

Enrolment Application Form

Person Completing this Enrolment Application Form:

- Please write clearly in black ink using CAPITAL LETTERS in English.
- Include a copy of all required supporting documents with this application including passport and English level/certificate (If applicable) etc.
- All supporting documents for this application must be certified as true copies.

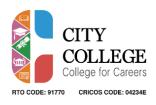
NOTES:

- 1. Completed and signed Enrolment Application Forms with all relevant/required support documentation are to be submitted to City College via your Education Agent, in person at the City College Perth campus, or via the City College Admission Manager at: admissions@citycollege.edu.au
- ** Information contained within this document is managed in accordance with City College's Privacy Policy and in accordance with the ESOS Act 2000.

1. PERSONAL DETAILS (Please cho	ose by plac	cing an X in th	e boxes that a	pply to you)				
Title:	□ Mr	☐ Mrs	☐ Ms	☐ Miss	☐ Oth	er		
Single name only: ☐ (Tick this box if you have a single nam as it appears on your passport.)	(Tick this box if you have a single name that cannot be written in the following format. Write your single name in the 'Family Name' section exactly							
Gender:	□ Male	☐ Female	□ Indetermi	□ Indeterminate		Date of Birth (DDMMYYYY):		
* Family Name (Surname):								
* First Given Name:	7							
* Second Given Name (Middle):								
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want City College to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in your identity document provided by you to use for this purpose. See section on the USI at the end of this form for a further details and explanation.								
Nationality:		Country of						
Are you a permanent resident of Australia?	□ Yes □	□ No	Do you spea English at ho	peak a language other than home?			☐ No, English only ☐ Yes, other – please specify	
Are you of Aboriginal or Torres St (For persons of both Aboriginal and Torres		_	th 'Yes' boxes)	□ No	· ·		☐ Yes, Torres	Strait
2. CONTACT DETAILS								
Part 2A Address (In Your Home	Country)							
Address:								
Suburb:			ļ.					
State			Post C	ode:				
Email:								
Phone (Home):	Mobil			e:				
Document Name: Enrolment Application I	Form			RTO Code: 917	70	CRICOS	Code: 04234E	

 Document Name: Enrolment Application Form
 RTO Code: 91770
 CRICOS Code: 04234E

 Version: ADM_FR_01_V.01
 Approved: May 2024
 Review Date: May 2025
 Page 1 of 22



Enrolment Application Form

Part 2	Part 2B Address (In Australia)								
*Pleas	*Please provide the physical address (street number and name not post-office box) where you usually reside.*								
Addr	ess:								
Subu	rb:								
State				Post Code:					
	is your posta erent from above								
Home	e Phone Numb	oer:		Mobile:					
Email	Address:								
Alteri (option	native Email A	Address:							
	<u>, </u>	OO YOU WANT	YOUR CORRESPONDENCE SE	ENT TO?					
Send Correspondence to: My current Australia Address (Part 2B above)						☐ My current Agents Address (Refer to section 6. Below)			
3. EN	3. ENROLMENT/COURSE SELECTION AND FEE SCHEDULE								
PLEAS	PLEASE NOTE: Course fees are subject to change. If there are any changes, we will notify you 4 weeks in advance.								
Commencing – (Intake date): Month/ Year									
Select	Course Code		Course Title		Cours Durati	on Fee	Tuition Fee /	Application Fee per application (AUD)	
	Campus Only e an "X" in the	-	for the Qualification/s (Course	e/s) that you wish to ap	oply to	study at (City College.		
	ICT40120		' in Information Technology		52	\$8,000		\$250	
	ICT50220	Diploma of Ir	nformation Technology		52	\$12,00	0 \$250	\$250	
	ICT60220	Advanced Di	ploma of Information Technol	logy	52	\$14,00	\$1,000	\$250	
	AUR30620	Certificate III	in Light Vehicle Mechanical T	echnology	78	\$15,00	0 \$2,000	\$250	
	AUR40216	Certificate IV	' in Automotive Mechanical Di	iagnosis	26	\$5,000	\$1,000	\$250	
	AUR50116	Diploma of A	automotive Management		52	\$15,00	\$1,500	\$250	
	BSB50420	Diploma of L	eadership and Management		52	\$8,000	\$250	\$250	
	BSB60420	Advanced D	iploma of Leadership and Mar	nagement	52	\$12,00	0 \$250	\$250	
	BSB80120	Graduate Dip	oloma of Management (Learni	ing)	104	\$22,00	\$1,000	\$250	

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 2 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

Please Note:

• A non-refundable \$250 Application fee is charged for the processing of each enrolment application received at City College.

Definition of Tuition and Non-Tuition Fees (Material Fee) payables

Tuition Fees Include the following:

• Delivery of the course learning and assessments 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. or are ancillary to the activities that form part of your enrolled course/s.

Non-Tuition Fees / Course Material Fees include the following:

- Your course books, resources via LMS including LMS fee, Additional Resources and Materials as applicable.
- $\label{eq:Additional} \underline{\text{non-tuition fees}} \text{ where applicable including:}$
- The Student's Health Insurance costs will be applied if City College has made the arrangements.
- Airport pick up charges

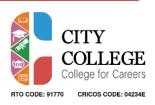
IMPORTANT NOTE:

The Enrolment Application Fee is NON-REFUNDABLE once an application to enrol has been received by City College.

All other refunds will be processed in accordance with the City College Refund and Cancellation Policy - please refer to the City College policy and procedures a detailed below and/or accessible via the City College website at: www.citycollege.edu.au

4. PASSPORT DETAILS											
Passport Status:	☐ My Passport Issu						□ м	y Passı	oort is Pen	iding	
Country Passport was Issu	ed By:										
Passport Number:							Passpo	rt Expi	ry Date:		
*** NOTE: A certified true copy of All your original documents (Including a copy of your current passport - must be provided as part of your application ***											
Passport was Verified By (write Name):							Signat	ure:			
Date Verified:						Con	ntact N	umber	:		- 1
5. VISA DETAILS					·						
Are you Currently Studying	in Australia? 🗆 🗆 🗈	No I	□Yes	N	ame of Training P	rovi	der:				
What VISA Type do you Currently Hold (If Any)?	□ No Visa Held	□ Sto	udent		□ Visitor		Working	;	☐ Bridging		r (provide
VISA Status:	☐ Issued	□ P€	ending		VISA Number:						

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 3 of 22



Enrolment Application Form

VISA Expiry Date:				Are y	ou in Australia	a NOW	?		☐ Yes	□ No
IF NO current valid VISA held	- please cor	mplete the follo	wing:							
Country of Visa Lodgement:				City	of Visa Lodgem	nent:				
Date you have/will Apply fo	r a Visa:									
6. Education Agent Details (If applying through an education agent)										
Agent Company Name:										
Your Agents Name:										
Agents Full Address:										
			7							
Phone Number:						Agen	t's Sta	mp:		
Mobile:								·		
Email:										
How did you hear about City College?										
☐ Agent		☐ Google Se	earch			☐ Ra	adio			
☐ Exhibition		☐ Governme	ent Web	sites		☐ Travel agents				
☐ Events		☐ Instagram	n/Linked	In/God	ogle+	☐ Friends				
☐ Newspapers/Magazines		☐ Facebook		☐ Relatives						
7. OVERSEAS STUDENT HEAL	TH COVER									
Have you arranged your own	n Insurance	(OSHC)?	☐ If Ye	es com	plete (<u>Part A</u>	☐ If	No co	mplete (<u>P</u>	art B Below)	
Part A – Provide Your Insure	r Details									
Name of Insurer:		NY /		Cont	act Number:					
Member No:				Date	of Expiry:					
Part B − Do you want City College to assist you in arranging your health cover? (You must advise City College which Insurance your Require − from Below)										
Cover Type	gle 🗆 Co	uple 🗌 Fam	nily D	uratio	n (in months)		☐ 6	□ 12	□ 18	□ 30
NOTES:										
Version: ADM_FR_01_V.01 Approved: May 2024				RTO Code: 91770 CRICOS Code: 04234E Review Date: May 2025 Page 4 of 22						

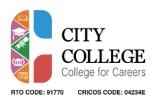
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Enrolment Application Form

	 The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC). The length of your OSHC MUST cover the total length of your course(s) (+7 days before start of Course and + 2 months after finish) 						
8. ENGLISH LANGUAGE PROFICIE	NCY (Please choo	se by placi	ing an X in	the boxes that apply to y	ou)		
Which English test have you comp	oleted in the last 2	2 years?					
☐ IELTS ☐ TOEFL	☐ PTE	□ CAE	□ 0·	ther (provide details)			
Provide results of above test				Date test taker	n:		
NOTE: Please attach a certificat	e to confirm this	test result	<mark>and date o</mark>	f results			
Have you completed an English Course in Australia? □ YES □ NO		If YES, please attach relevant evidence of attending this course					
Have you completed an Australian Certificate III level course or above within Australia − issued no longer than 2 years ago? □ NO			If YES, please attach relevant evidence of the Certificate issued and the Academic Record/Results				
9. PREVIOUS EMPLOYMENT/WO	RK EXPERIENCE						
Do you have previous/prior employment experience relevant to the above qualifications you are applying to enrol in?			If YES, provide brief details below and any supporting documents — If applicable: NOTE: You MUST attach separate documentations to your application that will support this previous employment/experience - including a Resume and a Reference/s				
Please provide details of relevant	nt prior employm	ent/work e	experience	within the past 2 years:			
	HTŸ						
2. Why do you want to study the o	course/s you have	e selected a	above with	City College?			
Document Name: Enrolment Application	Form			RTO Code: 91770	CRICOS Code: 04234E		
Version: ADM_FR_01_V.01	Approved: May 202	24		Review Date: May 2025	Page 5 of 22		

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

	What employment/job do City College?	you hope to secure/get whe	n you have successfully comp	eted the above selected course/	s with
	Confirm (Check (X) the rel College:	evant box/es below) for the (Qualification course/s and leve	l/s that you have applied to enr	ol at City
	☐ Certificate IV Level	☐ Diploma Level	☐ Advanced Level	☐ Graduate Diploma L	evel
Ple	ase explain briefly – Why h	nave you chosen the above co	ourses and levels?		

10. RECOGNITION OF PRIOR LEARNING(RPL) / CREDIT TRANSFER (CT)

Credit Transfer (CT)

Students who have achieved a "Competent" outcome for a unit of competency are not required to enrol in the same/equivalent unit again (unless approval granted by City College)

Students who have evidence (an Academic Record or a Statement of Attainment) that they have successfully completed and achieved competence in a unit of competency issued by an Australian Registered Training Organisation (including City College) are to apply for a "Credit Transfer" (an exemption) from the equivalent unit of competency in the qualification you are applying to enrol into – <u>PRIOR</u> to accepting an enrolment offer. Failure to declare their prior achievements may result in the student incorrectly repeating a unit/s of competency and not being entitled to a refund for the relevant unit/s.

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 6 of 22



Enrolment Application Form

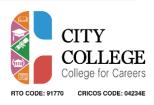
Recognition of Prior Learning (RPL)

Students who believe that they may have prior learning and/or experience gained via informal and non-formal or other formal methods, relevant to a unit of competency.

Students who believe that they may have prior learning and/or experience gained via informal and non- formal or other formal methods, should apply for RPL and provide sufficient, relevant evidence and supporting documentation with their application to City College – PRIOR to accepting an enrolment offer or commencing their enrolled course. Failure to apply and gain approval prior to your course commencement may result in the student incorrectly repeating a unit/s of competency and not being entitled to a refund for the relevant unit/s.

Please provide details of any CT of available via the City College wek City College enquiries and recept	or RPL you have/wi osite at: <u>http://ww</u>							
Will you be applying for a "Credit			_	_		☐ YE	S, I will	
equivalent unit/s of competence in the qualification you are applying to enrol into which you have successfully completed/achieved competence in and been issued an Academic Record or Statement of Attainment, issued by an Australian Registered Training Organisation (including City College)? NO, I will not								
If yes, please complete the City College Application Form for RPL or CT and attach all relevant evidence and supporting documentation. Refer to the City College's Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy and Procedures, ensuring you submit your application PRIOR to attending your City College Orientation Session. Note: The policy, procedures, and application form are available on the City College website: http://www.citycollege.edu.au or can be requested from your agent or the reception staff.								
11. SUPPORT SERVICES (Please choose by placing an X in the boxes that apply to you)								
Providing information about any disability or medical condition you may have — Note, this should not disadvantage your application; however, in order for City College to ensure you have the relevant support and assistance available for you to assess and to determine if/what reasonable adjustments may be suitable to accommodate your disability or medical condition and advise you accordingly. In some cases, there may be a cost.								
Do you consider yourself to have impairment or long-term condition		□ N						
If you indicated the presence of a		□н	earing/deaf	☐ Mental Illness	Mental Illness		☐ Other:	
impairment or long-term condition the area(s) in the following list:	on, please select	□ PI	hysical	□ Vision				
(You may indicate more than one are the Disability supplement for an expla following disabilities.)	•	□ In	ntellectual	☐ Acquired brain impairment				
0 • • • • • • • • • • • • • • • • • • •		□Le	earning	☐ Medical condition	1			
12. ACCOMMODATION REQUIRE	MENTS							
Do you require City College to pro	vide information a	nd refe	erences relate	d to accommodation?		☐ Yes	□ No	
Do you require City College to arrange for Airport pickup? This service has an additional cost								
Other additional information regarding Accommodation Needs?								
Document Name: Enrolment Application	Form			RTO Code: 91770	CRICOS C	ode: 04234E		
Version: ADM_FR_01_V.01	Approved: May 2024			Review Date: May 2025	Page 7 of	22		

