



**St Thomas College**

St Thomas College Pty Ltd

RTO ID: 46153

CRICOS Code: 04228C

ABN: 34 646 956 309

T: 02 8959 7998

E: [admission@stthomas.nsw.edu.au](mailto:admission@stthomas.nsw.edu.au)

W: [www.stthomas.nsw.edu.au](http://www.stthomas.nsw.edu.au)

Sydney Campus: 1A7/410 Elizabeth Street, Surry Hills NSW 2010

## INTERNATIONAL STUDENT ENROLMENT FORM

### PART A: PERSONAL DETAILS

Family name:		Given name:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/> Unspecified: <input type="checkbox"/>	Date of birth:	
USI:			
OSHC Provider:	Membership number:	Date of expiry:	
Nationality:	Country of birth:	Country of current residence:	
Passport number:	Date of issue:	Date of expiry:	
Type of Australian visa held: Visa granted <input type="checkbox"/> Bridging visa <input type="checkbox"/> Visa subclass:	Date of issue:	Date of expiry:	

### PART B: CONTACT DETAILS

Australian Residential address:		Mobile:
Email:		
Overseas address:		
Emergency contact name:		
Contact No:	Email:	
Relationship to Student:		

### PART C: PREVIOUS QUALIFICATIONS

Have you successfully completed any of the qualifications in the following column? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>yes</b> , select the applicable boxes: Year 10 or Equivalent <input type="checkbox"/> Year 11 or Equivalent <input type="checkbox"/> Year 12 or Equivalent <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate IV <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Bachelor Degree or Higher <input type="checkbox"/> In which year, did you complete the highest level of qualification? _____
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### PART D: ENGLISH LANGUAGE PROFICIENCY

Have you taken a recognised English language test such as IELTS or TOEFL? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please complete the details below and provide a copy of the test results.		
English Test: IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/>	Results (score):	Date of test:
Requires LLN support? Yes <input type="checkbox"/> No <input type="checkbox"/>		

### PART E: COURSE ENROLMENT DETAILS

BSB50120 Diploma of Business (CRICOS Code: XXXXX - 52 weeks)	\$6,000*	<input type="checkbox"/>
<i>* Does not include Admin and Material Fees. For the full list of fees and charges associated with each program, see the relevant Course Information Sheet.</i>		

<b>2025 COURSE START DATE</b>
Jan 13 <input type="checkbox"/> Feb 17 <input type="checkbox"/> Apr 14 <input type="checkbox"/> May 19 <input type="checkbox"/> Jul 14 <input type="checkbox"/> Aug 25 <input type="checkbox"/> Oct 06 <input type="checkbox"/> Nov 03 <input type="checkbox"/>
<b>2026 COURSE START DATE</b>
Jan 12 <input type="checkbox"/> Feb 16 <input type="checkbox"/> Apr 13 <input type="checkbox"/> May 18 <input type="checkbox"/> Jul 13 <input type="checkbox"/> Aug 24 <input type="checkbox"/> Oct 05 <input type="checkbox"/> Nov 02 <input type="checkbox"/>



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CLASS TIMETABLE			
SHIFT # 1 <input type="checkbox"/>	SHIFT # 2 <input type="checkbox"/>	SHIFT # 3 <input type="checkbox"/>	SHIFT # 4 <input type="checkbox"/>
Monday: 8:00 am – 4:30 pm Tuesday: 8:00 am – 4:30 pm Wednesday: 8:00 am – 12:30 pm	Wednesday: 1:00 pm – 5:00 pm Thursday: 8:00 am – 4:30 pm Friday: 8:00 am – 4:30 pm	Monday to Thursday: 5:00 pm – 10:15 pm	Saturday: 08:30 pm – 8:00 pm Sunday: 08:30 am – 8:00 pm
<b>Note that we will try our best to accommodate your preference, however your preferred timetable is not guaranteed. Also note that timetables are subject to change at the discretion of St Thomas College.</b>			

Disability	
Do you consider yourself to have a disability, impairment or a long-term health condition? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>yes</b> , please indicate the areas of disability, impairment or long-term health condition: Hearing/Deaf <input type="checkbox"/> Mental Illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Medical condition <input type="checkbox"/> Intellectual <input type="checkbox"/> Other: _____

## PART F: AGENCY DETAILS

Place stamp below (if applicable)	
Representative Name: _____	Agency Name: _____
Address: _____	_____
Phone: _____	Email: _____

## PART G: APPLICANTS CHECKLIST

Please attach the following documents to this application:

- ☐ Certified copy of your passport page
- ☐ Certified copies of your official final high school certificate and transcript
- ☐ Certified copied of your official college or university certificate and transcript
- ☐ Certified copies of your IELTS or any relevant English certificate (including the explanation of levels and grades)
- ☐ Copy of your current visa (if applicable)
- ☐ Certified translations of any documents that are not in English

## ENROLMENT TERMS AND CONDITIONS

- Overseas Students are required to provide their current Australian address to the College at all times. All student details are required to be updated every 3 months after the time of commencement. A College staff member will contact you on a regular basis to ensure all details are correct.
- All due care is to be taken with college equipment, facilities and property at all times.
- COLLEGE reserves the right to expel students for serious breaches of discipline.
- Course Entry Requirements- For entry into a COLLEGE program, international students must be: • 18 years of age or older at the time of course commencement • Fulfil any specific course requirements as listed in the programs Course Information Sheet • Satisfy English Language requirements\* \*International students (from countries where English is not the first language) are expected to have a minimum English Language standard and are required to have one of the following prior to enrolling in a qualification: • At least 50% completion of any AQF Certificate IV or Diploma qualification within Australia • Achieved an IELTS band score of 5.5 • Achieved an IELTS band score of 5.0 plus must have completed Upper intermediate ELICOS (At least 10 weeks) • Achieved an IELTS score of 4.5 plus must have completed Upper intermediate ELICOS (At least 20 weeks) • Successfully completed at least 38 weeks of ELICOS study in Australia • Successfully completed a COLLEGE English language test Depending on the student's country of origin, there may be additional English Language requirements that the student needs to meet to obtain a student visa. For more information, please check the Department of Home Affairs (DHA) website: <https://immi.homeaffairs.gov.au/>
- Application Fees- All course applicants must pay a \$200 non-refundable admin fee. This can be paid at the same time as paying for Tuition Fees. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.
- Tuition Fees DO NOT cover application fees, material fees i.e. student workbooks, accommodation, living expenses, uniforms, stationery and equipment. All relevant fees a student will need to pay over the term of their enrolment. College will be collecting fees from learners either directly or through a third party. No student is required to pay more than \$1,500 fees before the agreed commencement date. This also applies to payments made through any third party.
- Late payment fees- \$50 (weekly basis) late payment fees will be applicable after due date i.e. if a student paid tuition fees 2 weeks after due date then student need to pay \$100 (\$50+\$50) late payment fees along with their tuition fees. This late payment fees are non-refundable.
- Other Fees and Charges- All other fees and charges related to each program, including material fees is stipulated in the specific programs Course Information Sheet.
- Transfer of Fees- No fees will be transferred to other external institutions or persons.



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10. [Refund Policy](#): COLLEGE will go over the [Refund Policy](#) with you in detail prior to enrolment. If your application is successful, COLLEGE will forward you a Letter of Offer and Student Acceptance Agreement. The agreement specifies COLLEGE's [Refund Policy](#) and must be signed and agreed by you prior to COLLEGE accepting any fees or accepting your enrolment.

11. In Visa rejection instance, refund will be provided in full if student decide to leave Australia permanently and an admin fee of \$200 will be deducted by the college. Students are required to provide visa refusal letter including additional supporting documents such as flight ticket (notified to college before course start date). Refund is calculated on a pro-rata basis based on the number of months that the student has paid for and an admin fee of \$200 will be deducted from the final refund amount (notified to college after course start date). The college will deduct \$200 admin fee and any fees for which training, and assessment services is provided to the student before the date of visa cancellation. The student must provide written proof of visa cancellation within 2 weeks from the date when visa rejection took place to be able to fall under visa rejection category. If the student is unable to provide this evidence within 2 weeks of rejection or if for some reason is not able to provide written evidence than the normal cancellation fees will be charged to the student.

12. If you have given 4 weeks (28 days) or more before commencement of studies written notice to the college to withdraw from your course, tuition fees will be refunded 70% and \$200 admin fee will be deducted from the final refund amount.

13. If you have given 1-28 days (before course commencement date) written notice to the college to withdraw from your course, tuition fees will be refunded 50% and \$200 admin fee will be deducted from the final refund amount.

14. No refund will be given to students who will apply for external appeal such as AAT (Administrative Appeals Tribunal). Students are required to provide appeal evidence such as appeal application number & copy of application if they will stay in Australia.

15. No refund will be given to the student if they have provided misleading or false information during the enrolment process.

16. No refund will be given to the student if they breach their visa requirements as imposed by the Australian Government and withdraws from the college due to this reason.

17. No refund will be given to students who would like to withdraw after course commencement date of the enrolled course.

18. No refund will be given if a student holds a valid student visa at the time of enrolment with St Thomas College, but after commencing their course, their current visa expires, and a subsequent visa application is applied for and rejected.

19. No refund will be given to visa extension is refused after course commencement.

20. No refund will be given to approved deferred students.

21. No refund will be given on deposit amount if student would like to withdraw from the course before course commencement date. Exception can be applicable only on visa refusal. STC will review circumstances & decide case by case.

22. If provide default (unable to deliver course) then STC will calculate the refund amount for eligible student (based on unused prepaid tuition fees) and/or Tuition Protection Service (TPS).

23. STC reserved all rights to review all visa rejection, cancellation and withdrawal applications for refund and decide case by case.

24. Enrolment and Induction- All confirmed Students are required to attend orientation prior to commencing their studies. Students will be informed on the details of their orientation once their enrolment is confirmed.

25. LL&N Support St Thomas College is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English. For COLLEGE to best accommodate students, we ask that every student select one of the following:

☐ I appreciate that COLLEGE is interested in my LLN standard, however I affirm that I do not require any assistance with LLN for the course I am choosing to undertake – Please finalise my enrolment. \*If you have selected this option your enrolment will progress in line with COLLEGE's selection procedures.

☐ I am unsure if my LLN standard is sufficient for the level of study I am undertaking and I wish to undertake a LLN assessment for COLLEGE's determination\*If you have selected this option your enrolment will not be processed until a formal LLN assessment has been completed. COLLEGE staff will be in contact with you to arrange this assessment.

26. Attendance and Course Progress Regular attendance (at least 80% at all times) and satisfactory academic progress is a requirement for all students. International students must attend a full-time study load (20 hours per week). COLLEGE monitors attendance and academic progress regularly. St Thomas College will be monitored students course progress twice in each term i.e. students will be issued a warning letter in each term (week 12). For example, 1st term letter one will be issued in week 12; 2nd term: letter 2 will be issued in week 12. Once any student receives letter 2, they will receive ITR in next stage. Please note that if you are reported for unsatisfactory course progress or attendance, DHA may cancel your visa.

27. Re-assessment and Repeating Units of Competency for each Assessment Task, Students are provided with 2 opportunities to achieve a Satisfactory Result. Should a student be unable to achieve a Satisfactory Result by their third attempt, they will be required to undertake a reassessment for that Task. The cost of Reassessment for each Assessment Task is \$50. Should a student not achieve a Satisfactory Result following Re-assessment, the Student will be required to repeat the unit of competency in its entirety, in line with the Institute's Student [Assessment, Reassessment and Repeating Units of Competency Policy](#). The cost to repeat a unit of competency is \$400 and is subject to timetable availability.

28. Credit Transfer (CT) and Recognition of Prior Learning (RPL) Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Note that a shortening of overall course duration does not change the requirement for international students to be enrolled in full-time study. Detailed information on COLLEGE's CT/RPL process is provided prior to enrolment and is available at Reception.

29. Cost of Living in Australia (AUS) The figures below are estimates only to give an indication of living expenses in the city of Sydney for one person per year (excluding course fees): Accommodation/Electricity/Phone/Food \$18,610 Overseas Student Health Cover single cover) \$492 Travel/Incidentals \$2,000 Total \$21,102

30. How to Apply: A step-by-step guide 1) Choose the course you are interested in and check the course entry requirements 2) Apply for the course you wish to study by completing this Enrolment Form 3) Read the Terms and Conditions and sign both declarations to confirm your agreement 4) Ensure you have attached all relevant supporting information 5) Return your application form and necessary documents to a COLLEGE Marketing and Admissions Officer 6) You will then be booked in to have a meeting with a COLLEGE Marketing and Admissions Officer. At this meeting, the Marketing and Admissions Officer will go through pre-enrolment information with you and will assess your application for enrolment. 7) If your application is successful, you will receive a Letter of Offer, an invoice stating the cost of your studies and a Student Acceptance Agreement. 8) On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed, and you will be provided with your Orientation details



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30. Payment All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer. You can make your payment directly depositing into: St Thomas College Pty Ltd. BSB No: 032285 Account No: 769636 Westpac Banking Corporation You can also make your payment by Bank Draft to St Thomas College Pty Ltd. No obligation is created on St Thomas College, until funds are cleared, and an official receipt is issued.

31. Consent for use of Photograph I understand that during my studies at St Thomas College I can be photographed (still or video) at any time at the college or outside the college (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by St Thomas College for any promotional materials. I understand that I can withdraw my consent at any time in writing.

32. Unique Student Identifier (USI) from 1st January 2015, all students studying Nationally Recognised Training in Australia will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the Institute's [Student Handbook](#) or speak to the Institute's Student Services Team. You must provide your USI to the Institute's Marketing and Admissions Officer by your Orientation date. The Institute will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar.

33. Privacy Policy The primary purpose in collecting your information is to fulfil our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in our services, inform you of other products and services or to comply with requirements under the law. An applicant's information may be made available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. We shall not otherwise disclose your personal information to any other party without your consent and we do not sell personal information to third parties.

34. Complaints and Appeals COLLEGE endeavours to create a positive learning environment free of oppression, unfair treatment or harassment. Any circumstance caused by COLLEGE, its trainers, assessors or other staff, or another learner of COLLEGE, which affects the well-being of a student, will be dealt with in a professional manner in line with published procedures. Students who are dissatisfied with decisions made by the Institute will be able to access the Institute's internal and external appeals processes. For COLLEGE's full [Complaints and Appeals policy](#), refer to the [Student Handbook](#).

35. Standards for Registered Training Organisations (RTOs) 2015 The Standards for Registered Training Organisations (RTOs) 2015 is in place to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high-quality training and assessment services in the vocational education and training system. St Thomas College is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

## STUDENT DECLARATION

Declaration: I declare all information I have given in this form is true and correct, including documentation provided in support of my application.

Student Name:	Student Signature:	Date:
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## COLLEGE ADMISSIONS OFFICER DECLARATION

Declaration: I have conducted an interview with the student detailed in this Enrolment Form and have implemented COLLEGE's Student entry requirements, selection and orientation policy in full.

Staff Name:	Staff Signature:	Date:
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