

HOW TO APPLY

- Print this form and complete it as a hard copy.
- Send the completed form to Study Options, 83 Alma Road, Clifton, Bristol, BS8 2DP, with your supporting documents.

Supporting documents required for application:

1. A photocopy of the personal details page of your passport
2. Original certificates for your school (and any other) academic qualifications, for example, GCSE, A Level, BTEC Diploma
3. Original certificates for any professional qualifications you would like included in the assessment
4. A copy of your CV

Application fees

Study Options can waive applications fees for qualified candidates, so please do not enter any payment or card details on this form.

Application notes

1. If any further material or documents are required for your application, Study Options will be in touch to request these after we have received and checked your application.
2. All academic documents must be submitted as originals, we can't accept photocopies. We'll make certified copies to send with your application, and will return the originals by recorded delivery. To ensure their safe arrival, please send your documents to us by recorded delivery.

If you have any questions or problems making your application please contact a student advisor at Study Options on 020 7353 7200 or mail@studyoptions.com

International Student Application Form for Admission 2018

Which campus are you applying to?

☐ Sydney

☐ Melbourne

Personal Details

Family Name: _____ Given Name: _____ Date of Birth: _____

Sex: ☐ Male ☐ Female Are you married? ☐ Yes ☐ No Nationality: _____ Country of Birth: _____

Do you speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

☐ No, English only

☐ Yes, other - Please specify _____

How well do you speak English?

☐ Very Well

☐ Well

☐ Not Well

☐ Not at all

Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

☐ No

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

Student Contact Details

Building/ property name _____ Flat/unit details _____

Street/ lot number (e.g. 205 or Lot 118) _____ Street name _____

Postal delivery information (e.g. PO Box 254) _____ Suburb, locality or town _____

State/territory _____ Postcode _____

Country _____

Email:

Contact No. (Include country code):

Emergency Contact Details:

Name: _____ Relationship: _____ Mobile/Telephone: _____

Other Details:

Are you currently in Australia? ☐ No ☐ Yes, if yes, what is your passport number? _____

Visa Expiry Date: _____ What type of visa will you be holding when you commence your studies?

☐ Student

☐ Working

☐ Holiday

☐ Tourist

☐ Other

If you will be applying/extending your student visa, at which DIBP office or embassy will you apply/extend?

City _____ Country _____

Health Cover

Student visa applicants: Would you like Strathfield College to arrange Overseas Student Health Cover?

☐ No, I will arrange my own OSHC (provide evidence)

☐ Yes, please arrange OSHC for me.

If yes, please select one of the following coverage types:

☐ Single

☐ Family

☐ Couple

Do you consider yourself to have a permanent and significant disability? ☐ Yes ☐ No

If yes, please indicate: _____

☐ Hearing/Deaf

☐ Physical

☐ Intellectual

☐ Learning

☐ Medical Condition

☐ Mobility

☐ Vision

☐ Others

Previous Education & Work Experience

What is your highest COMPLETED school level? (Tick ONE box only.)

☐ Year 12 or equivalent

☐ Year 11 or equivalent

☐ Year 10 or equivalent

☐ Year 9 or equivalent

☐ Year 8 or equivalent

☐ Never attended school

In which YEAR did you complete that school level? _____

Highest qualification achieved: _____ Where was this qualification achieved? ☐ Australia ☐ Overseas

Specify country: _____ Additional qualifications: _____

Work experience (number of years): _____

English Language Proficiency

Please indicate English Language proficiency test undertaken and results below.

Date Taken: _____ English Test Name: _____ Result: _____ Test Report Form Number: _____

*English Language Test must have been undertaken within the last two years of the official course commencement date.

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Recognition of Prior Learning/Credit Transfer:

Are you seeking Recognition of Prior Learning (RPL)? ☐ Yes ☐ No

(Refer to Recognition of Prior Learning in the Student Pre-enrolment Handbook - International - and the Fees and Charges on www.strathfieldcollege.edu.au)

Vocational Courses - I wish to apply for the following course at the following campus:

