

Completed and signed Enrolment Application Forms with all relevant/required support documentation are to be submitted to the Marketing Manager at: admin@elpis.edu.au

**** Information contained within this document is managed in accordance with Elpis College's Privacy Policy and in accordance with the ESOS Act 2000.**

PERSONAL DETAILS				
First Name:				Last Name:
Gender:	☐ Male	☐ Female	☐ Other	Date of Birth (dd/mm/yyyy):
USI No.:	Please visit www.usi.gov.au/students/get-a-usi if you do not have one Or Authorise Elpis College to arrange your USI on your behalf ☐ Yes ☐ No			
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander			
Type of Photo ID	☐ Passport (international students must provide passport details and country of birth _____) ☐ Australian Driver's license ☐ Other. Please specify _____			
ID Number:			Nationality:	
Residential address				
Postal address	☐ As above or please specify:			
Email:			Phone:	
Do you consider yourself to have a disability, impairment or long-term condition?	☐ No ☐ Yes, please select below ☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental Illness ☐ Vision ☐ Acquired brain impairment ☐ Medical condition ☐ Other, please specify below:			

EMERGENCY CONTACT			
Name:			Relationship:
Phone:			Email:
<i>In the event of an emergency do you give Elpis College permission to organise emergency transport and treatment and agree to pay all costs related to the emergency?</i> ☐ YES ☐ NO (Tick your response)			

COURSE SELECTION (PLEASE NOTE: Course Fees may be subject to change without notice)			
Commencing – (Intake date): Month _____ / Year _____			
☐ BSB40120 Certificate IV in Business ☐ BSB50120 Diploma of Business ☐ BSB60120 Advanced Diploma of Business ☐ BSB80120 Graduate Diploma of Management (Learning)			
Will you be applying to Elpis College for RPL or Credit Transfer of any units/qualifications?			☐ Yes ☐ No
ENGLISH LANGUAGE PROFICIENCY (Please choose by placing an X in the boxes that apply to you)			
Which English test have you completed in the last 2 years?			
☐ None ☐ IELTS ☐ TOEFL ☐ PTE ☐ CAE ☐ Other (provide details)			
Provide results of above test		NOTE: Please attach a certificate to confirm this test result and date of results	
Have you completed an academic English Course in Australia?		☐ YES ☐ NO	If YES, please attach relevant evidence of attending this course
I would like to take the English placement test arranged by Elpis College		☐ YES ☐ NO	

VISA DETAILS			
Are you currently in Australia?		☐ Yes ☐ No	
Are you currently enrolled in another Australian educational institute?		☐ Yes, name of the institute: ☐ No	
Do you require a release from your current/previous institute?		☐ Yes ☐ No	
Do you require Elpis College to arrange your overseas students health cover?		☐ Yes, from _____ to _____ ☐ No	
What VISA Type do you Currently Hold (If Any)?	☐ Student ☐ Visitor ☐ Working ☐ Bridging ☐ Other (provide Details).....		
VISA Grant Number:		VISA Expiry Date:	
Do you require: ☐ airport pickup ☐ arrange accommodation Please note: a service fee of \$150.00 AUD applies			

Education Agent Details (If applying through an education agent)			
Agent Name:			
Address:			
Phone Number:		Agent's Stamp:	
Mobile:			
Email:			

PAYMENT DETAILS

Please Note:

- A \$250 Application fee is charged for the processing of each enrolment application received at Elpis College.
- Applications submitted to Elpis College must be accompanied by a **NON-REFUNDABLE** Application Fee of AUD \$250.
- This Application fee applies to all enrolment application forms submitted directly to Elpis College or through an Elpis College Agent.
- Tuition Fees include: Delivery of the course learning and assessment sessions and activities, tutorials, student tutoring sessions, session preparations, marking and course/class administration activities, practical simulated activities/experiences that form part of your course/s (currency/relevance), or are intended to assist you to progress in your course/s.
- Non-Tuition fees include: Course reference resources, Manuals and Books, Additional Resources and Materials – as applicable.
- All other refunds will be processed in accordance with the Elpis College Refund and Cancellation Policy - please refer to the Elpis College policy and procedures as detailed below and/or accessible via the Elpis College website at: elpis.edu.au
- All fees and charges are to be in Australian Dollars (AUD) if this is not possible then approval from Elpis College may be granted for the use of American Dollars (USD) or another currency

Note: Students must include their payment details within this Enrolment Application form.

Complete the following section/s in order to make the required payment for the Elpis **Enrolment Application Fee**
(Payment required is for this Application = AUD \$250)

Select Payment method from the following Options:

☐ VISA ☐ MasterCard ☐ AMEX ☐ Diners ☐ Other (provide details):

Credit Card Number:

Cardholder Name:

Expiry Date:

Cardholder Signature:

CSC/ID Code:

☐ **Bank/Internet Funds Transfer for AUD \$250 made payable to Elpis Education Pty Ltd**

Account Name:

Elpis Education Pty Ltd

BSB:

063-097

Account Number:

7054 1562

SWIFT Code:

CTBAAU2S

Bank Name:

Commonwealth Bank of Australia

Branch:

Sydney

Bank Address:

48 Martin Place, Sydney, New South Wales 2000

Reference (name + DOB):

Applicant Name:

Applicant Signature:

Applicant Date:

Applicant Contact Number:

TERMS & CONDITIONS OF ENROLMENT

1. Student Responsibilities

- a) Students must satisfy the entry requirements for each course they enrol in with Elpis College.
- b) If a student is deemed not yet competent in a unit of competency, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given a third and final opportunity for reassessment.
- c) If a student is required to be reassessed at any time, they will be provided with further guidance from their trainer prior to the commencement of any reassessment activities.
- d) If after three attempts the student is deemed competent in some but not all the units of competencies required for the qualification course they are enrolled in, a Statement of Attainment will be issued only for those units of competence that the student has been deemed competent in.
- e) All international students must attend a scheduled orientation session prior to commencing their course at Elpis which will include details of the student's rights and responsibilities against the relevant Australian Commonwealth, State or Territory legislation and regulatory requirements.
- f) Students are issued with an International Student Handbook & Pre-Departure International Student Handbook, which includes the student's rights and responsibilities that will affect their attendance, participation and study progress during their course enrolments.
- g) The student acknowledges that they must observe and comply with; the Elpis College's policies and procedures, in according with relevant State and Federal Government legislative and regulatory requirements and their Student Visa requirements, as advised in this Application to Enrol with Elpis College, the Elpis Letter of Offer, within the Elpis International Student Handbook, the Pre-Departure Handbook and at the students scheduled Elpis Orientation Session.

2. Visa Requirements

- a) According to the Student Study Visa requirements in Australia, all students are required to undertake full-time study workload and must attend a minimum of 20 contact hours per week of study and at least 80% of all scheduled classes in their course for the duration stated in their Confirmation of Enrolment (CoE)
- b) Failure to meet the minimum attendance and participation requirements may result in the student being reported to the Department of Home Affairs (DHA) for unsatisfactory attendance, which may result in the cancellation of their student study visa.
- c) If a student does not commence studies on the agreed commencement date, after 14 days Elpis College will cancel the student's CoE unless a new starting date has been agreed to. Any student who does not commence studies will be reported to the DHA, and this may result in the cancellation of the student's visa.
- d) Students are required to have in place, prior to commencement of studies, Overseas Student Health Cover (OSHC) for the duration of their course of studies. Our organisation has agreements in place with OSHC providers and can assist students with arranging access to appropriate health cover.

3. Enrolment & Selection

- a) This Enrolment Application Form is the first step in registering your initial interest into possibly enrolling to study with Elpis and is not confirmation of your enrolment into Elpis College. The purpose of the application form is to gather the initial relevant and required information and details from the applicant to determine their suitability for possible enrolment into their course of choice.

