

Enrolment Process

To apply for a course please follow the steps outlined below:

1. Read the International Student Handbook in full and review all the information on The Centre of Excellence website.
2. Contact the Admission team and Marketing Team with any questions and seek clarification on any area relating to your course and enrolment.
3. Complete the enrolment application form.
4. Sign the enrolment application form to declare that you understand all of the information provided and agree to the terms and conditions.
5. Return the Enrolment form along with supporting documentation to The Centre of Excellence at Level 4, 406 Collins Street Melbourne Victoria 3000, Australia or e-mail to admission@coe.vic.edu.au. For all Offshore application, we need the Statement of Purpose (SOP), GTE form (available on our website) along with the financial details (Bank statements, etc.).
6. The Centre of Excellence will assess your application and notify you of the outcome within 5 working days.
7. If your application is unsuccessful or incomplete The Centre of Excellence will inform you in writing including reasons why the application was unsuccessful or indicate further documentation/ information to be provided.
8. If your application is successful, an Offer letter and Written agreement will be sent to you.
9. Read the Offer letter and Written agreement carefully and seek clarification on any area by contacting The Centre of Excellence.
10. If you wish to accept the offer and understand all the relevant information provided, complete and sign the Written agreement to declare that you understand and accept all of the information provided and agree to the terms and conditions of the offer.
11. Return the Written agreement along with supporting documentation to The Centre of Excellence at Level 4, 406 Collins Street Melbourne Victoria 3000, Australia or e-mail to admission@coe.vic.edu.au.
12. Pay the relevant fees indicated in the Written agreement.
13. Once the completed and signed Written agreement and payment of fees have been received by The Centre of Excellence a Confirmation of Enrolment (CoE) will be forwarded to you along with information on the course start date.
14. Students will use this eCOE to secure a student visa.