

APPLICATION FOR ADMISSION			
Note: Information contained in this document utilised per our Privacy Policy			
SECTION 1. PERSONAL DETAILS (Please choose by placing an X in the boxes that apply to you)			
Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>
	Miss <input type="checkbox"/>	Other: <input type="text"/>	
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth: <input type="text"/>
Surname:	<input type="text"/>		
Given Names:	<input type="text"/>		
Nationality:	<input type="text"/>		
DHA Office from where you would file your VISA from	<input type="text"/>		
SECTION 2. CONTACT DETAILS			
Address (Home Country)			
Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Home Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>		
Address (Australia)			
Address:	<input type="text"/>		
Suburb:	<input type="text"/>		
State:	<input type="text"/>	Postcode:	<input type="text"/>
Phone (Home):	<input type="text"/>	Phone (Work):	<input type="text"/>
Mobile:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

Guardian Details (If Applicable)			
Name:			
Relationship:			
Address:			
Suburb:			
State:		Postcode:	
Phone (Home):		Phone (Work):	
Email:			
Correspondence Address			
Correspondence Address:	<input type="checkbox"/> Home Country	<input type="checkbox"/> Australia	<input type="checkbox"/> Agent Address (Part 5)

SECTION 3. PASSPORT DETAILS			
Passport Status:	<input type="checkbox"/> Issued Date		<input type="checkbox"/> Pending
			<input type="checkbox"/> Cannot proceed
Passport Issued By:			
Passport Number:			
Passport Expiry Date:			
NOTE: A CERTIFIED TRUE COPY OF YOUR ORIGINAL DOCUMENTS PROVIDED AS PART OF YOUR APPLICATION			
Verified By (Print Name):			
Date:			
Signed:			

SECTION 4. VISA DETAILS				
VISA Type (If Held)				
<input type="checkbox"/>	Student	<input type="checkbox"/>	Working	
<input type="checkbox"/>	Visitor	<input type="checkbox"/>	Bridging	
VISA Status:	Issued Date		Visa Subclass	
VISA Number:				
VISA Expiry Date:				
Are you in Australia now?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you do not currently hold a valid VISA, please complete the following:				
Location of Lodgement:	Country		City	
Date of Intended Application:				
Provide a valid certified copy of your original documents as part of your application				

SECTION 5. EDUCATION AGENTS			
Education Agent:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name:			
Address:			
Phone (Home):		Phone (Work):	
Mobile:		Fax:	
Email:			
Agent stamp:			

SECTION 6. OVERSEAS STUDENT HEALTH COVER (OSHC)				
OSHC Arranged		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Part A – Insurer Details				
Name of Insurer:				
Member Number:				
Date of Expiry:				
Part B – We will arrange:				
Cover Type – Single:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 9 Months	<input type="checkbox"/> 12 Months
Cover Type – Family:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 9 Months	<input type="checkbox"/> 12 Months
Cover Type – Double:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 9 Months	<input type="checkbox"/> 12 Months
From Date:		To date:		
The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC). The length of your OSHC MUST cover the total length of your course(s)				

SECTION 7. ENGLISH LANGUAGE PROFICIENCY (Please choose by placing an X in the boxes that apply to you)		
Assessment Type (Please tick)	Score	Date Achieved
<input type="checkbox"/> IELTS band score of overall 5.5 (Academic or General) or equivalent in line with the Department of Education and Department of Home Affairs (DHA) Regulations (For International Students) for specific countries.		
<input type="checkbox"/> IELTS overall band score of 5 when packaged with at least ten weeks' English Language Intensive Course for Overseas Students (ELICOS)		
<input type="checkbox"/> IELTS overall band score of 4.5 when packaged with at least 20 weeks' ELICOS		
<input type="checkbox"/> Pearson Test of English Academic – Score 42		
<input type="checkbox"/> Cambridge English: Advanced CAE from Cambridge ESOL Test Scores		
<input type="checkbox"/> TOEFL Test of English as a Foreign Language paper-based test		
<input type="checkbox"/> CELS (all skills) Upper intermediate (English for Academic Purposes) certificate from recognised English language centre		
<input type="checkbox"/> Senior Secondary Certificate of Education completed in Australia		

Contact: +61 08 8100 5225 Web: www.woodstock.sa.edu.au E-mail: admissions@woodstock.sa.edu.au

<input type="checkbox"/> Certificate IV or higher completed in Australia		
<input type="checkbox"/> Tertiary studies in the medium of English		
Other (assessment of suitability made at the time of this application)	Name:	
	Score:	
<input type="checkbox"/> The exemption applies (see below)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

English language exemptions - If you fall into one of the following student categories, you are exempt from providing evidence of English language proficiency requirements with your visa application:

students enrolled in full-time school studies as a principal course, including secondary exchange programmes; postgraduate research courses; standalone English Language Intensive Course for Overseas Students (ELICOS); and Foreign Affairs or Defence sponsored students

students who have completed at least five years' study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland

citizens and passport holders of one of the following English-speaking countries: UK, USA, Canada, NZ or Republic of Ireland students who have completed in Australia in the English language either the Senior Secondary Certificate of Education or studies at the Certificate IV or higher level, in the two years before applying for the student visa.

Do you need any additional support?

☐ Yes☐ No

Specify:

SECTION 8. EMPLOYMENTAre you employed in Australia ☐ Yes ☐ No

If yes, which of the following best describes your current employment status?

☐ Full-time employee☐ Not employed - not looking for work☐ Unemployed-seeking full-time work☐ Unemployed-seeking part-time work

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<input type="checkbox"/> Part-time employee			
<input type="checkbox"/> Self-employed - not employing others	<input type="checkbox"/> Not employed - not looking for work	<input type="checkbox"/> An employed - unpaid worker in a family business	<input type="checkbox"/> Employer

SECTION 9. REASONS FOR STUDY

<input type="checkbox"/> To get a job	<input type="checkbox"/> To start a new career in a different field	<input type="checkbox"/> Required as part of my job	<input type="checkbox"/> To develop my business
<input type="checkbox"/> To start my own business	<input type="checkbox"/> Other:	<input type="checkbox"/> To gain knowledge in another course	<input type="checkbox"/> To gain new skills <input type="checkbox"/> To get a better job or promotion

SECTION 10. DISABILITY STATUS (Please choose by placing an X in the boxes that apply to you)

Do you suffer from any physical/mental disability that may affect your participation in the course?

☐ Yes Please complete below ☐ No – Go to section 11

Disability, Impairment or Long-Term Condition

<input type="checkbox"/>	Hearing / Deafness	<input type="checkbox"/>	Acquired Brain Impairment
<input type="checkbox"/>	Physical	<input type="checkbox"/>	Vision
<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Medical Condition
<input type="checkbox"/>	Learning	<input type="checkbox"/>	Other
<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Not Specified

SECTION 11. QUALIFICATION SELECTION (Please choose by placing an X in the boxes that apply to you)

Qualification / Course Name	CRICOS Code	Duration	Yes	Intake Date
AUR30620 Certificate III in Light Vehicle Mechanical Technology	109184D	12 months	<input type="checkbox"/>	
AUR40216 Certificate IV in Automotive Electrical Technology	109185C	6 months	<input type="checkbox"/>	
AUR50216 Diploma of Automotive Technology	109186B	6 months	<input type="checkbox"/>	
BSB50420 Diploma of Leadership and Management	109187A	12 months	<input type="checkbox"/>	
BSB60420 Advanced Diploma of Leadership and Management	109188M	18 months	<input type="checkbox"/>	

Note: Contact us to get details of our intake numbers or visit our website

SECTION 12. RECOGNITION OF PRIOR LEARNING / CREDIT APPLICATION

Would you like to make an application for RPL / Credit?

Yes

☐

No

☐

Note: You can download an RPL / Credit Application by visiting our website: www.woodstockcollege.com.au. If you seek credit or recognition, you must attach certified translated (English) copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, and grading system information. Completing this form is so we can assess your eligibility for credit recognition. Also, attach certified copies of previous relevant qualifications or experience. Complete the RPL /CT Form available online at www.woodstockcollege.com.au or our Reception.

SECTION 13. EDUCATION DETAILS

What is the last School / College / University that you attended in Australia?

☐ Bachelors or above ☐ Degree ☐ Advanced Diploma ☐ Diploma ☐ Certificate IV ☐ Certificate III
☐ Certificate II ☐ Certificate I

What is your highest level of education COMPLETED in Australia?

☐ Year 12 ☐ Year 11 ☐ Year 10 ☐ Year 9 ☐ Year 8 or lower ☐ Did not go to school

Year when school completed:

In the case of overseas qualification, qualifies been skill assessed in Australia? ☐ YES ☐ NO

Attach documentation, including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary or an RTO education agent representative. A certified translated copy must also accompany academic records, not in English. If you believe you have relevant work experience, attach details and documentation (e.g. employer reference, curriculum vitae.)

SECTION 14. ACCOMMODATION REQUIREMENTS

Do you require us to arrange accommodation?

Yes

☐

No

☐

What type of accommodation arrangements would you like?

Shared

☐

Private

☐

Do you require us to arrange for Airport pickup?

Yes

☐

No

☐

Any other additional information:

SECTION 15. MARKETING

How did you find out about this course?

☐ Advertisement ☐ Newspaper ☐ Internet ☐ Friends ☐ agent
☐ Search engines/google ☐ Other, specify:.....

SECTION 16. PAYMENT DETAILS

A NON-REFUNDABLE Application Fee of AUD350 must accompany applications submitted to us. This fee applies to all applications directly to us or through Skills' agents. Include payment details with this application form

Credit Card Payment for AUD350

☐ VISA

☐ MasterCard

☐ AMEX

☐ Diners

☐ Other

Credit Card Number:

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Cardholder Name:

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Cardholder Signature

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Expiry Date:

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Bank Cheque for AUD350 made payable to our RTO or

Bank Transfer for AUD350 made payable to our RTO

Account Name:

Woodstock International Pty Ltd

BSB Number:

015228

Account Number:

320132205

Bank Name:

ANZ

Branch:

255 Main N Rd, Sefton Park SA 5083

SWIFT Code:

ANZBAU5A

SECTION 17. DECLARATION

I understand the terms of this written agreement and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at our RTO.

I declare that the information on this form and supporting documentation is true and correct. I have read and understood the information provided relating to entry requirements, the Privacy Policy, the Cancellation and Refund Policy of the RTO. I confirm information regarding the fees, cancellation and refund conditions provided to me are clear. I agree to be an RTO student. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment

I declare that the information I have supplied is accurate and complete in every detail to the best of my knowledge.

Name:

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Signature:

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Date:

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SECTION 18. USI INFORMATION

Unique Student Identifier (USI)

From 1 January 2015, Organisation> can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI).

If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

1. Enter your unique student identifier if you already have one

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2. If you do not have a USI, would you like us to apply for a USI on your behalf?

<input type="checkbox"/>	Yes - please complete 'Applying on your behalf', questions and	<input type="checkbox"/>	No - skip to next section
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APPLYING ON YOUR BEHALF

If you would like Woodstock International College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf. Please provide your town/city of birth and ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

In accordance with section 11 of the Student Identifiers Act 2014, Woodstock International College will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

3. Town/City of Birth (please write the name of the Australian or overseas town or city where you were born)

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4. We will also need to verify your identity to create your USI. Please provide one form of identity below. Please tick one and fill the details in the preceding column.

LIST OF DOCUMENTS				Details of Document
Non Australian Passport	<input type="checkbox"/>	Immicard	<input type="checkbox"/>	Number:
Australian Driver License	<input type="checkbox"/>	Citizenship Certificate	<input type="checkbox"/>	Date of issue:
Medicare Card	<input type="checkbox"/>	Australian Passport	<input type="checkbox"/>	Date of Expiry:

USI APPLICATION DECLARATION

☐ I authorise Woodstock International College to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

Student Name :		Date:	
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Student Signature:	
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SECTION 19. APPLICATION CHECKLIST

Your Initial	Description	Your Initial	Description
	Completed all sections of this application		Attached true certified copies of your English Proficiency
	Attached true certified copies of your VISA		Attached any other relevant documentation
	Attached true certified copies of your Passport		Completed the payment details
	Attached true certified copies of your qualifications		Read and signed the declaration (Section 17)
	Read the terms and conditions section 1 – 7 starting on page 7		
Contact us	Email: admissions@woodstock.sa.edu.au Address: Level 6 68 Grenfell Street Adelaide SA 5000 Web address: www.woodstock.sa.edu.au Contact phone: 08 8100 5225 Contact name: Gurpreet Patpatia Provider No: 45824 CRICOS No: 03999A		

TERMS AND CONDITIONS

SECTION 1: FEES AND CHARGES

A NON-REFUNDABLE application fee of AUD350 processed as part of your Application for Enrolment. Payment of costs made by the due date. Otherwise, penalties may apply.

Note: certificates or SOAs will not be issued until payment is made and a USI is registered

SECTION 2: REFUNDS

Refunds are only available under certain conditions. To apply for a refund, you must submit a Refund Request Form and any other supporting documentation. Note:

- Course Fees are not transferrable to another provider
- All processed refunds will be paid to the nominated bank account in Australian Dollars only
- The refund process is outlined in your student handbook
- You have the right to appeal any decision made regarding the refund process
- Approved refunds are payable in 14 days

Refund Conditions

Recognition	At the time of enrolment, any Credit Transfer (CT)/ Recognition of Prior Learning (RPL) discussed & granted after the student provides sufficient evidence. For Credit Transfer pro-rata, fees will be worked out and offered to the student if the duration shortened. Once the student accepts this offer, there will be no further reduction of the fee There is no refund for recognition of prior learning assessments after enrolment, where Recognition resources and services supplied to the client
non-disclosed fees	Fees not listed in this refund section are not refundable. Student fees are altered without notice before enrolment if the paperwork is incomplete. However, prices will not be subject to change for the course's expected duration once a student has completed enrolment paperwork. If the student extends a course length, then any fee increases will be required to be paid for the extended component of the course
Increased fees	Student fees are altered without notice only if the enrolment paperwork is incomplete or not submitted. Once a student has completed enrollment, prices will not change for the course's standard duration. If the student extends a course length, any fee increases applied to its extended component.
commencement date	If a student withdraws after any number of postponements, the date on the original CoE considered for determining the date of commencement of semester/course concerning the college refund policy, and other related policies

SECTION 3: COMPLAINTS AND APPEALS

Whilst studying at our RTO, you have the right to access the Complaints and Appeals process at any time.

You shall be afforded 20 days to access this process. Otherwise, any Complaint or Appeal will be taken as being accepted by you

SECTION 4: VISA REQUIREMENTS

The Australian Government has specific guidelines for the issue and management of student VISAs. The failure to comply with these conditions may result in your VISA being revoked at you returned home.

As an education provider, we have the responsibility to maintain a satisfactory Course Completion and Attendance rate.

We will monitor this and advise you if you are failing to meet the minimum requirements.

We are required to report any issues relating to this to DHA

SECTION 5: DEFERRAL, SUSPENSION OR CANCELLATION OF COURSE

We have specific guidelines that meet the requirements of the National Code and ESOS Act of the Deferral, Suspension and Cancellation of student enrolments. Suppose a student's enrollment is Deferred, Suspended or Cancelled for any reason. In that case, we must inform DHA of this at the earliest available opportunity. The student is also required to contact DHA to ascertain any changes in their VISA conditions.

SECTION 6: CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING

Students are encouraged to apply for Credit Transfer or RPL before enrolment and to request an application kit where necessary: Where Credit Transfer or RPL granted before the issue of a VISA, the course duration indicated on the Confirmation of Enrolment (CoE), Where Credit Transfer or RPL granted after the point of a VISA, the amended course duration reported via PRISMS within 14 working days, and a new COE issued. Students are required to submit the Credit Transfer or RPL Application Kit to have the Credit Transfer or RPL formerly assessed.

SECTION 7: PRIVACY

We will not disclose any information that we gather about our students to any third party. We use the information collected only for the services we provide—no student information shared with another organisation. If a third party requires student information, we will obtain written consent from the relevant student before releasing any information. Should students seek access to their data, we have a documented procedure requiring authorisation before this can occur.