- b) All courses at Elpis College require international students on student study visas to undertake a minimum of 20 scheduled contact hours of study per week.
- c) Students are responsible for notifying Elpis admissions staff if they have a medical condition, or disability, or require assistance during their training at Elpis.
- d) An Enrolment Application Fee (non-refundable) must accompany all completed enrolment application forms to enable the students' application to be processed.
- e) Elpis College may cancel a future course intake in circumstances where there are low enrolments numbers, every effort will be made to contact applicants and prospective students prior to the planned course commencement date, to assist, please ensure your contact details in this application form are accurate.
- f) If you are unable to commence your chosen course due to changed personal circumstances beyond your control, Elpis will make every effort to assist you with being placed into a suitable alternative course.
- g) Students may only join a scheduled course after the course scheduled commencement date if they meet all the course prerequisites and have prior written approval of the Academic Manager or CEO of Elpis. Full course fees are still payable for late enrolments.
- h) Elpis reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
- i) Airport pickup service and Accommodation arrangement/Homestay Placement fees are non-refundable after the arrangement confirmation email has been sent to the student.
- j) Completing an Elpis Enrolment Application Form does not guarantee a place with Elpis College.
- k) Elpis College reserves the right to decline an application.
- l) Applications will be processed only once all required documents and the non-refundable enrolment application fee have been received by Elpis College.

4. Course Fees and Charges

- a) Please refer to the Elpis College course flyers, Elpis College's Policies and procedures and the International Student Handbook located on the Elpis College's website at: elpis.edu.au for further and detailed information regarding areas such as; course fees and refunds including any required deposit payable; application fee; tuition fees, non-tuition fees, refund policy, and other relevant information.
- b) Fees must be paid in Australian dollars via electronic funds transfer to the Elpis College's stated bank account. Elpis will not be responsible for any monies paid to agents directly by applicants/prospective students.
- c) Elpis reserves the right to vary fees without prior notice.
- d) Elpis enrolment application fee and course fees do not cover students' personal costs, such as the cost of accommodation, living expenses, social activities, stationary or other equipment that the student may like to purchase.
- e) An enrolment application fee is payable for the receiving and processing of all completed applications submitted to Elpis for course enrolments - this fee is **not refundable in all circumstances**.
- f) Elpis College is Certificates, Academic Records and/or Statements of Attainment are issued to students who have been assessed and deemed to be competent in one, or some, or all the required units of competency within each enrolled qualification. An initial award/Certificate (including the Academic Record) or a Statement of Attainment will be issued to enrolled student – as applicable, at no additional cost to the student as it is included in the student's payable course fees and will only be issued once full course fees have been paid by the student. Replacement or re-printing of a student Certification will incur a cost – Please refer to the Elpis College Fees and Charges Policy and Procedures, or the Elpis College Students Letter of Offer, the International Student Handbook – all accessible via the Elpis College website at: elpis.edu.au.
- g) Fees not paid by the due date will incur a late fee of 5% of the total fee payable.

- h) Student's may risk their CoE being cancelled if their course fees are not paid by the due date. Student having problems in paying their course fees on time or in accordance with their approved Elpis College payment plan or Letter of Offer/Acceptance, are responsible for contacting the Academic Manager or Supervisor, Student Services to discuss options available for alternative payment arrangements before the due date for a payment has passed.
- i) Students may request a re-issue of their qualification certificate, and/or academic record or Statement of Attainment – however, there is a fee chargeable for the re-issuing of Elpis Certification documentation. Please refer to the Elpis College Fees and Charges Policy and Procedures, in the Elpis College Students Letter of Offer, the International Student Handbook – accessible via the Elpis College website at: elpis.edu.au
- j) Elpis College is responsible for the quality of the training and assessment delivered at Elpis and to always ensure compliance with the SRTOs 2015, and for the issuance of all Elpis College AQF certification documentation.
- k) Elpis College Bank account details for payment of all fee's relevant application and course fees and charges are as follows:

Campus

Account Name: Elpis Education Pty Ltd
 Bank: Commonwealth Bank of Australia
 BSB: 063-097
 Account Number: 7054 1562
 Swift Code: CTBAU2S

