

**HARWARD INTERNATIONAL COLLEGE**

Level 4, 213 – 215 Lonsdale Street, Melbourne, Victoria 3000
 CRICOS: 03234B | RTO: 22332
 Phone: (03) 03 9639 4699 | Fax: (03) 8669 4055
 Email: info@harward.vic.edu.au | Web: www.harward.vic.edu.au

Application for Enrolment International Students

Students are to complete the following 'Application for Enrolment – International Students' and return to Harward International College with any supporting documents required.

Note:

- No enrolment will be processed unless this form is **completed fully**. The student must sign the declaration at the end of the document to indicate their understanding and agreement of the enrolment conditions.
- For more information the requirements to be eligible for streamlined student visa processing, please visit the Australian immigration website: <http://www.border.gov.au/Trav/Stud>.
- Visa processing to an Australian student visa can take longer in peak periods. For more information about the normal visa processing arrangements and visa requirements, refer to the <http://www.border.gov.au/Trav/Stud>

Section 1: PersonalDetails

Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:		
First Name:			Middle Name:			
Family Name:						
Address:						
Suburb / Town:		Post code:		Country:		
USI (Unique Student Identifier) Number:						
Email:			Mobile:			
Phone (Home):			Work Number:			
Country of Citizenship:			Country and place of Birth:			
Passport Number:			Expiry Date:			
A) Have you been convicted of any criminal activity? <input type="checkbox"/> No <input type="checkbox"/> Yes, if Yes, please provide relevant details: _____						
B) Do you have a disability, impairment or long term medical condition? <input type="checkbox"/> No <input type="checkbox"/> Yes, if Yes, please Tick one or more of the following:						
Hearing / Deaf	Intellectual	Mobility	Learning	Visual	Mental illness	Medical Condition
C) Providing information about disability or medical condition will not disadvantage your application. However HIC needs to assess if it can make reasonable adjustments to accommodate your disability or medical condition in order to advise you appropriately. In some cases the support required may be at a cost to you.						
D) Do you have a medical condition or health-related issue that may prevent a student visa being issued? Please refer to http://www.border.gov.au/Trav/Visa/Heal/meeting-the-health-requirement					<input type="checkbox"/> No <input type="checkbox"/> Yes, if Yes, provide details: _____	
E) Have you been granted a scholarship? <input type="checkbox"/> No <input type="checkbox"/> Yes						
				Scholarship name:		

Section 2: Courses at HIC**Intake Date:**

<input type="checkbox"/> General English (Elementary to Advanced) Level will be determine after conducting the ELICOS Student Placement Test	
<input type="checkbox"/> BSB41215 – Certificate IV in Business <input type="checkbox"/> BSB51915 – Diploma of Leadership and Management <input type="checkbox"/> BSB61015 – Advanced Diploma of Leadership and Management	<input type="checkbox"/> BSB42415 – Certificate IV in Marketing and Communication <input type="checkbox"/> BSB52415 – Diploma Marketing and Communication <input type="checkbox"/> BSB61315 – Advanced Diploma of Marketing and Communication
Do you wish to apply for Credit Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, Please provide supporting documents. You may provide CV, previously completed qualifications etc to support your application.)	
Do you wish to apply for Recognition of Prior Learning? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, Please provide supporting documents. You may provide previously completed qualifications etc to support your application.)	

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Section 3: Language and Cultural Diversity

All applicants are required to have IELTS minimum score 5.5 to study at HIC and subject to sit for Language Literacy Numeracy Test.

- IELTS – 5.5 or above
 TOEFL - iBT – 46 or above
 Advanced CAE – 47 or above
 OET – score of 'pass'
 PTE – 42 or above

Is English is your first language: Yes English Only – Go to Section 4 No, Please Specify _____

How well do you **SPEAK** English? Very Well Well Not Well Not at All

Section 4: Education details

A certified copy of original transcripts of all official results must accompany this application. Please include grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If you would like HIC to consider your employment history in support of your application, please attach your curriculum vitae (resume). Include English translations if transcript/s is not in English.

Secondary school studies

Month / Year commenced	Month / Year completed	Title of the course	Name and country of school

Tertiary or post-secondary studies

Month / Year commenced	Month / Year completed	Title of the course	Name and country of school	Full/Part-time

Section 5: Employment History – Provide details of your employment history in the table below

Employer	Position	Start Date	End date	Full-time OR Part-time

Section 6: Overseas Student Health Cover

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

If YES, What is your Membership Number? _____ OSHC expiry date: _____

If NO, what type of OSHC will you require? Single Couple / Family I do not require OSHC

Single membership - covers the student only. **Couple membership** - covers the student and their spouse/partner as listed on the student's dependant visa.

Family membership - covers the student and their dependants (such as their spouse/partner, and any dependent children).

Section 7: Living Costs and policies

Please visit our website for a guide to living costs: <http://www.harward.vic.edu.au/policiesandforms.html>, tuition fees details: <http://www.harward.vic.edu.au/international.html>, for all our Policies including Refund Policy: <http://www.harward.vic.edu.au/policiesandforms.html>. Applicant to note that for transfer between providers the National Code Standard 7 applies.

Do you understand the costs associated with studying in Australia and associated policies of Harward International College? (Including the cost of tuition, living expenses, overseas student health cover and return airfares etc.) No Yes

Section 8: Checklist – Please make sure the following are attached (if applicable): **Documents not in English must be translated**

<input type="checkbox"/> Certified Passport bio-data pages	<input type="checkbox"/> Certified Birth Certificate
<input type="checkbox"/> Certified IELTS (or other English Language test)	<input type="checkbox"/> Related work experience (if any)
<input type="checkbox"/> Certified year 12 certificate	<input type="checkbox"/> Copy of current Australian Visa (if applicable)
<input type="checkbox"/> Certified copy of Marriage certificate (if applicable)	<input type="checkbox"/> Evidence of highest academic qualification(s)
<input type="checkbox"/> Course or unit syllabus, if you are applying for exemptions (credit transfer or RPL) or Statement of attainment	
Do you require any language, literacy or numeracy assistance?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Do you require help organising accommodation? Or Temporary Accommodation	<input type="checkbox"/> No <input type="checkbox"/> Yes
Do you require airport pick-up?	<input type="checkbox"/> No <input type="checkbox"/> Yes

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Section 9: Upfront tuition fee payments – Are you paying more than 50% of the tuition fees Yes No – Go to section 11

Student can pay full fees if they wish to, but they are not required to pay more than 50 per cent up front before start of the course(s)

I acknowledge and agree to pay more than 50% of the tuition fees before start of the course(s).

.....
Name of applicant

.....
Name of Guardian (if Applicable)

.....
Signature of applicant Date/...../.....

.....
Signature of Guardian Date/...../.....

Section 10: Applicant's Declaration

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

1. I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.
2. I acknowledge that failure to disclose my academic record may result in HIC revoking an offer or terminating my studies at any stage.
3. I authorise HIC to seek verification of my academic and professional qualifications, and work experience. I understand that HIC reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
4. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
5. I acknowledge that HIC reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6. I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of this application.
7. I acknowledge that I have read and understand the description of the course(s) that I am applying for on HIC's website.
8. I authorise HIC to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
9. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on <http://www.border.gov.au>.
10. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
11. I understand that if I have any school-aged children or dependents accompanying me to Australia, they must attend school and I will be required to pay a full fee if they are enrolled either in a government or non-government school.
12. I have read and understand the description of the ESOS framework made available at: <https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf>
13. I declare that the information provided in this application and the documentation supporting it is true and complete
14. I declare that my signature is true and correct and matches the signature in my passport.

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

.....
Name of applicant

.....
Name of Guardian (if Applicable)

.....
Signature of applicant Date/...../.....

.....
Signature of Guardian Date/...../.....

Section 11: Where did you hear about Harward International College?

Agent	HIC's Website	Website other than HIC	Friend
Exhibition	Advertisement	Other:	

Section 12: Sending the application

Please send the application to:
HARWARD INTERNATIONAL COLLEGE
 Level 4, 213 - 2015 Lonsdale Street, Melbourne, Victoria 3000
 Phone: (03) 9639 4699 | Fax: (03) 8669 4055
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Section 13: Additional Information

Student can provide any additional information which was not provided in the above sections and may help in making accurate judgment of the enrolment.

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