

Application Form

STUDENT DETAILS

Mr/Miss/Mrs/Ms Family name _____

Given name _____ ☐ Male ☐ Female

Date of birth _____ Country of birth _____ Country of citizenship _____

Passport number _____ Passport expiry date _____

Visa type: ☐ Student ☐ Working Holiday ☐ Tourist ☐ Other
☐ ONSHORE ☐ OFFSHORE

Address _____ City _____ State _____

Phone _____ E-mail _____

Emergency contact Name: _____ Phone _____

COURSE PREFERENCE

There are no English language requirements for entry into the General English course.

Students must be Upper Intermediate level for entry into the Cambridge FCE course and Advanced level for the Cambridge CAE course.

For entry into the IELTS course, the requirement is an IELTS score of 5.0 or equivalent. Students must be 18 years or more if they hold or will apply for a student visa.

☐ **General English** (CRICOS Code: 076462G)

- ☐ Beginner
- ☐ Elementary
- ☐ Pre-intermediate
- ☐ Intermediate
- ☐ Upper-intermediate
- ☐ Advanced

☐ **Cambridge First Certificate In English (FCE) Preparation** (CRICOS Code: 102582B)

☐ **IELTS Preparation** (CRICOS Code: 076463G)

☐ **Cambridge Advanced Certificate In English Exam Preparation (CAE)** (CRICOS Code: 102583A)

COURSE DURATION

Weeks of study _____

COURSE START DATE

Proposed Start Date _____

ACCOMODATION & AIRPORT TRANSFER

Do you want to apply for Homestay Accommodation? ☐ No ☐ Yes, for _____ weeks.

Do you want to be met at the Airport and transferred to your accommodation? ☐ No ☐ Yes

OVERSEAS STUDENT HEALTH COVER

In Australia it is compulsory for those on Student Visas to have Overseas Student Health Cover (OSHC) for the whole period of their Student Visa.

Do you want Bayside to arrange OSHC for you? ☐ No ☐ Yes, for _____ months.

Please make sure the following documents are attached (if applicable): Documents not in English must be translated.

- Completed and signed application form
- Certified copy of bio data pages of Passport
- Copy of your student Visa (where applicable)
- Certified copy of marriage certificate (where applicable)
- If applying for an RPL, please provide RPL Application form with supporting documents
- If applying for an RPL, please provide RPL Application form with supporting documents
- If applying for Credit Transfer, please provide Credit Transfer Form and certified copy of your statement of attainment from the current provider
- Provision of student disability service supporting documentation form (where applicable)

Please note all the above supported documents must be in English. All translated documents must be translated by an authorised person.

Privacy Notice

Under the Data Provision Requirements 2012, Danford 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).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Bayside English for statistical, regulatory and research purposes. Bayside English may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
 - Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
 - facilitating statistics and research relating to education, including surveys;
 - understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act, 2000, the Education Services for overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 and the ELICOS Standards 2018. Information collected about you on this form and during your enrolment can be released, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. A broad outline of the ESOS framework designed for prospective students is now available at: <https://internationaleducation.gov.au/regulatory-information/-/pages/regulatoryinformation.aspx>

Student Declaration

I declare that I have read the **Bayside English** brochure for International Students and the instructions on this application form and that the information provided by me is true and correct. I understand and acknowledge that I have received information about:

- Copy of your student Visa (where applicable)
- Certified copy of marriage certificate (where applicable)
- The minimum level of English language proficiency required for acceptance into my preferred course/s
- The minimum educational qualifications and/or work experience required for acceptance into my preferred course/s;
- The structure, course content, progression rules, duration, subject choices, modes of study and assessment methods for any preferred course/s;
- The qualifications obtained at the end of my preferred courses/s
- The campus locations, facilities, equipment and learning resources available at the College for my preferred course/s
- The course related fees payable for my preferred course/s and the applicable refund policy of the Institute
- How to withdraw, defer, suspend and cancel my enrolment from my preferred course/s
- The ESOS framework; and Living in Australia, including indicative costs of living; accommodation options; the need for school, aged dependents to be enrolled to attend at school and my liability to pay their fees for their education and Out of School Hours Care where necessary.

I understand, acknowledge and agree to:

- I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise the college to obtain further relevant documentation where necessary either directly or through the college's accredited education agent or representative.
- Make timely payments of any fees or associated cost for which I am liable.

- I have the necessary financial capacity to meet all such costs for the duration of my course.

I acknowledge that:

- The provision of incorrect information or withholding of relevant information relating to my application, including academic transcripts, might invalidate my application and that the college may withdraw an offer of a place or cancel my enrolment in consequence.
- I am fully responsible for my educational and living expenses while studying at the college.
- I have read and understand the Privacy Statement.
- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I have read and understand the course fees, application procedure, refund policy, complaints, appeals procedure, transfer policy, deferment suspension and cancellation and course progress policy available in the student handbook from the college website: www.baysideenglish.vic.edu.au

In the event of early termination or withdrawal by student

- **Bayside English** does not accept cancellation or withdrawal of your course through phone call, SMS, email, fax or by just advising a staff member. Student will need to complete an application to cancel, withdraw or suspend available at the reception.
- In the event of early termination or withdrawal by student and if you have been given a payment plan, all unpaid fees for the full course need to be paid before the termination will be considered. The Finance Officer will check the financial status of the student to determine if there are fees owing.
- As per our refund policy, once the course has commenced, there will be no refund of any monies paid to the college.
- Resource fees are non-refundable once the course has started and is in session.

Student Declaration

Where did you first hear about Bayside English?

☐ Previous student/friend - Name: _____

☐ Agent ☐ Other: _____

Applicant Full Name: _____

Applicant Signature: _____

Date: _____

Agent Declaration (where applicable)

I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Home Affairs as per www.homeaffairs.gov.au to the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed on this application. 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, OSHC, tuition and living costs for themselves and any dependents. I recommend that Bayside English proceed with the assessment for admission of this applicant. I confirm that the applicant has signed this application form. I have verified the student's listed email address and residential address. I declare that I will forward all correspondence related to this application to the student.

Agent Company Name

Agent Name

Agent Signature

Agent Stamp

Date

Office use only

Date Form Received	Offer Letter Authorised <input type="checkbox"/> No <input type="checkbox"/> Yes	Signed
Supporting Documents Received	Name	
<input type="checkbox"/> Academic documents <input type="checkbox"/> Evidence of English <input type="checkbox"/> Copy of student Visa <input type="checkbox"/> Credit Transfer Form <input type="checkbox"/> Disability Service Form <input type="checkbox"/> Copy of Passport <input type="checkbox"/> RPL Application Form	Date	