5. Refund Policy

- a) If a student's visa application is rejected the student will be refunded the full tuition fees, (this does not include the Enrolment Application Fee, any accommodation arrangement fee and/or airport pickup service fee), upon evidence being provided by the student that their Visa has been refused.
- b) Students are also eligible for a Refund if Elpis College cancels the enrolled course, or the principal course application has been denied.
- c) Requests for withdrawal for reasons other than those mentioned above, will be eligible for a refund as follows:
 - If a student withdraws from a course more than 28 days prior to course commencement, 80% of the initial tuition fees will be refunded.
 - If a student withdraws from a course prior to commencement of study, but less than 28 days prior to the course commencement, 50% of tuition fees paid.
 - There will be no refund issued following commencement of a student's course of study.
- d) All Enrolment Application fees, accommodation arrangement fees and airport pickup service fees (if applicable) are non-refundable.
- e) If a student breaches visa conditions, resulting in studies being cancelled, there will be no refund.
- f) If Elpis College is unable to commence the course or cancels a course on the grounds of "Provider Default", 100% of the course fees paid will be refunded (This excludes the Enrolment Application Fee previously paid – as this fee is non-refundable).
- g) Elpis College is not responsible for students - Agent fees – this service is paid between the student and the students nominated Education Agent (EA) – where applicable.
- h) To request a refund, the student must submit a completed and signed Elpis College Refund Request Form. The students complete refund request form will be processed within 4 weeks from the date the completed refund request form has been received by Elpis College eg: date of email with completed refund request form attached is received by Elpis College.

- i) Any support arrangement fees (including arrangements for Accommodation, Insurance, airport Transfers and Homestay fees) are non-refundable after the arrangement/booking confirmation has been made on behalf of the student.
- j) Refunds of Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of Elpis College on written request including supporting evidence/documentation from the student.
- k) No refund or fund transfers will be made to third parties without the explicit written approval of the relevant student Elpis College policy – for student refund entitlements to be made directly into the relevant students registered bank account (as per the student's records held by Elpis College). This policy may be waived by Elpis College in exceptional circumstances and assessed on a case-by-case basis at its absolute discretion and the decision of Elpis College is final.
- l) If a student disagrees with this process, they have the right to submit a Complaint and Appeal Form to appeal the decision. Student should refer to Elpis College 's Complaints and Appeals Policies and Procedures in their International Student Handbook, or go to Elpis College 's website for further information and form - at: elpis.edu.au
- m) 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.

6. Deferring, Suspending, or Cancelling Enrolments

- a) Deferring, Suspending, or Cancelling of an enrolment **MUST BE MADE IN WRITING**. Please refer to Elpis College Deferring, Suspending, or Cancelling Policy and Procedure and the Refund and Cancellation policy and Procedures available on the Elpis College website at: elpis.edu.au or from the Elpis Reception staff at: admin@elpis.edu.au
- b) Students need written permission from Elpis College to defer their course. In cases where permission is granted, DHA will be advised by Elpis via PRISMS. Student enrolments will be deferred or temporarily suspended by Elpis when there are compassionate or compelling circumstances (e.g., illness where a medical certificate states that the student is unable to attend classes), or misbehaviour by the student.
- c) The full policy and procedure pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is available within the International Student Handbook, within the Elpis website content at: elpis.edu.au or on request from the Reception at Elpis College.
- d) Elpis College is required to advise DHA via PRISMS when a student fails to commence a course, withdraws before the course ends, or changes their course, which may affect his or her student visa. All data entries within PRISM are to be made by authorised and appointed Elpis Staff who have successfully completed the PRISMS induction and training session/s.
- e) Students who are unable to arrive on time may be given up to one week to commence. After one week, the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to return home until the next available commencement date for the course.
- f) Evidence of assessment of applications received for deferment or suspension of enrolment will be retained on student record.
- g) Elpis College will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that they should access and read the Elpis College Complaints and Appeal policy and Procedures located on the Elpis Website at: elpis.edu.au, or request a copy from the Elpis reception , or refer to their International Student Handbook for further information regarding the process, a copy of the Complaints and Appeals Form etc.
- h) If a student disagrees with this process, they have the right to submit a Complaint and Appeal Form to appeal the decision. Student should refer to Elpis College 's Complaints and Appeals Policies and Procedures located on the Elpis College's website for in their International Student Handbook for further information and a form.

- i) 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.

7. Accommodation and Airport Pickup Service

- a) If you require assistance with making arrangements for Accommodation and/or Airport Pickup Service, Elpis College will require a minimum 28 days' notice to seek possible accommodation opportunities and 14 days for an airport pick-up service.

8. Students Contact Details

- a) While enrolled at Elpis College students are required to register their current and active individual email address and contact details with Elpis Student Services Staff prior to arrival, during their scheduled Orientation Session or on commencement of their initial course and ALL communications between Elpis College and the enrolled student will only be received and sent via this registered email address.
- b) All enrolled international students are required to inform Elpis College of any changes and updates to their Australian residential address and all contact details/numbers within seven (7) days of arrival in Australia and must advise student services staff at Elpis College about ALL changes and updates of address or other contact details such as contact number, email address, etc, within 7 days of the occurrence.

9. Right to Expel

- a) Elpis College reserves the right to expel a student for breaching enrolment or/and visa conditions. In these circumstances, students will not be provided any refund of fees and their CoE will be cancelled immediately after the student is notified. This may result in cancellation of the student's visa.
- b) If a student disagrees with this process, they have the right to submit a Complaint and Appeal Form to appeal the decision. Student should refer to Elpis College's Complaints and Appeals Policies and Procedures or go to Elpis College's website for further information and a form - at: elpis.edu.au or refer to their International Student Handbook.
- c) 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.

10. Privacy Statement

- a) Elpis College respects the importance of securing any form of personal information which is collected from prospective students, student(s) and/or other Stakeholders. Information collected is only utilised for the purpose gathering information on the student as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.
- b) Students enrolled on a study visa are required – in accordance with their visa requirements, to ensure their personal information and contact details are maintained and current Students have a right to access and alter their personal information.

11. Privacy Notice

- a) Under the Data Provision Requirements 2012, Elpis College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
- b) Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Elpis for statistical, regulatory, and research purposes. Elpis may disclose your personal information for these purposes to third parties, including:
- Commonwealth and State or Territory government departments and authorised agencies.
 - NCVER.
 - Organisations conducting student surveys; and

– Researchers.

- c) Personal information disclosed to NCVER may be used or disclosed for the following purposes:
- Issuing a VET Statement of Attainment, VET Qualification, or populating Authenticated VET Transcripts facilitating statistics and research relating to education, including surveys and data linkage
 - pre-populating RTO student enrolment forms
 - understanding how the VET market operates, for policy, workforce planning and consumer information, and administering VET, including program administration, regulation, monitoring, and evaluation.
- d) You may receive an NCVER student survey which may be administered by an NCVER employee, agent, or third-party contractor. You may opt-out of the survey at the time of being contacted.
- e) NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (CT), the VET Data Policy, and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>

12. Surveys

- a) You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

13. Elpis College Contact Details:

- **Address:** 350 Albany Highway Victoria Park WA 6100
- **Phone:** +61 0481 567 924
- **Email:** admin@elpis.edu.au

14. Changes to Agreed Services

- a) Where there are any changes to the agreed services that will affect Elpis Students, including in the unlikely event of Elpis College ceasing operations, Elpis College will advise its students in writing as soon as practicable, this includes changes to any new third-party arrangements or a change of ownership or any changes to existing third-party arrangements.
- b) Elpis College will notify the designated authority (ASQA) and all enrolled and prospective students of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.

15. Complaints and Appeals

- a) If a student is experiencing any difficulties, they are encouraged to discuss their concerns with their Trainer or a Student Services Officer. Elpis College's Student Services staff will make themselves available at a mutually convenient time should a student seek assistance.
- b) If a student wishes to make a complaint, they are required to complete the Elpis College Complaints and Appeals Form, which is available via Elpis College's website at: elpis.edu.au or on request from Elpis College reception staff. Once the form has been completed, the form should be submitted to Elpis College Compliance Manager: admin@elpis.edu.au for registering then to the PEO for further processing and/or actioning – as per the Elpis Complaints and Appeals Policy and Procedures.
- c) Please refer to the International Student Handbook and the Elpis College's Complaints and Appeals Policy and Procedures for further information and details on the process which are all available via Elpis College's website or on request from Elpis College reception staff. Elpis College website: elpis.edu.au

16. Credit Transfer

- a) Elpis College recognises - Australian Qualifications Framework (AQF) certification issued by another registered training provider within Australia (as per the National Register at: www.training.gov.au)

- b) A Credit Transfer for units of competency that directly align with the unit/s required to be undertaken in order for an enrolled Elpis student to successfully complete their enrolled qualification/course. Students are responsible for providing original evidence and/or supporting documentation of their previously gained competencies to Elpis College with their completed Elpis Application for Credit Transfer. Elpis College will assess each application and supporting evidence in accordance with Elpis College policy and procedures. Student will be notified in writing of the application outcome/s.
- c) Please refer to the International Student Handbook and/or the Elpis RPL and CT policy and procedures – available via the Elpis College 's website at: elpis.edu.au or contact Elpis College's reception staff for further information and any documentation.

