

International Student Enrolment Form

Version 3.1 | August 2022

Please complete **all the** details on this application form. Please write clearly and in block letters. This form will be used to enrol you in the qualification that you want to study. Some of the information contained in this form will be put into ATQ College's database and used for statistical and other government reporting. If you need help in filling out this form, please ask your agent; or contact ATQ College.

Application Details - Please use upper case (capital letters) only			
Are you currently in Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, what type of visa do you have?		Visa Expiry Date: / /	
If NO, in which country are you applying for your visa?		Your Current Location:	
Have you ever been rejected for an Australian visa? If yes,		Visa type:	Visa Refusal Date:
Unique Student Identifier (USI), If known		_____ (10-digit numbers and/or letters)	
Do you wish ATQ College to create/find your USI on behalf of you? (Please read Student Handbook for more information about USI)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
USI APPLICATION DECLARATION <ul style="list-style-type: none"> I authorise <ATQ College> 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/Pages/Privacy-Notice.aspx 			
Are you transferring from another education provider in Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, have you completed the first 6 months of your principal course? (Please attach the evidence)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be seeking Recognition of Current Competencies of a VET course studied in Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be seeking Recognition of Prior Learning (RPL)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Personal Details - Please use upper case (capital letters) only			
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Other:		
First Name	Last(Family) Name		
Gender Details	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> (Other:)	Date of Birth	(DD/MM/YYYY)
Mobile	Email		
Country of birth	Passport Number		
Country of Citizenship	Passport Expiry Date		
Address (In Australia)	State	Postcode	
Emergency Contact Name (In Australia)	Relationship to you:	Emergency Contact Number:	
Overseas Contact Details-Please use upper case (capital letters) only			
Mailing Address in your own country			
Overseas Phone Number	Emergency Contact email:		
Emergency Contact Name	(Relationship to you:)	Emergency Contact Number:	
English Proficiency			
Please attach documentation to support your English Proficiency. For entry requirements please see our ATQ Website.			
Do you have the results of your IELTS English language test with a result of at least 5.5? (Please attach the results of your IELTS Test)		<input type="checkbox"/> Yes <input type="checkbox"/> No	Reference Number

OR - If you haven't completed an IELTS test you must provide another suitable English language test, e.g. TOEFL, Cambridge Test, Pearson Test of English, Occupational English Test etc. (Please attach the results of your English Language Test)		<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of the Test & Reference Number	
Students from English speaking countries, such as Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland, Philippines, Singapore, Indonesia & Malaysia are not required to provide an IELTS score. However, they will be required to complete a formal LLN test.				
Date of the Test (DD/MM/YYYY)			Overall Score	
OR if you have successfully completed a qualification from an Institute where the mode of instructions was English and where the course duration was no less than 12 months (Please attach evidence of completion)		<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of the school/ College./ RTO:	
Name of qualification			Duration of the study	
OR - Completion of an approved English Language course in Australia (Please attach evidence of completion)		<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of the school/ College./ RTO:	
Name of course			Duration of the study	
The Course/s that you wish to enrol in <i>All courses are delivered at ATQ College Campus, Level 1, 372 Chapel Road, Bankstown NSW 2200</i>				
National Code	CRICOS Code	Course Name	Preferred Intake (Please mention Month and Year)	
<input type="checkbox"/> CHC30121	109051F	Certificate III in Early Childhood Education and Care		
<input type="checkbox"/> CHC50121	109049M	Diploma of Early Childhood Education and Care *Pre-requisite Certificate III in Early Childhood Education and Care		
<input type="checkbox"/> BSB80320	108707A	Graduate Diploma of Strategy Leadership		
<input type="checkbox"/> BSB50420	104351A	Diploma of Leadership and Management		
<input type="checkbox"/> BSB60420	108706B	Advanced Diploma of Leadership and Management		
<input type="checkbox"/> ICT50220	106633H	Diploma of Information Technology		
<input type="checkbox"/> ICT60220	105389A	Advanced Diploma of Information Technology		
English Courses <input type="checkbox"/>				
Course Code	Course Name	Duration	Preferred Intake (DD/MM/YYYY)	Duration (min 4 weeks)
<input type="checkbox"/> 0100010	General English (Elementary to Advanced level) *Minimum entry level: Elementary level	4 - 68 Weeks (Including holidays)	/ / Or as soon as possible	weeks
What is your current or previous English level? <input type="checkbox"/> Beginner <input type="checkbox"/> Pre-intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper-intermediate <input type="checkbox"/> Advanced				
<input type="checkbox"/> 0100011	English for Academic Purposes (Intermediate to Advanced level) *Minimum entry level: Intermediate level	4 - 40 Weeks (Including holidays)	/ / Or as soon as possible	weeks

Special Needs			
Do you consider yourself to have a disability, impairment or along-term health condition? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please indicate the areas of disability, impairment or long-term health condition:			
<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Mental Illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Medical condition <input type="checkbox"/> Intellectual <input type="checkbox"/> Other: _____			
Special Needs: Personal Requirement(s)			
Do you have any special requirements/requests that requires ATQ College to assist you in your learning environment?			
If yes, please explain here in details.			
Accommodation Arrangement – we will contact you for more information if it is requested			
Do you require the college to arrange accommodation for you? <input type="checkbox"/> Yes <input type="checkbox"/> No (Preferred date from: _____ to: _____)			
Do you require Airport Pickup? (Pickup Fee of \$100 will be applied)			
Do you require the college to arrange accommodation for you? <input type="checkbox"/> Yes <input type="checkbox"/> No (Planned arrival date: DD/MM/YYYY)			
Education Background			
What is the highest level of education you have completed?			
In which year did you finish the highest level of education?			
Please list all the qualifications you have achieved after secondary school (year12) study below.			
School/Institution	Name of Qualification	Country	Year Completed
Overseas Student Health Cover			
<p>As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health. (Fees may be subject to change without notice).</p> <p>Additional information can be found at https://www.studyaustralia.gov.au/english/live/insurance/insurance</p> <p>*Please note that period of cover needs to be from actual arrival date of Australia before the course commencement date and the End date of cover should be until the end of the visa holders intended full period of study plus one or two months. In the situation where the student is taking on a packaged course, the end date for their OSHC should be at the end of their entire packaged.</p> <p>Do you need ATQ College to arrange OSHC for you?</p>		<p>The cost of OSHC differs depending upon the type of cover required. The lowest cost of minimum cover is \$478 for 12 months of singles cover, \$2600 for 12 months of couples cover and \$4200 for 12 months of family cover (as of September 2021).</p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	*Fees may be subject to change without notice	

The below is a guideline to the OSHC duration you may require for your course based on the course end date and the Department of Home Affairs (DHA) [student visa grant periods](#). It's your responsibility to ensure that the OSHC policy that you purchase suits your individual circumstances.

Course Duration

Add to your course end date

10 months or less

1 Month

Over 10 month ending January to October

2 Months

Over 10 months ending November to December

Select 15th March next year

Applicants Checklist for Vocational courses		Applicants Checklist for English courses	
<input type="checkbox"/>	Bio-data page of your passport	<input type="checkbox"/>	Bio-data page of your passport
<input type="checkbox"/>	Completed all parts of the International Student Application Form	<input type="checkbox"/>	Completed all parts of the International Student Application Form
<input type="checkbox"/>	Read and signed the declarations on the last page.	<input type="checkbox"/>	Read and signed the declarations on the last page.
<input type="checkbox"/>	Academic Transcripts translated in English	<input type="checkbox"/>	Evidence of Minimum year 12 or equivalent or Higher Education translated in English (EAP course only)
<input type="checkbox"/>	Evidence of Minimum year 12 or equivalent or Higher Education translated in English	<input type="checkbox"/>	Australian visa (If you are currently in Australia)
<input type="checkbox"/>	Evidence of English language proficiency– IELTS English language test with a result of at least 5.5 or equivalent test	<input type="checkbox"/>	GTE Letter / Bank Statement (<i>recommended</i>)
<input type="checkbox"/>	LLN Test results	<input type="checkbox"/>	Evidence of Work (If applicable)
<input type="checkbox"/>	Australian visa (If you are currently in Australia)	<input type="checkbox"/>	Evidence of Course pre-requisite requirements: (Applies to Diploma of Accounting & Diploma of Marketing & Communication only)
<input type="checkbox"/>	GTE Letter / Bank Statement (<i>recommended</i>)	<input type="checkbox"/>	Credit Transfer/RPL application form (if applicable)

ATQ College Terms and Conditions

Code of Practice

ATQ College agrees to abide by its Code of Practice as detailed in the Student Handbook; This Code sets out the College's expectations of students with respect to their academic and personal conduct. The Code applies to:

- all students. Under certain circumstances it may also apply to a previously enrolled student.
- all activities on College premises and all external activities related to study
- conduct in online/offline academic work
- students representing the College (such as at sporting and cultural activities)

Access & Equity

All applicants who enrol at ATQ College will be treated with consideration to access and equity by: the endorsement of cultural diversity by incorporating the principles of equity into all courses; using staff that are instructed in their responsibilities regarding access and equity principles; providing students with equitable access to all courses irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities; and Providing enrolment procedures that will be free of any form of discrimination, and if an individual does not meet the entry requirements, all attempts will be made to assist them to identify an alternative courses of action.

Application/Enrolment Fee

All applicants to ATQ College must pay a non refundable enrolment fee of \$300.

Course Fee& Payment options

Course fees (and material fees) includes textbooks/E-books, additional resources, printing and the internet at ATQ college. Tuition fees must be paid in the form of a bank draft or a bank cheque or via Electronic Funds Transfers (EFT), and made payable to ATQ College. We will not be responsible for any moneys paid to an agent or a third party. When ATQ College receives a fee and confirms the applicant has signed the Terms &

Conditions on this application form or letter of offer, we will forward a Confirmation of Enrolment. The COE is used to lodge for a student visa.

ATQ College does not ask students to pay more than 50% of their course fees upfront. Students can make payments according to their instalment plan as written in the Letter of Offer. Students can also choose to pay more than half of their tuition fees before the course commences.

Change of Training Provider

ATQ College will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study except where:

- the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- the original registered provider has provided a written letter of release;
- the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

Deferment, Suspension and Cancellation

ATQ College has policies and procedures in place for Deferment, Suspension and Cancellation of a student's enrolment. This could be due to a student wanting to defer their studies. Or for ATQ College to cancel or suspend a student's course enrolment due to academic misconduct or general misconduct. If a student does not meet their satisfactory attendance and course progress requirements, then this is also a cause for suspension and cancellation. Further policy can be found in our student handbook on our website. www.atqcollege.edu.au

Fees and Refunds

The following information is consistent with the requirements of the ESOS Act, in relation to refunds of course money in the case of student and/or provider default and is detailed in the Student Handbook/Letter of Offer: Please refer to the 'Fee and Refund' policy from ATQ College's website. (website www.atqcollege.edu.au)

Complaints and Appeals

Student can find Complaints and Appeals policies in our Student Handbook, or ATQ College's website: www.atqcollege.edu.au. These policies apply to and may involve issues concerning the conduct of:

- Assessment appeals
- ATQ College as an organisation, its trainers, assessors or other staff;
- Third party services provided on behalf of ATQ College, its trainers, assessors or other staff; or
- A learner of ATQ College

Entry requirement

To enrol in a course at ATQ College, you be 18 years of age or over, must have a minimum of year 12 or equivalent or higher education, English Language Proficiency (IELTS level of 5.5 or equivalent or higher). *For full entry requirements, please refer to ATQ College Enrolment Policy and Procedure on ATQ website.

Pre-requisite requirement

-Graduate Diploma of Strategic Leadership: Specific course entry requirements. Contact college for more details.

