TNE International Student Enrolment Form

THE CENTRE OF EXCELLENCE
TOID: 3687 | CRICOS: 03512G

Preferred Course Commencement Date: DD MM YYYY

***Preferred Location** (Please tick)**:** ☑ **Colombo**

1.Course (s) you are Applying for (Please tick)	**Enrol in Course**	
*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.		
SHB30416 Certificate III in Hairdressing	☐	
SHB50216 Diploma of Salon Management	☐	
SHB30121 Certificate III in Beauty Services	☐	
SHB40121 Certificate IV in Beauty Therapy	☐	
SHB50121 Diploma of Beauty Therapy	☐	
RII50520 Diploma of Civil Construction Design	☐	Not Available
RII60520 Advanced Diploma of Civil Construction Design	☐	Not Available
CPC31320 Certificate III in Wall and Floor Tiling	☐	Not Available
CPC30620 Certificate III in Painting and Decorating	☐	Not Available
CPC31020 Certificate III in Solid Plastering	☐	Not Available
CPC31220 Certificate III in Wall and Ceiling Lining	☐	Not Available
CPC30220 Certificate III in Carpentry	☐	Not Available

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	
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)	
E-mail	
First language	
Citizenship (as in passport)	
Country of birth (as in passport)	

4. Passport Details:

Govt issued ID i.e. Passport/ licence	
Issuing country	
Expiry date	

5. Address in home country (mandatory):

Address	
Post code/ ZIP code	
Country	
Mobile No	
Home Phone	

6. 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	

7. 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: _____

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

- ☐ None
- ☐ Certificate I
- ☐ Certificate II
- ☐ Certificate III (or Trade Certificate)
- ☐ Bachelor Degree or Higher Degree Level
- ☐ Certificates other than I, II, III and IV
- ☐ Diploma Level (or Associate Diploma)
- ☐ Advanced Diploma or Associate Degree
- ☐ Certificate IV (or Advanced Certificate/ Technician

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

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

10. Employment Status: (Please tick)

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

11. Occupation: (Please tick)

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

12. Description; (Please tick)

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

13. Language

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

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

☐ Very well ☐ Well ☐ Not well

15. 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:

16. Disability

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

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

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

17. Emergency Contact

Relationship to you			
Name			
Address		**State**	
Suburb		**Post code**	
Phone			

18. 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

19. 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 fess 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.

20. Payment Options for Deposit

☐ Cash ☐ Cheque made payable to "The Centre of Excellence"

☐ Bank Transfer ☐ Credit Card

21. Bank Tranfer

Bank Name	
Account Name	
BSB No	
Account No	
SWIFT CODE	

*Please ensure you mention your **Student ID** when making your initial deposit. You can find your **Student ID** in both your **Offer Letter** and **Offer Agreement**. Payments made **without your Student ID** may cause delays in your enrolment process.*

22. 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 / Govt Issued ID *(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 Copy of English course taken at any other Institute example IELTS/PTE

Attach certified copies of work references (if relevant)

N: B: Please attach any supporting documentation.
Application form can be filled and send it via email at **admission@coe.vic.edu.au**