

ENROLMENT FORM



Please complete and forward your application on to:

Sydney Campus

LG, 101 Sussex St, Sydney NSW 2000
T: +61 2 9283 4388 E: info@wic.edu.au

Brisbane Campus

L2, 316 Adelaide St, Brisbane QLD 4000
T: +61 7 3051 0094 E: info@wic.edu.au

PART A: PERSONAL DETAILS

Choose your campus		<input type="radio"/> Sydney	<input type="radio"/> Brisbane
USI: <input type="text"/>			
Title: <input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Mrs. <input type="radio"/> Other: _____ Gender: <input type="radio"/> Male <input type="radio"/> Female			
First Name: <input type="text"/>			
Last Name: <input type="text"/>			
Date of Birth: <input type="text"/>		Nationality: <input type="text"/>	
Passport No: <input type="text"/>		Expires on: <input type="text"/>	
Australian Address:			
Suburb: <input type="text"/>		State: <input type="text"/>	Postcode: <input type="text"/>
Phone Number: <input type="text"/>			
Email Address: <input type="text"/>			
Overseas Address (Must be applicant's address):			
<input type="text"/>			
Postcode: <input type="text"/>		Country: <input type="text"/>	
Emergency Contact Name:			
Relationship: <input type="text"/>		Mobile Phone: <input type="text"/>	
Email Address: <input type="text"/>			

PART B: VISA DETAILS

Are you currently residing in Australia?	<input type="radio"/> Yes <input type="radio"/> No
Which visa type do you plan to study under at Wells International College ?	
<input type="radio"/> Student <input type="radio"/> Tourist/Visitor <input type="radio"/> Working Holiday <input type="radio"/> Other _____	
Are you lodging your visa application in Australia?	<input type="radio"/> Yes <input type="radio"/> No
If no, please specify : City: _____ Country: _____	
Has your visa been cancelled / refused before?	<input type="radio"/> Yes <input type="radio"/> No
Number of Dependents: _____	

PART C: OVERSEAS STUDENT HEALTH COVER

Do you require Overseas Student Health Cover (OSHC)?	<input type="radio"/> Yes <input type="radio"/> No
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PART D: ACCOMMODATION & AIRPORT PICK-UP

Do you require accommodation to be organised?	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Homestay <input type="radio"/> Single Room <input type="radio"/> Share Room <input type="radio"/> Student Residence	
<i>If accommodation is required, you must complete an Accommodation Application Form, this will be sent to you with the letter of offer.</i>	
Do you require airport transfer on arrival ? (AUD\$200 One-way)	<input type="radio"/> Yes <input type="radio"/> No

PART E: CURRENT ENGLISH LEVEL

Have you ever completed any of the following English tests? <input type="radio"/> Yes <input type="radio"/> No (IELTS , TOEFL, TOEIC, Cambridge Tests, PTE)		
Name of Test: _____	Year of Test: _____	Test Score: _____

PART F: COURSE SELECTION

Sydney & Brisbane Campus

Information Technology	Duration	CRICOS Code
<input type="radio"/> ICT40120 Certificate IV in Information Technology	52 Weeks	103189C
<input type="radio"/> ICT50220 Diploma of Information Technology	52 Weeks	105172G
<input type="radio"/> ICT60220 Advanced Diploma of Information Technology	52 Weeks	105173F

Hospitality and Commercial Cookery	Duration	CRICOS Code
<input type="radio"/> SIT40422 Certificate IV in Hospitality	52 Weeks	110365M
<input type="radio"/> SIT50422 Diploma of Hospitality Management	80 Weeks	110366K
<input type="radio"/> SIT60322 Advanced Diploma of Hospitality Management	105 Weeks	110367J
<input type="radio"/> SIT30821 Certificate III in Commercial Cookery	52 Weeks	109779K
<input type="radio"/> SIT40521 Certificate IV in Kitchen Management	80 Weeks	109642E

Package course	Duration
<input type="radio"/> 1: Certificate III + Certificate IV in Commercial Cookery	1.5 Years
<input type="radio"/> 2: Certificate III + Certificate IV in Commercial Cookery + Diploma of Hospitality Management	2 Years
<input type="radio"/> 3: Certificate III + Certificate IV in Commercial Cookery + Diploma + Advanced Diploma of Hospitality Management	2.5 Years

Graduate Diploma	Duration	CRICOS Code
<input type="radio"/> BSB80120 Graduate Diploma of Management (Learning)	52 Weeks	106193E

Sydney Campus Only

Leadership and Management	Duration	CRICOS Code
<input type="radio"/> BSB40520 Certificate IV in Leadership and Management	52 Weeks	103944F
<input type="radio"/> BSB50420 Diploma of Leadership and Management	52 Weeks	104138F
<input type="radio"/> BSB60420 Advanced Diploma of Leadership and Management	52 Weeks	105171H

Preferred Starting Date:

Other: ____ / ____ / ____

2025 Intakes	2026 Intakes	2027 Intakes
<input type="radio"/> 06 January	<input type="radio"/> 05 January	<input type="radio"/> 04 January
<input type="radio"/> 31 March	<input type="radio"/> 30 March	<input type="radio"/> 29 March
<input type="radio"/> 30 June	<input type="radio"/> 29 June	<input type="radio"/> 28 June
<input type="radio"/> 22 September	<input type="radio"/> 21 September	<input type="radio"/> 20 September

PART G: EDUCATION & EXPERIENCE

Do you intend to claim recognition of prior learning towards this course? ☐ Yes ☐ No

Have you enrolled in a similar course elsewhere? ☐ Yes ☐ No

Have you been employed in the area covered by the course applied for? ☐ Yes ☐ No

(If your answer is 'Yes' on any of these questions, you may be eligible for Recognition of Prior Learning. Please contact us for further information and attached certified copies of any relevant documents.)

PART H: ENTRY REQUIREMENTS

What is your Highest COMPLETED school level? (Tick 1 box only)

If you're currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed, not the level you are currently undertaking.

☐ Year12 or equivalent

☐ Year11 or equivalent

☐ Year10 or equivalent

☐ Year9 or equivalent

☐ Year8 or equivalent

☐ Never attended school

Note: Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student handbook and our website. All our courses require applicants to be 18 years or older and have proficiency in English equivalent to the level of IELTS 6.0 or higher.

PART I: ADDITIONAL INFORMATION

Have you **SUCCESSFULLY** completed any of the following qualifications?

☐ Bachelor Degree or Higher Degree

☐ Certificate IV (or Advanced Certificate/Technician)

☐ Advanced Diploma or Associate Degree

☐ Certificate III (or Trade Certificate)

☐ Diploma (or Associate Diploma)

☐ Certificate II

☐ Other education (including certificates or overseas qualifications not listed above)

☐ Certificate I

☐ I've never completed any qualifications

Will you be continuing your studies in Australia at a higher Education

☐ Yes

☐ No

☐ Not Sure

Name of Institute: _____

Course Name: _____ Starting Date: _____

Tell us the reason you want to take our course:

☐ Career

☐ Academic

☐ Personal

☐ Other _____

Where did you hear about us?

☐ Agents

☐ Advertising

☐ Word of mouth

☐ Other _____

Do you have any disabilities that will affect your learning?

☐ Yes, please specify below.

☐ No

☐ Hearing (Deaf)

☐ Physical

☐ Acquired brain impairment

☐ Intellectual

☐ Learning

☐ Mental Illness

☐ Medical Condition

☐ Vision

☐ Other _____

Why have you chosen to enrol at WIC? Do you have sufficient information, knowledge and understanding of courses offered at WIC and their requirements?

Language and Cultural Diversity

In which country were you born?

☐ Australia

☐ Other (Please specify): _____

Do you speak a language other than English at home?

☐ No, English Only

☐ Yes (Please specify): _____

Are you Aboriginal or Torres Strait Islander origin?

☐ No

☐ Aboriginal

☐ Torres Strait Islander

Do you have the following computer knowledge and skills to complete the course?

☐ Basic Word processing

☐ Basic Email knowledge

☐ Basic Excel Spreadsheet knowledge

☐ PowerPoint presentation knowledge

☐ Use of Skype, Webcam, Mobile (for Online students)

Do you need any Language and Literacy (LLN) support?

☐ Yes

☐ No

If WIC identifies you need additional LLN support during the placement test, will you be happy to undertake recommended additional support program?

Does your preferred learning style align with the delivery methods, proposed learning strategies and training materials of the course?

☐ Yes

☐ No

What do you hope to achieve with this qualification and what are your career plans after you finish studying?

☐ Get a job☐ Learn more about this industry

☐ Get a promotion☐ Increase my confidence

☐ Upgrade of enhance my skills☐ Expand my knowledge

☐ Establish a business☐ Other (please specify)

☐ Continue on for more studies at a higher level _____

Do you have any knowledge of this industry or experience with this type of course for which you will study?

☐ Yes

☐ No

If yes , Please describe below and know that you may be asked for further evidence.

PART J: PAYMENT DETAILS

Payment should be forwarded by bank transfer to the following:

Bank: Commonwealth Bank

Account Name: Wells International College

BSB: 062 016

Account Number: 1072 8104

Bank SWIFT Code: CTBAAU2S

Reference: Your Name & Student Number

Tuition fees must otherwise be paid in the form of a bank draft or bank cheque made payable to "Wells International College" only. Wells International College is not responsible for any tuition fee paid to a third party's bank account. All payments must be made to an authorised education agent or directly to our bank account

ENROLMENT TERMS & CONDITIONS

Course commencement

If a student fails to commence the course within 14 days of the nominated course start date, the Institute will notify the Department of Home Affairs via PRISMS. Any student who cannot commence the course due to visa rejection or any other circumstances faced by the student after being issued a visa, the student must inform the Institute immediately.

Academic Progress and Attendance

Students must maintain satisfactory academic progress at all times. All the courses are scheduled 20 hours per week (14 hours of face-to-face classroom based and 6 hours of online based delivery). Students are reminded that attendance of these scheduled hours is a requirement of their Visa. Students who fail to attend at least 80% of scheduled hours in each term are at risk of not meeting satisfactory course progress and/or attendance.

Additional to the attendance requirements, students who fail more than 50% of the units/subjects delivered in a term are at risk of not meeting satisfactory course progress. Students who fail more than 50% of units/subjects delivered in three consecutive terms of a course for courses more than six (6) months in duration or in two consecutive terms of a course for courses six (6) months or less in duration during their enrolment will be reported to DHA, unless compassionate or compelling circumstances can be demonstrated.

Overseas Student Health Cover (OSHC)

All International Students are required to pay Overseas Student Health Cover (OSHC) and maintain cover for the full length of their visa. It is also the student's responsibility to check the conditions of this health cover.

Rates (Single): 6 months:\$271.00 | 12 months :\$543.00 | 24 months:\$1087.00

Note: Fees are indicative only. Refer to Fees and Charges as published by each service provider

Fees

A non-refundable Enrolment/Application fee of \$200.00 (exclusive of Tuition fees, material fees and CoE issue fee) is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 10 working days after the commencement of the course.

Students who fall behind in the payment of their fees or fail to pay their tuition fee on the due date, may be charged a late payment fee of \$200 per term or may be refused training and assessment services and any requests until such times as the fees are paid and up-to-date. Please note that students will be required to maintain academic course progress in consultation with the Course Coordinator. Should fees remain overdue for more than one day after the due date WIC will inform the student of their intention to report them for non-payment of fees to the Department of Home Affairs via PRISMS. For more information regarding fees and payments please refer to <http://wic.edu.au/fees-payment/>

Student Fees & Charges**

Enrolment/ Application fee* (non-refundable)	AUD \$200.00	
Re-enrolment fee	AUD \$200.00	
Administration fee	AUD \$500.00	
Confirmation of Enrolment (COE)	AUD \$50.00	
Duplicate document/ Re-issue fee	AUD \$50.00	
Deferment/ Suspension/ Cancellation fee	AUD \$350.00	
Change of Course/ Course Location fee (Course variation fee)	AUD \$200.00	
Equipment fee for Cookery course (non-refundable)	AUD \$800.00	
Material fee	IT/ Leadership and Management/ Graduate Diploma	AUD \$50.00
(per term)	Hospitality Courses	AUD \$150.00
	Commercial Cookery/ Kitchen Management	AUD \$150.00
Re-assessment fee (per subject/unit)		
	IT/ Leadership and Management/ Hospitality/	AUD \$200.00
	Commercial Cookery Theory Units/ Graduate Diploma	
	Commercial Cookery Practical Units	AUD \$400.00
RPL Application fee		AUD \$200.00
Priority Processing fee		AUD \$50.00
Student Card & Lanyard (New student)		AUD \$5.00
Student Card & Lanyard Replacement		AUD \$10.00
Photocopy Service		AUD \$0.10 (B/W)/ AUD \$1.00 (color)
Airport Pick-up & Homestay placement fee		Refer to Service Provider quote upon booking

*Non-refundable application fee; Wells International College reserves the right to change conditions and prices at anytime without notice. If you require Homestay & Airport pick-up service, you must give us at least 3 weeks in advance notice. In addition, you must also pay in advance, airport pick up fee, placement fee and the first 4 weeks rent.

** Read in conjunction for full details with refund policy.

Cancellation and Fee Refund Policy

The request for refund must be made in writing to the Principal Executive Officer by using the Refund Application Form.

- No refunds will be paid to a third party unless it is indicated at the time the Refund Application Form is lodged, that any refunds due are payable to a third party.
- Where a refund is approved, WIC will make payment of refunds within 28 days of receipt of the Refund Application Form
- In the case of default by WIC, the provisions of the ESOS Act 2000 and the ESOS Regulations 2019 apply. For further information about the ESOS Act please see <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Withdrawal request must be made in writing to our administration office by using the Deferment, Suspension or Cancellation of Enrolment Application Form.

Enrolment fee	No Refund
Tuition Fees	
Visa refused prior to course commencement (except for fraud, forge or misleading documents)	Full refund less an administration fee of \$500
Withdrawal at least 28 days prior to the initial course agreed start date *	50% refund of tuition fees less an administration fee of \$500
Withdrawal less than 28 days prior to the initial course agreed start date *	No Refund
Withdrawal after the initial course agreed start date *	No Refund
Visa or CoE cancelled due to student breach of their visa conditions or misbehaviour by the student	No Refund
Incorrect, fraudulent or misleading information or document submitted by the student or the authorised education agent	No Refund
Does not commence (i.e. does not arrive, or has not arranged with us for a later start because of health or compassionate reason)	No Refund
Visa extension is refused after course commencement	No Refund
Withdrawal from any continuing study, include any continuing CoE	No Refund
Compulsory Health Insurance (Student visa holders only).....	Refer to the Terms and Airport Pick-up.....
Homestay placement fee	Conditions of Third Party Service Providers

Note:

- * Initial course agreed start date is the date of the first Confirmation of Enrolment (CoE) issued to the student, prior to any deferment, suspension or revisions
- Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s. For deferment, No refund will be applicable unless visa has not been granted. No refund will be given after an approved deferment or suspension.
- In the event where enrolment fee was waived at time of application, WIC shall withhold an amount equivalent to WIC's published enrolment fee from any refund made

RTO DEFAULT

- Under the Tuition Protection Service (TPS) framework, if Wells International College is unable to fulfil its obligations to complete a course. The TPS framework will facilitates the placement of students in the first instance, and where this is not possible, provides a refund of unexpended tuition fees (i.e. tuition the student has paid for but has not been delivered by the provider).
- Wells International College defaults if the course they offer does not start on the agreed starting day.
- Wells International College defaults if the course stops being provided after it starts and before it is completed or the course is not provided fully to the student because the registered provider has had a sanction imposed.
- If Wells International College defaults, WIC will refund to the student within 14 days after the default day and receipt of your Refund Application Form.
- Wells International College will give the student a statement that explains how the refund amount has been worked out. Wells International College dispute resolution processes does not circumscribe the student's right to pursue other legal remedies.
- This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.
- The Standards for RTOs require the Institute to inform students considering enrolment of their right to a statutory cooling off period. A statutory cooling off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement, where that agreement was established through unsolicited marketing or sales tactics. These include tactic such as door-to-door sales and telemarketing. A statutory cooling off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.

