

APPLICANT DETAILS

Surname:		Given Name(s):		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate	
Date of Birth (dd/mm/yyyy):		Passport Number:		Country of Birth:	
Citizenship:		Visa Type:		USI:	
Telephone:		Mobile:		E-mail:	
Address:				City:	Postcode:

EMERGENCY CONTACT PERSON

Full Name:		Relationship to you:	
Mobile:		Email Address:	

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

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
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AGENT INFORMATION

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

<input type="checkbox"/> General English (1-72 weeks)	<input type="checkbox"/> EAP (6-20 weeks)
<input type="checkbox"/> Morning Class (Monday - thursday 9am - 3pm)	<input type="checkbox"/> Evening Class (Monday - Thursday 5pm - 9pm)
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"/> BSB30120 Certificate III of Business (52 weeks) <input type="checkbox"/> BSB40120 Certificate IV in Business (52 weeks) <input type="checkbox"/> BSB50120 Diploma of Business (52 weeks) <input type="checkbox"/> BSB60120 Advanced Diploma of Business (78 weeks)	<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication (52 weeks) <input type="checkbox"/> BSB50620 Diploma of Marketing and Communication (52 weeks) <input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication (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"/> CUA51020 Diploma of Screen and Media (52 Weeks) <input type="checkbox"/> ICT50220 Diploma of Information Technology (78 weeks) <input type="checkbox"/> ICT60220 Advanced Diploma of Information Technology (78 weeks)

Visa office details (if applicable)

 Applying through Sydney (In Australia) Offshore Visa Office; City :

Preferred commencement dates

2024	<input type="checkbox"/> 15 Jan	<input type="checkbox"/> 05 Feb	<input type="checkbox"/> 11 Mar	<input type="checkbox"/> 01 Apr
	<input type="checkbox"/> 06 May	<input type="checkbox"/> 27 May	<input type="checkbox"/> 08 Jul	<input type="checkbox"/> 29 Jul
	<input type="checkbox"/> 02 Sep	<input type="checkbox"/> 23 Sep	<input type="checkbox"/> 28 Oct	<input type="checkbox"/> 18 Nov

2025	<input type="checkbox"/> 13 Jan	<input type="checkbox"/> 03 Feb	<input type="checkbox"/> 10 Mar	<input type="checkbox"/> 31 Mar
	<input type="checkbox"/> 05 May	<input type="checkbox"/> 26 May	<input type="checkbox"/> 07 Jul	<input type="checkbox"/> 28 Jul
	<input type="checkbox"/> 01 Sep	<input type="checkbox"/> 22 Sep	<input type="checkbox"/> 27 Oct	<input type="checkbox"/> 17 Nov

OVERSEAS STUDENT HEALTH COVER OPTION

WIN to arrange? <input type="checkbox"/> Yes <input type="checkbox"/> No
Overseas Student Health Cover (Single)
<input type="checkbox"/> 6 months (\$346.00) <input type="checkbox"/> 12 months (\$692.00)
Overseas Student Health Cover (Family)
<input type="checkbox"/> 6 months (\$2,240.00) <input type="checkbox"/> 12 months (\$4,480.00)

WIN BANK DETAILS

Account name: George Education Group Pty Ltd	
BSB: 062-033	Acc No: 1052-1258
Bank: Commonwealth Bank	SWIFT Code: CTBAAU2S
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.
- Overseas students studying a vocational course must demonstrate academic progress. Failure to do so may result in termination of enrolment.
- Overseas students studying ELICOS courses must have at least 80% attendance plus satisfactory academic progress. Failure to do so may result in termination of enrolment.
- All due care is to be taken with WIN equipment, facilities and property.
- Students enrolling in a vocational course must be over 18 years of age (at commencement).
- EXPULSION: WIN reserves the right to expel students for serious breaches of discipline, including not upholding the Code of Conduct.
- The vocational course's re-assessment fee is \$0-\$500 per unit. (The fee is waived if student has 80% or higher attendance).
- Students must provide all personal details such as mailing 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 their enrolment, attendance and progress.
- Students may apply for Recognition of Prior Learning (RPL). See the General Manager.

CODE OF CONDUCT

When you are a student at WIN you agree to:

- Attend class regularly and punctually.
- Complete coursework in a timely manner.
- Pay all fees when due and payable.
- To identify and report to your trainer any possible hazards from equipment, facilities and the environment.
- Behave in a manner which prevents injury and disease to you, other students, staff or visitors to the College.
- Comply with the College's emergency procedures.
- Refrain from smoking anywhere in the College, including the balcony.
- Refrain from drinking and/or eating in the classrooms.
- Engage in no discriminatory, harassing or bullying behaviour at all times to other students, staff or visitors to the College.
- Report any discriminatory behaviour, harassment or bullying to your trainer, or General Manager.
- Not engage in bad language, alcohol, drugs, cheating or plagiarism.

TUITION PROTECTION

To protect the interests of students, WIN College (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.

