



# 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](http://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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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"/> 50% or less than 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/>	094731J	BSB40215 Certificate IV in Business	52 Weeks	\$9,400		<input type="checkbox"/> 50% or less than 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/>	093995D	BSB50215 Diploma of Business	52 Weeks	\$9,400		<input type="checkbox"/> 50% or less than 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/>	093996C	BSB60215 Advanced Diploma of Business	52 Weeks	\$9,400		<input type="checkbox"/> 50% or less than 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/>	098877C	BSB51918 Diploma of Leadership and Management	52 Weeks	\$9,400		<input type="checkbox"/> 50% or less than 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"/> 50% or less than 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](http://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 stamp

### Agent Details (Stamp if applicable):

Agency Name: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_  
Employee's Name: \_\_\_\_\_ Employee's Email: \_\_\_\_\_  
Employee's Migration Agents Registration Number: (if the employee is a registered migration agent) \_\_\_\_\_

## 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><b>Declaration:</b></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](mailto: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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