It must be noted that our Institute does not engage in unsolicited marketing or sales tactics and therefore a statutory cooling off period in not applicable to our students who have enrolled into a course. For refund option in other circumstances, students must refer to the refund policy.

- The refund policy is subject to review from time to time.
- The Institute recommends that you read the ESOS Framework Information, which provides legislative protection for International students, available at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Issuing of Certificates and Delivery

Wells International College is solely responsible for the delivery of all courses and for the issuance of their certifications. Wells International College is also solely responsible for compliance.

Complaints and Appeals Policy

Students have access to a Complaints and Appeals procedure if they feel they have been unjustly treated or have a serious complaint. Students who feel they have any type of complaint should first contact the Administration Manager. If necessary the complaint will be referred to the Principal Executive Officer in order to resolve the situation. A student dissatisfied with an activity or a decision regarding their academic outcomes can voice their concerns to the staff member concerned and, if appropriate, appeal to the Principal Executive Officer.

If students are still dissatisfied with the outcome of the complaint / grievance / appeal then students may lodge an external appeal or complain about the decision with the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website <http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page> or phone 1300 362 072 for more information.

Student Code of Conduct

All people associated with Wells International College have the same rights. Harassment, bullying and victimisation will not be tolerated at Wells International College. Discrimination on any grounds is unacceptable. Students who feel that they are being sexually harassed or are the victims of any sort of racism should initially contact the Administration Manager. If the complaint is sufficiently serious, the Principal Executive Officer may establish a formal inquiry and/or refer to external authorities.

Change of Address and Contact Details

Upon arriving in Australia you are required to advise us of your residential and email address, telephone number and of any subsequent changes to these contact details. It is your responsibility to ensure that you always update your contact details at the Institute to ensure you receive important information about your course, fees receipts and any other important information at least every 6 months.

Packaged Courses

Note, this clause is only applicable to students on packaged courses. Confirmation of Enrolments (CoEs) for students on packaged courses may be issued with a shorter nominal duration, where the shorter CoE duration is conditional on students successfully completing their preceding course, therefore reducing the nominal duration of subsequent CoEs by Credit Transfer. In circumstances where students do not successfully complete their entire preceding course in a package of courses, or only successfully complete parts thereof, this will result in the revision of the shorter CoE to appropriately reflect the duration of enrolment required towards completion. Students are advised that any such revision may affect their Student Visa.

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If personal information is not collected enabling us to enrol you in your chosen course/s, we will not be able to proceed with your application to enrol you as a student.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority. Information is further collected here in order to meet our obligations under the ESOS Act and the National Code, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Information collected about you on this form can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER’s behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER’s Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

PART K: DECLARATION

STUDENT DECLARATION

I have read and accept the conditions of enrolment including the cancellation and refund policy of the Institute as stated above. I declare that the information provided by me on this form is true and correct. I authorise the Education Agent nominated by me on this form to act on my behalf in all matters relating to my enrolment. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice in this form and the Privacy Policy available at www.wic.edu.au

STUDENT INFORMATION

Applicant Name:	
Applicant’s Signature:	Date: / /

This agreement must be signed by the student

REFERRAL / EDUCATIONAL AGENCY INFORMATION

Agency Name:	
Agent’s Signature:	Date: / /

AGENT STAMP

OFFICE USE ONLY

ACCEPTED BY Wells International College

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact the Institute to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

For more information please refer to the Privacy Policy available at www.wic.edu.au or contact info@wic.edu.au