E: info@citycollege.edu.au
W: www.citycollege.edu.au



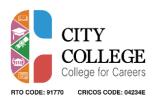
Enrolment Application Form

13. EMERGENCY CONTACT DETAILS (In Australia)							
Full Name:				Relationship:			
Contact Number:				Mobile:			
In the event of an emergency do you give City College permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? YES NO (Tick your response)						ree to pay	
14. PAYMENT DETAI	ILS						
 All fees and charges are to be in Australian Dollars (AUD) if this is not possible then approval from City College may be granted for the use of American Dollars (USD) Note: Students <u>must include</u> their payment details within this Enrolment Application form. 							
☐ Bank/Inter	net Fu	nds Transfer Must be in Australi	an Dollars (AU	D) made payable to:			
Account Name: City College Pty Ltd							
BSB:	067873						
Account Number:	count Number: 10788544						
SWIFT Code:		CTBAAU2S					
Bank Name:		Commonwealth Bank Australia					
Branch:		Canning Vale					
Bank Address:		257, Bannister Road, Canning V	ale, WA 6155				
Reference:		Enter <applicant surname="">&<d< td=""><td>Date of Birth></td><td></td><td></td><td></td></d<></applicant>	Date of Birth>				
15. SCHOOLING/ACA	ADEM	IC LEVEL					
What is your highest (Tick ONE box only)	t COM	PLETED school level?	☐ Year 12 o	-	☐ Year 11 or equi		
		in secondary education, the	☐ Year 8 or	•	☐ Never attended		
Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9).		☐ Year com	pleted school:				
Are you still enrolled in secondary or senior secondary education?			□ No □	Yes			
16. PREVIOUS QUAL	IFICAT	TIONS ACHIEVED					

 Document Name: Enrolment Application Form
 RTO Code: 91770
 CRICOS Code: 04234E

 Version: ADM_FR_01_V.01
 Approved: May 2024
 Review Date: May 2025
 Page 8 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

Have you SUCCESSFULLY completed any of the qualifications listed in question 16?	☐ No – Go to Employment – Question 17 ☐ Yes
If YES, tick ANY applicable boxes.	☐ 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
	☐ Other education
	(including certificates or overseas qualifications
	not listed above)
17. EMPLOYMENT - ONSHORE	
Of the following categories, which BEST describes your	☐ Full-Time employee
current employment status?	☐ Part-Time employee
(Tick ONE box on the right side only)	☐ Self-employed – not employing others☐ Self-employed – employing others
	☐ Employed – unpaid worker in a family business
	☐ Unemployed – seeking full-time work
	☐ Unemployed – seeking part-time work
	☐ Not employed – Not seeking employment
18. STUDY REASON	
From the list of categories to the right, select the one	☐ To get a job
which BEST describes the main reason you are	☐ To develop my existing business
undertaking this course (Tick ONE box only)	☐ To start my own business
	☐ To try for a different career
	☐ To get a better job or promotion ☐ It was a requirement of my job
	☐ I wanted extra skills for my job
	☐ To get into another course or study
	☐ For personal interest or self-development
	☐ To get skills for community/voluntary work
	☐ Other reasons
19. UNIQUE STUDENT IDENTIFIER (USI)	

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 9 of 22

T: +61 497 834 448

ABN: 66 114 139 570



Enrolment Application Form

City College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/students/create-your-usi - this can be achieved via a computer or a mobile device.

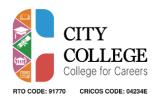
Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/

USI Number:	

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 10 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

20. TERMS AND CONDITIONS

TERMS & CONDITIONS OF ENROLMENT

1. Student Responsibilities

- a) Students must satisfy entry requirements for course of enrolment.
- b) If a student is deemed not yet competent on completion of training, 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 reassessment.
- d) If after three attempts the student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued.
- e) All students will undergo an induction with the college, which will include the student's rights and responsibilities against the relevant Australian Commonwealth, State or Territory legislation and regulatory requirements.
- f) Students are issued with a Student Handbook & International Student Handbook, which includes the Student's rights and responsibilities that will affect their participation in training.
- g) The student acknowledges that they must observe the college 's policies and procedures, according to State and Federal Government legislative and regulatory requirements and the Student Visa requirements, as set out in the Student Handbook and the International Student Handbook.

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 (DoHA) for unsatisfactory attendance, which many results in the cancellation of their student study visa.
- c) If a student does not commence studies on the agreed commencement date, after 14 days City 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 DoHA, 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 form is just for registering your initial interest into training with the City college and is not confirmation of your enrolment into the City college. The purpose of the form is to gather information from the student to determine their suitability into their course of choice.
- b) All programs consist of a minimum of 20 hours face-to-face scheduled course contact hours per week.
- c) The student is responsible for notifying the City college if they have a medical condition or disability or require assistance in their training.
- d) An Enrolment Application Fee must accompany enrolment to enable the students' application to be processed.
- e) It is the student's responsibility to note the date, time and location of the course as advertised.
- f) Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
- g) Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
- h) If you are unable to complete your course, due to changed personal circumstances, City college will make every effort to ensure you are placed into an alternative pre-scheduled course.

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 11 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

- i) Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
- j) City college 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.
- k) Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. City college 's students are covered by public liability insurance whilst studying on campus.
- l) Airport pickup service and Accommodation arrangement/Homestay Placement fees are non-refundable after the arrangement confirmation email has been sent to the student.
- m) Completing the Enrolment Application Form does not guarantee a place within City College.
- n) City college reserves the right to decline an application.
- o) Students from assessment level 3 and 4 countries are advised to apply through the college's representative (Education Agent).
- p) Applications will be processed when all required documents and the non-refundable enrolment fee are received by City college.
- q) Airport pickup service arrangement fee is payable every time the arrangement request is made.
- r) When the duration of studies at City College needs to be extended to complete the course, the student is required to pay additional fees for this extension.

