

## APPLICATION TO STUDY FORM (International)

### How to Complete this Form:

- Please write clearly in black ink using capital letters in English.
- Include one set of supporting documents with this application including certified English translation copies where required.
- All supporting documents for this application must be certified as true copies of originals. Kindly refer to the following link <http://www.border.gov.au/Lega/Lega/Form/Immi-FAQs/who-can-certify-a-copy-of-a-document> for more details.
- Ensure that you sign the declaration in the end of this form.
- Please note that delays may occur in the processing of this application if the application is incomplete.

### (A) Course Details

Term (Intake): Month \_\_\_\_\_ Year \_\_\_\_\_ Campus \_\_\_\_\_

Select	CRICOS Code	NTIS Code	Course Title	Duration	Tuition Fee	Material Fee
<input type="checkbox"/>	082234C	22250VIC	CERTIFICATE I IN EAL (ACCESS)	28 WEEKS	\$6,000.00	N/A
<input type="checkbox"/>	082235B	22251VIC	CERTIFICATE II IN EAL (ACCESS)	28 WEEKS	\$6,000.00	N/A
<input type="checkbox"/>	082237M	22255VIC	CERTIFICATE III IN EAL (FURTHER STUDY)	28 WEEKS	\$6,000.00	N/A
<input type="checkbox"/>	082238K	22258VIC	CERTIFICATE IV IN EAL (FURTHER STUDY)	28 WEEKS	\$6,000.00	N/A
<input type="checkbox"/>	086946E	BSB40215	CERTIFICATE IV IN BUSINESS	26 WEEKS	\$6,000.00	\$250.00
<input type="checkbox"/>	087214M	BSB50215	DIPLOMA OF BUSINESS	26 WEEKS	\$6,000.00	\$350.00
<input type="checkbox"/>	087493K	BSB60215	ADVANCED DIPLOMA OF BUSINESS	33 WEEKS	\$8,500.00	\$350.00
<input type="checkbox"/>	088817J	BSB51415	DIPLOMA OF PROJECT MANAGEMENT	40 WEEKS	\$8,000.00	\$350.00
<input type="checkbox"/>	088818G	BSB61215	ADVANCED DIPLOMA OF PROGRAM MANAGEMENT	61 WEEKS	\$12,000.00	\$350.00
<input type="checkbox"/>	090551A	CHC33015	CERTIFICATE III IN INDIVIDUAL SUPPORT	36 WEEKS	\$6,000.00	\$250.00
<input type="checkbox"/>	090552M	CHC43015	CERTIFICATE IV IN AGEING SUPPORT	65 WEEKS	\$9,000.00	\$250.00
<input type="checkbox"/>	090557F	CHC43115	CERTIFICATE IV IN DISABILITY	50 WEEKS	\$9,000.00	\$250.00
<input type="checkbox"/>	090553K	CHC52015	DIPLOMA OF COMMUNITY SERVICES	72 WEEKS	\$12,000.00	\$350.00
<input type="checkbox"/>	090595M	CHC62015	ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT	66 WEEKS	\$10,000.00	\$350.00
<input type="checkbox"/>	082212J	CHC30113	CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE	46 WEEKS	\$10,000.00	\$250.00
<input type="checkbox"/>	082213G	CHC50113	DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE	104 WEEKS	\$20,000.00	\$250.00
<input type="checkbox"/>	090549F	FNS40615	CERTIFICATE IV IN ACCOUNTING	37 WEEKS	\$8,000.00	\$300.00
<input type="checkbox"/>	090555G	FNS50215	DIPLOMA OF ACCOUNTING	46 WEEKS	\$8,000.00	\$300.00
<input type="checkbox"/>	090550B	HLT37215	CERTIFICATE III IN PATHOLOGY COLLECTION	32 WEEKS	\$7,000.00	\$500.00
<input type="checkbox"/>	090554J	HLT42015	CERTIFICATE IV IN MASSAGE THERAPY	39 WEEKS	\$7,000.00	\$500.00
<input type="checkbox"/>	090556G	HLT52015	DIPLOMA OF REMEDIAL MASSAGE	77 WEEKS	\$12,000.00	\$500.00
<input type="checkbox"/>	092297E	HLT54115	DIPLOMA OF NURSING	80 WEEKS	\$28,000.00*	\$800.00
<input type="checkbox"/>	094036K	HLT64115	ADVANCED DIPLOMA OF NURSING	40 WEEKS	\$8,000.00	N/A
<input type="checkbox"/>	086616A	ICT50115	DIPLOMA OF INFORMATION TECHNOLOGY	49 WEEKS	\$11,000.00	N/A
<input type="checkbox"/>	086730K	ICT60115	ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY	49 WEEKS	\$11,000.00	N/A
<input type="checkbox"/>	092301C	CUA51015	DIPLOMA OF SCREEN AND MEDIA	47 WEEKS	\$9,000.00	N/A
<input type="checkbox"/>	087717K		GENERAL ENGLISH - BEGINNER	6 WEEKS	\$2,145.00	\$120.00
<input type="checkbox"/>	086131M		GENERAL ENGLISH - ELEMENTARY	12 WEEKS	\$4,290.00	\$120.00
<input type="checkbox"/>	086132K		GENERAL ENGLISH – PRE-INTERMEDIATE	12 WEEKS	\$4,290.00	\$120.00
<input type="checkbox"/>	086133J		GENERAL ENGLISH - INTERMEDIATE	12 WEEKS	\$4,290.00	\$120.00
<input type="checkbox"/>	086134G		GENERAL ENGLISH – UPPER INTERMEDIATE	12 WEEKS	\$4,290.00	\$120.00
<input type="checkbox"/>	087716M		IELTS PREPARATION (UPPER INTERMEDIATE)	6 WEEKS	\$2,145.00	\$100.00
<input type="checkbox"/>	087715A		IELTS PREPARATION (ADVANCED)	6 WEEKS	\$2,400.00	\$100.00

Note: Application Fee \$250 and Overseas Health Cover (OSHC) are not included in the Tuition fee.

\* The tuition fee include work placement fee of \$4,000.00 in Diploma of Nursing and \$500.00 in Certificate III in Pathology Collection.

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### (B) Personal Details

Title:       Mr             Miss             Mrs             Ms

Given Name(s):

Last Name:

Gender:     Male     Female     Unisex            Date of Birth:

Country of Birth:

Nationality:             First Language:

Passport Number:             Expiry Date:

### (C) Contact Details

Address (Home Country):

City:

Country:

Post Code:

Address (if in Australia):

Suburb:

State:             Post Code:

Phone Number:             Mobile:

Email Address:

### (D) Emergency Contact Details

Name:

Number:             Relationship:

### (E) Overseas Health Cover (OSHC) Details

Do you already have OSHC? If Yes then please provide details:

Provider's Name:             Type:  Single     Couple     Family

Membership Number:             Expiry Date:

Do you want SCEI to arrange OSHC for you? If yes then please provide details:

(Note: SCEI will arrange NIB OSHC only)

Duration:  12 Months             Other (please specify): \_\_\_\_\_

Type:     Single             Couple             Family

### (F) Disability Support

Do you have a disability, impairment or permanent medical condition that can affect your studies?

- Yes             No (skip to next step)
- Hearing             Vision             Learning             Mobility
- Other Medical Conditions \_\_\_\_\_



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### (K) Agent / Marketing

How did you hear about Southern Cross Education Institute?

- |  |   |
|--|---|
| <input type="checkbox"/> Agent         | <input type="checkbox"/> Instagram / Linked In / Google+        |
| <input type="checkbox"/> Exhibitions   | <input type="checkbox"/> SCEI Students. Provide ID Please _____ |
| <input type="checkbox"/> Events        | <input type="checkbox"/> SCEI Staff. Provide Name Please _____  |
| <input type="checkbox"/> Facebook      | <input type="checkbox"/> Newspaper / Magazine                   |
| <input type="checkbox"/> Google Search | <input type="checkbox"/> Radio                                  |

### (L) Agent Details (if applying through an agent)

Company Name:

Agent's Name:

Email Address:

I confirm that I have verified the above mentioned potential student's application, supporting and financial documents and I am satisfied that this "Application to Study form" contains the correct information. I have assessed the applicant as a Genuine Temporary Entrant and Genuine Student as defined by the Australian Department of Immigration and Border Protection. I am satisfied that the information and documentation provided with this application is authentic and where the document has been stamped or translated by the agency, the original document has been sighted and certified.

Contact Number:

Agent's Stamp

Agent's/ Representative Signature

### (M) Enrolment Procedure

#### 1. Enrolment Procedure

Fill out the Application to Study Form provided by SCEI and send it through email to [enroll@scei.edu.au](mailto:enroll@scei.edu.au) or Post to:

- a. Melbourne Campus  
155-161 Boundary Road,  
North Melbourne, VIC,  
Australia 3051, **OR**
- b. Adelaide Campus  
2-4, 14 Grote Street,  
Adelaide, SA  
Australia 5000

#### 2. Enrolment and Acceptance

SCEI enrolment officer will assess the application to study form and if accepted successfully letter of offer will be issued through email within 5 working days.

#### 3. Payment of Fee

The application will accept the letter of offer and deposit fee in the nominated bank account of SCEI. SCEI will then issue Confirmation of Enrolment (CoE) and send through email.

**(N) Attachment Checklist**

Provide all the relevant documents, incomplete applications will cause delays in processing:

- Certified evidence of English language proficiency like IELTS, TOEFL, PTE and ELICOS, etc.
- Certified documented evidence of Year 12 education or equivalent (with certified translation, if not in English)
- Certified documented evidence of other previous qualifications if applicable (with certified translation, if not in English)
- Certified copy of Passport
- Financial declaration form (if applicable)
- Copy of Visa (if applicable)
- Release letter from current Institute (if there for less than 6 months)
- Evidence of Overseas Health Cover (if applicable)
- Copies of Confirmation of Enrolments (if applicable)
- Certified copies of documents to be assessed for Credit Transfer and/or Recognition of Prior Learning (RPL) if required
- Other \_\_\_\_\_

**(O) Declaration and Agreement**

In signing this Application Enrolment Form, I agree that I have read and understood the following:

- ✓ I declare that I have a genuine intention to study the course for which I have applied, and that I have access to sufficient funds to cover tuition fees, living expenses, travel expenses, Overseas Student Health Cover for the duration of my studies and to support my dependants (if coming along with me).
- ✓ I understand that the application fee accompanying this application to study form is non-refundable.
- ✓ I acknowledge that any false or misleading statement may result in denial of my admission application or subsequent cancellation of my enrolment at SCEI, which may affect the validity of my visa.
- ✓ The information on this form is true and correct. This information may be used for monitoring, program planning and statistical purposes.
- ✓ I declare that I will be solely responsible for meeting the conditions listed on my current student visa and liaise with DIBP and my agent (if applicable).
- ✓ I declare that I have also read the ESOS framework provided by SCEI in Student's Handbook.

Applicant's Signature:

Date:

D	D	M	M	Y	Y	Y	Y
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