

# Student Enrolment Form (International)

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## COURSE INFORMATION

Please choose:  ELICOS  VET  ELICOS and VET

• ELICOS – English Language Intensive Courses For Overseas Students | VET – Vocational Education And Training

## ELICOS

**GENERAL ENGLISH (GE)** Start Date (dd/mm/yyyy): \_\_\_\_\_  
 CRICOS Course Code 097104A | Duration – up to 72 weeks Duration: (subject to approval): \_\_\_\_\_ weeks

## VET COURSES

**MEM31922 - Certificate III in Engineering - Fabrication Trade** CRICOS Course Code 112712C | Duration 98 weeks  
 **BSB40120 - Certificate IV in Business** CRICOS Course Code 112247 A | Duration 52 weeks  
 **SIT40521 - Certificate IV in Kitchen Management** CRICOS Course Code 112709J | Duration 78 weeks  
 **BSB50120 - Diploma of Business** CRICOS Course Code 112248M | Duration 52 weeks  
 **SIT50422 - Diploma of Hospitality Management** CRICOS Course Code 112710E | Duration 104 weeks  
 **BSB80120 - Graduate Diploma of Management (Learning)** CRICOS Course Code 112711D | Duration 52 weeks

## INTAKE (Please tick one)

2023	2023	2024	2024	2025	2025
<input type="checkbox"/> 22/05/2023	<input type="checkbox"/> 25/09/2023	<input type="checkbox"/> 15/01/2024	<input type="checkbox"/> 01/07/2024	<input type="checkbox"/> 13/01/2025	<input type="checkbox"/> 30/06/2025
<input type="checkbox"/> 19/06/2023	<input type="checkbox"/> 04/12/2023	<input type="checkbox"/> 25/03/2024	<input type="checkbox"/> 09/09/2024	<input type="checkbox"/> 24/03/2025	<input type="checkbox"/> 08/09/2025
<input type="checkbox"/> 03/07/2023		<input type="checkbox"/> 08/04/2024	<input type="checkbox"/> 23/09/2024	<input type="checkbox"/> 07/04/2025	<input type="checkbox"/> 22/09/2025
<input type="checkbox"/> 11/09/2023		<input type="checkbox"/> 17/06/2024	<input type="checkbox"/> 02/12/2024	<input type="checkbox"/> 16/06/2025	<input type="checkbox"/> 01/12/2025

## SELECT THE CAMPUS YOU WOULD LIKE TO STUDY AT:

**Redfern Campus:** Suite 8, 21-69 Regent St Redfern NSW 2016  
 **Parramatta Campus:** Level 1, 30 Cowper St Parramatta NSW 2150

## PERSONAL INFORMATION

**Title:**  Mr  Ms  Mrs  Miss  Other \_\_\_\_\_ **Gender:**  Male  Female  Other \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth (dd/mm/yyyy): \_\_\_\_\_ Must Be 18 Years Or Older Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_

Passport No: \_\_\_\_\_ Expiry Date (dd/mm/yyyy): \_\_\_\_\_

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

### Are you currently in Australia?

Yes. Please provide your Australian address.  No. Please provide your overseas address.

## STREET ADDRESS

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

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**POSTAL ADDRESS** (Only Complete if different to Street address.)

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_  
 State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

**EMERGENCY CONTACT** (DO NOT put Agent's details here. Agent's details should be filled in section provided)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suburb: \_\_\_\_\_  
 State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**CREDIT TRANSFER (CT)** Providing credit(s) for previous studies

**Are you applying for CT?**

Yes. Please fill in **CT Application Form**, copy of transcript or an authenticated VET transcript issued by the USI Registrar.  No.

**EDUCATION**

Applicant **MUST** provide certified copies of all formal documents with this application.

**Are you currently studying in Australia?**

Yes. Please provide a copy of the current electronic Confirmation of Enrolments.  No

**What is your highest COMPLETED school level? Please choose ONE of the options below**

Year12 or equivalent  Year9 or equivalent  Year11 or equivalent  
 Year8 or equivalent  Year10 or equivalent  Never attended school

**Have you ATTAINED any of the following qualifications?**

Bachelor Degree or Higher Degree  Certificate IV (or Advanced Certificate/Technician)  Certificate I  
 Advanced Diploma or Associate Degree  Certificate III (or Trade Certificate)  Certificate other than the above  
 Diploma (or Associate Diploma)  Certificate II  NOT completed any qualifications

**Which BEST describes your current reason for this course? Please choose ONE of the options below;**

To get a job  I wanted extra skills for my job  
 To develop my existing business  To get into another course of study  
 To start my own business  Unemployed - not seeking employment  
 To try for a different career  For personal interest of self-development  
 To get a better job or promotion  To get skills for community/voluntary work  
 It was a requirement of my job  Other \_\_\_\_\_



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**How did you find out about McGill Institute Australia?** Please choose **ANY** of the options below;

- Agent                       Internet                       Advertising  
 Exhibition                       Friend                       Other \_\_\_\_\_

## EDUCATION AGENT INFORMATION

Company Name: \_\_\_\_\_

Counsellor Name: \_\_\_\_\_ Phone/Mobile number: \_\_\_\_\_

## OVERSEAS STUDENT HEALTH COVER (OSHC)

**Do you have OSHC cover?**

- Yes. Please submit the OSHC Certificate with this application.  
 No. Please choose the OSHC type should you wish McGill Institute Australia to arrange it.     Single     Couple     Family  
 I will arrange my own and submit OSHC Certificate when it becomes available (or before the Course Start Date)

## HOMESTAY & AIRPORT PICK-UP

Please organise these services with your agent. If you don't have one, we can recommend you to a third party.

## TERMS & CONDITIONS

### APPLICATION AND ENROLMENT PROCEDURE

- Complete this application form and submit it to McGill Institute Australia with the following documents where appropriate;

#### PERSONAL

- Copies of Passport  
 Copies of Visa(s) if applicable

#### EDUCATION

- English Language Proficiency Evidence  
 High School Certificate / recent Educational results (certified copies only)  
 Academic transcripts (certified copies only)  
 A release letter if transferring from another college within 6 months of commencing the principal course at that provider

#### OTHERS

- Financial Declaration and/or Financial Evidence  
 OSHC covers the period of enrolment  
 Genuine Temporary Entrant (GTE)  
 Statement of Purpose (SOP)

- Your application will be assessed by McGill Institute Australia.
- A Student Letter of Offer and Acceptance Agreement (LOO), will be issued only if you meet admission requirements and student visa requirements as assessed by McGill Institute Australia. It will be emailed to you or copy your education agent. The LOO will indicate the course(s) that you are to be enrolled in with start and end dates, any prerequisites necessary to enter the course(s), tuition, non-tuition and other fees, payment terms, refund policies, any conditions and any supplementary material that imposed to your enrolment.
- Upon receipt of LOO, if satisfied please sign and return together with payment. Please note that the LOO is valid for 14 days from the issued date. McGill Institute Australia reserves the right to change or withdrawal the offer after the expiry date.
- If applicant is overseas Once you have obtained your Student Visa, you are to inform McGill Institute Australia and will be able to book and pay for your flight(s) to Australia. You should arrange to arrive in Australia at least 1 week before the Course Start Date.

- You will receive an email related to the orientation, which outlines the date, time, location & requirements. Please note that the Orientation Day is considered part of your course and is COMPULSORY. You must attend to gain important information about studying at McGill Institute Australia.

### APPLICATION AND ENROLMENT CONDITIONS

- McGill Institute Australia reserves the right at its absolute discretion to reject any applications or enrolments, along with its necessity to disclose all reasons for its decision. McGill Institute Australia may, as part of the application process, interview students who have applied for McGill Institute Australia courses.
- All students are bound to comply with the conditions stated in the McGill Institute Australia Student Handbook on [www.mcgill.edu.au](http://www.mcgill.edu.au) which are subject to change in times as per notification given in advance.
- McGill undertakes the obligation to systematically ensure that all students update their contact details **at least every 6 months** to include address, mobile phone, home phone, email, etc.
- A student is under obligation to ensure the appropriate OSHC is valid for the entire duration of study and visa.

### PRIVACY CONDITIONS

- Access to personal information about the student may be shared between McGill Institute Australia and the Australian Government and designated authorities. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student.
- The student agrees for McGill Institute Australia to obtain further information if necessary, from any relevant educational institution or previous employer or designated authorities as required.

## DISCLAIMER

McGill Institute Australia does not represent or guarantee that the student will:

- be accepted for this application
- successfully complete the studies with McGill Institute Australia

McGill Institute Australia will not accept any liability for any unexpected interruption in services through events such as staff strikes, natural disasters, pandemic, critical incidents and other similar events and which are outside of McGill Institute Australia's control and cause a cancellation of classes. Fee refunds will not be provided in those above cases.

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## APPLICANT DECLARATIONS

- I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by McGill Institute Australia.
- I declare that I have read, understood and will abide by the terms and conditions in the Fees, Charges & Refund Policy & Procedures and the Code of Conduct and Code of Practice outlined in the Student Handbook and marketing material including Course Brochures and understand the courses entry requirements, available on McGill Institute Australia Website.
- I agree to be bound by McGill Institute Australia's rules and regulations; acknowledge that all disputes arising from the details and conditions contained in the application shall be governed by and constructed following the laws of Australia and be submitted to the jurisdiction of the courts of Australia.
- I understand that I may receive a student survey from McGill Institute Australia and/or government departments and/or agencies and/or authorised bodies.
- I authorise McGill Institute Australia to obtain further information, if necessary, from any relevant educational institutions or previous employers as required.
- I understand that I need to request and be issued a formal Letter of Release to formally withdraw from the course, and I must gain a Letter of Release from McGill Institute Australia if I want to withdraw and transfer to another provider before completing 6 months of my principal course of study.
- I understand that I will receive confirmation of my timetabled class in the student portal before the commencement of the corresponding study period.
- I permit for my image, testimony or written comments to be used in McGill Institute Australia's marketing material, website and social media. I give consent for McGill Institute Australia to provide my Education Agent with personal information and notifications that pertain to my continued studies.
- I understand that I must update my contact details, including e-mail, mobile phone numbers and residential address with McGill Institute Australia. It is a visa condition that I must inform McGill Institute Australia of any change of contact details within 7 days.
- I understand and accept that my personal information may be disclosed by McGill Institute Australia to any Government and designated authorities (Commonwealth and State or Territory government departments and authorised agencies).
- I allow McGill Institute Australia to contact me (including but not limited to e-mail, phone calls, and SMS) regarding course requirements.
- I have read and consented to the collection, use and disclosure of my personal information according to the information detailed in USI Privacy Notice. [www.usi.gov.au/documents/privacy-notice](http://www.usi.gov.au/documents/privacy-notice)
- I declare that I have read and clearly understood this application before signing.
- I declare that my signature is true and correct and matches the signature in my passport.
- If I instruct an agent to complete this application form on my behalf, I do so on the basis that the agent is acting for me and it remains my responsibility to read the Terms and Conditions of Enrolment.

APPLICANT	
<b>SIGNATURE:</b>	<input type="text"/>
<b>PRINT NAME</b>	<input type="text"/>
<b>DATE:</b> (dd/mm/yyyy)	<input type="text"/>

A complete application along with the requested documents should be sent to [admissions@mcgill.edu.au](mailto:admissions@mcgill.edu.au)