

INTERNATIONAL STUDENT ENROLMENT FORM

Please type or use BLOCK LETTERS when completing this form.
 Return the completed form to: National Training Centre of Australia | Email: admissions@ntca.edu.au | Website: www.ntca.edu.au
 Intake Date/Period : Click or tap to enter a date.

Personal Details			
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate	Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Other
First Name:		Middle Name:	
Family Name:		Date of Birth:	
Country of Birth:		Nationality:	

Passport & Visa Details			
Non-Australian Passport Number:			
Passport issued by:		Passport Expiry Date:	
Are you currently living in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been denied a Visa for Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please provide reason for denial:			
Are you currently studying in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please provide name of Education Institute:			
If yes, what is the type of Visa?		Visa Number:	
Visa Subclass:		Visa Expiry:	

Australian Contact Details (If Known)			
Address:			
Suburb/Town:		State/Postcode:	
Contact Phone:		Email:	

Home Country Contact Details			
Address:			
Suburb/Town:		State/Postcode:	
Country:		Contact Phone:	
Email:			

Person to Contact in an Emergency			
Name:		Relationship:	
Address:			
Contact Phone:		Email:	

Qualifications Achieved			
What is your highest COMPLETED school level?			
Name of Qualification:			
School Attended:			
Year Completed:		State/ Country:	

Language & Cultural Diversity			
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Is English your first language:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please list first language:			
English language proficiency* (Tick appropriate)	<input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> CAE <input type="checkbox"/> Other		
If other, please specify:			
Date of Test:	Click or tap to enter a date.	Test Score:	

Entry Requirements for Courses at NTCA

Entry requirements are described in the Training and Assessment Strategy for each of the courses and can also be found in the admissions policy available on the website or contact admissions@ntca.edu.au

General Entry Requirements.

- Applicants must be minimum 18 years of age at the time of commencement
- Successful completion of a minimum Australian Equivalent Year 12
- Minimum IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL (if in Australia) or its equivalent
- For equivalence of various English language proficiency testing, and other forms of equivalence refer Admissions policy in the student handbook or website.

In addition

- Applicants should have basic computer and MS Office skills (Word, Excel, and PowerPoint)
- All the students should complete an online LLN test (LLN Robot) during the orientation

Note

- Students without minimum educational requirements, may demonstrate their Language, Literacy and Numeracy requirement through the LLN assessment test.
- In the absence of formal English qualifications NTCA may proffer NTCA English Placement Test

Course Selection

Select Course(s)	Course Code	Qualification	Course Duration
Business Courses			
<input type="checkbox"/>	BSB40215	Certificate IV in Business	26 Weeks
<input type="checkbox"/>	BSB41115	Certificate IV in International Trade	26 Weeks
<input type="checkbox"/>	BSB51918	Diploma of Leadership and Management	52 Weeks
<input type="checkbox"/>	BSB60915	Advanced Diploma of Management (Human Resources)	52 Weeks
Information Technology Courses			
<input type="checkbox"/>	ICT30118	Certificate III in Information, Digital Media and Technology	38 Weeks
<input type="checkbox"/>	ICT40315	Certificate IV in Web-Based Technologies	40 Weeks
<input type="checkbox"/>	ICT50118	Diploma of Information Technology	52 Weeks
<input type="checkbox"/>	ICT60115	Advanced Diploma of Information Technology	52 Weeks
\$300 Enrolment fee (non-Refundable) is to be submitted along with the application. (All amounts are in Australian Dollars) Note: Fees are subject to change.			

Education, RPL & Credit Transfer

Have you enrolled in the same or a similar course elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently enrolled in any course in Australia including principal course for which you received your current student visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, please provide name of Education Institute:	
If yes above, are you doing this course as a concurrent course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Note: For concurrent studies, the student will need to comply with the visa and institute requirements of all courses in which they are enrolled, such as maintaining satisfactory course progress (and attendance if applicable).	
Are you transferring from another education provider in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I wish to apply for RPL	<input type="checkbox"/> Yes <input type="checkbox"/> No
I wish to apply for Credit Transfer.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, I have attached my Credit Transfer form/RPL application form and provided relevant supporting documents along with the application form.	

Study Reason		
<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To start my own business
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> Other reasons		

Overseas Student Health Cover			
Do you have current Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide following details:			
Name of insurance provider (Company):			
What is your Membership Number?		OSHC Expiry Date:	Enter a date.
If no, what type of OSHC will you require?	<input type="checkbox"/> Single (Student only)	Duration:	
<input type="checkbox"/> Dual Family (Student plus spouse or children)	<input type="checkbox"/> Multi Family (Student plus spouse and children)		

Disability Information	
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state the disability and the kind of support that you require from NTCA. Please refer to the Disability supplement in the Student handbook available on the website for an explanation of the disabilities.	

Payment Options
How do you wish to pay your course fees before the start of your Courses?
<input type="checkbox"/> 50% of the courses <input type="checkbox"/> Full Tuition Fee <input type="checkbox"/> Other :
Note 1: Students are able to pay full fees if they wish to take advantage of favorable exchange rates or have the convenience of only paying once, but they are not required to pay more than 50 per cent up-front prior to the course commencement. Note 2: The course pricing is subject to change without notice. Please contact NTCA for the latest prices.

Bank Details			
Bank:	ANZ Bank		
Swift Code:	ANZBAU3M		
Account Name:	National Training Centre of Australia Pty. Ltd.		
BSB Number:	013333	Account Number:	216378934
Note: Please provide student's ID number while transferring the fees and send remittance advices to: admissions@ntca.edu.au			

Other Fees at NTCA			
Enrolment Fee (Non-Refundable)	\$300	International Bank Transaction	\$30
2 nd Re-Assessment per Unit	\$300	RPL (per unit)	\$300
Repeat Unit Fee (per unit)	\$500	Airport Pick-up	\$150
Re-issuing of Student ID	\$20	Bank Charges	3% Surcharge (Transaction from Credit Card(s))
Re-issue of an Academic Transcript, Certificate, Diploma	\$50	Unit re-assessment due to plagiarism or other form of student misconduct	\$300
Administrative Fee Changes to enrolment Agreement	\$300	Change of course prior to completing one term of study	\$300
OSHC Single/Family	Will vary depending on the provider and at the time of application		
Late Fee Payment	\$20 per day (Max \$200/month. Due dates will be found on the agreement and it will be included in your fees installment)		

NTCA English placement test fee : \$20 (if applicable)

Agent Details	
If you are using an Education Agent or representative details of such person/organization:	
Agent Name:	
Agent Email:	
Agent Phone/Mobile Number:	

Airport Pick up & Accommodation	
Would you like us to organise Airport Pick Up?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please fill up Airport pick up request form, available on NTCA website	
Would you like us to arrange for student accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please fill up Accommodation request form, available on NTCA website.	

Fees & Refunds
<ul style="list-style-type: none"> All students enrolled into a course who pay 50 percent or less tuition fee upfront, are liable for payment of the reminder of the course fee, once they commence the course. If students withdraw and where refunds are not due and where balance of the course fee is owed to NTCA, recovery of balance amount due to NTCA will be initiated and the student informed. If students fail to remit the reminder of the course fee, services of debt collectors will be enlisted for recovery of outstanding dues.

- Should NTCA be unable to deliver its courses to enrolled students, a full refund of course money will be paid to enrolled students within 2 weeks of the default day which will be determined as the day in which the course was scheduled to commence. Alternatively, the student may be offered an alternative course(s). Any additional expenditure for the alternative course arrangement will be at NTCA's expense. The student's written acceptance of the alternative course offer will relieve NTCA's liability to provide a refund to the student.
- For full details of Fees and Refund Policy please refer to the NTCA website / student handbook. Should the above arrangement not be suitable to the student, NTCA will arrange for its TPS (Tuition Protection Scheme) process to promptly offer affected students a place in a suitable alternative course(s). Percentage of fees, for training left to achieve will be refunded to the Student.
- Additional information regarding TPS process is available on NTCA's website and TPS (<https://tps.gov.au/Home/NotLog-gedIn>) website or by contacting NTCA. NTCA will only refund prepaid course money directly to the student and not to others.

Refund Type	Timeframe	Amount Refunded	Documents
VISA Refusal	Before course commencement	Lesser of (a) 5% of the total amount of pre-paid course fees that the provider received in respect of the student for the course before the default day; or (b) the sum of \$500 Application fee will not be refunded.	Refund Request Proof of VISA Refusal
VISA Renewal Refusal / Visa Refusal	After the course has commenced	Student is required to pay for the UOC/S completed on a pro-rata basis	Refund Request Proof of VISA Refusal
VISA Removal for breach of conditions	At any time	Nil	Refund Request Proof of VISA Refusal
Withdrawal, Transfer or Enrolment Cancellation	Greater than 28 days before commencement of the course	All fees minus the non-refundable application/admission fee	Refund Request Letter of Offer DSC Form
	Less than 28 days before commencement of the course	50% of Course fee. minus application/admission fee, minus any Agent Commissions Paid	Refund Request Letter of Offer DSC Form
	After the course has commenced	Nil	Nil
	Cancelation due to non-commencement	Nil	Nil

Refund Type	Timeframe	Amount Refunded	Documents
Transfer to another Provider, prior to 6 months of the principal course, where NTCA has approved the transfer.	Before course commencement	No refunds for each course in the "package of courses"	Refund Request Letter of Offer DSC Form
VISA Removal for breach of conditions	At any time	Nil	Proof of VISA Refusal
Withdrawal, Transfer or Enrolment Cancellation (Student default)	Does not return or commence on the agreed date without the approval of NTCA	Nil	Nil
	Transfer to another Provider, prior to 6 months without the approval of NTCA	Nil	Nil
	Cancellation due to academic misconduct	Nil	Nil
	Cancellation due to course progress/non-payment	Nil	Nil
Default by National Training College of Australia	Before term commences	Full Refund minus the application/admission fee	Refund Request
	After term commences	Refund amount* = weekly tuition fee** × weeks in default period** minus the application fee*	Refund Request
*	Refund amount	weekly tuition fee x weeks in default period	
**	Weekly Tuition Fee	total tuition fee for the course/number of calendar days in the course ×7 rounded up to the nearest whole dollar	
***	Weeks in default period	number of calendar days from the default day to the end of the period to which the payment relates /7	

Complains & Appeals

- NTCA has a robust policy in place, to facilitate Clients complaints and Appeals process through this policy and the corresponding procedure, we commit to ensure that overseas students have the right to principles of natural justice by virtue of access to effective, timely, equitable and documented complaints handling and appeals processes.
- NTCA acknowledges that students have the right to raise grievances and make complaint where they see fit.
- NTCA also acknowledges that students have the right to appeal an assessment decision, based on valid grounds for appeal.
- NTCA has provision for students to appeal against assessment decisions, including those made by staff members or by a third-party partner and will respond to any complaint or appeal made against any of these parties.
- NTCA ensures that students have access to a fair and equitable process for lodging an appeal against an assessment decision. For more details , please refer to the Students Handbook available on NTCA website.

Collection of Personal Information

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by NTCA for statistical, regulatory and research purposes, to only authorised agencies.

NTCA may disclose your personal information for these purposes to third parties. Personal information is collected solely for the purpose of operating as a Registered Training Organization under the National Vocational Regulator Act 2011 administered by the Federal Government – Australian Skills Quality Authority. The information provided by the student to the provider may be made available to Commonwealth and State agencies and the Tuition Protection Services Director and the Secretary, pursuant to obligations under the ESOS Act and the National Code. It is a requirement of the National Vocational Regulator Act 2011 that students can access personal information held by NTCA and may request corrections to information that is incorrect or out of date. You can submit written application to

RTO Manager, if you wish to view your own records. For more details please refer to the Students handbook available on the website.

“This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under the Australian’s consumer protection laws”

Enrolment Checklist

<input type="checkbox"/> Completed all sections of the Enrolment form	<input type="checkbox"/> A copy of passport
<input type="checkbox"/> Visa - A copy of the valid visa (if applicable)	<input type="checkbox"/> Evidence of English language (e.g. IELTS)
<input type="checkbox"/> Attached relevant employment details (if applicable)	<input type="checkbox"/> Signed and dated the application
<input type="checkbox"/> Have you kept a copy of this Enrolment for yourself?	
<input type="checkbox"/> Attached Resume (for mature aged students, where no academic qualification exists)	
<input type="checkbox"/> Attached certified academic transcripts, (If in another language, submit English translated documents from certified translators)	

Declaration

1. I declare that the information I supplied on this form is correct and complete.
2. I have understood the entry requirements for the course(s) that I am enrolling in.
3. I have read and understood NTCA/s Policies and procedures and/ or relevant information contained on NTCA website.
4. I have read and understood NTCA’s student prospectus, policies and procedures, website, marketing material, and received full information from NTCA’s Education Agent (in case of enrolment through education agent) before making the decision to enrol in the course.
5. I understand that the institute also reserves the right to vary courses, subjects, the mode of delivery, assessment and admission requirements at any time at its discretion.
6. I authorise NTCA to check my visa status on VEVO and IELTS result on IELTS Test Report Form verification service (If IELTS score is provided)
7. I understand that it is my responsibility to provide NTCA with USI prior to the course commencement.
8. I understand that NTCA reserves the right to discontinue or alter any course, subject, unit of competency, fee, admission requirement, staffing or other arrangement without prior notice. NTCA reserves the right to cancel or ‘not offer a program’. If any program is cancelled or not offered, NTCA will refund all tuition fees in accordance with the provision of Sections 27 and 29 of Education Services for Overseas Students Act 2000.
9. 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.

Applicant’s Signature

Signature:	
Date:	

Admission Process

- Complete the Enrolment Form along with required documents as per checklist and email or post the application to admissions@ntca.edu.au Offer Letter and Agreement will be sent to you within a week of receiving the completed enrolment form along with all relevant documents.
- You need to meet entry requirements before you can enrol in a course. These will be outlined in your Letter of Offer. Your 'Letter of Offer' will also state if you need to provide further information.
- The student qualifications and English Level Proficiency are assessed according to the "Admissions and Student Selection Policy", to determine the appropriateness of these qualifications for entry into the course in which enrolment is sought.
- Read the NTCA policies and Procedures in the student handbook /website
- Make the Initial Payment as required
- NTCA will issue Confirmation of Enrolment(eCoE)
- Obtain OSHC
- Organise your student Visa
- Commence study at NTCA on the scheduled day

For Office Use Only

Application Approved: Yes No

Staff Name:

Date:

Signature: