AUSTRALIAN COLLEGE OF EXCELLENCE

Australian College of Excellence
BDMS PTY LTD. Trading as Australian College of Excellence
Address: L5 56-58 York Street Sydney NSW 2000
ABN: 58 641 194 854 ACN: 641 194 854 RTO ID: 45867
CRICOS Provider Code: 04026B
Email: admission@acecollege.edu.au
Website: www.acecollege.edu.au

INTERNATIONAL STUDENT ENROLMENT APPLICATION FORM

All questions must be answered, and details filled in. If not applicable, please mark N/A.

PERSONAL DETAILS

Family Name/Surname:

Given Name:

Date of Birth: (DD/MM/YYYY)

Other Name:

Nationality/Citizenship:

Passport Number:

USI Number:

Sex:

Male ☐ Female ☐

Residential Address:

State/Territory/Province:

Country:

Postcode:

Email Address:

Mobile Number:

Recognition for Prior Learning

Are you applying for RPL? Yes ☐ No ☐

If you have studied at another academic institution, you may be eligible for credit/advanced standing. Please note: Applications for Credit should be submitted at the time of application to the course.

COURSE DETAILS

ACE College has intakes in January, February, April, May, July, August, October, and November. Please refer to ACE College website for the actual intake dates.

☐ *BSB50120* ***Diploma of Business****:*
52 Weeks (CRICOS Course Code: 110426C)

☐ *BSB60120* ***Diploma of Business****:*
52 Weeks (CRICOS Course Code: 110427B)

☐ ***General English:*** *Up to 77 Weeks*
(CRICOS Course Code: 110428A)

☐ ***English for Academic Purpose:*** *Up to 43 Weeks*
(CRICOS Course Code: 110429M)

ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes ☐ No ☐
Have you taken a recognised English language test? Yes ☐ No ☐

If yes, please indicate which of the following tests you have taken and attach certified documentary evidence of result.

☐ IELTS or equivalent 6.0 (No band less than 5.5)

☐ General English - Advanced

☐ Others (specify below)

Preferred Intake Date:

ADDITIONAL INFORMATION

Current Visa Details:

Do you currently hold a Visa? If yes, which type of visa?

☐ *Student Visa* ☐ *Tourist Visa*

☐ *Other Visa*

Visa Expiry Date:

☐ *No Visa Yet (Offshore Application)*

Which country will you be applying for your visa from?

Do you have any visa refusals for Australia?

Yes ☐ *No* ☐

AGENT INFORMATION

Name of the Agent/Consultant:

Name of the Agency/Company:

Agent's Signature/Stamp: Date:

EMERGENCY CONTACT

Name:

Relationship:

Email Address:

Phone/Mobile Number:

CURRENT STUDY (Onshore Applications)

Are you currently studying in Australia? Yes ☐ No ☐

Name of the Institution:

Course Name:

Start Date: End Date:

DISABILITY *(MANDATORY INFORMATION)*

Do you consider yourself to have a disability, impairment or long-term condition? Yes ☐ No ☐

If yes, please indicate the areas of disability, impairment or long-term condition (You may indicate more than one area):

- ☐ Hearing / Deaf
- ☐ Physical
- ☐ Intellectual
- ☐ Mental Illness
- ☐ Medical Condition
- ☐ Acquired Brain Impairment
- ☐ Vision
- ☐ Learning
- ☐ Other

If others, please specify:

SCHOOLING
(MANDATORY INFORMATION)

What is your highest completed school level? (Tick one box only)

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent
- ☐ Year 8 or equivalent
- ☐ Never attended school

PREVIOUS QUALIFICATIONS ACHIEVED
(MANDATORY INFORMATION)

*Please provide certified copies of any academic records and transcripts that you have undertaken. **Official English** translations are required for documents in other languages.*

Have you successfully completed any of the following qualifications? Yes ☐ No ☐

If yes, please tick ALL applicable boxes.

- ☐ Bachelor's degree or higher
- ☐ Advanced Diploma or Associate Degree
- ☐ Diploma or Associate Diploma
- ☐ Certificate IV (or Adv Certificate)
- ☐ Certificate III (or Trade Certificate)
- ☐ Certificate II
- ☐ Certificate I
- ☐ Certificate other than the above

EMPLOYMENT
(MANDATORY INFORMATION)

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

- ☐ Full-time employee
- ☐ Part-time employee
- ☐ Self-employed - not employing others
- ☐ Employer
- ☐ Employed - unpaid worker in a family business
- ☐ Certificate II
- ☐ Certificate I
- ☐ Certificate other than the above

LANGUAGE AND CULTURAL DIVERSITY
(MANDATORY INFORMATION)

Do you speak a language other than English at home? (If more than one language, indicate the one spoken the most)

- ☐ No, English only
- ☐ Yes, please specify:

How well do you speak English?

☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

Are you of Aboriginal or Torres Strait Islander origin?

- ☐ *No*
- ☐ *Yes, Aboriginal*
- ☐ *Yes, Torres Strait Islander*

STUDY REASON *(MANDATORY INFORMATION)*

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

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

DOCUMENT CHECKLIST
(to be completed prior to issuance of Letter of Offer)

□ *All sections of this application form are completed*
□ *Attached enclosed certified copy of your passport*
□ *Attached enclosed certified copies of your academic qualifications*
□ *Attached enclosed any other certified documents requested in this application form*
□ *Attached enclosed certified copies of English language proficiency*
□ *You have signed and dated this application form*

APPLICATION SUBMISSION

By email:
Upon completion of this form, attach it with the required documents and send them to:
admission@acecollege.edu.au and marketing@acecollege.edu.au

PAYMENT DETAILS:
Account Name: Australian College of Excellence
Bank: Commonwealth of Australia
BSB 062-759, Account Number 10567420

LETTER OF OFFER

An offer of enrolment will be made in writing to successful applicants. To accept this offer, the tuition fees and other costs as outlined in the "Letter of Offer and Acceptance Agreement", must be paid prior to due date, and all documentation in the offer returned to ACE College to confirm the position. If payment is not received by the due date, the offer may be withdrawn.

WRITTEN AGREEMENT

Your written agreement with ACE College is made up of the following documents:
(1) **The International Student Enrolment Application Form** and;
(2) **The Letter of Offer and Acceptance Agreement**

DECLARATION

(If this form is signed by an agent, a separate written authority for agent to act on behalf of student must be attached.)

*1. **By signing the declaration**, I agree to:*

- *1.1 abide by the policies of Australian College of Excellence as amended from time to time and available electronically at the website: **www.acecollege.edu.au***
- *1.2 abide by the regulations set out in the Student Handbook as amended from time to time and made available electronically at **https://acecollege.edu.au/wpcontent/uploads/2023/04/StudentHandbook.pdf***
- *1.3 update the College immediately upon changing my address or other personal details.*
- *1.4 pay all fees due on or before the due date and declare that I have the financial capacity to meet such fees.*
- *1.5 be contacted by the College by any written, verbal or electronic means including email, facsimile, SMS, telephone or mail.*

***2. AGENT AUTHORITY:** By signing the declaration, I confirm that I have authorized the education agent detailed above (if any) to deal with the College on my behalf and authorize the College to deal with this education agent (including disclosing my personal information and issuing refunds) in relation to my enrolment application and study with the College or any directly or indirectly related matters. I agree to notify the College immediately if I change my education agent.*

***3. POLICIES:** By signing the declaration, I agree that I have read and understand the following policies made available electronically by the College and located at www.acecollege.edu.au*

- *3.1. Course progress policy and understand that I must satisfactorily complete assessments in order to maintain satisfactory course progress.*
- *3.2. Student transfer policy and understand that I cannot transfer provider within the first six months of studying my principal course without meeting the requirements of this policy.*
- *3.4. Course credit policy and understand that if any application made by me for course credit results in a shorter course duration, this may affect my visa conditions and may result in the College notifying the Australian Government of the change to course duration.*

- *3.5. fees policy and understand that the College can change the amount or type of fees it charges students at any time without notice;*
- *3.6 refund policy;*
- *3.7 student's complaints and appeals policy and understand that this written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies;*
- *3.8. privacy policy, www.acecollege.edu.au*

4. ***By signing the declaration****, I confirm that I:*

- *4.1. have read and understand the pre-enrolment information and the Student Handbook information made available electronically by the College and located at https://acecollege.edu.au/wpcontent/uploads/2023/04/Student-Handbook.pdf*
- *4.2. have personally signed this enrolment form and have a copy for my records*
- *4.3. have read and understand the description of the course, fees payable, the duration, the attendance requirements including any work-placement component and the training and/or assessment requirements and believe that I have been fully informed about the course I will be undertaking; (refer to the website)*
- *4.4. have read and understand the description of the ESOS framework made available electronically by Department of Education located at http://www.internationaleducation.gov.au/RegulatoryInformation/Pages/Regulatoryinformation.aspx*
- *4.5. understand that any school-aged dependents accompanying me will be required to pay full tuition fees at a private or government school in Australia;*
- *4.6. agree that the College has the right to change fees, conditions, course timetables and class locations and to cancel or defer courses at any time without notice;*
- *4.7. understand that no qualifications will be issued if I have any outstanding fees payable.*

5. ***UNIQUE STUDENT IDENTIFIER:*** *By signing the declaration, I confirm that I understand that I am required to have a Unique Student Identifier (USI) which I can obtain from http://usi.gov.au. In the event that I do not have my own USI, I permit ACE College to apply for an USI on my behalf;*

6. ***By signing the declaration,*** *I understand that any misleading information that I have provided on this form may result in the termination of this application and future enrolment and agreements with ACE College.*

Applicant Name:

Applicant's Signature: **Date:**

By completing, signing and submitting this form, I declare that the information supplied by me is true and correct and that I have read, understand and accept all college policies and procedures.

7. ***Student's rights:***
The terms and conditions of enrolment, as stated above, do not remove the right of the student to take action under Australia's consumer protection laws. Students may opt for third party representation at any stages of dispute resolution.

8. ***Access to student's details:***
Information provided by students is private and confidential. However, some information may be made available to Commonwealth and State Government Agencies and the Fund Manager of the ESOS Assurance Fund, under the ACE's obligations under the ESOS Act and the National Code.

9. ***Overseas Student Health (OSHC) Cover:***
International students on a student visa must, as a condition of their stay, prior to coming to Australia either be covered or have paid for OSHC Cover (Insurance). Alternatively, the Institute can organize OSHC for students.

10. ***Student Welfare and Support Services:***
A range of services can be accessed by students through ACE College and applicants are encouraged to visit the ACE College website and/or obtain a student Handbook prior to enrolment.

OFFICE USE ONLY

□ *All sections of this application form are completed*
□ *Attached/enclosed a certified copy of the applicant's passport*
□ *Attached/enclosed certified copies of the applicant's qualifications*
□ *Attached/enclosed all other certified documents requested in this application form*
□ *Attached/enclosed certified copies of the applicant's English language proficiency*
□ *The applicant has signed and dated this application form*

ACE Marketing/Admissions Officer DECISION

□ *Approved. Send a Letter of Offer to the applicant.*
□ *Conditional Approval. Further Information/Documents required. Send a Conditional Letter of Offer to the applicant.*
□ *Not Approved. Send a Rejection of Application Letter to the applicant.*

Officer Name:

Signature / Date: