International Student Enrolment Application Form

Please fill in the form in CAPITAL / BLOCK LETTERS and cross (x) the relevant option.

**Personal Detail**

Title:  □ Mr.  □ Miss  □ Mrs.  □ Ms.  □ Other:  
Gender:  □ Male  □ Female

Family Name: ___________________________________________  Given Name/s: ___________________________________________

Date of Birth: ____________________  Passport Number: ____________________  Nationality: ____________________

Have you ever been enrolled at Windsor?  □ Yes  □ No  
Student No (If known) __________________________________

Do you have a Unique Student Identifier Number?  □ Yes  □ No  
USI No. (If yes): ____________________________________

If No, you can create your own USI at the USI Website www.usi.gov.au or complete Windsor College Consent to Disclose Personal Information to Create a USI Form. After 1 January, 2015, Windsor cannot award qualifications and results of assessment until you have contacted us and supplied us with your USI.

**Contact Details in Home Country:**

Address: ___________________________________________________________________________________________
______________________________________________________________

Email Address: ____________________________________________________________  Phone Number: ____________________

**Contact Details in Australia (if applicable)**

Address: ___________________________________________________________________________________________
______________________________________________________________

Mobile Number: ____________________  Email Address: __________________________________________________
______________________________________________________________

**Mobile Number:** ____________________  Phone Number: __________________________________________________

**VISA Details**

Do you have a Visa?  □ Yes  □ No

If yes, Visa Type (Please cross):  □ Student  □ Tourist  □ Working Holiday  □ Other:  
Visa Number: ____________________

**Previous Studies and English Language Proficiency**

Australian Year 11 or 12 qualification equivalent (subject to country Assessment Level and the Course)

Name of the Qualification Completed  School/Institution  Country  Year Completed
__________________________________  ______________________________  _______________  _________________

Tertiary Studies

Name of the Qualification Completed  School/Institution  Country  Year Completed
__________________________________  ______________________________  _______________  _________________

__________________________________  ______________________________  _______________  _________________

IELTS or TOEFL or PTE or OET or CAE Score (if available):  __________________________________________________
Emergency Contact Details

Next of Kin in Home Country

Name: ________________________________________________________________
Address: ______________________________________________________________
Phone: ___________________________ Mobile Phone: _______________________
Email Address: ___________________________ Relationship to Next of Kin: ______

Next of Kin in Australia

Name: ________________________________________________________________
Address: ______________________________________________________________
Phone: ___________________________ Mobile Phone: _______________________
Email Address: ___________________________ Relationship to Next of Kin: ______

Do you have a disability or medical consideration which requires special assistance from Windsor?
e.g. Hearing/visual impairment, learning difficulty, mobility requirements?  □ Yes  □ No
If you selected “yes” and need assistance, please contact Welfare Officer on 03 9663 0272

Course Preferences

<table>
<thead>
<tr>
<th>Please X</th>
<th>CRICOS Code</th>
<th>Course Code &amp; Title</th>
<th>Course Duration</th>
<th>Tuition Fee (AUD)</th>
<th>Intake Date</th>
<th>Tuition Fees You Wish to Pay Before Course Commencement</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>TBA</td>
<td>BSB30115  Certificate III in Business</td>
<td>52 Weeks</td>
<td>$9,400</td>
<td></td>
<td>□ Only 50% □ More than 50%</td>
</tr>
<tr>
<td>□</td>
<td>TBA</td>
<td>BSB50215  Diploma of Business</td>
<td>52 Weeks</td>
<td>$9,400</td>
<td></td>
<td>□ Only 50% □ More than 50%</td>
</tr>
<tr>
<td>□</td>
<td>TBA</td>
<td>BSB60215  Advanced Diploma of Business</td>
<td>52 Weeks</td>
<td>$9,400</td>
<td></td>
<td>□ Only 50% □ More than 50%</td>
</tr>
</tbody>
</table>

Non-refundable Enrolment Fee = $200. Overseas Student Health Cover (OSHC) Fee applies.

Prospective students are strongly advised to check the current fees on www.windsorcollege.edu.au, as the fees are subject to the sole discretion of the Windsor Management.

How did you know about our College?  □ Friend  □ Family  □ Internet  □ Agent  □ Other __________________

Agent Details (Stamp if applicable):

Agency Name: __________________________________________________________
Counselor Name: ______________________________________________________
City: ________________________________________________________________
Country: _____________________________________________________________
Agent stamp
Recognition of Prior Learning & Credit Transfer:

I wish to apply for RPL  □ Yes  □ No. I have attached my RPL Application Form □ Yes □ No

I wish to apply for Credit Transfer □ Yes □ No. I have attached my Credit Transfer Application Form □ Yes □ No

A request for payment or tuition and other fees will be made if you receive a letter of offer. Please make your payment as per instruction in the letter of offer. Windsor has no obligation until funds are cleared.

1. Tuition fees are fees directly related to provision of a course.
2. A student can pay full fees if the student wishes to, but the student is not required to pay more than 50% of the total tuition fees up front for the course before the student commences the course that is more than 25 weeks.

Document Checklist:

<table>
<thead>
<tr>
<th>Have you:</th>
<th>Privacy Statement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Filled in the form completely</td>
<td>The information collected in this form is for the purpose of processing your application to Windsor College (Windsor). The information will be held by Windsor in accordance with its Information Privacy Policy and maybe accessed and used by people employed/ engaged by Windsor. The information may be made available to government departments and agencies in relation to Windsor obligations under law including the Education Services to Overseas Students (ESOS) Act 2000. You have a right to access and correct your personal information in accordance with privacy legislation and Windsor Information Privacy Policy.</td>
</tr>
<tr>
<td>□ Attached certified copies of all necessary supporting documents:</td>
<td></td>
</tr>
<tr>
<td>□ Passport</td>
<td></td>
</tr>
<tr>
<td>□ High School Certificate or Previous Education Qualification/Transcript</td>
<td></td>
</tr>
<tr>
<td>□ IELTS Certificate and/or English proficiency evidence</td>
<td></td>
</tr>
</tbody>
</table>

Declaration:

I agree that by completing and sending the required payment with this form I am applying for enrolment into the course indicated above and will receive more information from Windsor in finalising my enrolment. I also agree that this is an application to enrol. Arrangements for the payment of tuition fee, enrolment fee and other fees will be included in a Offer of Enrolment and Enrolment Acceptance Agreement that will be issued once my application has been assessed as meeting our admission assessment criteria. I understand Windsor has the right to reject my application prior to issuing a Offer of Enrolment and Enrolment Acceptance Agreement.

I declare that the information provided by me in this Application Form, is correct. I confirm that I have read, fully understand, and accept the TERMS AND CONDITIONS and agree to be bound by them, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.

Applicant Signature: ____________________________ Date: ____________________________ (dd/mm/yy)

Return this application form to Windsor College, Level 5, 123 Lonsdale Street, Melbourne Victoria 3000, Australia, or email to admissions@windsorcollege.edu.au together with supporting documents.

OFFICE USE ONLY

This APPLICATION FORM is received on ____________________________

Correct and relevant supporting documents attached □ Yes □ No

Application Accepted □ Yes □ No

If Yes, Offer and Acceptance Agreement Issued □ Yes □ No

If No, Applicant/ Agent Notified □ Yes □ No

Authorised Enrolment Officer

Name: ____________________________________________

Signature: _______________________________________

Date: ___________________________________________