



Veritas Institute Australia

## Enrolment Application Form

RTO Code 41406  
CRICOS CODE 03762M

### Personal Details

\*Surname: \_\_\_\_\_

\*Date of birth: \_\_\_\_\_  
(dd/mm/yyyy)

\*First name(s): \_\_\_\_\_

\*Gender:  Male  Female

Passport Number: \_\_\_\_\_

Australian visa subclass (if you have an Australian visa): \_\_\_\_\_

\*Overseas Address

Australian address (onshore students)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONTACT INFORMATION

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

*Do you give Veritas Institute Australia the permission to email you as needed for the purposes of training and assessment?*

Yes       No

Are you a citizen of Australia, New Zealand or a permanent resident of Australia?

Yes       No      (if **yes**, please fill Enrolment Form for **Domestic Delivery and assessment**)

Have you applied through an Agent?      Unique Student Identifier number (USI)

Yes       No      **USI No** .....

If you wish to grant the College **permission** to create a unique student identifier on your behalf, tick this box:

Yes       No

Emergency Contact Name: ----- Address: -----

Emergency Contact Phone: -----

## QUALIFICATION

Diploma of Leadership and Management	<b>CRICOS COURSE CODE</b>	<b>Qualification Code</b>
	03762M	BSB51918
Certificate IV in Leadership and Management	<b>CRICOS COURSE CODE</b>	<b>Qualification Code</b>
	03762M	BSB42015

## FEES

### Total fees payable per Qualification: \$7500

Breakdown: \$150 non-refundable Enrolment application fees + \$350 Material Fees + Course Fees \$7000)  
 \* FEES ARE ACCEPTED ONLY AFTER THE STUDENT HAS RECEIVED AND SIGNED THE STUDENT OFFER & WRITTEN AGREEMENT.

RECOGNITION OF PRIOR LEARNING (RPL) FEES: \$400 per unit of competency

CREDIT TRANSFER: NO FEE

RE-ASSESSMENT AFTER TWO FREE ATTEMPTS: \$400 per unit of competency

Student fees and course length will be adjusted if there are course credits granted.

Note: It is important that you read marketing flyer (s) and Student Handbook before completing this form.

## REFUNDS

Students are to read fees / refund information presented in the **Student Offer & Written Agreement**.

### INDICATIVE COST OF LIVING IN VICTORIA

The *Department of Home Affairs* advises that a single international student requires approximately **AU\$20,290** per year for living costs. These expenses are on top of your tuition and study fees, and include costs like accommodation, food, transport and other things you will need while in Australia. Living costs vary according to your circumstances, including the type of accommodation you choose, its location, the number of people you live with and your lifestyle.

**You - \$20,290 PER YEAR**

**Partner or spouse - \$7,100 PER YEAR**

**Child - \$3,040 PER YEAR**

**VISIT THE LINK TO KNOW FURTHER:** <https://immi.homeaffairs.gov.au/visas/going-a-visa/visa-lising/student-500/genuine-access-to-funds>

Once Enrolment application form is completed and submit the required documents, the College will send students Pre-Enrolment Survey. All students are required to complete the **Pre-Enrolment Survey** and respond to a **brief interview**. Pre-enrolment Survey is used to determine your eligibility for course credits and to ascertain whether you require Language literacy and numeracy related support and special assistance. Also, the survey will give the College an indication whether the chosen qualification is right for you. Your responses to the survey and documentation provided with this form will allow us to know whether you meet all admission requirements for the chosen course. The College interview will allow us to confirm if the course / College meet your expectations.

## BANK DETAILS

❖ Cheque / Money Order

❖ Cash upon invoice

❖ Credit card / eftpos

❖ Direct bank transfer to the following account:

You may transfer the funds electronically to the Veritas bank account (**Bank name: ANZ Bank; Veritas Education, BSB: 012505; Account: 311910474**). Alternatively, you may send the Bank Cheque made to 'Veritas Education Pty Ltd'. Onshore international students may also pay cash at the College's reception.

## INFORMATION CHECKLIST

Country of birth: \_\_\_\_\_

Language other than English spoken at home: \_\_\_\_\_

Marital status:

- Married
- Married with dependents
- Not married

Disability:

- No disability
- Yes, please specify:

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## PREVIOUS RECOGNITIONS

If you request a **Credit transfer (CT)** please indicate in the section below.

Do you wish to apply for credit transfer? (We will require your originals academic records, no fees for CT)

- YES
- NO

Do you wish to apply for **recognition of prior learning**? (If so, attach evidence, Fees \$400 /unit)

- YES
- NO

**International Onshore Students Transferring from another College**

Are you transferring within the first 6 months of your principle course?

- YES
- NO

If yes, an original copy of a letter of release is required from your provider.

Are you submitting a letter of release from your current education provider?

- YES
- NO

**Study reason:**

- To get a job
- To get a better job or promotion
- To develop my existing business
- It was a requirement of my job
- To start my own business
- I wanted extra skills for my job
- To try for a different career

**How did you hear about the RTO?**

- Word of mouth
- Search engine
- Agent
- Website link
- Print ad
- Trained with previously
- Employer
- Other:

**Would you like Veritas Institute Australia to contact you to further discuss your enrolment?**

- Yes, via phone
- Yes, via email
- No

**ENGLISH LANGUAGE PROFICIENCY**

**Proficiency in English:**

- Very well
- Not well
- Well
- Not at all

Have you undertaken an English Language Proficiency Test in last **2 years**?  Yes  No

Please tick the relevant Proficiency Test you have undertaken and write score as highlighted:

- IELTS (Academic): minimum overall band of..... list of individual band score  
Listening    Reading    Writing    Speaking
- Pearson Test of English (Academic): minimum score..... list of individual band score  
Listening    Reading    Writing    Speaking
- Cambridge English Advanced (CAE) score of.....
- Certificate in Advanced English (CAE) of .....or equivalent.....
- Occupational English Test (OET) score of PASS .....
- TOEFL Internet Based Test (IBT) score of .....

**I will sit an English language proficiency test in the future**

- Name of the test:**  IELTS (Academic)  Pearson Test of English (Academic)  
 Cambridge English Advanced (CAE)  Occupational English Test (OET)  
 TOEFL Internet Based Test (IBT)

**Date to sit exam:** ...../...../.....

**PREVIOUS STUDY**

**Highest school level completed:**

- Did not go to school  Completed Year 10 or equivalent  
 Completed Year 8 or below  Completed Year 11 or equivalent  
 Completed Year 9 or equivalent  Completed Year 12 or equivalent  
 Year higher school level completed  Currently in school

**Prior qualifications:**

- No previous qualifications  Certificate III  
 Bachelor's degree or higher degree level  Certificate II  
 Advanced diploma or associate degree level  Certificate I  
 Diploma level  Miscellaneous Education  Certificate IV

**Recent Qualification Name:**

Qualification Start date: ..... Completion Date: .....

Institute Name and Address: .....

**Computer Literacy**

- No Computer Literacy  Intermediate Computer Literacy  Advanced Computer Literacy

**Skills to use Microsoft Office products (Word, Excel, Power-Point)**

- No skills  Basic skill level  Intermediate skill level  Advanced Skill level

**Office equipment resources such as telephone, photocopier, scanner and printer**

- No skills  Basic skill level  Intermediate skill level  Advanced Skill level

**Software to view videos and images Adobe reader, Windows Media Player, Windows Photo Viewer**

- No skills  Basic skill level  Intermediate skill level  Advanced Skill level

**Numeracy & Mathematics Skills (subtraction, addition, multiplication, data read interpretation)**

- No skills  Basic skill level  Intermediate skill level  Advanced Skill level

## OVERSEAS HEALTH COVER

Would you like the College to arrange a health cover for you and dependents (if applicable)?

YES  NO

If yes, which health cover is applicable to you?

Single Cover  Family Cover (provide details of family members)

The college staff will obtain detailed information from yourself about your age, number of dependents and their information to arrange a health cover. Entire costs will be paid by you as the College fees does not include non-tuition fees.

## DOCUMENT CHECKLIST

Please attach the following documents along when submitting the ENROLMENT application.

- Completed Enrolment application form
- Certified copy of your education qualifications / transcripts
- Certified copy of your passport
- Certified copy of your IELTS score or other English Proficiency Test
- Certified copy of your Visa stamp page (if applicable)
- Relevant employment details (if applicable)
- Overseas Student Health Cover if available

### Important Tips

- Include details of your previous academic qualifications.
- Include date of commencement and completion, or if you are yet to finish studying, you must mention your intended completion date.
- All Certified copies of academic qualifications must be attached to this application.
- If the qualifications are in a language other than English, please also supply certified translated copies. Documents must be certified by: By a JP, if you are in Australia; if overseas, then, your current or previous education institution; a solicitor; a pharmacist; a justice of the peace.
- If you are overseas, please email or post all documents in an envelope Directed to the institution;
- Veritas Institute Australia reserves the rights to refuse admission on the grounds of incorrect certification or translation procedures.
- Students will be sent **Marketing Flyer (s)** and **Student Handbook** along with this form to inform you about our services. It is imperative that you read the documents before completing this **Enrolment Application Form**.

## STUDENT DECLARATION

Veritas Education Pty Ltd *Trading as* Veritas Institute Australia respects client's privacy rights and operates in compliance with Education Services for Overseas Students Act 2000 (**National Code 2018**). The College will treat the client's personal information confidentiality and will not disclose any details to a third party without the client's prior written consent. However, students' personal information may be collected or disclosed to relevant bodies for the verification of your previous academic qualifications.

### I declare that:

1. *I understand that the College is committed to protecting my rights to privacy.*
2. *The information on this form and documents provided in support of my application are correct and complete.*
3. *I acknowledge that incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and the College may refuse to offer a place in Course (s).*
4. *I have read and understood Marketing Flyer (s) and Student Handbook before completing this Enrolment Application form.*
5. *I meet admission requirements as outlined in the Course Marketing Flyer (s).*
6. *I understand that Student offer is Not guaranteed at this stage as it is subject to **Veritas Institute Australia** assessing my application by considering presented information and documents.*
7. *I have read and understood grounds on which Student Enrolment may be deferred, suspended and cancelled through Student Handbook.*
8. *I have read and understood ESOS Framework presented via Student Handbook.*
9. *I have read and understood that after the visa grant, I could request the College for accommodation arrangements. Similarly, upon my request, the College will provide information on costs as per my choice of area and type of accommodation.*
10. *I have read and understood the indicative cost of living in Victoria.*
11. *I have read and understood Course progress and attendance requirements from Student Handbook including the College's Policy for monitoring course progress.*
12. *I have read and understood Cancellations and Refund Policy on Student Handbook.*
13. *I have read and understood information on Complaints and appeals from Student Handbook along with the College's Policy on Complaints and Appeals.*
14. *I acknowledge that it is my responsibility to seek independent advice before signing this application form.*
15. *I acknowledge that the College will send me Pre-enrolment Survey after I complete and sign this form.*
16. *I authorize the College to verify the authenticity of academic qualifications and claims that I made regarding my application by contacting previous institute and other bodies.*
17. *I have been informed that I will reach the final contract only by responding to the Student Offer & written Agreement.*

**Student Name:**

**Student Signature:**

**Date:**

### OFFICE USE ONLY

Date Received:

Student Number: