



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: _____ (dd/mm/yy) 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: _____ suburb _____

State _____ Country _____ Email Address: _____

Mobile Number: _____ Phone Number: _____

Contact Details in Australia (if applicable)

Address: _____

Email Address: _____ Mobile Number: _____ Phone Number: _____

VISA and OSHC Details

Do you have a Visa? Yes No

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

Do you have a OHSC? Yes No If no, you want Windsor to organise OHSC Yes No

Type _____ OHSC Start date _____ OHSC End date _____

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
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_____	_____	_____	_____
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Tertiary Studies

Name of the Qualification Completed	School/Institution	Country	Year Completed
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_____	_____	_____	_____
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_____	_____	_____	_____
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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

ELICOS Courses

Please X	CRICOS Code	Course Code & Title	Course Duration	Tuition Fee (AUD)	Intake Date	Number of Weeks
<input type="checkbox"/>	097448K	General English	2 to 52 Weeks	\$320 per week		
<input type="checkbox"/>	097449J	English for Academic Purposes (EAP)	10 to 20 Weeks	\$320 per week		

VET Courses

Please X	CRICOS Code	Course Code & Title	Course Duration	Tuition Fee (AUD)	Intake Date	Tuition Fees You Wish to Pay Before Course Commencement
<input type="checkbox"/>	093994E	BSB30115 Certificate III in Business	52 Weeks	\$9,400		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/>	094731J	BSB40215 Certificate IV in Business	52 Weeks	\$9,400		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/>	093995D	BSB50215 Diploma of Business	52 Weeks	\$9,400		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/>	093996C	BSB60215 Advanced Diploma of Business	52 Weeks	\$9,400		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/>	098877C	BSB51918 Diploma of Leadership and Management	52 Weeks	\$9,400		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/>	094733G	BSB61015 Advanced Diploma of Leadership and Management	52 Weeks	\$9,400		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%

• Non-refundable Enrolment Fee = \$200. Overseas Student Health Cover (OSHC) Fee applies. • Material fee for General English \$70 per level
• Material fee for English for Academic Purpose \$150 per level.

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: _____

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:	Privacy Statement:
<p>Have you:</p> <p><input type="checkbox"/> Filled in the form completely</p> <p><input type="checkbox"/> Attached certified copies of all necessary supporting documents:</p> <p><input type="checkbox"/> Passport</p> <p><input type="checkbox"/> High School Certificate or Previous Education Qualification/Transcript</p> <p><input type="checkbox"/> IELTS Certificate and/or English proficiency evidence</p>	<p>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.</p>
<p>Declaration:</p> <p>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.</p> <p>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.</p> <p>Applicant Signature: _____ Date: _____ (dd/mm/yy)</p>	

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: _____

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