International Health & Science Institute
ABN: 49 643 456 339 CRICOS 04391C PRV14369
PO Box Q1676 Queen Victoria Building NSW 1230
Ph: +61-2-8806 6777
Email: admissions@ihsi.edu.au Web:https://www.ihsi.edu.au

International Student Enrolment Form

Application for Enrolment

(International Students)

Students are required to complete the following 'Application for Enrolment – International Students' and return to the International Health & Science Institute (IHSI) with any supporting documents required.

Note:

- No enrolment will be processed unless this form is completed in full.
- The student must initial each page and sign the declaration at the end of the document to indicate their understanding and agreement of the enrolment conditions.
- For more information about the requirements to be eligible for the simplified student visa framework, please visit the Australian immigration website: https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500
- Visa processing to an Australian student visa can take longer in peak periods. For more information about the normal visa processing arrangements and visa requirements, refer to the https://www.homeaffairs.gov.au/Trav/Stud

Please tick (✓) the relevant information

Section 1: Personal Details

Are you in Australia: Yes ☐ No ☐		
Title: Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐	**Sex: Male ☐ Female ☐ Other ☐**	**Date of Birth: ___/___/_____**
First Name:	**Middle Name:**	**Last Name:**
Address:		
Suburb/Town:	**Post Code:**	**Country:**
Mobile:		**Phone (home):**
Email Address:		**Phone (work):**
Country of Citizenship:	**Country & Place of Birth**	**Emergency Contact Details:** **Name:**
Passport Number: **Expiry Date: ____/____/_____**	**If already in Australia** **Type of Visa Held_____** **Expiry Date: ____/____/_____**	**Contact No:** **Email:**

Do you have a disability, impairment or medical condition which can affect your learning*?

Yes ☐ No ☐ - If yes, please Tick one or more of following:

Acquired Brain injury☐	**Intellectual ☐**	**Psychological ☐**	**Physical ☐**	**Unspecified ☐**	**Neurological ☐**
Hearing/Deaf ☐	**Learning ☐**	**Mobility ☐**	**Visual ☐**	**Mental Illness ☐**	**Others ☐**

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**Providing information about disability or any other issue will not disadvantage your application. However, IHSI needs to assess if it can make reasonable adjustments to accommodate your learning needs and to advise you appropriately. In some cases, the support required may be at an additional cost to you.*

Do you have a medical condition or health-related issue that may prevent a student visa being issued?

Yes ☐ No ☐ - If yes, please provide details:

Please refer to: https://www.homeaffairs.gov.au/Trav/Visa/Heal/meeting-the-health-requirement

Has your Confirmation of Enrolment (CoE) been cancelled or have you been suspended in any other college? Yes ☐ No ☐
- If yes, please provide details (you may use another sheet if necessary):

Section 2: Previous Course Details

I left the college before completing my qualification	**I was suspended by the college:**	**I had my enrolment cancelled by the college**	**I had a or multiple dispute(s) with the college**
Yes ☐ No ☐ If yes, please provide details on a separate sheet.	**Yes ☐ No ☐ If yes, please provide details on a separate sheet.**	**Yes ☐ No ☐ If yes, please provide details on a separate sheet.**	**Yes ☐ No ☐ If yes, please provide details on a separate sheet.**

Past CoEs (Institution name and CoE number):	**Current CoEs (Institution name and CoE number):**
Visa refusals (Visa type & dates refusal received):	
Other issues IHSI should be aware of:	**Yes ☐ If yes, please provide details on a separate sheet.**
Are you an Offshore Student ☐ yes	Are you an Onshore Student ☐ yes

Education Course(s): Please tick the course you wish to enrol in:

CRICOS Code	**Course Name (Qualification Code)**	**Duration**	**Please tick (☑)**
n/a	Bridging course for the Bachelor of Information Technology and Cybersecurity	3 months	
119004H	Bachelor of Information Technology and Cybersecurity	3 years	

Intake Dates for Year 2026 - 2030: Please tick your preferred intake date.
Please note the census date in *Blue italic*. The census date is the last date the enrolment is accepted if you are unable to enrol before the stated enrolment date.

Intakes available for the Bridging course:		**Census dates in *Blue italic***			
05/01/2026 ☐	06/04/2026 ☐	07/01/2027 ☐	12/04/2027 ☐	10/01/2028 ☐	10/04/2028 ☐
08/01/2029 ☐	09/04/2029☐	07/01/2030 ☐	04/01/2030 ☐		
Intakes available for the Bachelor of Information Technology and Cybersecurity		**Census dates in *Blue italic***			
03/03/2026 ☐ ***23/02/2026***	13/07/2026 ☐ ***06/07/2026***	01/03/2027 ☐ ***22/02/2027***	12/07/2027 ☐ ***05/07/2027***	28/02/2028 ☐ ***21/02/2028***	10/07/2028 ☐ ***03/07/2028***

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26/02/2029 ☐ *19/02/2029*	09/07/2029 ☐ *02/07/2029*	25/02/2030 ☐ *18/02/2030*	08/07/2030 ☐ *01/07/2030*		

Blacktown Campus ☐	**City Campus ☐ only for bridging course**	**Lithgow Campus ☐ only for bridging course**

Please note that not all courses are available at every campus. Please enquire at admissions@ihsi.edu.au before applying.

Do you wish to apply for Credit Transfer or RPL (Recognition of Prior Learning)? **Yes ☐** **No ☐**

(If yes, please provide supporting documents including a CV, and previously completed qualifications or portfolio to support your application. (Students must apply **within 28 days of their enrolment**)
IHSI will offer up to three (3) Subjects of credit after assessing the Student.

Section 3: Language and Cultural Diversity

Is English your first language? **Yes ☐** **- Go to section 4** **No ☐** **- Please specify: _____**

Academic IELTS: 6.0 overall with a lowest score of 5.5; or TOEFL: paper based: 550-583 overall with TWE of 4.5, internet based: 79-93 overall with a writing score of 21; or AE5: Pass; or PTE: 58-64

Name of Test:	Test Date: __/__/____	Test Score:	Completed Certificate, Diploma or Higher Education qualification in Australia (please attach qualification) ☐

Section 4: Education Details

A certified copy of original transcripts of all official results must accompany this application. Please include grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If you would like IHSI to consider your employment history in support of your application (for any gaps), please attach your curriculum vitae (resume) & related evidences. Please ensure every document you provide must be in English and any document which is not in English must be translated in English prior to submission.

Course (e.g. Year 10/HSC etc.)	Institution Name (School/ College/ Edu. Board/ University)	Country	Started (Month & Year)	Completed (Month & Year)	Outcome (Pass/Fail & Marks/Grades)

Section 5: Employment History

Please provide details of your employment history in the table below *(and attach any related evidence):*

Employer	Position	Start Date	End Date	Full-Time/Part-Time

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Section 6: Overseas Student Health Cover

Do you have current Overseas Student Health Cover (OSHC)? Yes ☐ No ☐

If Yes, Health Cover Provider & your membership number:		**OSHC Expiry date:**	____/____/_____

Do you want IHSI to arrange Overseas Student Health Cover (OSHC)? Yes ☐ No ☐

If yes, what type of OSHC will you require? Single ☐ Couple ☐ Family ☐

Single Membership – covers the student only. Couple Membership – covers the student and his/her spouse/partner as listed on the student's visa as dependent. Family Membership – covers the student and their dependents (such as their spouse/partner and any dependent children)

Section 7: Living Costs and Financial availability

- Please access our International Student Information Kit for a guide to living costs and tuition fees and all policies including our Refund policy.
- Applicant to note that the transfer between providers that is the National Code standard 7 applies.

Do you understand the costs associated with studying in Australia and associated financial policies (fee, refund, transfer etc.) of IHSI & confirm that you have enough financials to cover the same? (Including tuition / related fees*, living expenses, overseas student health cover and return airfares etc.)	**Yes ☐** **No ☐**

All Applicants to IHSI must pay the enrolment fees and material fees as applicable).

Section 9: Checklist

Please make sure the following are attached (if applicable), documents which are not in English must translated in English.

Certified Passport biodata page(s) ☐	***Copy of Overseas or Australian qualification and transcripts (as applicable)*** ☐	***Certified English Language Evidence (IELTS or another equivalent test)*** ☐
Certified copy of year 12 certificate ☐	***Related work experience (if any)*** ☐	***Copy of current Australian Visa (if applicable)*** ☐
Police clearance ☐	***Working with Children Certificate*** ☐	***Vaccination Card (including COVID19)*** ☐

Course codes or unit outline / syllabus, if you are applying for exemptions (credit transfer) or Statement of attainment. (**Student must apply within 28 days of their enrolment**)

For offshore applicants: A GTE - Statement of Purpose explaining the reason to studying the course, relevance to previous study / work experience and future goals, reason for choosing IHSI for study and study in Australia rather than home country.

