



International Student Application Form

Please complete **all** details on this application form. This will be used to enrol you in the qualification you are seeking. Some of the information contained herein will be keyed into a database and used for statistical and other reporting. Please ask your agent for assistance to fill out this form; or contact ATQ College for any help that you may require.

| Application Details | | | |
|--|--|--|----------|
| Are you currently in Australia? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If YES, what type of visa do you have? | | Visa Expiry Date: | / / |
| If NO, in which country are you applying for your visa? | | Current Location(country): | |
| Have you ever been rejected for Australian visa? If yes, | Visa type: | Visa Refusal Date: | |
| Unique Student Identifier (USI), If known | | | |
| Do you wish ATQ College to create/find your USI on behalf of you? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Are you transferring from another education provider in Australia? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If YES, have you completed the first 6 months of your principal course? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Will you be seeking Recognition of Current Competencies / Recognition of Prior Learning (RPL)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Personal Details for Student – Please use upper case (capital letter) only | | | |
| Title | <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other: | | |
| First Name | | Last (Family) Name | |
| Gender Details | <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth | |
| Mobile | | Email | |
| Country of birth | | Passport Number | |
| Country of Citizenship | | Passport Expiry Date | |
| Address(In Australia) | | | Postcode |
| Emergency Contact Name (In Australia) | (Relationship to you:) | Emergency Contact Number: | |
| International Details – Please use upper case (capital letter) only | | | |
| Overseas Mailing Address (Please do NOT use address of your agent) | | | |
| Overseas Phone Number | | Emergency Contact email: | |
| Emergency Contact Name | (Relationship to you:) | Emergency Contact Number: | |
| The Course/s that you wish to enrol in | | | |
| Course Code | Course Name (Please tick) | Intake Dates | |
| <input type="checkbox"/> BSB50215 | Diploma of Business | <input type="checkbox"/> Jan <input type="checkbox"/> Apr <input type="checkbox"/> Jun/Jul <input type="checkbox"/> Sep Year _____ | |
| <input type="checkbox"/> BSB51918 | Diploma of Leadership and Management | <input type="checkbox"/> Jan <input type="checkbox"/> Apr <input type="checkbox"/> Jun/Jul <input type="checkbox"/> Sep Year _____ | |
| <input type="checkbox"/> BSB61015 | Advanced Diploma of Leadership and Management | <input type="checkbox"/> Jan <input type="checkbox"/> Apr <input type="checkbox"/> Jun/Jul <input type="checkbox"/> Sep Year _____ | |



| | | | |
|--------------------------|----------|---|--|
| <input type="checkbox"/> | FNS40217 | Certificate IV in Accounting and Bookkeeping | <input type="checkbox"/> Jan <input type="checkbox"/> Apr <input type="checkbox"/> Jun/Jul <input type="checkbox"/> Sep Year _____ |
| <input type="checkbox"/> | FNS50217 | Diploma of Accounting | <input type="checkbox"/> Jan <input type="checkbox"/> Apr <input type="checkbox"/> Jun/Jul <input type="checkbox"/> Sep Year _____ |
| <input type="checkbox"/> | SHB50115 | Diploma of Beauty Therapy | <input type="checkbox"/> Jan <input type="checkbox"/> Apr <input type="checkbox"/> Jun/Jul <input type="checkbox"/> Sep Year _____ |
| <input type="checkbox"/> | BSB52415 | Diploma of Marketing and Communication | <input type="checkbox"/> Jan <input type="checkbox"/> Apr <input type="checkbox"/> Jun/Jul <input type="checkbox"/> Sep Year _____ |
| <input type="checkbox"/> | CHC50113 | Diploma of Early Childhood Education and Care | <input type="checkbox"/> Jan <input type="checkbox"/> Apr <input type="checkbox"/> Jun/Jul <input type="checkbox"/> Sep Year _____ |

English Courses

| Course Code | Course Name (Please tick) | Duration | Preferred Intake Date |
|----------------------------------|--|--------------|-----------------------|
| <input type="checkbox"/> 0100010 | General English (Elementary to Advanced level) | 4 - 68 Weeks | / / (dd/mm/yyyy) |
| <input type="checkbox"/> 0100011 | English for Academic Purposes (Minimum entry level: Intermediate level) | 4 - 40 Weeks | / / (dd/mm/yyyy) |

English Language Skills

What is your current level of English? Beginner Pre-intermediate Intermediate Upper-intermediate Advanced

Do you have a result of an English language test?
(Please attach any results from English Language Tests) Yes No IELTS / PTE / TOEFL Overall Band Score:

Disability

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

Accommodation Arrangement – we will contact you for more information if it is requested

Do you require the college to arrange accommodation for you? Yes No (Preferred date from: _____ to: _____)

Do you require Airport Pickup? (Pickup Fee of \$100 will be applied)

Do you require the college to arrange accommodation for you? Yes No (Planned arrival date: _____)

Education Background

What is the highest level of education you have completed?