4. Course Fees and Charges

- a) Please refer to the International Student Prospectus and the relevant City College Policies and procedures located on the City College website at: http://www.citycollege.edu.au for information on course fees, including any required deposit; tuition fees, course material fee, non-tuition fees, refund policy, and any other relevant information and/or possible charges (if applicable).
- b) Fees must be paid in Australian dollars by bank cheque or electronic bank transfer to the College's stated bank account. The College will not be responsible for any monies paid to agents.
- c) Course fees are subject to change, and we will notify you of any changes 4 weeks in advance.
- d) Enrolment and course fees do not cover personal costs, such as the cost of accommodation, living expenses, social activities, stationary or other equipment that the student may like to purchase.
- e) Certificates, Academic Records and Statements of Attainment are issued to students who have been assessed and deemed to be competent in all the required units of competency within each enrolled qualification. The initial award/Certificate (including the Academic Record) and/or a Statement of Attainment to an enrolled student is at no additional cost to the student as it is included in the students PAID course fees. All replacement or re- printing of a student's Certification will incur a cost being, a certificate re-issue fee of \$100 per certificate. Refer to the City College Fee and Charges Policy in the City College Student Handbooks, or go to the City College Website at: http://www.citycollege.edu.au
- f) Fees not paid by the due date will incur a late fee of 5% of the total fee due.
- g) The student may risk their CoE being cancelled if their course fees are not paid by the due date. If a student has any problem paying fees on time on accordance with their approved City College payment requirements and/or Plan, it is the student's responsibility to discuss alternative arrangements with the college Student Support Officer/s or Finance Department, before the due date for a payment has passed.
- h) An Enrolment Application Fee of \$250 may be required to be paid with this Enrolment Application Form, which is non-refundable.
- If a student requires a re-issue of their Certificate or Statement of Attainment, however, there is a fee chargeable for the re-issuing of City College Certification documentation. Please refer to the City College Fees and Charges Policy and Procedures, in the City College Students Letter of Offer, the International Student Handbook accessible via the City College website at: http://www.citycollege.edu.au
- j) If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.
- k) If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued, and the student will be given a six-month period to undertake reassessment if required.

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 12 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

- I) The College is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation
- m) City College Bank account details for payment of relevant application and course fees and charges are as follows:

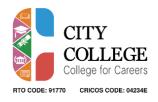
City College Bank Account Details	
Account Name:	City College Pty Ltd
Bank:	Commonwealth Bank Australia
BSB:	067873
Account Number:	10788544
Swift Code:	CTBAAU2S

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 City 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 for this Please refer to City College Refund Policy at the college Website: http://www.citycollege.edu.au
- d) There will be no refund issued following commencement of a student's course of study.
- e) All Enrolment Application fees and airport pickup service fees are non-refundable.
- f) If a student breaches visa conditions, resulting in studies being cancelled, there will be no refund.
- g) If City 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).
- h) The College is not responsible for Agent fees this service is paid between the Student and the students nominated Education Agent (EA) If applicable.
- i) When a refund is applicable and the student has paid the course fees through an agent, the commission deducted from the student's course fees by the students Agent, will be refunded to the student, by the student's agent as part of the Agents refund procedures.
- j) To request a refund, the student must submit a completed and signed City College Refund Request Form. The students written refund request will be processed within 4 weeks from the date of application being received at admissions@citycollege.edu.au
- k) Any Support arrangement fee (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.
- Refunds and Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of City College on written request including supporting evidence/documentation.
- m) No refund or transfer will be made to third parties all student refund entitlements will be made directly in to the relevant students registered bank account (as per the student's records held by City College). This policy may be waived by the college in exceptional circumstances and assessed on a case-by-case basis at its absolute discretion and the decision of the college is final.
- n) 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 the City College Complaints and Appeals Policies and Procedures in their Student Handbook, or go to the City College Website at: www.citycollege.edu.au

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 13 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

o) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australian consumer protection law.

6. Deferring, Suspending or Cancelling Enrolment

- a) Withdrawals, Deferrals and Amendments MUST BE MADE IN WRITING. Please refer to the City College Withdrawal, Deferral & Amendment Policy and the Fees & Refunds Policy on the City College website www.citycollege.edu.au
- b) Students need written permission from City College to defer their course. In cases where permission is granted, DoHA will be advised via PRISMS. Student enrolments will be deferred or temporarily suspended by the institute when there are compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or misbehavior 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.
- d) City College is required to advise DoHA via PRISMS when a student fails to commence a course, withdraws before the course ends, or changes their course, which will affect his or her student visa.
- 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 or placed in an English language program until the next available commencement date for the course.
- f) Evidence of assessment of applications for deferment or suspension of enrolment will be retained on student files.
- g) City 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 he or she has 20 working days to access City College's internal Complaints and Appeals Procedure.

7. Accommodation and Airport Pickup Service

- a) If you require assistance with Airport Pickup Service, the college will require a minimum 14 days for airport pick-up service.
- b) If the student has requested an Airport Pickup Service, on arrival the student will be accompanied from the airport by an approved delegate of City College if required.

8. Students Contact Details

a) All international students are required to inform the College of their Australian residential address within seven (7) days of arrival in Australia and must advise any changes of address or other contact details such as contact number, email address, etc., within five (5) working days.

9. Termination

a) City College reserves the right to expel a student for breaching enrolment or/and visa conditions. Fees will not be refunded and the CoE will becancelled immediately after the student is notified. This may result in cancellation of the student's visa.

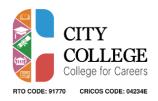
10. Privacy Statement

- a) City College respects the importance of securing any form of personal information which is collected from prospective students, student(s) and/orother Stakeholders. Information collected is only utilized 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) City College has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing the RTO against the Standards for RTO's 2015 and/or the National Code 2018.

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 14 of 22

E: info@citycollege.edu.au

W: www.citycollege.edu.au



Enrolment Application Form

- c) 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.
- d) The college has the right to all the media images taken by the college during the student's studies at the college, this includes photographs, video and DVD images.

11. Privacy Notice

- a) Under the *Data Provision Requirements 2012*, City 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), may be used or disclosed by City College for statistical, administrative, regulatory and research purposes. City College may disclose your personal information for these purposes to:
- c) Commonwealth and State or Territory government departments and authorized agencies; and NCVER.
- d) Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
 - 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.
- e) You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorized agencies. Please note you may opt out of the survey at the time of being contacted.
- f) NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).
- g) For more information about NCVER's Privacy Policy go to https://www.ncver.edu.au/privacy.

Why we collect your personal information

As a registered training organization (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analyzing and communicating research and statistics about the Australian VET sector. We are also authorized by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorized to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 15 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

organizations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at: www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below. DESE is authorized by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.

Surveys

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

Contact information

At any time, you may contact Admin City College (Emergency Student Services) via:

Mobile: +61497834448 or Email info@citycollege.edu.au to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

12. Changes to Agreed Services

- a) Where there are any changes to the agreed services that will affect the student, including in the event of City College closing down, the college will advise the learner 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) The registered provider will notify the designated authority (ASQA) and the students enrolled with the registered provider of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.

13. Consumer Guarantee

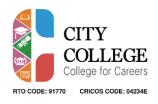
- a) The College guarantees that the services provided by the College will be:
 - provided with due care and skill
 - fit for any specified purpose (express or implied)
 - provided within a reasonable time (when no timeframe is set for the training).

14. Cooling Off Period

- a) The College protects the rights of the student including but limited to the Statutory requirements for cooling-off periods.
- b) Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the student support Officer (a letter or email is acceptable) within 10 business days of the student having signed and accepted the City College Letter of Offer. Unless the student has already commenced the training In this circumstance,

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 16 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

please refer to the City College Refund Policy and Procedures for full details of the refund process and requirements.

15. Complaints and Appeals

- a) If a student is experiencing any difficulties, they are encouraged to discuss their concerns with the Training Coordinator or the Student Support Officer /admin. The College 's Student Support staff/admin 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 City College Complaints and/or Appeals Form, which is included in the Student Handbooks, available via the City College website or on request from the City College admin staff. Once the form has been completed, the form should be submitted to the college for Further action.
- c) Please refer to the Student Handbooks or the City College Complaints and Appeals Policy and Procedures for more information on the process located at: www.citycollege.edu.au

16. Credit Transfer

- a) The college recognizes the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organization.
- b) Credit Transfer will be awarded for units of competency that directly align with the unit/s required to be undertaken in order to successfully complete the City College qualification that the student has enrolled in. Student are responsible for providing original evidence and/or supporting documentation of their previously gained competencies to City College with their application for Credit Transfer. City College will assess each application and supporting evidence in accordance with the City College policy and procedures. Student will be notified in writing of the application outcomes.
- c) Please refer to the Student Handbooks, or go to the City College website at: www.citycollege.edu.au or contact the City College Perth office for further information and an application.

17. Support Services

- a) The college caters to diverse client learning needs and aims to identify and respond to the learning needs of all its students. Students are encouraged to express their views and talk to a City 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) All students are required to meet the minimum English language skills requirements and Academic levels as part of their enrolment however, students may require further educational assistance and support. Students requiring assistance and/or support or those students identified as requiring assistance by the college will be invited to an intervention meeting and or City College will offer support where possible both internally or via an appropriate referral to an external support agency.
- c) The college is committed to providing students requiring additional support, advice or assistance while training. Please see the Student Handbooks and or information contained within the City College website for further information on the types of support available.
- d) To achieve this and to ensure the quality delivery of training and education, the College provides vocational training and assessment support and mentoring sessions for students to improve and extend their training outcomes. Students are advised to seek and make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the college for further support and/or assistance.

