

APPLICANT DETAILS

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|------------------|--|-------------------|--|---|--|
| Surname: | | Given Name(s): | | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate | |
| Passport Number: | | Country of Birth: | | Citizenship: | |
| USA: | | Telephone: | | Mobile: | |
| Address: | | City: | | Postcode: | |

EDUCATION BACKGROUND

List details of your previous education including highest level of education and current studies. Please attach relevant documentation from all studies undertaken (e.g. High school, Advanced Diploma / Diploma / Degree).

| | | |
|------------------------------------|--------------------------|--------------------------------|
| High School (Senior School) | What level was achieved: | Year you finished High School: |
|------------------------------------|--------------------------|--------------------------------|

| Post-Secondary Education | Qualification | Name of the institute | Country | Year of Award |
|--------------------------|---------------|-----------------------|---------|---------------|
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ENGLISH PROFICIENCY

Have you taken a recognised English language test, such as IELTS? If yes, Please complete the details below and provide certified copy of your test results.

| | | |
|---------------|----------|--------------------------|
| English Test: | Results: | Date of test: dd/mm/yyyy |
|---------------|----------|--------------------------|

AGENT INFORMATION

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|--|-------------|-----------------|-----------|
| Will you be applying through an agent? <input type="checkbox"/> Yes <input type="checkbox"/> No | Agency Name | Consultant Name | Phone No. |
|--|-------------|-----------------|-----------|

ELICOS ENROLMENT DETAILS

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|---|---|---|
| <input type="checkbox"/> General English (6-72 weeks) | <input type="checkbox"/> EAP (6-20 weeks) | <input type="checkbox"/> Intensive English & Proficiency testing (6-52 weeks) |
| Number of weeks: | Preferred Start Date: dd/mm/yyyy | |

VOCATIONAL COURSES AND COMMENCEMENT DATES

* NOTE: Please check with admission team regarding to course pre-requisite

| | |
|---|---|
| <input type="checkbox"/> BSB50120 Diploma of Business (52 weeks) <input type="checkbox"/> BSB60120 Advanced Diploma of Business * (78 weeks) | <input type="checkbox"/> ICT50220 Diploma of Information Technology (78 weeks) <input type="checkbox"/> ICT50220 Diploma of Information Technology (Cyber Security Specialisation) (78 weeks) <input type="checkbox"/> ICT60220 Advanced Diploma of Information Technology (78 weeks) |
| <input type="checkbox"/> BSB50420 Diploma of Leadership and Management (52 weeks) <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management * (78 weeks) | <input type="checkbox"/> 10695NAT Certificate IV in TESOL (52 Weeks) <input type="checkbox"/> 10688NAT Diploma of TESOL * - (PREREQ) 10695NAT CIV TESOL (52 Weeks) |
| <input type="checkbox"/> CUA51015 Diploma of Screen and Media (52 Weeks) | |
| <input type="checkbox"/> FNS51820 Diploma of Financial Services (52 weeks) <input type="checkbox"/> FNS60920 Advanced Diploma of Paraplanning * (78 weeks) | |

| | | |
|--|---|---|
| Visa office details (if applicable) | <input type="checkbox"/> Applying through Sydney (In Australia) | <input type="checkbox"/> Offshore Visa Office; City : |
|--|---|---|

| | | | | | | | |
|-------------------------------------|------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Preferred commencement dates | 2021 | <input type="checkbox"/> 18 Jan | <input type="checkbox"/> 15 Mar | <input type="checkbox"/> 10 May | <input type="checkbox"/> 12 Jul | <input type="checkbox"/> 06 Sep | <input type="checkbox"/> 01 Nov |
| | 2022 | <input type="checkbox"/> 17 Jan | <input type="checkbox"/> 14 Mar | <input type="checkbox"/> 09 May | <input type="checkbox"/> 11 Jul | <input type="checkbox"/> 05 Sep | <input type="checkbox"/> 31 Oct |

OVERSEAS STUDENT HEALTH COVER OPTION

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|--|
| WIN to arrange? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Overseas Student Health Cover (Single) |
| <input type="checkbox"/> 6 months (\$284.00) <input type="checkbox"/> 12 months (\$568.00) |
| Overseas Student Health Cover (Family) |
| <input type="checkbox"/> 6 months (\$2,955.00) <input type="checkbox"/> 12 months (\$5,910.00) |

WIN BANK DETAILS

| | |
|--|---------------------|
| Account name: George Education Group Pty Ltd | |
| BSB: 062 03 | Acc No: 1052125 |
| Bank: Commonwealth Bank | SWIFT Code: CTBAU2S |
| Bank address: Elizabeth & Foveaux Streets, Sydney NSW 2010 | |

AVETMISS DATA

| | |
|---|--|
| If born in Australia are you? | <input type="checkbox"/> Aboriginal/Torres Strait Islander <input type="checkbox"/> Non Indigenous |
| Do you speak a language other than English at home? | <input type="checkbox"/> If Yes, please specify: _____ <input type="checkbox"/> No |
| How well do you speak English? | <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all |
| Do you consider yourself to have a disability, impairment or long-term condition? | <input type="checkbox"/> If Yes, please specify: _____ <input type="checkbox"/> No |
| Of the following categories, which BEST describes your current employment status? | <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Other, please specify: _____ |
| Of the following categories, which BEST describes your main reason for undertaking this course? | <input type="checkbox"/> To get a job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other, please specify: _____ |

TERMS & CONDITIONS

- Overseas students can only enrol in full time courses. At least 20 hours study/week is required. NB. Students studying ELICOS courses will have their attendance monitored.
- Overseas students must have at least 80% attendance plus satisfactory academic progress.
- All due care is to be taken with WIN equipment, facilities and property.
- Students enrolling in a vocational course must be over 18 yrs of age; (at time of Start)
- EXPULSION: WIN reserves the right to expel students for serious breaches of discipline.
- The vocational course's re-assessment fee is \$200 per unit. (The fee is waived if student has 80% or higher attendance).
- Students must provide all personal details such as mail address, mobile number, email address before enrolment. WIN must be informed immediately of any changes to these details. See reception for a Change of Personal Details Form.
- Students who enrol at WIN understand that their information will be shared with those who are directly involved in your enrolment, attendance and progress.
- Students may apply for recognition of prior learning or competence (RPL). Please ask for details if you would like to know more or see the Student Handbook for direction.
- Handbook for direction.

CODE OF BEHAVIOUR

While you remain a student at WIN it is your responsibility:

- To conduct yourself in a safe and healthy manner.
- To behave in a manner which prevents injury and disease to you, your trainer and fellow students.
- To identify and report to your trainer any possible hazards from equipment, facilities and the environment.
- To comply with and assist in the Institute's emergency procedures.
- To refrain from smoking anywhere in the Institute's building
- To refrain from drinking and/or eating in the classrooms.
- To attend class regularly and punctually.
- To ensure no discriminatory, harassing or bullying behaviour at all times to other students, staff, work placement supervisors or visitors to the Institute.
- To report any discriminatory behaviour, harassment or bullying to your trainer, workplace supervisor or principal.
- To not participate in unacceptable behaviour including the use of bad language, alcohol and drugs; (unacceptable behaviour also includes cheating or plagiarism)

TUITION PROTECTION

To protect the interests of students, WIN Institute (and its students), is covered by the Tuition Protection Scheme (TPS) designed to establish a universal, single-layer tuition protection scheme. The TPS streamlines placement and refund processes for students, establishes more representative governance and ensure greater accountability back to Government to support Tuition Protection. This fees refund policy does not remove students' rights to take further action under Australian Consumer Protection laws.

FEE AND REFUND POLICY

This policy relates to all prospective students and current students.

1. WIN reserves its right to cancel any student enrolments prior to the date of course commencement and all fees will be refunded.
2. The enrolment fee, accommodation placement booking fee and airport pickup fee are not refundable under any circumstances, including visa refusal.
3. All refunds (approved according to WIN policies and procedures) will be made to the student or the person that the student authorised only within 14 days from the day of the refund approved.
4. All refund requests will not be accepted and all fees paid are not refundable after course commencement except for a student visa refusal with official visa refusal letter submitted. In the case of a student visa refusal occurs after course commencement, a refund of the unspent portion of the tuition fees will be refunded as per subsection 47E(2) of the Act. Non-tuition fees will not be refundable.
5. All requests for refund must be made in writing by completing a Refund Request Form, addressed to Accounts and submitted with relevant supporting evidence (e.g. visa refusal letter).
6. No refund will be given to any student who commences the course, breaches their visa conditions or fails to meet course requirements, or withdraws a visa application, or receives a visa refusal due to fraudulence, or any format of fraudulence found.
7. Where a student cancels his or her enrolment giving more than 28 days notice prior to the original course commencement (not deferred commencement date), 70% of full course fee paid is refundable. All partial course fee paid will not be refundable.
8. Where a student cancels his or her course giving less than 28 days notice prior to the original course commencement (not deferred commencement date), no refund will be given.
9. A refund of all tuition fees paid by an international student will be made if the student visa application is rejected before course commencement. The application for refund must be made no later than 4 weeks after the visa refusal. Please note: visa refusal document must indicate WIN's COEs were used for the application alone or in a package. A refund would be issued as per subsection 47E(2) of the Act, the amount of a refund is the amount of the course fees, minus the lesser of either: (a) 5% of the amount of course fees received by the provider in respect of the student before the default day; or (b) \$500.
10. In the event that a student fails to commence or discontinue without a formal written course cancellation received by WIN, no refund will be issued, which includes all monies paid or scheduled to be paid to WIN, including monies paid for OSHC. The balance of fees owing will be invoiced to the student.
11. If the provider (WIN) defaults for the following reasons a full refund of all monies paid to WIN will be refunded within 14 days. (a) The course does not start on the agreed starting day, (b) the course is not provided in full or (c) WIN cannot deliver the courses, (d) contra-indications to successful study identified.
12. In the event that a student defaults, no refund will be issued to the student either before or after commencement of their course. Student default is: (a) student failed to pay an amount he or she was liable to pay to WIN directly or indirectly, in order to undertake the course, (b) the student breached a condition of his or her student visa or conditions of enrolment of WIN, (c) or misbehaviour of the student (WIN considers misbehaviour as a breach-of-conduct as can be found in the Student Handbook under "Student responsibilities and code of behaviour") *"Breach of conduct" includes course abandonment or student changing their mind after a course has commenced.
13. All fees paid are not transferable.
14. Current fees may increase at a maximum of 3% during enrolment period of each course.
15. All refund considerations will be strictly limited to the amount that WIN has received from the student as tuition fees only (i.e. exclusive of all non-refundable fees and agent commissions, whether this commission was deducted before or after student payment to WIN.)
16. Alternatively, if in default, WIN will arrange for the student to be offered a place in an alternative course(s) delivered by a CRICOS registered provider at the WIN's expense. If the student accepts the offer of placement in an alternative course(s) in writing, the WIN is relieved of its liability to provide a refund to the student.
17. Alternatively, under the Tuition Protection Service (TPS) framework, if WIN is unable to fulfil its obligations to deliver a course, the TPS framework will facilitate the placement of students in the first instance, and where this is not possible, will provide a refund of unexpended tuition fees (i.e. tuition the student has paid for but has not been delivered by WIN). The TPS covers WIN defaults if the course cannot be delivered fully or partially due to any sanction imposed on WIN.
18. No tuition fee refund is payable if the student has provided fraudulent and misleading information to WIN including any of:
 - making a material misrepresentation, or another person doing so on the applicant's behalf, in applying for admission to a course;
 - failing to disclose to WIN a fact or circumstance material to WIN's decision to admit an applicant;
 - obtaining admission on the basis of a degree, diploma or certificate obtained wholly or partly by fraud, academic misconduct or other dishonesty;
 - the terms and conditions of the written agreement between the student and WIN are breached;
 - the student who breaches their visa conditions or fails to meet course requirements.
19. WIN reserves its right to review and amend this Refund Policy at any time.

Full Name: _____

Signature : _____

Date : _____

WENTWORTH INSTITUTE STUDENT TRAINING NEEDS ANALYSIS (& ENGLISH PROFICIENCY CONFIRMATION)

Wentworth Institute Student Training Needs Analysis (& English Proficiency Confirmation) The below must be completed by the student so that we may issue the Offer Letter

1. Student Name:

2. Course(s) enrolled in – Please write the full name of the course/s that you would like apply for:

1)

2)

3)

3. Knowing what your course involves, what extra assistance will you expect to require from your trainers?
(For example Practical application of theory or computer work)

4. Why are you studying this particular course(s)?

5. What are you hoping to achieve with your qualification?

6. Are you currently employed? Yes No

Who is your employer (Coles, K Mart, Zoo Bar, etc.)?

7. What are you expecting from the facilities and staff during your study?

8. Writing evaluation: Using full sentences describe what you did last weekend (min 50 words)

This training needs analysis is for your benefit, thank you for completing it.

WIN OFFICE USE ONLY:

English Proficiency and training needs answers analysis confirms applicant has a sufficient understanding of both to proceed.

Signed: _____ Date ___/___/___