



THE CENTRE OF EXCELLENCE
International Student Enrolment Form

Preferred Course Commencement Date: _____

***Preferred Location (Please tick):** **Melbourne** **Adelaide** **Geelong** **Corio**

*All the below qualifications are not available at our all locations, for more information visit www.coe.vic.edu.au/international. Please tick the courses and preferred location accordingly.

1. Course (s) you are Applying for (Please tick)	Enroll in Course	RPL**
General English program (ELICOS) Elementary to Advanced		
SHB30416 Certificate III in Hairdressing		
SHB40216 Certificate IV in Hairdressing		
SHB50216 Diploma of Salon Management		
SHB30115 Certificate III in Beauty Services		
SHB40115 Certificate IV in Beauty Therapy		
SHB50115 Diploma of Beauty Therapy		
BSB50215 Diploma of Business		
BSB60215 Advanced Diploma of Business		
CPC30620 Certificate III in Painting and Decorating		
CPC50210 Diploma of Building and Construction (Building)		
SIT30816 Certificate III in Commercial Cookery		
SIT40516 Certificate IV in Commercial Cookery		
SIT50416 Diploma of Hospitality Management		
RII60520 Advanced Diploma of Civil Construction Design		
BSB8080120 Graduate Diploma of Management (Learning)		

** Recognition of Prior Learning

How many WEEKS do you want to study (ELICOS Only)? (Please write the weeks number only)

_____ **Weeks** (Confirmation of Enrollment will be issued as per your requested weeks)

Do you wish to apply for any credit transfer? Yes No

Do you wish to apply for any Recognition of prior learning (RPL)? Yes No

2. English Language Proficiency, (Please tick)

English was the language of instruction in your secondary/tertiary studies Yes No

(Documentary evidence must be provided if institution is located in a non-English speaking country)
I have completed an approved English language test (complete the details below – also attach all relevant evidence)

IELTS Academic score (Module)	
Date taken	
TOEFL Score	
Date taken	



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PTE Academic Score	
Date taken	

Or (Please tick)

I have successfully completed an English course in Australia (Attach Certificate)

English is my first Language

I have successfully completed COE English Proficiency test

3. Student Personal Details:

Family Name	
Given Names	
Date of Birth	
Gender (Male, Female or Indeterminate)	
Phone no (inc. Country Code)	
Email Address	
First language	
Citizenship (as in passport)	
Country of birth (as in passport)	

4. Passport Details:

Current passport no	
Issuing country	
Expiry date	

5. Address in home country (mandatory):

Address	
Post code/ ZIP code	
Country	
Mobile no	
Home phone	

6. Address in Australia (if you are already in Australia)

Address (Including Suburb)	
Country	AUSTRALIA, Post Code:



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7. Are you a currently enrolled with any other Institute in Australia? (Please tick)

Yes

No

If no, please go to the question no 8.

University / Institute	
Course	
Start Date	
End Date	
Current visa No.	
Visa Sub Class	
Visa Expiry date	

8. Educational Background: (Current Study) (Please tick)

Are you currently Studying?

Yes

No

If yes, please provide course and institution details below:

Institute / University	
Course	
Start Date	
Expected finish Date	

9. Your previous Schooling

What is your highest **COMPLETED** school level? (Please tick)

Never attended school

Year 8 or lower

Year 9 or equivalent

Year 10

Year 11

Year 12

In what **YEAR** did you **COMPLETE** this level: _____

10. Since leaving school, have you COMPLETED any of the following qualifications? (Please tick)

None

Certificates other than I, II, III and IV

Certificate I

Diploma Level (or Associate Diploma)

Certificate II

Advanced Diploma or Associate Degree

Certificate III (or Trade Certificate)

Certificate IV (or Advanced Certificate/Technician

Bachelor Degree or Higher Degree Level



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11. Reason for training/studying: (Please tick)

For personal interest or self-development	To get a job
I want extra skills for my job	To start my own business
To get a better job or promotion	It was a requirement of my job
To try for a different career	To develop my existing business
Other reasons	

12. Employment Status: (Please tick)

Full Time Employee	Part Time Employee
Self-employed – not employing others	Employer
Employed – unpaid worker in a family business	Unemployed – seeking full-time work
Unemployed – seeking part-time work	Not employed – not seeking employment

13. Occupation: (Please tick)

Manager	Technicians and trades workers
Professional	Community and personal Services Workers
Clerical and Administrative Workers	Sales Workers
Machinery Operators and Drivers	Labourers
Other Services	Not Applicable

14. Description: (Please tick)

Agriculture, Forestry and Fishing	Mining
Construction	Electricity, Gas, Water and Waste Services
Wholesale Trade	Retail Trade
Accommodation and feed Services	Transport, Postal and Warehousing
Financial and Insurance Services	Rental, Hiring and real Estate Services
Administration and Support Services	Public Administration and Safety
Education and Training	Healthcare and social Services
Other Services	Not Applicable

15. RPL / Credit Transfer: (Please tick)

Are you applying for exemptions as a result of previous experience/study? Yes No

If you have selected "Yes", please attach translated copies of the course, subject outlines, subject descriptors, work experience letters and other relevant information.



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16. Unique Student Identification Number - USI

As of the 1st of January 2015 you will be required to have a Unique Student Identifier – USI to be able to study in Australia.

Enter your Unique Student Identification Number (USI)

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From 1 January 2015, we, **THE Centre of Excellence**, can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>.

If you would like **THE Centre of Excellence** to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

I [Your Name]authorise **THE Centre of Excellence** to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

My Town/ City of Birth	
Signed	

17. ATSI Status

Are you of Aboriginal or Torres Strait Islander Origin? (Please tick)

- | | |
|-----------------------------|---|
| Yes, Aboriginal | Yes, Aboriginal and Torres Strait Islander |
| Yes, Torres Strait Islander | No, Neither Aboriginal nor Torres Strait Islander |

18. Language

Do you speak a language other than English at home? (Please tick) Yes No
(If more than one language, indicate the one that is spoken most often)

19. How well do you speak English? (Please tick)

Very well Well Not well

20. Medical Conditions: (Please tick)

Do you suffer from any medical conditions? Yes No

If yes, please specify:

Do you have any learning support needs? Yes No

If yes, please specify:

21. Disability

Do you consider yourself to have a disability, impairment or long-term condition? (Please tick)

- | | |
|---------------|--|
| Hearing/ Deaf | Acquired Brain Impairment / Mental Illness |
| Physical | Vision |
| Intellectual | Medical Condition |
| Learning | Other (please specify): |

(This information is for support services only and will not affect the outcome of your application)



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22. Emergency Contact

Relationship to you			
Name			
Address		State	
Suburb		Post code	
Telephone			

23. Privacy Statement

I understand that:

The Centre of Excellence is required to provide the Federal Government and Victorian Government, through the Department of Education and Early Childhood Development and other relevant regulatory authorities with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>).

The Department may use the information provided to it for planning, administration, policy development, program, evaluation, resource allocation and reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research (NVCER) survey or a Department-endorsed project or audit or review.

The Education and Training Reform Act 2006 requires The Centre of Excellence to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

For more information in relation to how student information may be used or disclosed please contact The Centre of Excellence's CEO on 03 5222 1818 or info@coe.vic.edu.au

24. Student Declaration

- I declare that all the information supplied in this application form and supporting documentation is true and accurate.
- I am aware that I am required to pay all fees owing in full 30 days before the end of my course.
- I agree to and have signed the Fee Acceptance Form
- I have read The Centre of Excellence Code of Conduct and agree to abide to the Code of Conduct.
- I agree to update my contact details with The Centre of Excellence when they change.
- I understand that The Centre of Excellence policies and procedures are available on The Centre of Excellence website (www.coe.vic.edu.au)
- I acknowledge and agree that any testimonials or photos of me which are produced by The Centre of Excellence are property of The Centre of Excellence and may be used for The Centre of Excellence's promotional material. This agreement can be withdrawn at any time, in writing to the Director of Campuses.
- I understand that Certificates and Statements of Attainments will be issued at each school holidays. If I complete my studies after a certificate run has been issued, I am aware I must wait for the following school holidays. If I require my Certificate or Statement of Attainment prior to the certificate run, I am aware that I can pay \$25.00 for a Statement of Attainment or \$50.00 for a Certificate of Qualification to be issued.

Student signature**	
Date	

** By inserting your name in the above signature field you authorise that all the above information are true and correct. This will be considered as your signature.



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25. Payment Options for Deposit

Cash Cheque made payable to "The Centre of Excellence"
Bank Transfer Credit Card

26. Bank Transfer

Bank Name	Bendigo Bank
Account Name	The Centre of Excellence PTY LTD
BSB No	633 000
Account No	155 479 710
SWIFT CODE	BENDAU3B

27. Check list (mandatory): **Please Tick**

Completed all relevant sections of the enrolment form
Signed Student declaration of the enrolment form
Attach Certified Copy of passport (*all the used, photo and information pages*)
Attach certified copies of relevant academic records in your home country, such as high school or college/university certificates
Attach certified copies of relevant academic records in Australia, such as high school or college/university certificates (if relevant)
Attach Certified Copy of English course taken at any other Institute example ELICOS
For students currently in Australia, copy of Overseas Student Health Cover card as well as names and dates of birth of family member(s) if applying for family cover:
Attach certified copies of work references (if relevant)
Attach valid student visa (if you are currently in Australia)

N: B: Please attach any supporting documentation.

Application form can be filled and send it via email at admission@coe.vic.edu.au