



## Windsor Institute of Commerce Pty. Ltd.

ABN 19 080 559 600  
NTIS # 90501

**CRICOS Provider # 01856K**

Level 5, Liverpool Street  
Sydney, NSW 20000

**Tel: +612 9283 4388, Fax: +612 9283 0748,**  
**Web:**<http://www.windsor-ic.com.au>,  
**E-mail:** [admin@windsor-ic.com.au](mailto:admin@windsor-ic.com.au)

### Course Application Fee

All Windsor Institute of Commerce Pty Ltd course applicants must pay a non-refundable application fee of AUD\$200.00. This fee can be paid together with tuition fees. For more information on course fee, 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).

### Tuition Fees

Tuition fees DO cover the charges for tuition administration.

Tuition fees DO NOT cover the charges for application fee, textbooks, stationery, re assessment and external examinations (if any). 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, charged per month, compounded monthly. 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 is made in writing to the Principal Executive Officer using Fee Refund Policy and Application (Form 15).

#### *For International 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.

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.

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.

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.

### English language proficiency & Minimum scores

To gain admission into course students must demonstrate English language proficiency. Students must show certified proof of their proficiency or proof of having passed an English Language Test in the last two years. IELTS is the preferred test for English proficiency.

### International English Language Testing System (IELTS)

- A total score of 5.5 with a minimum score of 5.5 in each component is required. Results of other testing systems may be accepted subject to availability of current documentation. Certified copies of IELTS certificates are required with this application.

### Academic qualifications & Recognition of Prior Learning

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 or our web site. 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. We can arrange a test to confirm your skills if paperwork is absent.

### Arrival and orientation

If students are enrolled in a vocational course, they are required to arrive one to two weeks prior to course commencement for enrolment and orientation programs. If students do not attend the study skills workshops and later in the semester require assistance, there will be a fee charged.

### 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.

### Definitions

Semester - Consists of two terms of vocational study.

Term - Consists of eight to twelve weeks of vocational study.

Block – Consists of four weeks of vocational study.

Vocational Course – Is formal vocational study of two terms or more.

**How to Apply: A step-by-step guide for International Students. Read this information carefully.** Choose a course and check the course outline for English and academic entry requirements.

After reading the terms & conditions and the International Student Guide available from our website, complete the enrolment form/client agreement on reverse.

Ensure you have attached all the relevant documents.

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

If your application is successful you will receive a letter of offer in a nominated course and campus. We will advise you about fee payment (including the registration fee), how to apply for your student visa and arrangements for airport pickup and accommodation if required.

When we receive your fees, and confirm you have signed our Terms & Conditions on the application form, we will send you a Confirmation of Enrolment Form. This form is used to apply for your student visa.

### Payment

Payment should be forwarded by bank transfer:

Account Name: Windsor Institute of Commerce Pty Ltd

BSB: 062 061 Account Number: 10728104

Bank: Commonwealth Bank

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 an agent or third party's bank account.

### Overseas Student Health Cover (OSHC)

All international students are required to pay Overseas Student Health Cover (OSHC). It is the student's responsibility to check the conditions of this health cover. The fee for OSHC 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	\$97.20	\$194.00
6 months	\$194.00	\$388.00
9 months	\$291.00	\$583.00
12 months	\$388.80	\$777.00

### 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
OSHC for one year (as above)	388.80
Travel/ Incidentals	1,200
Yearly Total	13,770

### DECLARATION

I agree to have my photograph used by Windsor Institute of Commerce Pty Ltd for promotional material. I understand that I can withdraw my consent at anytime in writing

I have fully read and understood these Terms and Conditions and agree to abide by the same.

### Signature of Student:

Date:

# ENROLMENT APPLICATION

## PERSONAL DETAILS\* (please read terms & conditions on reverse)

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Date of Birth (D/M/Y) \_\_\_\_\_ Place \_\_\_\_\_

Sex  Male  Female

Home Address \_\_\_\_\_

Postcode \_\_\_\_\_ Email address \_\_\_\_\_

Phone Contact Number Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Highest Level of Education  School  Institute  Technical Institute  University

Name of Institution \_\_\_\_\_ Year Completed \_\_\_\_\_

Please attach  
one passport  
size photo

## FOR INTERNATIONAL STUDENTS

Nationality \_\_\_\_\_ Country of Birth \_\_\_\_\_

Passport No \_\_\_\_\_ Issued on \_\_\_\_\_ Expires on \_\_\_\_\_

Type of Australian Visa held (if any) \_\_\_\_\_ Issued on \_\_\_\_\_ Expires on \_\_\_\_\_

I have studied English for \_\_\_\_\_ years Test Date: \_\_\_\_\_ My test score is \_\_\_\_\_ IELTS \_\_\_\_\_ TOEFL \_\_\_\_\_

## COURSE DETAILS

I intend to study (Please Tick)	Cert III in IT ICA30105 <input type="checkbox"/>	Cert IV in IT ICA40405 <input type="checkbox"/> (Networking)	Cert IV in IT ICA40805 <input type="checkbox"/> (Multimedia)	Diploma of IT ICA50905 <input type="checkbox"/> (Multimedia)	Diploma of IT ICA50705 <input type="checkbox"/> (Software Development)
(Currently not available)	Cert III in Business BSB30107 <input type="checkbox"/>	Diploma of Management BSB51107 <input type="checkbox"/>	Advanced Diploma of Management BSB60407 <input type="checkbox"/>		

Proposed Start Date (Please see our Academic calendar for start date) \_\_\_\_\_ Duration \_\_\_\_\_

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

## FEES/PAYMENT DETAILS (Fee Calculation)

	AUD\$
Enrolment Fee	_____
Tuition – Weeks _____	_____
Accommodation Booking	_____
Airport Pickup	_____
OSHC	_____
Other	_____
<b>TOTAL</b>	_____

## DECLARATION

I have read and accept the conditions of enrolment including the cancellation and refund policy of the Institute as stated overleaf

Referrer/Educational Agency: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Note:** all student information may be made available to Commonwealth and State agencies, the Manager of the Tuition Assurance Scheme and the Manager of the ESOS Fund as required under the ESOS Act 2000 and the National Code of Practice for providers of Education and Training to Overseas Students.

**Declaration** I declare that the information provided by me on this form is true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Enrolment Questionnaire

Windsor Institute of Commerce Pty Ltd wants to make sure that the course you are enrolling in is the correct course for you. Please submit answers to the following questions so the Academic Manager can make that assessment.

1. Why do you wish to study in Australia?

2. Why do you wish to enrol in this course?

3. Give us some detail on your work and educational background?

4. How do you propose to finance (pay for) your stay and studies in Australia?

5. What are your future employment plans

Document Checklist to be submitted to support you application

Please tick where applicable



<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Enrolment Application

2 Copies of your recent passport size photos

Work Experience References



<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Certified copies of your educational qualifications

IELTS/ TOEFL Score

Others ( if any)