Do you require any language, literacy or numeracy assistance? Yes ☐ No ☐ (If yes, please provide related evidence)

Please note that in the absence of any of the above documents, application may be deemed as invalid or can lead to a conditional offer letter. Provide complete application to avoid any delays.

I,_____(Agent / Applicant) hereby declare that I have checked the validity of above documents and information provided herewith, as true to the best of my knowledge. I understand that any inaccurate or misleading information can lead to delay / rejection of the application and cancellation of enrolment in the event of any offer / COE issuance.

Signature: _____ **Date:** _____

Section 10: Terms & Conditions

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Acceptance to enrol, continue studies and undertake work placement:

- All students must provide the following documents before enrolment: Police Clearance, Working with Children Certificate and Vaccination card (which includes the COVID19 vaccines). Students who are exempt from COVID19 vaccines cannot be enrolled in IHSI courses.
- IHSI will enrol students if successful in the interview with the Course Coordinator, CEO or Dean
- If at any time a student is deemed to be a high risk for the other students and staff of IHSI, they will be suspended or have their enrolment terminated.
- An NoC (No Objection Certificate) will be completed before being sent on Work placement; if unsuccessful due to non-compliance with IHSI policies and the Student Handbook valid at the time, the enrolment may be terminated.

Participation in the courses:

- Lectures will be held face to face and the recording will be provided to the students.
- All laboratories will be held face to face, unless there are special circumstances, which must be justified by the student through medical certificates, or proof of misadventure; in compassionate and compelling circumstances, make up laboratories will be organised and this may carry an additional cost.
- In some but not all cases, IHSI may provide students a link to participate in the classes via zoom or other video conference software; the students must have their camera switched on during the class period to allow the Lecturer to engage them as part of the formative assessments.
- Attendance rules apply as per the Student Handbook

Participation in the work placements:

- All requirements for successful entry into work placements (listed in the Student Handbook) must be fulfilled prior to Orientation in a course.

Payment of Fees:

- Fees cannot be accepted from potential students unless they have signed a written agreement with IHSI.
- Students must pay the overseas student health cover (where applicable), enrolment & administrative fee and course/teaching material in full before the course commencement.
- Students will be required to pay the tuition fee for each Semester / Year 2 weeks before the start of each Semester / Year. These fees may be subject to increases. Please refer to your letter of offer for your payment schedule according to the study period of the course/s you have enrolled.
- Payments can be in the form of bank transfer or EFTPOS.
- Payment via bank deposit should be forwarded to:

Account name:	IHSI Protected Amount
BSB Number:	032016
Account number:	726697
Bank:	Westpac
Swift Code:	WPACAU2S or WPACAU2SXXX if an 11-character code is required

*Please write your name and student ID in the transaction description while making payments.

- Students will not be issued a Testamur while fees are still outstanding, while the assessments are not satisfactory or the student has not achieved the minimum requirements in all subjects.
- IHSI reserves the right to cancel any course prior to the commencement date of the course or during the course, should it deem it necessary.
- For fees / payment schedule, please refer to "Course Fees and Charges" in the offer letter.
- IHSI reserves the right to accept or reject any application for enrolment at its discretion.

General Refund Policy:

- If the student is refused a visa offshore, IHSI will provide a refund of the course fees (including tuition fees and non-tuition fees), minus the lesser of the 5% of the amount of course fees received by IHSI in respect of the student before the default day; or $500.

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- If the student is refused a visa while onshore after the initial visa is granted, IHSI will provide a refund of unused tuition fees as follows: The refund amount = weekly tuition fee × weeks in default period.
- If the seats in the course are full or the course is cancelled, a full refund of fees will be made without the non-refundable part of the enrolment fee.
- No refunds apply after the visa is granted for a course or a package of courses offered by IHSI (except in the event of applicant's demise)
- OHSC Refunds will be done as per health cover provider's policies.
- All refunds will be paid within 28 working days.

Refund of student tuition fees may be given in the following circumstances:

- If the enrolment is withdrawn more than 10 weeks prior to the agreed starting day, 10% of the Tuition Fee shall be retained by IHSI.
- If enrolment is withdrawn between four to ten weeks prior to the agreed starting day, 30% of the Tuition Fee shall be retained by IHSI.
- If the enrolment is withdrawn less than 4 weeks prior to the agreed starting day, 70% of the Tuition Fee shall be retained by IHSI.
- No refunds will be given after your studies have commenced.
- If an onshore student's visa is not granted, but the student has commenced the course, only the unused portion of tuition fee for the terms not enrolled will be refunded. If the student chooses to appeal at the Administrative Appeals Tribunal (AAT) appeal complete the course CoE (Confirmation of Enrolment) in the time frame, no refunds apply. In this case, any refund request will apply to the prepaid unused tuition fee for following terms (not commenced till date of refund request).
- If the student requests for release after the visa grant and obtain an approved withdrawal from course, no refunds apply.
- For a refund of tuition fees, you must give written request by filling the Refund form.
- Any changes to management structure or name of institution or campus location, change of fee structures, change of mind, do not constitute towards a reason for refund. Any such requests will be refused.
- All approved refunds are made payable to and sent to student or to the account of the legally authorised and duly consented by the student in Australian dollars in order to maintain transparency in transaction(s).
- Anything in the above policy does not remove your right to take further action under Australia's Consumer Protection Laws or to pursue other legal remedies as necessary.

Authorization to arrange Medical Treatment

- The student agrees to authorize IHSI to call for medical treatment in emergency circumstances where IHSI staff deems it necessary. IHSI will not be held liable for any expense, loss or damage for such medical intervention. Students are liable for their own OSHC cover maintenance for this purpose.

Complaints & Appeal Procedures

- If you have any problems or concerns with the college during your studies, you need to follow Complaints and Appeals Policy and Procedure as described in the student handbook.
- If you are still not satisfied you have the right to appeal to Overseas Students Ombudsman (www.oso.gov.au), an independent external party and advice the institute within a stipulated timeframe.

Privacy

- Under the Data Provision Requirements 2012, the IHSI is required to collect personal information about you and to disclose that personal information government agencies.
- Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by the IHSI for statistical, administrative, regulatory and research purposes. IHSI may disclose your personal information for these purposes to:
    - Commonwealth and State or Territory government departments and authorised agencies.

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- Personal information that has been disclosed to government agencies may be used for the following purposes:
  - populating authenticated transcripts;
  - facilitating statistics and research relating to education, including surveys and data linkage;
  - pre-populating student enrolment forms;
  - understanding how the tertiary education market operates, for policy, workforce planning and consumer information; and
  - administering training, including program administration, regulation, monitoring and evaluation.
- You may receive a student survey which may be administered by a government department, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

Course Cancellation by the IHSI - Provider Default

- If IHSI is unable to provide any courses on the agreed starting date, students will be offered a refund of the unused portion of all pre-paid tuition fees.
- Refunds due to provider default will be paid within 14 working days & as per the Tuition Protection Services (TPS)guidelines

Changing Courses

- Under the Simplified Student Visa Framework (SSVF) all students are required to maintain enrolment with a course of study at the same or high AQF level for which their visa is granted.
- If you are thinking about changing your course of study to a lower level AQF course would be a breach of visa conditions and might result in the Student Visa being cancelled.
- To change to a lower level AQF course you must apply to Department of Home Affairs (DHA) for a new visa and to be granted a new visa before changing.

Transfer of provider (Issue of a release letter approving the transfer)

- Release cannot be provided prior to completion of 6 months of the principal course & will not be issued in case any due tuition fee is unpaid.
- The requests for the same will be considered in accordance with the Transfer of Provider and Release policy (see student handbook).

Course Progression and Attendance

- Regular attendance is a requirement for all students. International students must attend a minimum of 80% of classes for the duration of their course.
- If students fail to meet this requirement their enrolment with IHSI will be cancelled and the student will be reported to DHA and their visa may be cancelled.
- If students do not make satisfactory course progress (more than 50%) they will have to attend counselling with Student Support.
- If the student fails to meet the progress subsequently, they will be reported to DHA and their visa may be cancelled.

Disclaimer

- IHSI accepts no liability for any unexpected interruption in services through events such as electrical failure, floods and similar natural disaster which cause cancellation of classes. Fee refunds will not be provided for classes missed due to such events.

Section 11: Student Declaration

In signing and submitting this 'Application for Enrolment International Students' the applicant acknowledges:

1. I declare that the information submitted with this application is true and complete.
2. I acknowledge that failure to provide any document or disclose my academic record may result in IHSI revoking an offer or terminating my studies at any stage.
3. I authorise IHSI to seek verification of my academic and professional qualifications, and work experience. I understand that IHSI reserves the right to inform other VET colleges (Vocational Education Training colleges), tertiary institutions and regulatory agencies and has the right to cancel the enrolment if any of the material

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presented to support my application is found to be false or if I do not respect the Code of Conduct and the obligations stated in the Student Handbook.

4. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
5. I acknowledge that IHSI reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6. I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of this application. I also undertake to update about any address / contact detail change within 5 working days in writing to the institute.
7. I acknowledge that I have read and understand the description of the courses(s) that I am applying for on IHSI's website.
8. I agree to pay the applicable tuition fees prior to CoE (Confirmation of Enrolment) issuance, term commencement and subsequent instalments of nominated studies set out on the letter of offer and I agree to be personally liable to the debt arising from fees owing. I understand that IHSI may seek the services of external debt collection agencies for the collection purpose. I will be liable to pay for any legal or linked charges for any such agencies.
9. I have read and understand IHSI's fees and refund policy and requirements as set out within the Student Handbook.
10. I authorised IHSI to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
11. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on http://www.homeaffairs.gov.au.
12. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
13. I have read and understand the description of the ESOS framework made available at: https://internationaleducation.gov.au/Regulatory- Information/Education- Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS- Regulations/Pages/default.aspx
14. I declare that the information provided in this application and the documentation supporting it is true and complete
15. I declare that my signature is true and correct and matches the signature in my passport.

I acknowledge and agree to the terms in the student declaration.

Name: _____ **Passport No:** _____

Signature: _____ **Date:** _____

Section 13: Where did you hear/know about IHSI? Please Tick (✓)			
Agent ☐	IHSI's website ☐	Friend ☐	Search Engine ☐
Education Exhibition ☐	Advertisement ☐	Social Media ☐	Other ☐

Section 14: For Agent Use Only	
Application Checklist	
Complete all sections of the application form ☐	Attach certified/verified copy of visa (if applicable) ☐
Original supporting documents sighted, and copies stamped by assessing agent ☐	Attach certified/verified copy of passport ☐
Completed Statement of Purpose / GTE ☐	Attach certified/verified copy of documents as per checklist in Section 8 ☐
To Be Completed by Education Agent (if applicable)	

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1. Applicant has the minimum English language requirement to undertake their chosen course (if applicable).	Yes ☐ No ☐
2. Applicant meets the academic requirements for their chosen study pathway.	Yes ☐ No ☐
3. Applicant has researched their career goals and prospects in their home country.	Yes ☐ No ☐
4. Applicant has done adequate research on IHSI's available courses, support services, facilities and locations.	Yes ☐ No ☐
5. Applicant has demonstrated a clear understanding of the benefits of undertaking their chosen study pathway at _____.	Yes ☐ No ☐
6. Applicant has strong family support.	Yes ☐ No ☐
7. Applicant has a clear understanding of the Australian Student Visa conditions including GTE.	Yes ☐ No ☐
8. Applicant has a confirmed source of funding and contingencies in place should their source of funding suddenly Cease.	Yes ☐ No ☐
9. Supporting documentation has been sighted and is available upon request.	Yes ☐ No ☐
10. Applicant has realistic expectations of all costs for the duration of their studies.	Yes ☐ No ☐
11. Applicant has realistic expectations about their ability to find work and their likely part-time income whilst studying.	Yes ☐ No ☐

I Declare that:

- I have assessed the applicant as a Genuine Temporary Entrant (GTE) and a Genuine Student (GS) as defined by the Department of Home Affairs at https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant
- To the best of my knowledge the applicant is genuine in making this application and has every intention of completing all courses that have been offered in the study package;
- I have made every effort to verify the authenticity and validity of the documents which form part of this application;
- I am satisfied that the applicant has genuine access to the total funds required while in Australia to cover all travel, overseas student health cover, tuition and living costs for themselves and any accompanying family members;
- The applicant has read and understood the IHSI `s "Student Handbook" and "Fees and Charges Policy" and "Refund Policy".
- I confirm that the student has signed this application form.

Application Approval from agent: Yes ☐ No ☐

Agent's comments on this Application: _____

_____

Agency Name:			
Agent Branch Office:		**Agent staff member name:**	
Signature:		**Date:**	

Section 15: Application Submission (Sending to IHSI)

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All applications with supporting documentation should be sent to:
Student Admissions
Email to: admissions@ihsi.edu.au

Or
Post to:
International Health & Science Institute
Suite 101E Level 1, 130 Main St
Blacktown NSW 2148

Version Control and Change History

Version	Date	Author	Section
1.0	2023	IHSI	Initial version
1.1	23/04/25	IHSI	Review of intake dates
2.0	20/05/25	IHSI	Changed the course name from Bachelor of IT & Cybersecurity to Bachelor of Information Technology and Cybersecurity
3.0	10/10/25	IHSI	Added CRICOS numbers and intake dates