



# GLOBAL COLLEGE AUSTRALASIA

RTO No. 45088 CRICOS CODE: 03564F

**Moore St Campus**  
21 Moore Street, East Perth, WA 6004  
**Wellington St Campus**  
176 Wellington Street, East Perth, WA 6004  
**General Enquiry:** 1300 886 340  
**Marketing & Enrolment:** 0448 465 445 **E-mail:** admissions@globalcollege.edu.au  
**Website:** [www.globalcollege.edu.au](http://www.globalcollege.edu.au)

## APPLICATION FOR ENROLMENT FORM

### SECTION 1 - Personal Details

(Please tick the boxes that apply to you)

Information contained in this document is utilised in accordance with GLOBAL COLLEGE AUSTRALASIA (GCA) Privacy Policy

Is this an  **ONSHORE** or  **OFFSHORE** application?

#### 1. Personal Details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth:	DD / MM / YY	
Given Names					
Surname					
Nationality					

#### 2. Unique Student Identifier (<https://www.usi.gov.au/students/find-your-usi>)

My USI number	<input type="checkbox"/> You need help submitting the USI number to GCA
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#### 3. Contact Details

##### Address (Australia)

Address			
Suburb			
State	Postcode		
Mobile			
Email			

##### Address (Home Country)

Address			
Phone	Fax		
Email			

#### Emergency Contact \*\*\*

Name			
Relationship			
Address			
Suburb			
State	Postcode		
Phone (Home)	Phone (Work)		
Email			

#### 4. Passport Details

Passport Issued By	
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Passport Number			
Passport Expiry Date			
<b>5. VISA Details</b>			
Are you in Australia now	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Student visa subclass _____	<input type="checkbox"/> Working visa subclass _____		
<input type="checkbox"/> Visitor visa subclass _____	<input type="checkbox"/> Bridging type: _____		
VISA Granted Number			
If you do not currently hold a valid VISA, please complete the following:			
Location of Lodgement	Country		City
Date of Intended Application			
<b>A certified true copy of your original documents must be provided as part of your application</b>			
<b>6. Education Agents</b>			
Education Agent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name			
Address			
Phone (Office)		Fax	
Mobile		Email	
<b>7. Overseas Student Health Cover</b>			
OSHC Arranged	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Part A – Insurer Details			
Name of Insurer			
Member Number			
Date of Expiry			
Part B - GLOBAL COLLEGE AUSTRALASIA (GCA) Privacy Policy to arrange			
Cover Type – Single	From DD/MM/YY	To	DD/MM/YY
Cover Type – Family	From DD/MM/YY	To	DD/MM/YY
1. The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC).			
2. The length of your OSHC MUST cover the total length of your course(s)			
<b>8. English Language Proficiency</b> (The Mandatory induction test (including LLN) is required)			
<b>Assessment Type</b>	<b>Score</b>	<b>Date Achieved</b>	
IELTS			
TOEFL			
Other			
<b>Not Required. English is my first language:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			





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Do you need any additional support?  Yes, specify: \_\_\_\_\_  No

### 9. Disability Status

Do you suffer from any physical / mental disability that may affect your participation in the course?

Yes  No – Go to Question 9

Disability, Impairment or Long-Term Condition (Please tick)

<input type="checkbox"/>	Hearing / Deafness	<input type="checkbox"/>	Acquired Brain Impairment
<input type="checkbox"/>	Physical	<input type="checkbox"/>	Vision
<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Medical Condition
<input type="checkbox"/>	Learning, specify:	<input type="checkbox"/>	Other
<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Not Specified

### 10. Qualification Selection (please tick)

<b>COMMERCIAL COOKERY PROGRAMME</b>	<input type="checkbox"/> SIT30821 CERTIFICATE III IN COMMERCIAL COOKERY (52 Weeks) <input type="checkbox"/> SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT (26 Weeks) <input type="checkbox"/> SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks) <input type="checkbox"/> SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks)
<b>PATISSERIE PROGRAMME</b>	<input type="checkbox"/> SIT31021 CERTIFICATE III IN PATISSERIE (52 Weeks) <input type="checkbox"/> SIT40721 CERTIFICATE IV IN PATISSERIE (26 Weeks) <input type="checkbox"/> SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks) <input type="checkbox"/> SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks)
<b>LEADERSHIP AND MANAGEMENT PROGRAMME</b>	<input type="checkbox"/> BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT (52 Weeks) <input type="checkbox"/> BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT (52 Weeks)
<b>ELICOS PROGRAMME</b>	<input type="checkbox"/> GENERAL ENGLISH – BEGINNER (4 - 10 Weeks+) <input type="checkbox"/> GENERAL ENGLISH – ELEMENTARY (4 - 10 Weeks+) <input type="checkbox"/> GENERAL ENGLISH - PRE-INTERMEDIATE (4 - 10 Weeks+) <input type="checkbox"/> GENERAL ENGLISH – INTERMEDIATE (4 - 10 Weeks+)
<b>HIGHER EDUCATION SECTOR</b>	<input type="checkbox"/> BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING) (104 Weeks)
<b>OTHERS</b>	<input type="checkbox"/> Please contact our admissions team directly

Note: Details of our Course delivery, units, fees and schedule can be preview by visiting our website: <https://www.globalcollege.edu.au/>

### 11. Recognition of Prior Learning / Credit Application

Would you like to make an application for Credit transfer  Yes  No

Would you like to make an application for Recognition of Prior Learning (RPL)  Yes  No

### 12. Education Details

What is the last School / College / University that you attended?