In which year did you finish the highest level of education?

Please list all qualification you have achieved after secondary (year12) study below.

| School/Institution | Name of Qualification | Country | Year Completed |
|--------------------|-----------------------|---------|----------------|
| | | | |
| | | | |
| | | | |

Previous Employment (Managerial Position or Equivalent)

If you need additional room, please securely attach your documentation

| Position | Company Name | Working Period |
|----------|--------------|----------------|
| | | |



| | | |
|--|--|--|
| | | |
| | | |
| | | |

Overseas Student Health Cover

As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health. (Fees may be subject to change without notice). Medibank Private is one such provider, the listed prices are GST inclusive and are correct as at 1 December 2017. Rounded up to the nearest Australian dollar.

Additional information can be found at <https://www.medibank.com.au/overseas-health-insurance/oshc/>

*Please note that period of cover needs to be from actual arrival date of Australia before the course commencement date and the End date of cover should be until the end of the visa holders intended full period of study plus one or two months. In the situation where the student is taking on a packaged course, the end date for their OSHC should be at the end of their entire packaged.

Do you need ATQ College to arrange this for you?

Yes

No

| Period | Single Person <input type="checkbox"/> | Student with spouse <input type="checkbox"/> | Student with family <input type="checkbox"/> |
|-----------|--|--|--|
| 3 months | AUD\$136 | AUD\$766 | AUD\$1,344 |
| 6 months | AUD\$272 | AUD\$1,531 | AUD\$2,687 |
| 12 months | AUD\$544 | \$3,062 | AUD\$5,373 |

The below is a guideline to the OSHC duration you may require for your course based on the course end date and the Department of Home Affairs (DHA) [student visa grant periods](#). It's your responsibility to ensure the policy you purchase suits your individual circumstances.

| Course Duration | Add to your course end date |
|--|---|
| 10 months or less | 1 Month |
| Over 10 month ending January to October | 2 Months |
| Over 10 months ending November to December | Select 15 th March next year |

Applicants Checklist

| | |
|--------------------------|---|
| <input type="checkbox"/> | Academic Transcripts |
| <input type="checkbox"/> | Graduation Certificates |
| <input type="checkbox"/> | Evidence of English language proficiency |
| <input type="checkbox"/> | Bio-data page of your passport |
| <input type="checkbox"/> | Australian visa (If you are currently in Australia) |
| <input type="checkbox"/> | Completed all parts of the International Student Application Form |
| <input type="checkbox"/> | Read and understood terms and conditions of enrolment |
| <input type="checkbox"/> | Read and signed the declarations on page 6. |



Terms and Conditions

Code of Practice

ATQ College agrees to abide by its Code of Practice as detailed in the Student handbook;

1. Delivering high quality services to its clients.
2. Meeting client needs through best practice and innovative delivery of service.
3. Providing services that are consistent, of value and quality.
4. Identifying problems and inadequacies of service delivery and to amend these issues quickly.

Access & Equity

All applicants to ATQ College will be treated with consideration to access and equity by:

1. the endorsement of cultural diversity by incorporating the principles of equity into all programs;
2. using staff that are instructed in their responsibilities regarding access and equity principles;
3. providing students with equitable access to all programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities; and
4. Providing enrolment procedures that will be free of any form of discrimination, and if an individual does not meet the entry requirements, all attempts will be made to assist them to identify all alternative courses of action.

Application/Enrolment Fee

All applicants to ATQ COLLEGE must pay a non refundable enrolment fee of \$300.

Course Fee & Payment options

Course fees (and material fees) includes textbooks, and the internet at college. It does not cover stationary, internet away from the college.

Tuition fees must be paid in the form of a bank draft or bank cheque or via Electronic Funds Transfers (EFT), and made payable to ATQ COLLEGE. We will not be responsible for any moneys paid to an agent or third party. When ATQ COLLEGE receives a fee, and confirms the applicant has signed the Terms & Conditions on this application form/letter of offer, we will forward a Confirmation of Enrolment Form. This form is used to apply for a student visa. ATQ College does not ask student to make more than 50% course fees upfront. Student can make payment by instalment plan as written in the Letter of Offer, but students can also choose to make more than half of tuition fees before the course commences.