☐ Sydney

☐ Melbourne

Vocational Courses	2018 Intake Dates (for all courses)
<input type="checkbox"/> FNS40615 Certificate IV in Accounting	<input type="checkbox"/> 15 January
<input type="checkbox"/> FNS50215 Diploma of Accounting	<input type="checkbox"/> 19 February
<input type="checkbox"/> FNS60215 Advanced Diploma of Accounting	<input type="checkbox"/> 16 April
<input type="checkbox"/> BSB40515 Certificate IV in Business Administration	<input type="checkbox"/> 21 May
<input type="checkbox"/> BSB50415 Diploma of Business Administration	<input type="checkbox"/> 16 July
<input type="checkbox"/> BSB60215 Advanced Diploma of Business	<input type="checkbox"/> 20 August
<input type="checkbox"/> BSB51915 Diploma of Leadership and Management	<input type="checkbox"/> 8 October
<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management	<input type="checkbox"/> 12 November
<input type="checkbox"/> SIT50416 Diploma of Hospitality Management	
<input type="checkbox"/> SIT60316 Advanced Diploma of Hospitality Management	
<input type="checkbox"/> ICT40115 Certificate IV in Information Technology	
<input type="checkbox"/> ICT50115 Diploma of Information Technology	
<input type="checkbox"/> ICT60415 Advanced Diploma of Information Technology Project Management	
<input type="checkbox"/> ICT50615 Diploma of Website Development (Sydney only)	
<input type="checkbox"/> SIT50116 Diploma of Travel and Tourism Management	
<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication	
<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication	
<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication	

STUDY OPTIONS LTD
83 ALMA ROAD, CLIFTON
BRISTOL, BS8 2DP
+44 117 911 5610
MAIL@STUDYOPTIONS.COM

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Employment

Of the following categories, which BEST describes your current employment status?

- | | | |
|--|--|---|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Self-employed - not employing others |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Employed - unpaid worker in a family business | <input type="checkbox"/> Unemployed - seeking full-time work |
| <input type="checkbox"/> Unemployed - seeking part-time work | <input type="checkbox"/> Not employed - not seeking employment | |

Study reason

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To start my own business | <input type="checkbox"/> To try for a different career |
| <input type="checkbox"/> To get a better job/promotion | <input type="checkbox"/> It was a requirement of my job | <input type="checkbox"/> I wanted extra skills for my job | |
| <input type="checkbox"/> To get into another course of study | <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> Other reasons | |

Unique Student Identifier (For VET students only)

Please provide your USI Number here _____ (for further information please refer to www.usi.gov.au/students).

- ☐ I give permission for the VET Coordinator at Strathfield College to make an application on my behalf to apply for my U.S.I number.

Airport Pick-Up/Accommodation:

Do you require Strathfield College to arrange airport pick-up for you?

- ☐ Yes ☐ No

Do you require Strathfield College to arrange accommodation for you?

- ☐ Yes ☐ No

Documents attached to this application:

(Certified or verified)

- | | | |
|---|---|--|
| <input type="checkbox"/> Academic transcripts | <input type="checkbox"/> IELTS Certificate or equivalent proof of English | <input type="checkbox"/> Release Letter from previous provider (if transferring) |
| <input type="checkbox"/> Passport copy | <input type="checkbox"/> Copy of current Australian visa, if applicable | <input type="checkbox"/> Relevant work experience, if applicable |

Lodgement of Application

You can lodge the completed form & supporting documents with a Strathfield College representative/agent or post to:

STUDY OPTIONS LTD
83 ALMA ROAD, CLIFTON
BRISTOL, BS8 2DP
+44 117 911 5610
MAIL@STUDYOPTIONS.COM

How did you hear about Strathfield College?

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Strathfield College | <input type="checkbox"/> Newspaper/Magazine | <input type="checkbox"/> Exhibition/Fair | <input type="checkbox"/> Facebook/Twitter |
|--|---|--|---|

- Is your friend/family member a current or former SC student?

- ☐ Yes ☐ No

Recommended by an education agent Other, please specify: _____

Student Declaration:

I, _____
acknowledge that I have read and understood the information provided above. I also
acknowledge that I have read Strathfield College student prospectus, website,
marketing material and received full information from a Strathfield College
Educational Agent (for enrolment through an educational agent) before making the
decision to enrol in the course. The information and documents provided by me are
true, genuine and correct in all respects.

Signature: _____

Date: _____

Office Use Only:

Date Application Received: _____

Received By: _____
(day) (month) (year)

Decision on Application: ☐ Accepted ☐ Rejected

Name: _____

Signature: _____

Applicant information entered in EP by: _____

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Conditions of Enrolment

1. TUITION AND OTHER FEES

For details of tuition fees payable please refer to the current Strathfield College brochure and the College website. An AUD 1,000 non-refundable deposit may be required when a provisional packaged offer is requested. The deposit will be deducted from the tuition fee. A Materials Fee may apply for some courses and is in addition to the course fee. When a student requests Strathfield College to arrange an airport pick up and/or accommodation a service fee will apply. A portion of tuition fees will be paid to referring Education or Migration Agents - for more information ask your education or Migration Agent.

Please note that a late payment penalty of \$50 will apply if payments are made late/after agreed due dates. Special considerations may be granted to waive late payment fees; however, it should be communicated/fee extension applied prior to due dates. Approval of the applications is subject to Strathfield College faculty's final decision.

2. FEE PAYMENT SCHEDULE

Before a Confirmation of Enrolment (CoE) is issued students are required to pay Strathfield College the English Fee up to a maximum of 24 weeks tuition and for VET Courses an installment which is equal to 24 weeks tuition fees in addition to OSHC fees and any other fees that are due. For VET students further tuition fee installments are to be paid at the beginning of each semester. Non-payment of fees may result in cancellation of enrolment and Strathfield College reporting the student to the Department of Immigration (DIBP). Accommodation, personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student. Payment by credit card may attract an additional charge.

3. RECOGNITION OF PRIOR LEARNING (RPL)

Students may apply for exemptions by providing evidence of relevant skills and knowledge. These exemptions will only be granted when all the stated learning outcomes and performance criteria of the Vocational Education and Training (VET) course unit/s have been demonstrated. Where RPL is granted before your visa has been issued, then the period of the course will be adjusted appropriately when the CoE is issued. If RPL is granted after your visa has been issued then the College will report the change to DIBP. A full time study load (20 hours per week) must be maintained.

4. PRIVACY POLICY

Personal information is obtained solely for the purpose of operating as a Registered Training Organization under the new Standards for RTOs (2015). The information provided by the student may be made available to Commonwealth and New South Wales Government agencies and the ESOS Assurance Fund Manager under the ESOS Act 2000 and the National Code 2007. Strathfield College is required under Section 19 of the ESOS Act 2000 to notify DIBP of changes to a student's enrolment and any breach by a student of student visa conditions relating to attendance or academic performance. It is a requirement of the new Standards for RTOs (2015) that students can access personal information held by the College and may request corrections to information that is inaccurate or out of date. Please apply to the Registrar if you wish to view your own records. From time to time, the College will conduct marketing activities such as sending mail or email to existing and past students, or telephoning students. Students may request to be removed from any mailing list at any time by writing to the College. Further information regarding your privacy rights may be obtained via the Australian Government website: www.privacy.gov.au. Regarding USI Please refer to the online version from the USI website at www.usi.gov.au wherever possible to access the latest advice or procedures and privacy statement.

5. STUDENT VISA REQUIREMENTS

Australian Government Regulations apply specific conditions on the issuing of a student visa. One of these is the requirement is to attend 80% of classes. Failure to satisfy these conditions will result in the initiation of the Strathfield College warning and reporting processes. For details see the Student Handbooks on www.strathfieldcollege.edu.au

Please note: the length of your OSHC MUST cover the total length of your course(s) in Strathfield College. For further details: www.strathfieldcollege.edu.au

6. ACCOMMODATION

Strathfield College will provide, upon request, details of a range of accommodation services and providers in Sydney. If required Strathfield College will provide booking assistance. However, Strathfield College is not responsible for or makes no guarantees about any accommodation services or costs.

7. APPROVED LEAVE DIBP

Will only permit approval of leave for major illness, accident or exceptional compassionate circumstances e.g. Family bereavement. DIBP does not accept reasons such as weddings, pregnancy, and childbirth, cultural and religious activities as acceptable reasons for leave. The length of Approved Leave is to be strictly in keeping with the reason for the leave. Students must apply for Approved Leave in writing and submit supporting documentation e.g. a medical certificate from a registered medical doctor, death certificate and return air tickets. If leave is granted beyond two weeks students will be required to defer their studies for the duration of the leave and reapply for their visa once the leave is over. Strathfield College will notify DIBP.

8. DEFERMENT OR SUSPENSION OF COURSE

In accordance with Standard 13 of the National Code, an overseas student may defer the commencement of studies only on the grounds of serious illness or injury, evidenced by a medical doctor's certificate, or exceptional circumstances beyond the control of the student eg. bereavement. If a student defers or suspends their studies their student visa may be affected and Strathfield College must notify DIBP. Students may request deferment only once. A student may request to suspend their studies during the course based on the same evidence. Students may only change to another college within the first six months under exceptional circumstances.

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Conditions of Enrolment

9. CANCELLATION AND REFUND POLICY- STUDENT CANCELLATION

If you wish to cancel your course and seek a refund the following conditions will apply:

- A.** The request must be made on a Refund Application Form available from and forwarded to the Admissions, Strathfield College, Level 4, 86 Mary Street, Sydney NSW 2010, Australia stating the reasons for the refund request. All supporting documentation must be supplied.
- i. Tuition fees, material fees, airport pick up and accommodation charges paid in advance to the College are refunded in full within 28 days when the Student Visa application is rejected in writing by an offshore Australian Embassy or High Commission. If your visa is rejected by DIBP in Australia before your course start date you will be refunded in full within 28 days less AUD 330 administration charge.
 - ii. Where Strathfield College is advised of your cancellation in writing 30 days or more prior to your course commencement date the tuition, materials and other fees paid to the College are refunded in full within 28 days less AUD 330 administration charge.
 - iii. Where Strathfield College is advised of your cancellation in writing less than 30 days before course commencement date the tuition, materials and other fees paid to the College are refunded in full within 28 days less AUD 550 administration charge.
 - iv. If you withdraw from a course due to failure to obtain a release letter the tuition and material fees are refunded in full within 28 days less \$330.00 administration charge.
 - v. If you withdraw from a course after commencement date no refund can be given except in exceptional circumstances. For a packaged course the commencement date is the commencement of the first course. See point vi below.
 - vi. Where there are exceptional circumstances beyond your control such as illness or bereavement, application for an exceptional circumstances refund must be supported by Certified Documents such as a doctor's certificate and/or other relevant documents verifying the situation. Decisions regarding exceptional circumstances refunds are at the discretion of the Chief Executive Officer.
- B.** The Accommodation Placement Fee (AUD 220) and the Enrolment Fee (AUD 100) for issuing an electronic Confirmation of Enrolment (CoE) are non-refundable.
- C.** Course and other Fees are not transferable to another student or institution but may be transferred to another course within Strathfield College at the discretion of the Chief Executive Officer.
- D.** All approved refunds are made payable to and sent to the student in Australian dollars. A calculation explanation as to how the refund was calculated will accompany the student refund payment.
- E.** Bank charges may be deducted for refunds made by bank draft or electronic transfer.
- F.** Reference should be made to the Strathfield College website www.strathfieldcollege.edu.au for all College student Fees and Charges including those listed above and to view the Cancellation and Refund Policy.

STRATHFIELD COLLEGE DEFAULT

In the event of a default by Strathfield College, students are entitled to a refund under the provision of the ESOS Act 2000 and ESOS Regulations 2001. If Strathfield College does not offer a course on the advertised start date, terminates a course after the course start date and before the course completion date, or does not provide a course as advertised, due to sanctions or circumstances beyond its control, Strathfield College will refund the tuition fee (including any deposit) to the student within 14 days after the default date or offer an alternative course with another provider at no extra cost.

REFUND APPEALS

Students not satisfied with the calculated refund may refer to the Strathfield College student complaint procedure which involves an independent third party to adjudicate. The agreement and the appeals process do not remove the student's right to take action under Australia's consumer protection laws.

10. STUDENT DISCIPLINARY PROCEDURES

All Strathfield College students are subject to the College Disciplinary Policy and Procedures and to Australian Law. Strathfield College reserves the right to expel students who are considered to have contravened these conditions. In these circumstances Strathfield College will notify DIBP immediately. No fees are refunded to students who are expelled.

11. CHANGE OF STUDENT CONTACT DETAILS

If your address and contact details change, you must provide details in writing to the Registrar within five days. Please send an email to: studentservices@strathfieldcollege.edu.au with the details.

12. CHANGE TO CONDITIONS OF ENROLMENT

Strathfield College reserves the right to change its fees, conditions, course times or course commencement dates at any time without notice.

For further information refer to the Student Pre-Enrolment Handbook on our website: www.strathfieldcollege.edu.au

You can also send your application to:

Sydney campus: Admissions, Strathfield College, Level 4, 86 Mary Street, Surry Hills NSW 2010, AUSTRALIA
Fax: (+61 2) 9212 7800 Tel: (+61 2) 9212 7799

Melbourne campus: Admissions, Level 8, 108 Lonsdale Street, Melbourne VIC 3000, AUSTRALIA
Tel: (+61 3) 8658 52000

Or by email to: admissions@strathfieldcollege.edu.au

STUDENT DECLARATION

Name:	
Date of birth:	
Nationality:	
Address:	
Telephone number:	
Email address:	

Who will fund your tuition fees and living costs? Please give further details below:

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- I declare that I have read and understand the information relating to the cost of living in Australia at <http://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds> and I have access to sufficient funds to cover all associated costs with my study, travel to and from Australia, living expenses for the duration of my studies for myself and my family members (if applicable) for the total period of my stay in Australia.
- I understand that the tuition fees do not include expenses such as textbooks, stationery and additional programme specific requirements.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, I will not seek assistance from the College or the Australian or New Zealand government.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, the College reserves the rights to terminate my enrolment and eCoE.
- I hereby certify that all the statements made on this declaration of finances are true and correct.

Student signature:	
Date:	

Please return this declaration with your application form(s)