\_\_\_\_\_

What is your highest level of education COMPLETED? (Please tick)

Year 12  High school  bachelor's Degree  Master's Degree  Doctor's Degree  
 None of the above, specify: \_\_\_\_\_





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### 13. Accommodation Requirements (Please tick)

Do you require GCA to arrange accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What type of accommodation arrangements would you like	<input type="checkbox"/> Shared	<input type="checkbox"/> Private
Do you require GCA to arrange for Airport pickup	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Any other additional information:

### TERMS AND CONDITIONS

#### Fees and Charges

- A NON-REFUNDABLE application fee is processed as part of your Application for Enrolment
- Payment of fees must be made by the due date, otherwise penalties may apply.
- The student is responsible for associated sundry expenses including stationary and other personal expenses during your course of study.

#### Refunds

- To apply for a refund, you must submit a Refund Request Form and any other supporting documentation.
- Course Fees are not transferrable to another provider.
- All processed refunds will be paid to the nominated back account in Australian Dollars only.
- You have the right to appeal any decision made regarding the refund process.
- GCA refund policy is available anytime on GCA website [REFUND-AND-CANCELLATION-POLICY-V4.pdf](#) ([globalcollege.edu.au](http://globalcollege.edu.au))

#### TABLE OF REFUNDS

Type	Timeframe	Amount Refunded	Documents
<b>VISA Refusal</b>	<ul style="list-style-type: none"> <li>• Once approved with required documentation-</li> <li>• Within 20 working days post Approval</li> </ul>	<ul style="list-style-type: none"> <li>• All FEES</li> <li>• minus the NON-REFUNDABLE application fee.</li> </ul>	<ul style="list-style-type: none"> <li>• Refund Request</li> <li>• Proof of VISA Refusal</li> </ul>
<b>VISA Renewal Refusal</b>	After the course has commenced	Nil	<ul style="list-style-type: none"> <li>• Refund Request</li> <li>• Proof of VISA Refusal</li> </ul>
<b>VISA Removal for breach of conditions</b>	At any time	Nil	<ul style="list-style-type: none"> <li>• Refund Request</li> <li>• Proof of VISA Refusal</li> </ul>
	<p><u>Before Commencement</u></p> <p>The student provides more than a 9-week notice to GCA prior commencement of their oncoming study term or next course.</p>	<ul style="list-style-type: none"> <li>• All FEES</li> <li>• minus the NON-REFUNDABLE application fee.</li> </ul>	<ul style="list-style-type: none"> <li>• Refund Request</li> <li>• Letter of Offer</li> <li>• DSCW Form</li> </ul>





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<b>Withdrawal, Transfer or Enrolment Cancellation</b>	<u>Before Commencement</u> The student provides a 4 week to 9-week notice to GCA <u>prior</u> commencement of their oncoming study term or next course.	<ul style="list-style-type: none"> <li>70% of the oncoming study term fee</li> <li>minus the NON-REFUNDABLE application fee.</li> </ul>	<ul style="list-style-type: none"> <li>Refund Request</li> <li>Letter of Offer</li> <li>DSCW Form</li> </ul>
	<u>Before Commencement</u> The student provides a notice of less than 4 weeks to GCA <u>prior</u> commencement of their oncoming study term or next course.	<ul style="list-style-type: none"> <li>40% of the oncoming study term fee</li> <li>minus the NON-REFUNDABLE application fee.</li> </ul>	<ul style="list-style-type: none"> <li>Refund Request</li> <li>Letter of Offer</li> <li>DSCW Form</li> </ul>
	<u>After commencement</u> The student provides a notice of 1 to 4 weeks to GCA <u>post</u> commencement of their current study term or course.	<ul style="list-style-type: none"> <li>30% of the current study term fee</li> <li>No refund on application fee.</li> <li>No refund on resource fee.</li> <li>No refund on reassessment fees if scheduled reassessment date occurs before the withdrawal date of DSCW form)</li> </ul>	<ul style="list-style-type: none"> <li>Refund Request</li> <li>Letter of Offer</li> <li>DSCW Form</li> </ul>
<b>Default by Global College Australasia</b>	At any time	Full Refund	Nil

