STUDENT ENROLMENT PROCESS

Welcome to our beautiful State of Perth, Western Australia where you have chosen to study with us at City College. Before we share all the wonderful stories about life and living in Perth, we want to take this time to guide you through our enrolment process!	*HERE'S HOW YOU CAN ENROL!!*

UNDERSTAND VISA AND COURSE ENTRY REQUIREMENTS

The first thing you need to do is consider which course(s) will best help you achieve your life and career goals, and then check and ensure that you meet each of the terms and conditions of your course entry and visa requirements. For our courses, you must have completed 12 years of education, and you will need to achieve a minimum score of 6.0 on your IELTS, 50 on your PTE (Academic), or an equivalent score. If onshore students lack valid IELTS or PTE scores, City College will organize an LLN test for them.

1

CHOOSE YOUR COURSE AND ENROL

2

Once you have confirmed your chosen course(s), you will need to fill in and submit the City College Enrolment Application Form. Ensure that you include certified copies of all necessary documentation and supporting evidence, such as a notarized copy of your passport, academic qualifications, English/academic proficiency levels, birth certificate, marriage certificate, and ID card from your country. Additionally, include active CoEs, OSHC evidence, and for offshore students, the GST form and Medium of Instruction Certificate.

CONFIRMATION OF ENROLMENT AND OSHC

If you are accepted into the course, you will receive a formal Letter of Offer and a written Student Acceptance Agreement, which you will need to complete, sign, and return to City College. If you accept the enrolment offer, you may also be required to complete an LLN test (depending on specific cases). Upon receiving your Student Acceptance Agreement, your payment confirmation (receipt) for the first term's tuition fees, a copy of your OSHC policy information, and, if applicable, your positive LLN test results, City College will issue you a Confirmation of Enrolment (CoE).

3

APPLY FOR YOUR STUDENT VISA

4

Compile all the documents required to lodge your student visa. You may engage an agent to lodge the visa for you, or you may lodge it yourself, either in person or online. Processing times may vary, so we recommend lodging your student visa application as soon as you receive your CoE.

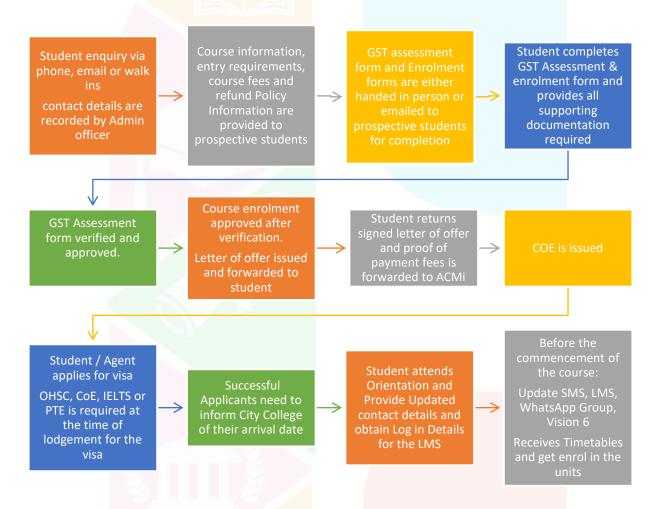|			
Document Name: Student Enrolment Process		**RTO Code: 91770**	**CRICOS Code: 04234E**
Version: 1.0	**Approved:** May 2024	**Review Date**: May 2025	Page **1** of **2**

START ORGANISING YOUR FLIGHT AND MOVE TO PERTH!

Once your student visa is granted, you can start planning your move to Perth. Your City College Student International Handbook contains useful information and links to assist you with your preparations and trip. You will need to advise us of your flight details at least one week prior to your expected arrival in Perth.

5

| Student enquiry via phone, email or walk ins

contact details are recorded by Admin officer | → | Course information, entry requirements, course fees and refund Policy Information are provided to prospective students | → | GST assessment form and Enrolment forms are either handed in person or emailed to prospective students for completion | → | Student completes GST Assessment & enrolment form and provides all supporting documentation required |

↓

| GST Assessment form verified and approved. | → | Course enrolment approved after verification.

Letter of offer issued and forwarded to student | → | Student returns signed letter of offer and proof of payment fees is forwarded to ACMi | → | COE is issued |

↓

| Student / Agent applies for visa

OHSC, CoE, IELTS or PTE is required at the time of lodgement for the visa | → | Successful Applicants need to inform City College of their arrival date | → | Student attends Orientation and Provide Updated contact details and obtain Log in Details for the LMS | → | Before the commencement of the course:

Update SMS, LMS, WhatsApp Group, Vision 6

Receives Timetables and get enrol in the units |

Record of Updates and Changes

Version No	Issue Date	Nature of Amendment
V 1.0	10 June 2024	Final Version submitted

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

T: +61 497 834 448
ABN: 66 114 139 570