General English: Proof of current English level: minimum Elementary level (i.e. Completion of General English Starter/Beginner level to enter or pass the test and/or interview)

English for Academic Purposes

☐ English Academic Purpose Intermediate

IELTS level of overall 5.0 or higher or have completed an approved English Test

☐ English Academic Purpose Upper Intermediate

IELTS level of overall 5.5 or higher or have completed an approved English Test

☐ English Academic Purpose Advanced

IELTS level of overall 6 or higher or have completed an approved English Test

Language, Literacy and Numeracy Requirements

All students who have met the application requirements will be required to complete an *Australian Core Skills Framework (ACSF)* aligned *Language, Literacy, and Numeracy (LLN) Assessment* to ensure that the student has the ability to complete the course. The online LLN test is through the LLN Robot Portal conducted by The Learning Resources Group. The LLN assessment will also be used to determine any support that may be required for each individual student throughout the training program and if they meet English Language requirement.

Course Progress

Course Progress Obligations: It is a requirement of enrolment at ATQ College that the student maintain adequate satisfactory course progress so that to complete the course within the expected duration as specified on the Confirmation of Enrolment. Failure to maintain adequate course progress will result in implementation of our intervention policy which could result in the student being reported to the Department of Home Affairs which could result in cancellation of the student's Student Visa.

Please refer to the 'Course Progress and Attendance' policy and the Student Handbook on ATQ College's website: www.atqcollege.edu.au.

Attendance

Enrolment in a full-time registered course, which is a course with a minimum of 20 scheduled course contact hours, is a visa condition for overseas VET students. In order to achieve satisfactory attendance at ATQ College students must attend 20 hours a week for the duration of their VET/ELICOS course. Failure to meet attendance requirements will result in implementation of our intervention policy which could result in the student being reported to the Department of Home Affairs which may result in cancellation of the Student Visa. please refer to the 'Course Progress and Attendance' policy and the Student Handbook on ATQ College's website: www.atqcollege.edu.au

Privacy

ATQ College collects and stores your personal details and during training we record your progress. We use this information to measure the RTO and your performance. The primary purpose in collecting your information is to fulfil our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in our services, inform you of other products and services or to comply with requirements under the law. An applicant's information may be made available to Commonwealth and State Agencies in accordance with Privacy Act 1988 and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code 2018 and the ELICOS National Standards 2018.

Induction (Orientation)

All accepted students will be required to attend and complete orientation within the first week of their course. If the student does not arrive within this time, they are at risk of having their **COE CANCELLED** under Section 19 1 (c) of The ESOS Act. ATQ College monitors non-commencement of studies, and issues warning/reminder letters to the student informing of their compulsory attendance to orientation sessions.

Change of Student details

A student must advise ATQ College of any changes to accommodation and contact details whilst registered as a student with us. The Australian law requires student visa holders to inform their education provider if any changes of address within 7 days and other changes thereafter.

Evidence of financial capacity

Student must be able to prove financial capacity if it is requested by the college and/or the Department of Home Affairs by providing either; sufficient funds to cover your travel costs and 12 months of living and tuition fees for you and your accompanying family members and school costs for any school aged dependants, or evidence that your spouse or parents are willing to support you and they have an annual income of at least AUD 60,000 for single students or at least AUD 70,000 for students that are accompanied by family members

Third Party Arrangements

ATQ College does not have any agreements with other third-party organisations who would deliver services to students and all courses are delivered by ATQ College.

Living Costs in Sydney

The cost of living in Sydney really depends on your lifestyle. As a guide, you will need AUD\$20,290 at a minimum for living expenses for one year for a single person (covering accommodation, transport and food but not entertainment or a car). An initial cost of roughly AUD\$5,000 is needed to cover rental bonds, furniture, electricity and telephone and this you only need to pay once. Other expenses can include supplemental text books, study aids and insurance. Please visit 'Australian Government Department of Home Affairs' in order to see 'Student visa financial capacity requirements.

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500>

For a detailed guide on living in Australia please visit <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

Links to Useful Websites

Department of Home Affairs (Australian immigration/visa information) <https://www.homeaffairs.gov.au/>, TPS (Tuition Protection Scheme) <https://tps.gov.au/>, ESOS Framework <https://internationaleducation.gov.au>, Study in Australia <https://www.studyinaustralia.gov.au/>

Working Part time as a Student

On a student visa you cannot work more than 40 hours per fortnight. A fortnight means the period of 14 days starting on a Monday. You must not start work until you have (the primary student visa holder) started your course. You must review your visa conditions carefully based on your circumstances.

Visa Conditions			
Students must have a valid visa for study, and it is the responsibility of the student to remain aware of the conditions of their visa to register for an ATQ College course after the student has taken the ATQ College letter of offer/Confirmation of Enrolment to Department of Home Affairs for approval.			
Unique Student Identifier (USI)			
All students enrolling or re-enrolling in a nationally recognised training course require a Unique Student Identifier(USI). You can get your USI online at no cost to you by going to the website www.usi.gov.au . ATQ College requires your USI when you enrol. If you need help with getting you USI, please ask Student Support Services. Qualifications cannot be issued unless you have provided your USI.			
Credit Transfer			
ATQ College recognises all AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs), and grants academic credit for such courses/units of study upon a prospective or existing student's application (supported by the requisite documentary evidence) for such course credit. Please note, credit transfer arrangements may affect the duration of your course, CoE and visa.			
Recognition of Prior Learning (RPL)			
Recognition of Prior Learning (RPL) is the recognition of existing skills and knowledge, attained from previous study at non-vocational institutions or from work and life experiences, against those skills and knowledge identified in the elements of the unit or module they wish to study. Please note, RPL arrangements may affect the duration of your course, CoE and visa.			
Bank Details - (Please mention the Student Full Name as a reference for payment)			
Bank	Westpac Bank	Account Name	ATQ COLLEGE
BSB : 032-071 Account No.678974		Swift Code	WPACAU2S

Student Declaration	
<p>I agree to attend any Orientation sessions when required;</p> <p>I agree to regularly attend classes and meet the requirements of the course and my visa;</p> <p>I agree and promise to abide by the satisfactory course progress requirements of ATQ College;</p> <p>I agree to notify the ATQ College training representative of my intention to withdraw from my course;</p> <p>I agree to comply with the Equal Rights, Equal Opportunity and the Anti-Discrimination Acts;</p> <p>I agree to advise of any changes in regard to my personal information within 7 days to ATQ College;</p> <p>I agree to advise of any medical condition or disability that may interfere or limit my ability to meet the competencies of my training/course to ATQ College;</p> <p>I agree to advise of any limitations in my literacy, numeracy or English language skills that may affect my ability to meet the training competencies;</p> <p>I agree to complete an LLN test prior to being accepted into ATQ College;</p> <p>I agree to advise of any intended application of Recognition of Current Competencies;</p> <p>I agree to demonstrate my skills and knowledge in accordance with the assessment requirements of my course and in conjunction with the appointed trainer/assessor;</p> <p>I agree to complete any requests for feedback to assist with the improvement of services and products provided by this course's related training organisations;</p> <p>I am aware that the information in this enrolment form will be provided to the Department of Home Affairs;</p> <p>I have read, understand and agree to the "Terms and Conditions" of this international student application form;</p> <p>I have checked ATQ College website for all the policies and the Student Handbook.</p> <p>The information I have provided is true and correct to the best of my knowledge.</p> <p>I have read and understand all of the available information about ATQ College and my courses and also about living in Australia.</p> <p>By submitting this form I agree that all information provided in the application is complete and correct. I understand that ATQ College may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading. By submitting this form I agree that ATQ College will independently verify the information supplied by me in this form and request further information or documentation as required. I authorise my booking agent to act on my behalf in all matters relating to this application and associated visa application. I understand that a non-refundable \$300 enrolment fee should be paid to ATQ College as a part of initial payment.</p> <p>I confirm that I have reviewed the Fees, Cancellation and Refund Policy which is included on the website at www.atqcollege.edu.au</p>	
Student	
Full Name	

[illegible]