## COMPLAINTS AND APPEALS

- Whilst studying at GLOBAL COLLEGE AUSTRALASIA (GCA) you have the right to access the Complaints and Appeals process at any time.
- You shall be afforded 20 working days to access this process, otherwise any Complaint or Appeal will be taken as being accepted by you.
- The student should also be aware that the availability of the complaints and appeals processes do not remove the right of the student to take action under Australia's Consumer Protection Law.
- GCA COMPLAINTS AND APPEALS policy is available anytime on GCA website;  
[COMPLAINTS-POLICY-V4.pdf \(globalcollege.edu.au\)](http://globalcollege.edu.au/COMPLAINTS-POLICY-V4.pdf)  
[APPEALS-POLICY-V4.pdf \(globalcollege.edu.au\)](http://globalcollege.edu.au/APPEALS-POLICY-V4.pdf)

## VISA REQUIREMENTS

- Australia requires the international students to have compulsory health cover. The student is required to have Overseas Health Cover (OSHC) for the entire duration of your student visa in Australia. PLEASE NOTE: Your OSHC payment must be made before you arrive in Australia. See the following websites for more detailed information about OSHC:  
<http://www.homeaffairs.gov.au/trav/stud/more>
- The Australian Government has specific guidelines for the issue and management of student VISA's. The failure to comply with these conditions may result in your VISA being revoked at you returned home.





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- As an education provider, GLOBAL COLLEGE AUSTRALASIA (GCA) has the responsibility to ensure you maintain a satisfactory rate of Course Completion and Attendance.
- GLOBAL COLLEGE AUSTRALASIA (GCA) will monitor this and advise you if you are failing to meet to the minimum requirements; GCA is required to report any issues relating to this to Department of Home Affairs.
- I am obligated to advise GLOBAL COLLEGE AUSTRALASIA within seven (7) days of any changes to any of my contact details (address, mobile number, email address). This can be done through GCA online student portal.
- For current details of student visa conditions visit the Department of Home Affairs (DHA) website: <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500> or call 131 881.

## Deferral, Suspension, Cancellation and Withdrawal of Course

- GLOBAL COLLEGE AUSTRALASIA (GCA) has specific guidelines that meet the requirements of the National Code and ESOS Act of the Deferral, Suspension and Cancellation of student enrolments.
- If a student's enrolment is Deferred, Suspended or Cancelled for any reason, then GLOBAL COLLEGE AUSTRALASIA (GCA) is required to inform Department of Home Affairs of this at the earliest available opportunity.
- The student is also required to contact Department of Home Affairs to ascertain any changes in their VISA conditions.
- GCA DSCW policy is available anytime on GCA website;

[DEFERRAL-SUSPENSION-CANCELLATION-WITHDRAWAL-POLICY-V4.pdf \(globalcollege.edu.au\)](#)

## Credit Transfer / Recognition of Prior Learning (RPL)

- Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application kit where necessary:
- Where Credit Transfer is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE),
- Where Credit Transfer is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.
- Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Credit Transfer or RPL formerly assessed.
- GCA Credit Transfer and Recognition of Prior Learning (RPL) policy is available anytime on GCA website; [GCA-CREDIT-TRANSFER-POLICY-V4.pdf \(globalcollege.edu.au\)](#)  
[RECOGNITION-OF-PRIOR-LEARNING-POLICY-V4.pdf \(globalcollege.edu.au\)](#)

## Privacy

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS FRAMEWORK including: ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.





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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 2007.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme (TPS) and Tuition Protection Scheme Administrators. 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 description of the ESOS framework that Australian Education providers must abide by is available electronically from Department of Education Website - refer to the links below for further important information:

- <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>
- <http://www.australia.gov.au/information-and-services/education-and-training/international-students>
- <http://www.studyinaustralia.gov.au/global/live-in-australia/support-services/support-services-for-students>

For very comprehensive information on living and studying in Australia visit the Australian Government website: <http://www.studyinaustralia.gov.au/>

## Application Checklist

Have you:

<input type="checkbox"/> Completed all sections of this application	<input type="checkbox"/> Attached certified true copies of your English Proficiency
<input type="checkbox"/> Attached certified true copies of your VISA	<input type="checkbox"/> Attached any other relevant documentation
<input type="checkbox"/> Attached certified true copies of your Passport	<input type="checkbox"/> Provided your USI number
<input type="checkbox"/> Attached certified true copies of your qualifications	<input type="checkbox"/> Read and signed the declaration

## STUDENT DECLARATION

- I have accessed, read, understood, the hyperlinked websites provided in this Letter of Offer/International Student Agreement/Contract, in relation to the GLOBAL COLLEGE AUSTRALASIA Policies and ESOS Framework and Living and Studying in Australia.
- I acknowledge that I have read and understood the contents of the GLOBAL COLLEGE AUSTRALASIA International Student Handbook and all the hyperlinked policies.
- I agree to advise GLOBAL COLLEGE AUSTRALASIA of any changes to my email, phone, or address within 7 days of a change.
- I agree to advise GLOBAL COLLEGE AUSTRALASIA of any changes to my education provider within 7 days of a change.
- I agree to advise GLOBAL COLLEGE AUSTRALASIA of any changes to my visa as soon as I am aware.
- I agree to always abide by the terms and conditions of my student visa.
- I agree to always abide by my visa conditions.

**Student name**

**Student initials**





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<b>Date</b>	
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