependents (if applicable) \_\_\_\_\_

## 6. Overseas Student Health Cover (OSHC)

Do you require Overseas Student Health Cover (OSHC)?  Yes  No

Note: If yes, please complete the OSHC Arrangement Form.

If Yes, please specify the type of OSHC  Single  Couple  Family

If No, please advise how you will arrange your OSHC  I will arrange my own  My representative will arrange my OSHC

## 7. Airport Pickup and Accommodation

Do you require Magill College Sydney to arrange accommodation for you?  Yes  No

Note: If yes, please complete the Accommodation Arrangement Form.

Do you require Magill College Sydney to arrange airport service for you?  Yes  No

Note: If yes, please complete the Airport Pickup Arrangement Form.

Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990 CRICOS Provider Code: 01994M RTO No: 91367



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## 8. English (ELICOS) Language Course Selection and Intake

Please select the course, course start date and duration:

General English (Elementary to Advanced)  
(Course CRICOS: 111217D)

Preferred Start Date

(Any Monday except last week of December and first week of January)

Number of Weeks

## 9. VET Course Selection and Intake

Qualification(s)	CRICOS Code	Course Duration	2026	2027	2028	2029
<input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice	103907M	52 weeks (12 months)	<input type="checkbox"/> 27 January	<input type="checkbox"/> 18 January	<input type="checkbox"/> 24 January	<input type="checkbox"/> 22 January
<input type="checkbox"/> BSB50820 Diploma of Project Management	103908K	78 weeks (18 months)	<input type="checkbox"/> 02 March	<input type="checkbox"/> 22 February	<input type="checkbox"/> 28 February	<input type="checkbox"/> 26 February
<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management	103909J	78 weeks (18 months)	<input type="checkbox"/> 20 April	<input type="checkbox"/> 12 April	<input type="checkbox"/> 18 April	<input type="checkbox"/> 16 April
<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication	106489M	52 weeks (12 months)	<input type="checkbox"/> 25 May	<input type="checkbox"/> 17 May	<input type="checkbox"/> 22 May	<input type="checkbox"/> 21 May
<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication	106490G	78 weeks (18 months)	<input type="checkbox"/> 13 July	<input type="checkbox"/> 12 July	<input type="checkbox"/> 10 July	<input type="checkbox"/> 16 July
<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication	106491F	78 weeks (18 months)	<input type="checkbox"/> 17 August	<input type="checkbox"/> 16 August	<input type="checkbox"/> 14 August	<input type="checkbox"/> 20 August
<input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management	119554M	52 weeks (12 months)	<input type="checkbox"/> 06 October	<input type="checkbox"/> 05 October	<input type="checkbox"/> 03 October	<input type="checkbox"/> 09 October
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	119556J	78 weeks (18 months)	<input type="checkbox"/> 09 November	<input type="checkbox"/> 08 November	<input type="checkbox"/> 06 November	<input type="checkbox"/> 12 November
<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management	119558G	66 weeks (15 months)				
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	119559F	104 weeks (24 months)				

Are you applying for RPL (Recognition of Prior Learning) or CT (Credit Transfer)?

If yes, please provide copies of Statements of Attainment or Qualifications and other relevant details of work experience and training.

Do you consider yourself to have a disability, impairment or long-term condition?

If yes, please specify on the Student Individual Needs Survey form.

Yes  No

Yes  No

Do you have a Unique Student Identifier (USI)?  Yes  No

## 10. English Language Proficiency

i) Have you undertaken Magill College Sydney placement test?  Yes  No

ii) Have you undertaken any formally recognised English Language tests within the last 2 years?  Yes  No

If yes, please specify date and type of English language test taken:   IELTS  PTE  Cambridge  TOEFL  OET

Individual Score: Listening  Reading  Writing  Speaking  Overall Score:

iii) Have you completed a degree or diploma within the last 2 years where the medium of instruction was conducted in English?  Yes  No

If yes, please specify:

Name of Qualification Educational Provider Completion Date

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iv) Have you or are you currently undertaken an English course at another educational institution in Australia?  Yes  No

Name of Institution  Expected Completion Date  Expected English Level Outcome

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## 11. Educational Background

Have you successfully completed any of the following qualifications?

Note: Please indicate any of the following that applies to you

Yes  No

- Master's Degree or Higher
- Bachelor's Degree
- Advanced Diploma
- Diploma
- Certificate IV
- Certificate III
- Certificate II
- High School (Year 12)

If Yes, please specify:

Name of Qualification	Educational Provider	Completion Date

## 12. Further Studies in Australia

Are you applying for further academic studies in Australia?  No

Yes, vocational studies at Magill College Sydney.

Yes, at another educational provider.

Name of Qualification	Educational Provider	Start Date

English Level Outcome Required  
to Meet Entry Requirement

## 13. Agreements and Permissions

Please read and acknowledge by ticking the below conditions and agreements:

- 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.
- I 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.
- I agree that Magill College Sydney may share information on my course progress and attendance with my nominated agent upon request in order to facilitate further study.
- I permit Magill College Sydney to conduct a Visa Entitlement Verification Online (VEVO) to check my entitlements to live, work and study in Australia.
- I permit 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>. Magill College Sydney may use your supplied personal identification (e.g. passport, visa, drivers' licence, Medicare card) to conduct a search or creation of your USI.
- I acknowledge that Magill College Sydney reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.
- I understand that Magill College Sydney is required under the ESOS Act to provide the department with certain personal information (recorded on PRISMS) about you including your name, date of birth, gender, residential address, email address, phone number, country of birth, nationality, passport number, and course details. My personal information is made available to the department, Department of Home Affairs and other State/Territory government agencies in relation to administering the ESOS Act and the Migration Act 1958 (Migration Act). Also, my personal information may be used for any directly related purpose or any other purpose required or authorised by law.

**Signature of Applicant**

**Date**

**OFFICE USE ONLY:** Placement Test Date

Placement English Level Outcome

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### 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 (if any), Visa Grant Notice (if any), and any other relevant qualifications. 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\$).

### Direct Deposit - Electronic Funds Transfer

Magill College Student Account	Bank Name:	Westpac	
BSB Number:	032135	SWIFT Code:	WPACAU2S
Account Number:	261992	Bank Address:	2 Park Street, Sydney NSW 2000 Australia

Note: If you are enrolling into an English course, please forward your payment for your English course and any extra services via Direct Deposit. Please ensure to reference your Student Name.

### 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, 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.** Magill College Sydney may, at its absolute discretion, refund some or all course fees where it determines that there are extenuating or compassionate circumstances.

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.

In the case where a student is enrolled in an ELICOS course at Magill College College and has the permission to transfer their enrolment into the College's VET courses, an unused portion of the prepaid course fees will be transferred to pay for the subsequent VET course(s).

#### 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, accommodation placement and airport pick-up fee are 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 or unsatisfactory attendance 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.

3(d) 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.

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