18. Legislative and Regulatory Requirements

- a) All students will undergo an induction with the college, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with an International Student Handbook and Student Handbook, which also includes the student's rights and responsibilities that will affect their participation in vocational education and training.
- b) The student acknowledges that they must observe the college's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbooks.

Document Name: Enrolment Application	Form	RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 17 of 22

E: info@citycollege.edu.au

W: www.citycollege.edu.au



Enrolment Application Form

19. Age Dependents

- a) Should the student be accompanied by school age dependents, the student must accept responsibility for any primary or secondary school fees. The dependents are not eligible to attend government schools free of charge.
- b) Any school age dependent of a student must be enrolled and attending school during the period that the student is studying with the college.

20. City College Contact Hours

a) Office Hours are 8:00 AM to 5:30 PM Monday - Friday. Email correspondence is made during weekdays only and not weekends and public holidays. The college does not take calls or reply to emails outside of office hours, weekends and public holidays.

21. 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.studyinaustralia.gov.au/english/live-in- Australia, which provides useful information regarding travelling and living in Australia.

22. Submitting your Application to City College

a) Fill in the Enrolment Application Form provided by City College and send it through email enrolments@citycollege.edu.au or submit to City College approved Education Agent or in person at the Reception of City College.

23. Enrolment and Acceptance

a) On receipt of your application to Enrol Form, the City College Admission Staff/admin will review and assess the Enrolment Application and all supporting evidence/documentation for accuracy and completeness. IF the application and all supporting documentation is completed correctly and sufficient, the application will be approved and processed to the next stage where a City College Letter of Offer (LOO) will be issued to the applicant via email.

24. City College After Hours - Emergency Contact

- a) In an emergency (24/7), the following Point of Contact (POC) is available to be contacted by City College Students and Staff:
- b) a) Emergency POC: City College CEO Mobile No: +61 497 834 448

25. Entry Requirements

City College Course entry/pre-requisite enrolment requirements

Course	Course Pre-requisites/Entry Requirements
ICT40120 - Certificate IV in Information Technology	English Language IELTS Academic 6.0, or equivalent (e.g., TOEFL, CAE, OET, PTE) 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.
ICT50220 - Diploma of Information Technology	English Language IELTS Academic 6.0, or equivalent (e.g., TOEFL, CAE, OET, PTE) English language test scores.

Document Name: Enrolment Application Form		RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 18 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

	Academic Level
	Year 12 or equivalent high school certificate
	Language, Literacy and Numeracy (LLN)
	Complete a Language, Literacy and Numeracy (LLN) assessment.
	30.1.p. 31. 2.1. 2.1. 2.1. 2.1. 2.1. 2.1. 2.1.
	Age
	18 years or over at the time of commencement.
	English Language
	IELTS Academic 6.0 , or equivalent (e.g., TOEFL, CAE, OET, PTE) English language test scores.
ICT60220 –	Academic Level
Advanced	Successful completion of a Diploma from the Information Technology Training Package (current or
Diploma of	superseded equivalent versions)
Information	Language, Literacy and Numeracy (LLN)
Technology	Complete a Language, Literacy and Numeracy (LLN) assessment.
	Age
	18 years or over at the time of commencement.
	English Language
	IELTS Academic 6.0 , or equivalent (e.g., TOEFL, CAE, OET, PTE) English language test scores.
ALID20620	
AUR30620 -	Academic Level
Certificate III in	Year 12 or equivalent high school certificate
Light Vehicle	
Mechanical	Language, Literacy and Numeracy (LLN)
Technology	Complete a Language, Literacy and Numeracy (LLN) assessment.
	Age
	18 years or over at the time of commencement.
	English Language
	IELTS Academic 6.0 , or equivalent (e.g., TOEFL, CAE, OET, PTE) English language test scores.
411040046	
AUR40216 –	Academic Level
Certificate IV in	Year 12 or equivalent high school certificate
Automotive	
Mechanical	Language, Literacy and Numeracy (LLN)
Diagnosis	Complete a Language, Literacy and Numeracy (LLN) assessment.
	Age 18 years or over at the time of commencement.
AUR50116 – Diploma of	English Language IELTS Academic 6.0, or equivalent (e.g., TOEFL, CAE, OET, PTE) English language test scores.

Document Name: Enrolment Application Form		RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 19 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

Automotive	Academic Level			
Management	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.			
	English Language			
	IELTS Academic 6.0 , or equivalent (e.g., TOEFL, CAE, OET, PTE) English language test scores.			
DCDE0420	Academic Level			
BSB50420 - Diploma of	Year 12 or equivalent high school certificate			
Leadership and	Language, Literacy and Numeracy (LLN)			
Management	Complete a Language, Literacy and Numeracy (LLN) assessment.			
	Age			
	18 years or over at the time of commencement.			
	English Language IELTS Academic 6.0, or equivalent (e.g., TOEFL, CAE, OET, PTE) English language test scores.			
	TELTS Academic 6.0 , or equivalent (e.g., TOEPL, CAE, OET, PTE) English language test scores.			
	Academic Level			
BSB60420 -	Successful completion of a Diploma or Advanced Diploma from the BSB Training Package (current or			
Advanced	superseded equivalent versions) OR two years equivalent full-time relevant workplace experience in an			
Diploma of	operational or leadership role in an enterprise.			
Leadership and				
Management	Language, Literacy and Numeracy (LLN)			
	Complete a Language, Literacy and Numeracy (LLN) assessment.			
	Age			
	18 years or over at the time of commencement.			
	English Language			
	IELTS Academic 6.0 , or equivalent (e.g., TOEFL, CAE, OET, PTE) English language test scores.			
	Academic Level			
BSB80120 -	Successful completion of a Diploma or Advanced Diploma from the BSB Training Package (current or			
Graduate	superseded equivalent versions) OR two years equivalent full-time relevant workplace experience in an			
Diploma of	operational or leadership role in an enterprise.			
Management	Language, Literacy and Numeracy (LLN)			
	Complete a Language, Literacy and Numeracy (LLN) assessment.			
(Learning)	Complete a Language, Literacy and Numeracy (LLIN) assessment.			
	Age			
	18 years or over at the time of commencement			
	18 years or over at the time of commencement			

Document Name: Enrolment Application Form		RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 20 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

26. Head Office and Campus Location

Perth Offices and Campus: Level 2 150-152 Adelaide Terrace East Perth, WA 6004

Telephone: +61497834448

Email: admissions@citycollege.edu.au
Website: www.citycollege.edu.au

21. APPLICANT ACKOWLEDGEMENT AND DECLARATION

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

I agree that I have read and agree to the Terms and Conditions of Enrolment and presented in this application (above), the fees payable, the Refund Policy and Procedures of the college, and to be bound by the Conditions of Enrolment and policies and procedures of City College. I acknowledge that City College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

I confirm the information supplied in this application in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.

I acknowledge and confirm that I understand that this Application Form includes questions to enable City College to collect and provide AVETMISS compliant records to meet their National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and City College Privacy Statement is available at the reception Desk, and via the City College website.

I acknowledge and confirm that I understand that City College recognizes and respects my privacy. City College collects, stores, and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

I acknowledge and confirm that I understand that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of City College's application process. City College's Privacy Policy reflects the National Privacy Principles set out in the Privacy Act 1988 as well as the Information Privacy Principles set out in the Information Privacy Bill 2007 (WA). Further information about our Privacy Policy is available in the conditions of enrolment section of this application form.

I understand that they will use the ID I have provided as part of my application process. More information on the requirement for a USI is available via www.usi.gov.au. I understand that when City 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 DoHA providing the 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 this Enrolment Application Form and that the Enrolment Application Fee is non- refundable.

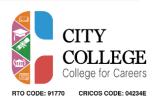
I understand that this agreement and the availability of the College's Complaint and Appeals processes does not remove my right to take action under

Australia's Consumer Protection Laws

I understand and allow City College to use photographs, testimonials and videos taken of me for advertising and/or marketing purposes.

Document Name: Enrolment Application Form		RTO Code: 91770	CRICOS Code: 04234E
Version: ADM_FR_01_V.01	Approved: May 2024	Review Date: May 2025	Page 21 of 22

E: info@citycollege.edu.au
W: www.citycollege.edu.au



Enrolment Application Form

APPLICANTS SIGNATURE:	DATE://				
AGENT NAME:ONSHORE or OFFSHORE?					
AGENT BUSINESS NAME:	AGENT BUSINESS NAME:				
AGENT CONTACT NAME:	MOBILE NUMBER:				
AGENT EMAIL ADDRESS:					
22. AGENTS DECLARATION					
www.border.gov.au to the best of my kn	ne Student as defined by the Department of Immigration and Border Protection as per lowledge, the applicant is genuine in making this application and has every intention of plication. I have made every effort to verify the authenticity and validity of the documents				
I am satisfied that the applicant has genuliving costs for themselves and any depe	uine access to the total funds required while in Australia to cover all travel, OSHC, tuition and ndents.				
I recommend that City College proceed veconfirm that the applicant has signed this	with the assessment of this Prospective Student's Application to enrol at City College. I s application form.				
I have verified the student's listed email	address and residential address.				
I declare that I will forward all relevant c Agent's Name:	orrespondence related to this application to the student.				
Agent's Signature:					
Agents Business Name:					
Agents Business Address:					
Agent's Contact Number:					
Date Signed: (dd/mm/yyyy)					

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