



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 - Please use upper case (capital letter) only			
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 of a VET course studied in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Personal Details - 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	(DD/MM/YYYY)
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:	
Overseas Contact Details - Please use upper case (capital letter) only			
Mailing Address in your own country			
Overseas Phone Number		Emergency Contact email:	
Emergency Contact Name	(Relationship to you:)	Emergency Contact Number:	
English Proficiency - Please attach documentation to support your English Proficiency			
Do you have a result of and English language test? (Please attach the results of English Language Tests)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of the Test	
Date of Test (DD/MM/YYYY)		Overall Score	
English was the medium of instruction in my senior school studies and I gained a satisfactory pass in English <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of the school:	Duration of the study:		
Country of the school:	Evidence attached:		



The Course/s that you wish to enrol in			
Vocational Courses <input type="checkbox"/>			
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 <input type="checkbox"/>			
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)
What is your current (previous) English level?		<input type="checkbox"/> Beginner <input type="checkbox"/> Pre-intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper-intermediate <input type="checkbox"/> Advanced	
<input type="checkbox"/> 0100011	English for Academic Purposes (Minimum entry level: Intermediate level)	4 - 40 Weeks	/ / (DD/MM/YYYY)
Disability - Do you consider yourself to have a disability, impairment or a long-term health condition? <input type="checkbox"/> Yes <input type="checkbox"/> No			
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: _____			
Personal Requirement(s) - Do you have any special requirements/requests that requires ATQ College to assist you in your learning environment? If yes, please explain here in details.			
Accommodation Arrangement – we will contact you for more information if it is requested			
Do you require the college to arrange accommodation for you? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No (Planned arrival date: _____ DD/MM/YYYY)			
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



Employment History - If you need additional room, please securely attach your documentation											
Position	Company Name	Country	Working Period								
Overseas Student Health Cover											
<p>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.</p> <p>Additional information can be found at https://www.medibank.com.au/overseas-health-insurance/oshc/</p> <p>*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.</p> <p>Do you need ATQ College to arrange this for you?</p>	Period	Single Person <input type="checkbox"/>	Student with spouse <input type="checkbox"/>	Student with family <input type="checkbox"/>							
	12 months	AUD\$544	\$3,062	\$5,373							
	24 months	AUD\$1,114	\$5,980	\$11,615							
Yes <input type="checkbox"/>	No <input type="checkbox"/>	*Fees may be subject to change without notice									
<p>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.</p> <table border="1"> <thead> <tr> <th>Course Duration</th> <th>Add to your course end date</th> </tr> </thead> <tbody> <tr> <td>10 months or less</td> <td>1 Month</td> </tr> <tr> <td>Over 10 month ending January to October</td> <td>2 Months</td> </tr> <tr> <td>Over 10 months ending November to December</td> <td>Select 15th March next year</td> </tr> </tbody> </table>				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
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10 months or less	1 Month										
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Applicants Checklist for Vocational courses (or English & Vocational package)		Applicants Checklist for English courses									
<input type="checkbox"/>	Bio-data page of your passport	<input type="checkbox"/>	Bio-data page of your passport								
<input type="checkbox"/>	Academic Transcripts	<input type="checkbox"/>	Australian visa (If you are currently in Australia)								
<input type="checkbox"/>	Graduation Certificates	<input type="checkbox"/>	Completed all parts of the International Student Application Form								
<input type="checkbox"/>	Evidence of English language proficiency or LLN Test paper	<input type="checkbox"/>	GTE Letter / Bank Statement								
<input type="checkbox"/>	Australian visa (If you are currently in Australia)	<input type="checkbox"/>	Read and signed the declarations on the last page.								
<input type="checkbox"/>	Completed all parts of the International Student Application Form	<input type="checkbox"/>									
<input type="checkbox"/>	GTE Letter / Bank Statement	<input type="checkbox"/>									
<input type="checkbox"/>	Read and signed the declarations on the last page.	<input type="checkbox"/>									



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. Please visit 'Australian Government Department of Home Affairs' in order to see 'Student visa financial capacity requirements'. <https://www.homeaffairs.gov.au>



To give you more of a guide on living in Australia please visit <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs> for more information.

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

Credit Transfer

Credit Transfer - Credit Transfer is the recognition of VET study which has been conducted in Australia only. Credit transfer is for students who have previously studied and successfully completed one or more subjects containing the same competencies as those offered by ATQ College for Credit Transfer. Credit transfer assesses the initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. ATQ accepts qualifications of other RTOs.

To apply for Credit Transfer students will need to submit certified copies of their transcript prior to starting with ATQ College. Fees may apply if application is submitted after the student has commenced with the college.



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:
Signature: