



International Student Application Enrollment Form

P : 02 7228 8245

E : admissions@brooklyn.edu.au

Level 6, 245-247 Castlereagh

Street Sydney, NSW 2000

RTO Code: 45829 | CRICOS Code: 04001M

Answer all questions and write clearly in black ink using **BLOCK LETTERS** and tick boxes where appropriate and [DD|MM|YYYY] for Date field.

1 APPLICANT PERSONAL DETAILS

Are you an international student applying? Onshore Offshore

USI*

Do you have an USI? YES NO

Would you like BIC to apply for a USI on your behalf? YES NO

Title Mr. Ms. Mrs. Others Gender Male Female

Given Name

Family Name

Date of Birth Day | Month | Year

Birth Country Nationality

Passport No. Expires on

Phone No. Email

Address

Suburb State Post Code

Overseas Address

Country Post Code

Emergency Contact Name

Relationship Mobile

Address

Suburb State Post Code

2 EDUCATION AGENT DETAILS

Agent Name

Name of Contact Counsellor

Email Address

I nominate this Education Agent to be my agent for the entire duration of my enrollment. YES NO

VISA DETAILS

Are you currently studying in Australia YES NO

If yes, please provide current eCOE.

What type of visa are you holding? Student Visa (Subclass 500) Other

3 OVERSEAS STUDENT HEALTH COVER

Do you want us to arrange Overseas Student Health Cover for you? YES NO Single Couple Family

4 ENGLISH PROFICIENCY

How well do you speak English?

Native Very well Well Not well Not at all

Have you completed an acceptable English language tests in last 2 years? IELTS PTE TOEFL-ibt Test Date:

CAE OET DD MM YYYY

Score in each component: L R S W Overall

5 COURSE OF STUDY

BSB50420	Diploma of Leadership Management
BSB60420	Advanced Diploma of Leadership and Management
CHC30121	Certificate III in Early Childhood Education and Care
CHC50121	Diploma of Early Childhood Education and Care
CHC52021	Diploma of Community Services

Preferred Starting Date DD / MM / YYYY Other DD / MM / YYYY

2023 - 2024 Intakes

July August October November
 January February March April

6 PERSONAL STATEMENT

Why are you choosing this course?

7 EDUCATION HISTORY

Have you successfully completed Year 12 or equivalent?

YES NO

In which year did you complete that school level?

Have you successfully completed any of the following qualifications? YES NO

(If Yes please tick boxes applicable boxes below)

- Bachelor degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma or Associate Diploma
- Certificate IV or Advanced Certificate/Technician
- Certificate III or Trade Certificate
- Certificate II
- Certificate I
- Certificates other than the above

8 RECOGNITION OF PRIOR LEARNING OR CREDIT TRANSFER

ARE YOU APPLYING FOR RPL (Recognition of Prior Learning)?

YES NO

(if you are applying for RPL, BIC assessor will contact you prior to the start of training)

ARE YOU APPLYING FOR CREDIT TRANSFER

YES NO (if you are applying for Credit Transfer then please complete the CT Application Form and provide a copy of Statement of Attainment or Certificate available at reception)

9 INDIVIDUAL LEARNING REQUIREMENTS

Do you consider yourself to have a disability, impairment or long-term condition? YES NO

(If Yes Please tick boxes applicable boxes below)

- Hearing/Deaf Intellectual Vision Learning
 Physical Medical Others, Please Specify

10 HOW DID YOU HEAR ABOUT US?

- Referral Google Search Career Expo
 Local Newspaper (Specify) Job Service Provider
 Facebook / Twitter Flyer / Brochure
 Other Specify

11 ASSESSMENT AND REQUIREMENTS

An application for a full-time course is accepted from any overseas student who meets the course prerequisites. Please read through the Student Pre-enrolment Handbook on our website before submitting an application.

ENTRY REQUIREMENT

- All applicants must be 18 years or over at commencement of course
- The applicant first language is English; or the applicant has successfully completed an Australian Year 12 programme; or successfully completed an English language course approved by Brooklyn Int College or an overall IELTS* score of 6.0 with no individual band scoring lowering than 5.5 (test results must be no more than 2 years old); or a TOEFL score of at least 520, or at least 190 in the computer based TOEFL; or a score of 45 or higher in the Pearson test of English
- Minimum completion of Year 12 in Australia and/or International equivalent.

APPLICATION

- Complete this Application Form
- Pay a non-refundable Application Fee of \$250 AUD (any applicable tuition and health cover fees for applicants will be due after acceptance but prior to your arrival in Australia)
- Provide a copy of your current passport (and a copy of your Australian Visa if you are already in Australia)
- Provide documentation of relevant qualifications as appropriate to the application (refer to Document Checklist)
- Provide proof of current level of English (i.e. official test results or arrange for an English review)

DOCUMENT CHECKLIST

1. Application Form

- Completed all sections
- Completed the Checklist on the back of the enrolment form
- Ensure you have read, understood and agree to comply to the terms and conditions of enrolment

2. Passport

- Copy of Identification pages of your passport
- Copy of current visa (if you are in Australia)

3. Academic Documents

- Certified copies of relevant academic records in your homecountry, such as high school or college/university graduation certificates
- Certified copies of relevant academic records in Australia, such as high school or college/university graduation certificates (if relevant)

4. English Evidence

- Copy of enrolment in any course (other than English language course) if you are undertaking the course in Australia
- if you have completed English in Australia, a certified copy of your English language certificate.
- if you have completed an IELTS, TOEFL or PTE, please provide the certificate. Brooklyn Int College will verify your test score online.

12 PAYMENT AND FEES

A. PAYMENT

Students are not required to make payment on conditional offer until all conditions are satisfied. On acceptance of a confirmed offer, students must sign all pages of International Student Acceptance Agreement and make the required payment. The Acceptance Agreement together with payment must be returned to -

Brooklyn International College.

* Payment may be made by bank cheque, bank draft or credit card;

- 1.3% surcharge applies to credit card payment
- Please make bank cheque and Draft payable to Brooklyn International College
- Personal cheques are not accepted.
- Please provide student number or name for EFT direct bank deposit.
- Please include \$25 bank charges for International Money Transfer.

B. FEES.

On accepting the offer students must pay the first payment installment of tuition fees as listed in the Payment Installment Schedule in the Letter of Offer, the materials and application fee.

- Fees must be paid in order to obtain an eCOE and to secure a place prior to course commencement date.
- The remaining tuition fees must be paid by the due date as listed in the payment Installment Schedule.
- Tuition fees are to be paid through EFT direct bank deposit to Brooklyn Int College. (Please see Bank Details)
- Brooklyn Int College will not be responsible for any monies paid to an agent or third party.
- Tuition fees DO NOT include application fee, accommodation placement, excursions, airport pick up, transport, living expenses, and stationery.
- Material Fee cover Learning and assessment materials.

I understand that I am not required to pay more than the initial tuition fee amount as stated on this offer letter (or 50% of the tuition fee) before the start of the course. However, I am also aware that I have a choice to pay more than 50% of the tuition fees or the full course fees upfront if I choose to do so. Any amount of fees paid before the start of the course will be reflected in my Confirmation of Enrolment (COE).

13 REGISTRATION TERMS AND CONDITIONS

- **How to register:** Please read and make any necessary inquiries about all pre-registration information including the information contained in this form. Complete the form and submit to BIC along with the required payment and supporting documentation. If accepted you will be issued with a Letter of Offer/Student Agreement for you to sign and return to BIC with proof of payment. Confirmation of Enrolment (COEs) will only be issued once signed letter of offer and payment are received.
- **Unique Student Identifier:** You are required to provide a valid USI which will be verified by BIC, to register. If you do not have a valid USI you can sign the declaration below and BIC will obtain one for you.
- **Student Induction:** The Letter of Offer/Student Agreement includes instructions for you to attend a mandatory student induction session prior to the start of training. During which you will receive your student handbook and more information to achieve successful outcomes of your training.
- **Fee Payment:** Once registered you are obligated to make all tuition fee instalments as scheduled and to pay any other course fees upon usage. Failure to do so will result in a warning letter followed by possible termination of your registration and notification to Department of Home Affairs (DHA)
- **Student Visa:** You are required to maintain all student visa conditions at all times whilst registered with BIC. This includes a minimum of 80% attendance and satisfactory course progress in any study period. Failure to do so will result in series of warning letters including a final reporting letter followed by possible termination of your registration and notification to DHA
- **RTO Rules and Australian laws:** You are required to follow all BIC rules and all Australian Laws at all times. Failure to do so will result in a warning letter followed by possible termination of your registration and notification to DHA. However the signing of this application form and student agreement does not remove any legal rights of students as consumers to involve external remedies and their own legal representation at any time.
- **RTO Obligations and Responsibilities:** BIC is obligated to provide the products and services as promoted and agreed to in writing between BIC and student. BIC is obligated to comply with the 2015 RTO Standards, National Code 2018 (CRICOS) and all relevant legislation, regulations and licensing requirements.
- **Training and Assessment:** All scheduled training and assessment is timetabled. Students are required to bring references, notes, laptop to training. Unit training will be by supervised and supported by face-to-face tutorials. Assessments will include both applied knowledge and practical assessments which may include questions, research, projects and reports.
- **Self Study:** It is highly recommended that students supplement tutorials with their own self study.
- **Recognition of Prior Learning:** BIC recognises the qualifications issued by another Australian RTO through Credit Transfer (CT). BIC recognises the prior learning and experiences of all students through RPL. Charges apply for RPL. Students will receive a written notification of CT/RPL outcome and no further training will be required for units that the student has received RPL. Students must apply for CT/RPL at registration as this will affect total course durations/visa duration.
- **Refund Policy:**
RTO Default: Whereas the registered provider BIC fails to provide a course or ceases to provide a course to an overseas student in accordance with section 27(1) of the ESOS Act then BIC will refund to students within 14 days the unused portion of all tuition fees paid in advance. Should the student desire to take an alternative course with BIC, fees will be fully transferable to that course.

Student Default: Where an overseas student does not start a course or withdraws from a course as defined in section 27(2) of the ESOS Act the following conditions will apply regarding a refund of fees:

- Visa refused prior to course commencement: Full refund
- Withdrawal at least 5 weeks prior to agreed start date: 90% refund
- Withdrawal at least 3 weeks prior to agreed start date: 70% refund
- Withdrawal less than 2 weeks prior to agreed start date: No refund
- Withdrawal after the agreed start date: No refund
- Visa cancelled due to actions of the student: No refund
- Visa extension is refused: Return of unused tuition fees
- Withdrawal from study – current students: For refund of unused tuition fees, Notification of Withdrawal form must be received by BIC 4 weeks prior to start date of the following term(s)
- Normal processing time for a refund request is up to 28 days from the date BIC receives the notification that a refund is required from the student. Confidentiality of participant information will be ensured. Refunds will only be paid in the format by which BIC received payment
- **Complaints and Appeals:** BIC follows a Complaints and Appeals policy. Students are required to complete a Complaints and Appeal Form and lodge this form at reception. BIC will action the complaint or appeal within 5 working days by contacting the parties involved and providing a written response. BIC will commence the appeals process with 10 working days of a formal lodgement of the appeal and supporting information. All reasonable measures are taken to finalise the process as soon as practicable. It is required that students use the internal Complaints and Appeals system first before using an external system if they are not satisfied with the BIC decision.
- **Student Support Services:** During registration all students will receive full academic and nonacademic support services. If students have issues then they can contact Student Administration (or speaking directly with a staff member)
- **Fee Payment Schedule:** Students are obligated to pay their full tuition fees as per their agreed payment schedule and any optional fees upon usage. BIC will not issue any certification until all debts are fully paid and will utilise debt agencies to obtain unpaid fees. Please refer to Course and Unit Outlines for relevant course fees and payment schedules.

14 STUDENT ENROLLMENT AGREEMENT

I CONFIRM

- That all details provided on this enrolment form are correct and true.
- That I am not a Student Visa holder or the holder of any visa that does not allow study in Australia
- That I have provided a verifiable copy of my ID as Proof of Identification.
- That I understand that if this Enrolment Form is not completed in its entirety, including the USI, I will not be issued my Letter of Offer.
- That I have obtained and understand and have had any enquiry answered in regard to BIC and the course I have registered into
- That I have read BIC terms and conditions and understand my rights and obligations with respect to access and equity, privacy, access to records, payments of fees and refunds, course cancellation, and complaints and appeals.
- That I have been provided with adequate pre-enrolment information about the course in which I am enrolling to enable me to make an informed choice.

By completing this Enrolment form, I agree to:

- Abide by the terms and conditions and policies of BIC
- Provide information to BIC to identify my individual learning requirements and any support that I may require.
- Advise BIC, during my training of any issues (unforeseen, compassionate or otherwise) that could affect my ability to complete the course in which I am enrolling
- Conduct myself in a professional manner and respect the BIC staff and its clients
- Provide current contact details to BIC at all times
- Complete and submit all assessments in accordance with the course requirements and BIC policies and procedures for assessment
- Pay all course fees when due

By signing this agreement, I understand that this does not remove my right under any other relevant Australian legislation including consumer protection, Equal Employment Opportunities and anti-discrimination legislation, and I reserve the right to seek independent legal representation (at my own cost) at any time.

Student Name

Student Signature

Date:/...../...../
DD MM YYYY

16 FOR OFFICE USE ONLY

Application received by **Date**

Assessed by **Date**

Outcome

Approved Refused

Official Signature

15 PAYMENT OPTIONS

The BIC requires that payment of course fees be made through EFT or Direct Credit to our bank account.

Important: Please provide your surname as the payee reference to ensure that your payment is credited to your account.

Account Name: Brooklyn International College Pty Ltd.

Account Number: 11899271

BSB No: 062-016

SWIFT Code: CTBAAU2S

Bank Name: Commonwealth Bank

Bank Address: Ground Floor 133 Liverpool Street, Sydney NSW 2000