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. All refunds (approved according to WIN policies and procedures) will be made to the student or the person that the student authorised within 14 days from the date of the refund approval.
3. All requests for a 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).
4. All fees paid are not transferable.
5. Current fees may increase at a maximum of 3% during enrolment period of each course.
6. 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.)
7. WIN reserves its right to review and amend this Refund Policy at any time.
8. Please review the Refund Policy for International Students on the website <https://wincollege.edu.au/about/policies-and-procedures/>

THE TABLE BELOW SHOWS THE GROUNDS FOR REFUND OF FEES

Enrolment/application fee, material fee, administration fee, textbook fee, stationary fee, and any non-refundable fees and charges (including for visa refusal).	Non-Refundable
Withdrawal for visa refusal in writing and received by WIN before course commencement date if the refusal is not due to your actions, such as forged or fraudulent documents, or failure to provide the documents required by DHA. 100% refund of tuition fee paid.	100% refund of tuition fee paid.
Withdrawal for visa refusal in writing and received by WIN after course commencement date if the refusal is not due to your actions, such as forged or fraudulent document, or failure to provide the documents required by DHA.	100% refund of the UNUSED tuition fee paid.
Withdrawal after visa refusal if the refusal is due to your actions, such as forged or fraudulent documents, or failure to provide the documents required by DHA	No refund of any fee paid.
Withdrawal after visa refusal in writing and received by WIN more than 14 days after you received the visa refusal letter, no matter whether your original course has commenced or not.	No refund of any fee paid.
Where you have got the student visa granted by DHA, you choose not to come to Australia to start your course.	No refund of any fee paid.
Withdrawal notified in writing and received by WIN 28 days or more prior to course commencement date.	70% refund of the tuition fee paid.
Withdrawal notified in writing and received by WIN less than 28 days prior to course commencement date.	No refund of the tuition fee paid
Withdrawal notified in writing and received by WIN on or after the original course commencement date.	No refund of any fee paid.
Termination of enrolment for failure to comply with WIN's policies and procedures and DHA's visa requirements.	No refund of any fee paid.
If any submitted application or enrolment document is forged or otherwise fraudulent, or concealed a material fact or circumstance that would have affected the decision to add.	No refund of any fee paid.
Student defaults by failing to pay to WIN any amount they were liable to pay directly or indirectly, in order to undertake a course or student breached a student visa condition or conditions of enrolment at WIN, or misbehavior of the student (ie. breach of code of conduct) including course abandonment & student changing their mind after course commencement. or academic misconduct or failing to meet course requirements or has request refused.	No refund of any fee paid.
Student transfers before commencing 6 months of their principal course	No refund
Student withdraws after commencing 6 months of their principal course:	
1. 28 days or more before the study period commences. 2. Less than 28 days before the study period commences	1. 80% tuition fees paid refunded 2. 50% tuition fees paid refunded
All refunds will attract a \$500 administration fee (except in the case of visa refusal prior to the course commencement date as indicated on the Offer Letter and the Education Program Agreement) .	

In the unlikely event that WIN is unable to deliver the course, WIN will either offer an alternative placement which is acceptable to the student, or if not satisfied with the replacement, student will receive a refund of the unexpended tuition fees paid to WIN.

To be more specific, it means that the refund is only eligible for the unused pre-paid tuition fee. there is no refund for any fee used, or not paid. The refund will be paid within 28 days of the day on which the course ceased being provided. The Director of the Tuition Protection Service (TPS) will facilitate access to alternative course placement.

APPLICATION CHECKLIST

- completed all sections of this Student Application Form
- enclosed a copy of qualifications including academic transcripts
- enclosed a copy of your passport bio-page
- enclosed a copy of English proficiency test
- provide other supporting documents (if applicable)

APPLICANT'S DECLARATION

I DECLARE

- that the information given in this application form and supporting documents is true and correct;
- that I have access to sufficient funds to cover tuition Fee payment, living expenses and other related expenses incurred by me (and my dependants if applicable) during my enrolment at WIN;
- that I have personally signed this form;
- that I have read the Student Handbook and policies and procedures on the WIN website www.wincollege.edu.au
- that I agree to abide by the rules of admission, enrolment and progression of WIN;
- that I will inform WIN immediately of any change to the information I have given in this application form;
- that I have read the Recognition of Prior Learning Policy on the website and understand that based on previous studies and experience, I may obtain credits or exemptions.

I UNDERSTAND

- that I may be contacted by WIN staff in order to clarify any aspect of this application;
- that WIN may obtain official records from any institutions I have previously attended;
- that all documents submitted with this application become the property of WIN;
- that WIN may vary or cancel any decision it has made if the information I have given is incorrect or incomplete;
- the structure and content of the WIN course/s I am applying for in this application;
- that upon accepting an offer from WIN, I am required to complete a minimum of 6 months study in my principal course (the highest qualification applied for);

I ACKNOWLEDGE AND AGREE

- that if an offer is made to me, my acceptance is subject to the general terms and conditions of enrolment set out in the letter of offer.

Signature of Applicant : _____

Full Name: _____ Date : _____

SUBMIT YOUR APPLICATION

Please submit the completed Application Form together with all supporting documents by email to info@wincollege.edu.au. While WIN will endeavour to process your applications within two(2) working days, actual times may vary depending on application volumes during peak periods. Please note incomplete applications will delay processing until WIN can accurately verify your eligibility for enrolment.