17. Student Support Services

- a) Elpis College students are encouraged to express their views and talk to an Elpis College Trainer or staff member about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion.
- b) Whilst Elpis College students are required to meet the minimum course entry requirements which includes the minimum English language skills requirements, the academic level requirements, and the Language, Literacy and Numeracy assessment requirements etc, students may on occasion require further assistance and support – Students requiring assistance and/or support or those students identified as requiring assistance by Elpis College will be invited to an intervention meeting and/or Elpis College will offer support where possible both internally or via an appropriate referral to an external support agency.
- c) Elpis College is committed to providing students with support, advice or assistance while training with Elpis. Please see the International Student Handbook, refer to the Elpis Student Support Services policies and Procedures and/or further information contained within the Elpis College's website, including information and contact details on various relevant support available.
- d) In addition to this and to ensure the quality of our training delivery, Elpis College provides vocational training and assessment support and mentoring sessions for students to improve and achieve their training outcomes. Students are advised to seek an appointment with their trainer in the first instance, if required the student can then schedule an appointment with Elpis for further support and/or assistance.

18. Enrolment and Study Visa Legislative and Regulatory Requirements

- a) All international students are required will undergo a scheduled Orientation session with Elpis College, which provides students with relevant information and details including the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are provided with access and use of various Elpis College documents and reference materials as well as an introduction and walk through the Elpis College website and content.
- b) Throughout the students application and enrolment process, their orientation and course participation, Elpis College International students studying on an approved student visa will be advised and reminded of their course participation, attendance and progress requirements in accordance with their study visa requirements including students required to attend their enrolled course for a minimum of 20 contact hours per week during each course scheduled study term and may undertake employment opportunities outside of their enrolled course scheduled study terms for up to a maximum of 48 hours per fortnight and unrestricted hours during any scheduled course breaks
- c) Students are required to acknowledge and agree to abide by the Elpis College's policies and procedures, and all relevant State and Federal Government legislative and regulatory requirements.

19. Student with Dependents

- a) Students accompanied by school age dependants, are responsible for the payment of any primary or secondary school fees. Student dependants are not eligible to attend government schools free of charge.

- b) School age dependants of an international student on a study visa, must be enrolled and attending school during the period that the student is studying with Elpis College.

20. Elpis College Business Hours

- a) Business Hours are 9:00 AM to 5:00 PM by appointment only. Elpis College is not able to take calls or reply to emails outside of office hours, weekends and public holidays.

21. Elpis College After Hours - Emergency Contact

- a) In an emergency (24/7), the following Point of Contact (POC) is available to be contacted by Elpis College Students and Staff:

Emergency POC: Elpis College CEO – Winnie **Mobile No:** +61 1 0430 989 969

22. Pre-Departure when Travelling to Australia Information

- a) If this is your first time studying in Australia, we recommend that you visit the following website:
<https://www.studyaustralia.gov.au/en/plan-your-move/preparing-to-travel>, which provides useful information regarding travelling and living in Australia.
- b) Elpis College has a Pre-Departure Handbook available to all prospective student to read – which is accessible via the Elpis website at: elpis.edu.au.

23. Submitting your Enrolment Application to Elpis College

- a) Fill in the Elpis College Enrolment Application Form - available from the website at: elpis.edu.au, your education agent, or by contacting Elpis College at admin@elpis.edu.au and along with all the requested and/or required supporting documentation and information, send it to Elpis College via: admin@elpis.edu.au or submit to your Elpis College approved Education Agent, or in person at the Elpis College Reception.

24. Enrolment Application and The Elpis College Letter of Offer/Student Acceptance

- a) On receipt of your correctly completed Enrolment Application Form, Elpis College's Admissions Staff will conduct an initial review of the application and support documentation, when the application and support documentation have been checked for accuracy and completeness and are acceptable, the students application and support documentation will then be submitted to the Marketing Manager for their final review process in accordance with the Elpis College Student Selection and Enrolment Policy and Procedures.
- b) Successful applicants will be approved and processed to the next stage where the Admissions staff will then generate an Elpis College Letter of Offer (LOO)/Student Acceptance, and an Elpis College Confirmation of Enrolment (COE) document which will then be emailed to the applicant/student via their approved education agent or directly via their nominated email.

25. Entry Requirements
BSB QUALIFICATIONS

- **BSB40120 Certificate IV in Business**

English Language

IELTS 5.5 or higher with a minimum score of 5.0 in each band

Or

Equivalent (e.g., TOEFL, ISLPR, CSWE, General English, EAP) English language test scores

Academic Level

Year 12 or equivalent high school certificate

Language, Literacy and Numeracy (LLN)

Complete a Language, Literacy and Numeracy (LLN) assessment.

Age

18 years or over at the time of commencement.

- **BSB50120 Diploma of Business**

English Language

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IELTS 5.5 or higher with a minimum score of 5.0 in each band

Or

Equivalent (e.g., TOEFL, ISLPR, CSWE, General English, EAP) English language test scores

Academic Level

Year 12 or equivalent high school certificate

Language, Literacy and Numeracy (LLN)

Complete a Language, Literacy and Numeracy (LLN) assessment.

Age

18 years or over at the time of commencement.

- **BSB60120 Advanced Diploma of Business**

English Language

IELTS 5.5 or higher with a minimum score of 5.0 in each band

Or

Equivalent (e.g., TOEFL, ISLPR, CSWE, General English, EAP) English language test scores

Academic Level

Successful completion of a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) OR have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Language, Literacy and Numeracy (LLN)

Complete a Language, Literacy and Numeracy (LLN) assessment.

Age

18 years or over at the time of commencement.

- **BSB80120 Graduate Diploma of Management (Learning)**

English Language

IELTS 6.0 or higher with a minimum score of 5.5 in each band

Or

Equivalent (e.g., TOEFL, ISLPR, CSWE, General English, EAP) English language test scores

Academic Level

Successfully completed year 12 certificate or equivalent.

Language, Literacy and Numeracy (LLN)

Complete a Language, Literacy and Numeracy (LLN) assessment.

Age

18 years or over at the time of commencement.

26. Course Delivery and Student Study Hours

- Elpis College Courses are delivered in English. Delivery methods for all courses will be: Face-to-face, within the Elpis campus classrooms and simulated business environment.
- As well as the on-campus component, students are to complete up to 6 additional hours of study hours each week outside of scheduled on campus sessions, including homework, private study, assignment preparation, and research.
- Classes are scheduled to meet the minimum student study visa requirements of 20 Contact hours per week (equiv to 2.5 days per week).
- Current courses conducted at Elpis College do not require students to undertake any work placement requirement.

27. Head Office and Campus Location

350 Albany Highway, Victoria Park WA 6100

Telephone: +61 0481 567 924 / Email: admin@elpis.edu.au / Website: elpis.edu.au

APPLICANT ACKNOWLEDGEMENT AND DECLARATION

I, _____ acknowledge that the information provided in this Enrolment Application Form and other supporting documents provided to me contain accurate, true and correct information.

I declare that I have read and agree to the Terms and Conditions of Enrolment at Elpis College as presented above within this application form including, but not limited to; the course durations, the fees payable, my study visa attendance requirements of 20 contact hours per week at Elpis College, the Refund and cancellation Policy and Procedures, the Complaints and Appeals Policy and Procedures and to be bound by the Conditions of Enrolment presented, and to abide by the Elpis College policies and procedures

I acknowledge and understand that Elpis College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information and:

- ☐ I confirm the information supplied in this application in relation to my course of study and enrolment application requirements is true and accurate. I understand that any changes to my study plans may be considered detrimental to your course enrolment/s at Elpis College and to your Student Study Visa conditions.
- ☐ I acknowledge and confirm that I understand that this Enrolment Application Form includes questions to enable Elpis College to collect and provide AVETMISS compliant records to meet their National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and Elpis College's Privacy Statement were included above and are available on request from the Elpis reception staff or via the Elpis College website located at: elpis.edu.au
- ☐ I acknowledge and confirm that I understand Elpis College respects the importance of securing any form of personal information which is collected from prospective students, student(s) and/or other Stakeholders. Information collected is only utilised for the purpose gathering information on the student as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.
- ☐ I acknowledge and confirm that I understand that under the Data Provision Requirements 2012, Elpis College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
- ☐ I acknowledge and confirm that I understand that my personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Elpis for statistical, regulatory, and research purposes. Elpis may disclose your personal information for these purposes to third parties, including:
 - Commonwealth and State or Territory government departments and authorised agencies.
 - NCVER.
 - Organisations conducting student surveys; and
 - Researchers.
- ☐ I acknowledge and confirm that I understand that NCVER will collect, hold, use and disclose my personal information in accordance with the Privacy Act 1988 (CT), the VET Data Policy, and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).
- ☐ I understand that Elpis College will apply for my Unique Student Identifier (USI), on my behalf, unless I have secure one for myself prior. I understand that they will use the ID I have provided as part of my application process. Furthermore, I agree that my (the one I have provided to Elpis in my Enrolment Application Form) email account will be used as part of this registration process, and that I am required to authenticate my USI myself and must maintain my up to date contact details with Elpis College within 7 days of any changes/updated occurring. More information on the requirement for a USI is available via www.usi.gov.au

- ☐ I understand that when Elpis College performs a search to locate my USI, that I will receive a notice regarding the use of this function to confirm my USI.
- ☐ I consent to DHA providing Elpis College with any information about my visa status from the time of my application to the time of my departure from Australia.
- ☐ I understand that I will be required to pay an Enrolment Application Fee with the submission of this Enrolment Application Form and that the Enrolment Application Fee is non-refundable.
- ☐ I 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.
- ☐ I understand and allow Elpis College to use photographs, testimonials and videos taken of me for advertising and/or marketing purposes.

APPLICANTS SIGNATURE:

DATE:

AGENTS DECLARATION

- ☐ I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Home Affairs as per www.homeaffairs.gov.au to the best of my knowledge, the applicant is genuine in making this application to enrol at Elpis College and has every intention of completing all courses listed in this Enrolment Application Form.
- ☐ I have made every effort to verify the authenticity and validity of the supporting documents provide to me by the applicant which are submitted as part of this application.
- ☐ I am satisfied that the applicant has genuine access to the total funds required while in Australia to study at Elpis College and to cover all relevant travel costs, insurances, course tuition, non-tuition fees, and living costs for themselves and any dependents (if applicable).
- ☐ I recommend that Elpis College proceed with the assessment of this Prospective Student's Application to enrol at Elpis College.
- ☐ I confirm that the applicant has signed this application form in my presence.
- ☐ I have verified the student's listed email addresses and residential addresses.
- ☐ I declare and confirm that I have provided the applicant with copies and links for all relevant Elpis College supporting information and documentation including the Elpis College Website address that is relevant and supportive of this individual's application.

Agent's Name: _____

Agent's Signature: _____

Agents Business Name: _____

Agents Business Address: _____

Agent's Contact Number: _____

Date Signed: (dd/mm/yyyy) _____

OFFICE USE ONLY

Application Received at Elpis College	(Name)	(Signature)	Date Received	
Request given to Admissions Officer	By who? (Position)	(Signature)	Date Given	
Admissions Officer Action Notes:	Application to be registered and processed as per Recruitment & Selection P&P and Application Checklist Comments/Actions:			
Admissions Officer Completed Application Review and Check	Date Completed	Initials	Submitted to Marketing Manager for final review and processing	YES / NO
Marketing Manager Final Review				
Decision/ Outcome:	☐ Approved	☐ Declined	Notes:	
			Name/Initials:	Date of Decision:
Admission Officer Action	Entered into RTODData Cloud Yes / No	Entered into PRISMS and CoE Created as per PRISMS User Manual Yes / No	☐ Created a Student Record on Elpis College Dropbox. ☐ Saved a copy of Enrolment Application and all support Documents onto student folder in DropBox	
	Init: Date:	Init: Date:		