Change of Training Provider

ATQ COLLEGE will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study except where:

1. the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
2. the original registered provider has provided a written letter of release;
3. the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or
4. Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

Fees and Refunds

The following information is consistent with the requirements of the ESOS Act, in relation to refunds of course money in the case of student and/or provider default and is detailed in the Student Handbook/Letter of Offer:

Please refer to the 'Fee and Refund' policy from ATQ College's website. (<http://atqcollege.edu.au/international-students/>)

Complaints and Grievances

ATQ COLLEGE recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.

You agree to:

1. tell us if you are dissatisfied or have any concerns about ATQ COLLEGE products, services, processes or policies;
2. tell us if you think you have been treated unfairly or unjustly; and



3. We will discuss the matter with the participant and try to resolve the problem.

Please refer to the 'Complaints and Appeals' policy from ATQ College's website. (<https://atqcollege.edu.au/international-students/#forms>)

Literacy and Numeracy

To successfully complete your training you must be able to count, check and accurately record, read, interpret, estimate, measure and calculate. ATQ COLLEGE may at times refer you to literacy and numeracy training in areas identified as necessary to ensure you meet the standards of your training. To enroll in a course at ATQ COLLEGE your English language skills must be equal to or be above IELTS 5.5 or its equivalent.

Monitoring Progress & Assessment

ATQ COLLEGE will systematically monitor students' course progress. We will be proactive in notifying and counselling students who are at risk of failing to meet course progress requirements. We will report students, under section 19 of the ESOS Act, who have breached the course progress requirements. We will assess each student's progress at the end of each compulsory study period. (Four weeks is to be considered the minimum length of time in which it is reasonable for us to make an assessment of a student's course program and the maximum length for a study period is eight weeks). Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period. Please refer to the 'Course progress and Attendance' policy from ATQ College's website. (<http://atqcollege.edu.au/international-students/>)

Attendance

ATQ COLLEGE will systematically monitor students' compliance with student visa conditions relating to attendance. Please refer to the 'ATQ Course Progress and Attendance Policy' from our ATQ College's website. (<https://atqcollege.edu.au/international-students/#forms>)

Privacy

ATQ COLLEGE collects and stores your personal details and during training we record your progress. We use this information to measure the RTO and your performance. 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 in accordance with Privacy Act 1988 and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.

Induction (Orientation)

All accepted students will be required to complete an induction class within the first week of attendance. If the student does not arrive within this time, they are at risk of having their COE CANCELLED under Section 19 1 (c) of The ESOS Act.

Change of Student details

A student must advise us of any changes to accommodation and contact details whilst registered as a student with us. The Australian law requires student visa holders to inform their education provider if any changes of address within 7 days and other changes thereafter.

Evidence of financial capacity

Student must be able to prove financial capacity if it is requested by the college and/or the Department of Home Affairs by providing either;
sufficient funds to cover your travel costs and 12 months of living and tuition fees for you and your accompanying family members and school costs for any school aged dependants, or
evidence that your spouse or parents are willing to support you and they have an annual income of at least AUD 60,000 for single students or at least AUD 70,000 for students that are accompanied by family members an Acceptance Advice of Secondary Exchange Students form for secondary exchange students only a letter of support from Department of Foreign Affairs and Trade or Department of Defence.

Costs to living in Sydney

The cost of living in Sydney really depends on your lifestyle. As a guide, you will need AUD\$25,000 at a minimum for living expenses for one year (covering accommodation, transport and food but not entertainment or a car). An initial cost of roughly AUD\$5,000 is needed to cover rental bonds, furniture, electricity and telephone and this you only need to pay once. Other expenses can include supplemental text books, study aids and insurance. New supplemental text books cost up to A\$500 per year and only some can be bought second hand.



Please visit 'Australian Government Department of Home Affairs' in order to see 'Student visa financial capacity requirements'.

<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-living-costs-and-evidence-of-funds>

Working Part time as a Student

You cannot work more than 40 hours per fortnight. A fortnight means the period of 14 days starting on a Monday. You must not start work until the primary student visa holder has started their course. Exceptions - family members of the following students can work unlimited hours once the primary student visa holder has started their course:

- students studying a master's by coursework or research degree
- students studying doctorate degree.

School Aged Dependant Children

Evidence of enrolment of an accompanying dependent child 5 to 18 years of age at an Australian school. If any family unit members are 5 to 17 years of age (inclusive) and will live with the applicant in Australia, documentation confirming their enrolment in an Australian school.

Visa Conditions

Students must have valid visa for study, and it is the responsibility of the student to remain aware of the conditions of their visa to register for a ATQ COLLEGE course after the student has taken the ATQ COLLEGE letter of offer/Confirmation of Enrolment to Department of Home Affairs for approval.

Unique Student Identifier (USI)

From 1st, January, 2015, all students enrolling or re-enrolling in nationally recognised training require a Unique Student Identifier(USI). You can get your USI online at no cost to you by going to the website www.usi.gov.au. ATQ COLLEGE requires your USI when you enrol. If you need help with getting your USI, please ask Student Services. Qualification cannot be issued unless you have provided your USI.

Bank Details (Please mention Student Full Name as a reference for payment)

St. George Bank

Account Name: ATQ COLLEGE

Account Number: 414571022

Branch/BSB Number: 112-879

SWIFT Code(Number): SGBLAU2S

Recognition of Prior Learning (RPL)

The decision to grant an exemption or credit in regard to the Recognition of Prior Learning (RPL) rests with the Registrar. Students, who believe that they can satisfy the requirements of any course competency as a result of prior learning, practical experience or both, and wish to be exempted from re-doing this competency, may apply for an exemption.

Recognition of Prior Learning (RPL) - is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed.

Recognition of Current Competency (RCC) - This term is sometimes used. For general purposes the term is synonymous with RPL.

Credit Transfer - is an arrangement to give a standard level of credit or formal recognition to a learner who has previously achieved competence in a training or educational environment. Some Credit Transfer arrangements are also called Advanced Standing or Exemptions.

RPL for Entry - is an arrangement where learners are provided access to assessment tools and processes to assist them to meet minimum entry requirements for access to a course or qualification.

Note: In RPL for Entry, no qualification is issued. Recognition is given to the person's prior learning to permit entry through equivalence into a qualification that requires some specified entry standard.

Overseas Equivalence - is an arrangement to give formal recognition to an individual who has completed a course or qualification overseas. The Overseas Qualifications Unit can assist this process – see contact details later.

Note: Under national recognition enrolling students may apply for exemptions on the basis of having previously attained a competency for competency units as listed on the ATQ COLLEGE course flyer. The granting of Exemptions and RPL does not change the requirement for students to be enrolled in full time study and any shortening of course duration will be reported to the Department of Home Affairs via PRISMS. Resultant course fee changes will be notified through the Registrar.



Student Declaration

Student Agreement

- I agree to attend any induction presentations(Orientation) when required;
- I agree to regularly attend classes and meet the requirements of the program and my visa;
- I agree to notify the ATQ COLLEGE training representative of my intention to withdraw from my course
- I agree to comply with the Equal Rights, Equal Opportunity and the Anti-Discrimination Acts;
- I agree to advise of any changes to my personal information within 7 days;
- I agree to advise of any medical condition or disability that may interfere or limit my ability to meet the competencies of my training;
- I agree to advise of any limitations in my literacy, numeracy or English language skills that may affect my ability to meet the training competencies;
- I agree to advise of any intended application of Recognition of Current Competencies / Recognition of Prior Learning.
- I agree to demonstrate my skills and knowledge in accordance with the assessment requirements of my course and in conjunction with the appointed trainer/assessor;
- I agree to complete any requests for feedback to assist with the improvement of services and products provided by this course's related training organisations;
- I am aware that the information in this enrolment form will be provided to the Department of Home Affairs;
- I have read, understand and agree to the "Terms and Conditions" of this enrolment form;
- I have checked ATQ COLLEGE's website for all the policy and Handbook.
- The information I have provided is true and correct to the best of my knowledge.

I have read and understand all of the available information about ATQ COLLEGE my courses and living in Australia.

| | | | |
|---------------------|--|-------------|--|
| Student Name | | | |
| Signature | | Date | |

Agent Declaration (if applicable)

I have assessed the applicant as a genuine temporary entrant (GTE) and a genuine student as defined by the Department of Home Affairs. The applicant is genuine in making this application and has every intention of completing all programs listed in the application.

| | | | |
|--------------------|--|-------------------|--|
| Agency Name | | Agent Name | |
| Email | | Mobile | |
| Signature | | Date | |

OFFICE USE ONLY

| |
|---------------------|
| Name: |
| Date of Approval: |
| Letter of Offer No. |
| Signature: |