



# WINDSOR INSTITUTE OF COMMERCE

A. B. N. 19 0 80 5 59 6 00 CRI COS Provider Code: 01856 K  
RT O No. 90501

## ENROLMENT FORM

Please complete enrolment and return to:

**In Person or by Mail:**

Level 5, 127 Liverpool Street  
Sydney NSW 2000 Australia  
T. +61 2 9283 4388  
F. +61 2 9283 0748

**Or Email your completed application to:**

info@windsor-ic.com.au

Windsor Institute of Commerce enrolment form are available to download from our website:

**www.windsor-ic.com.au**

### PART A - APPLICATION INFORMATION

#### Personal details

Family Name			Given Name		
Nationality	<input type="checkbox"/> Male		<input type="checkbox"/> Female	Date of Birth DD / MM / YYYY	
Passport No	Issued on	DD / MM / YYYY	Expires on	DD / MM / YYYY	
Type of Australian Visa held (if any)			Expires on	DD / MM / YYYY	

#### Contact Details

##### Home Country Contact Details

Address	
Suburb	Postcode
Telephone	Mobile
Email	

##### Australian Contact Details

Address	
Suburb	Postcode
Telephone	Mobile
Email	

#### Person to Contact in an Emergency

Name	Relationship	
Address	Suburb	Postcode
Telephone	Mobile	
Email		

#### Commencement Dates

2011	2012	2013
<input type="checkbox"/> 17 January 2011	<input type="checkbox"/> 09 January 2012	<input type="checkbox"/> 07 January 2013
<input type="checkbox"/> 04 April 2011	<input type="checkbox"/> 02 April 2012	<input type="checkbox"/> 01 April 2013
<input type="checkbox"/> 04 July 2011	<input type="checkbox"/> 02 July 2012	<input type="checkbox"/> 01 July 2013
<input type="checkbox"/> 26 September 2011	<input type="checkbox"/> 24 September 2012	<input type="checkbox"/> 23 September 2013

#### Course

##### SELECT CRICOS QUALIFICATION COURSE CODE

<input type="checkbox"/>	062522E	ICA30105 Certificate III in Information Technology
<input type="checkbox"/>	062524C	ICA40405 Certificate IV in Information Technology (Networking)
<input type="checkbox"/>	062523D	ICA40805 Certificate IV in Information Technology (Multimedia)
<input type="checkbox"/>	062525B	ICA50705 Diploma of Information Technology (Software Development)
<input type="checkbox"/>	062526A	ICA50905 Diploma of Information Technology (Multimedia)

##### COURSE TUITION DURATION FEE

26 Weeks	\$4,500
52 Weeks	\$9,000
52 Weeks	\$9,000
104 Weeks	\$15,000
52 Weeks	\$9,000

## PART B - EDUCATION AND EXPERIENCE

### Highest qualification

English exams completed and score \_\_\_\_\_

Have you enrolled in a similar course elsewhere?

Yes  No

(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Academic Manager for further information)

Have you been employed in the area covered by the course applied for?

Yes  No

(If you have you may be eligible for Recognition of Prior Learning – contact the Academic Manager for further information)

### Please attach verified evidence of qualifications and work experience (if relevant)

How well do you speak English?

Very well  Well  Not well  Not at all

Do you speak a language other than English at home?

(if more than one language, indicate the one that is spoken more often)

No, English only

Yes, other- Please specify \_\_\_\_\_

## PART C – FEES

Tuition Fee (from first page of application)	A\$
Application/Enrolment Fee (not refundable)	A\$200
Materials fee (6 months)	A\$100
COE Issue Fee	A\$50
Accommodation Booking Fee - optional (not refundable)	A\$
Airport meeting – optional (not refundable)	A\$150
OSHC	A\$
Other	A\$
<b>Total Fees</b>	<b>A\$</b>

### Payment Detail

**Payment should be forwarded by bank transfer to the following:**

**Bank:** Commonwealth Bank

**Account Name:** Windsor Institute of Commerce Pty Ltd.

**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, and made payable to “**Windsor Institute of Commerce Pty Ltd**” only. Windsor Institute of Commerce Pty Ltd 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.

### Additional Information

Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal or Torres Strait Islander origin, mark both "Yes" boxes.)

No  Yes, Aboriginal

Yes, Torres Strait Islander

Tell us the reason you want to take our course

Career  Academic  Personal

Other reason to take course \_\_\_\_\_

Where did you hear about us?

Agents  Advertising  Word of Mouth

Others; \_\_\_\_\_

Do you have any disability that will affect in your learning environment?

Yes  No

If yes, please specify \_\_\_\_\_

**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. All courses require applicants 18 years and above and proficiency in English equivalent to the level of IELTS 5.5 or higher.**

## PART D – RELEVANT INFORMATION INCLUDING REFUNDS

### Course Application Fee and Tuition Fees

All Windsor Institute of Commerce Pty Ltd course applicants must pay a non-refundable application fee of A\$200.00. This fee can be paid together with tuition fees. Tuition fees DO cover the charges for tuition administration. Tuition fees DO NOT cover the charges for application fee, textbooks, stationery, and re assessment fees. For more information on fees and a complete schedule of charges, please visit our website [www.windsor-ic.com.au](http://www.windsor-ic.com.au) or contact our administration department at [info@windsor-ic.com.au](mailto:info@windsor-ic.com.au).

**Due date** - Tuition fees for vocational courses must be paid at least six weeks prior to the commencement of each semester. Please note that any overdue amounts may incur a late payment fee of **A\$120** per term. Students may also lose their place in the course if they fail to pay their tuition fees on time.

### Transfer of Fees

If a student completes their course earlier than expected and enrolls in a vocational course, the remainder of paid fees will be transferred to that course. Under these circumstances, no fees will be transferred to other external institutions or persons.

## Fee Refund

The request for refund must be made in writing by using Refund Application (Form 15), for more information please refer to information below and full detail also available in our Fee Refund Policy.

## For All Students

If a visa application is rejected for a student applying for enrolment from offshore, then the tuition fees will be refunded in full provided that the rejection is certified. The administration fee (see Fee Schedule for current amount) will not be refunded. (International Students only)

If a student withdraws from a course a minimum of 28 days prior to the course start date, 75% of the semester tuition fee will be refunded. The administration fee (see Fee Schedule for current amount) will not be refunded.

If a student withdraws from a course less than 28 days before the course start date 50% of the semester tuition fee will be refunded. The administration fee (see Fee Schedule for current amount) will not be refunded.

If a student withdraws from a course after course commencement each semester, that semester's tuition fee will be forfeited. The administration fee (see fee Schedule for current amount) will not be refunded.

Students evicted from Windsor Institute of Commerce owing to disciplinary reasons, or failures to attend meetings for intervention into poor performance or poor attendance are not entitled to a refund.

Students seeking to transfer, or transferring from Windsor Institute of Commerce during the course of, or as a result of disciplinary action, intervention into poor performance or poor attendance procedures are not entitled to a refund.

No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party.

As a member of ACPET if Windsor Institute of Commerce is unable to fulfil its obligations to complete a course, the student will be offered a no cost enrolment in another ACPET member college.

Where a refund is approved by the Principal Executive Officer, Windsor Institute of Commerce Pty Ltd will make payment of refunds within 28 days of receipt of application for refund.

## RTO Default

Windsor Institute of Commerce Pty Ltd defaults if the course they offer does not start on the agreed starting day.

Windsor Institute of Commerce Pty Ltd 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.

Windsor Institute of Commerce Pty Ltd defaults, it will pay a full refund to the student within 14 days after the default day.

Windsor Institute of Commerce Pty Ltd will give the student a statement that explains how the refund amount has been worked out. Windsor Institute of Commerce Pty Ltd dispute

resolution processes do not circumscribe the student's right to pursue other legal remedies. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

The refund policy is subject to review from time to time.

## Academic qualifications & Recognition of Prior Learning (RPL)

The Institute offers courses at different levels. Different academic qualifications are required for each level. For more course information details see the relevant course outline in our website. Enrolling students can apply for recognition of prior learning (RPL) for any units of competency up to a limit of 50% of the course they are enrolled in. Note that a shortening of overall course duration does not change the requirement for students to be enrolled in full-time study.

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

**If yes, please provide your previous qualification and transcript with your enrolment application.**

## Arrival and orientation

The students are required to arrive one to two weeks prior to course commencement for enrolment and orientation programs. The Students **must** attend the orientation program prior to the commencement of their studies.

## Attendance/Academic Performance

Regular attendance is a requirement for all students. All overseas students **must** attend a minimum of **80 per cent** of classes to qualify for a certificate and meet student visa regulations. If students do not make satisfactory academic progress they may not be allowed to continue or to re-enrol.

## How to Apply:

### A step-by-step guide for International Students.

1. Choose a course and check the course outline for English and academic entry requirements.
2. After reading the terms & conditions and the Student Handbook available from our website, complete the enrolment form
3. Ensure you have attached all the relevant documents. For example, Certified copies of your passport, education qualifications, English qualifications, working experience (if relevant) and RPL application(if relevant).
4. Return your application form, and the necessary documents to:

**Windsor Institute of Commerce Pty Ltd**

**Address: Level 5, 127 Liverpool Street**

**Sydney, 2000, NSW, Australia**

OR

**forward your application to our email**

**info@windsor-ic.com.au**

5. If your application is successful you will receive a letter of offer in a nominated course along with student agreement. When we receive your signed student agreement and fees, we will send you a Confirmation of Enrolment Form (CoE). This form is used to apply for your student visa.

## Overseas Student Health Cover (OSHC)

All international students are required to pay Overseas Student Health Cover (OHSC). It is the student's responsibility to check the conditions of this health cover. The fee for OHSC is not payable to the Institute but rather to Medibank Private direct. We can arrange the cover for you on production of a completed application form and a bank draft or bank cheque payable to Medibank Private for the appropriate premium. (Fees may be subject to change)

Rates	Single	Family
3 months	\$107.25	\$214.50
6 months	\$214.50	\$429.00
9 months	321.75	\$643.50
12 months	\$429.00	\$858.00

## School Aged Dependants

Students are advised that any school aged dependants accompanying them will be required to pay full fees if they are enrolled in either a government or non-government school.

## Change of Address

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

## Indicative Cost of Living (\$AUD)

The figures below are estimates only to give an indication of living expenses in the city of Sydney for one year (excluding course fees):

Accommodation/Electricity/Phone/Food	\$18,000.00
OSHC for one year (as above)	\$ 429.00
Travel/ Incidentals	\$ 1,200.00
Yearly Total	\$19,629.00

## 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.

Information is collected on this form and during your enrolment in order to meet Windsor Institute of Commerce obligations under the ESOS Act and the National Code 2007; and to ensure student compliance with the conditions of their visas 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 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

**Applicant Name in Print**

**Applicant Signature**

**Date**

DD / MM / YYYY

**Referrer/Educational Agency:**

**Agent's Signature:**

**Date:**

DD / MM / YYYY

## PART E – PROVIDER ACCEPTANCE

**Accepted by Windsor Institute of Commerce**

**Name of the authorised Windsor Institute of Commerce employee accepting the application**

**Signed**

**Date**

DD / MM / YYYY