



# Enrolment Application Form for Vocational Program

All questions must be answered and details filled in, if not applicable please mark N/A.

Email to [admissions@casstraining.com.au](mailto:admissions@casstraining.com.au) or [info@casstraining.com.au](mailto:info@casstraining.com.au)

CTIC will send a Letter of Offer confirming fees, dates, payment methods. Your Letter of Offer will state if a Genuine Temporary Entrant (GTE) assessment is required.

## 1. Personal Details \*(please read enrolment conditions)

Family Name \_\_\_\_\_  
Given Name \_\_\_\_\_  
Gender M / F Date of Birth (DD/MM/YY) \_\_\_/\_\_\_/\_\_\_  
Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_  
Passport Number \_\_\_\_\_

## 2. Visa Details

- ✓ Under which visa type do you intend to study at Cass Training International College?  
Student \_\_\_ W/H \_\_\_ Tourist \_\_\_ Other \_\_\_\_\_
- ✓ Are you currently in Australia? Yes / No
- ✓ If you are in Australia, what visa do you have now?  
(\*Please send a copy of your current visa)  
Student \_\_\_ W/H \_\_\_ Tourist \_\_\_ Other \_\_\_\_\_
- ✓ If you are not in Australia, which country will you be applying for your visa from? \_\_\_\_\_
- ✓ Will the Applicant be bringing any dependent(s) to Australia while studying at CTIC and/or authorised packaging partner institution?  
If yes, please provide details: \_\_\_\_\_
- ✓ Are there any circumstances which CTIC should know of regarding your previous studies in Australia, e.g. non-completion of courses, non-attendance, non-course progress or visa refusal? Yes / No  
  
(If "Yes" please specify) \_\_\_\_\_

## 3. Student Contact Details

### Australian Address

\_\_\_\_\_  
\_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

### Overseas Address

\_\_\_\_\_  
\_\_\_\_\_  
Contact Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

## 4. Agent Details

- ✓ Do you have an Agent? Y / N  
Agent's Name \_\_\_\_\_  
Agent Phone Number \_\_\_\_\_
- ✓ Do you authorise the above agent to receive information applicable to your application and studies at CTIC? Y / N

## 5. English Proficiency

- ✓ Is English your first language? Y / N

- ✓ Have you taken a recognised English language test in the last 24 months? Y / N Name of English Test \_\_\_\_\_  
Result \_\_\_\_\_ Date Undertaken \_\_\_/\_\_\_/\_\_\_

Students who cannot provide a certificate to demonstrate their English proficiency, may need to take an English Assessment Test.

CTIC accepts following English test results:  
IELTS, TOEFL, Pearson PTE, Cambridge FCE, Cambridge CAE  
\*All students complete a placement test on their first day.

## 6. Current Study (Onshore applications)

- Are you currently studying in Australia? Y / N  
Name of the institution \_\_\_\_\_  
Course Name \_\_\_\_\_  
Start Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_
- ✓ Are you transferring from another educational provider?  
If 'yes', please attach release letter or deferred COEs.

## 7. Current Employment

Are you currently employed? Yes / No  
If 'yes', for how long have you been employed? \_\_\_\_\_  
Occupation: \_\_\_\_\_

## 8. Course Enrolment Details

Please refer to our website at [www.ctic.com.au](http://www.ctic.com.au) for course information and intake dates.

### 1<sup>st</sup> Course

CRICOS Code \_\_\_\_\_  
Session: Morning / Evening / Weekend  
Course Name \_\_\_\_\_  
Preferred Start Date (DD/MM/YY) \_\_\_/\_\_\_/\_\_\_

### 2<sup>nd</sup> Course

CRICOS Code \_\_\_\_\_  
Session: Morning / Evening / Weekend  
Course Name \_\_\_\_\_  
Preferred Start Date (DD/MM/YY) \_\_\_/\_\_\_/\_\_\_

### 3<sup>rd</sup> Course

CRICOS Code \_\_\_\_\_  
Session: Morning / Evening / Weekend  
Course Name \_\_\_\_\_  
Preferred Start Date (DD/MM/YY) \_\_\_/\_\_\_/\_\_\_

## 9. Recognition of Prior Learning (RPL)

Are you applying for RPL? \_\_\_  
If 'yes', please attach relevant documents.  
If you have previous relevant qualifications and experience, you may apply for Recognition of Prior Learning of Current competencies

## 10. Further studies in Australia

Are you planning further studies in Australia after you finish your course? Yes / No  
If 'yes', please provide follows:

Name of the institute: \_\_\_\_\_  
Course: \_\_\_\_\_  
Start date: \_\_\_/\_\_\_/\_\_\_ Finish date \_\_\_/\_\_\_/\_\_\_



**11. Study Reason**

What is your purpose of studying at CTIC?

**12. Additional Services**

- ✓ Do you suffer from any medical /physical condition which CTIC should be advised -Y/ N  
please specify \_\_\_\_\_
- ✓ Will you require any assistance within the learning environment as a result of this condition? Y / N
- ✓ Do you require Overseas Student Health Cover? Y/N  
Family\_\_\_ Dual\_\_\_ Single\_\_\_ Duration \_\_\_\_\_months

**13. Accommodation & Pickup Service**

- ✓ Airport pick-up Y/N Airline\_\_\_\_\_ Flight Number \_\_\_\_\_  
Arrival Date \_\_\_\_\_ Arrival Time\_\_\_\_\_ am/pm
- ✓ Accommodation Placement Y/N Duration\_\_\_\_\_ weeks  
Type (Please circle) Homestay / Shared  
Accommodation  
Arrival Date \_\_\_/\_\_\_/\_\_\_ Arrival Time \_\_\_\_\_ am/pm
- ✓ What Language do you speak? \_\_\_\_\_
- ✓ Are you allergic to pets? \_\_\_\_\_
- ✓ Special request \_\_\_\_\_

**Student Application Declaration**

I declare that all information provided in this application form is correct, and that I have read and understood, and agree to be bound by the Terms and Conditions contained within this document.

I understand that acceptance into any courses at Cass Training International College is subject to meeting the course entry requirements and submitting full payment of fees a minimum of 14 days prior to the commencement date of the course, and that the issuance of any offer of admission from Cass Training International College constitutes a written agreement between me the applicant and Cass Training International College in accordance with the Terms and Conditions contained within this document.

Student Signature

Date (DD/MM/YY)

**Terms and Conditions of Enrolment**

**Application Fee**

I understand that all CTIC course applicants must pay a non-refundable application fee of AUD\$300. This fee can be paid along with tuition fees and textbook fees. If Application/Enrolment Fees are waived due to special conditions/offers, all refunds will attract an administration charge of AUD\$300.

**Pre-Course Information**

I have read and understood the information detailing course content and vocational outcomes on CTIC's website and Pre-Enrolment Information Handbook.

**Tuition Fees**

I understand that Tuition Fees DO NOT include charges for accommodation, living expenses, stationary, uniforms (if applicable),equipment and external examinations and that local excursions, course materials and equipment are separate additional costs that must be paid for and paid by myself.

I understand that tuition fees are payable in advance and should be paid no later than the due date. I note that late payment of fees will attract a penalty and that I shall be charged a late fee of \$110.00 per week. This late fee will be repeated each week that the tuition fees continue to be outstanding.

I also understand that if I have elected to pay in instalments and if I have not made payment by the due date, I will not be eligible to pay in instalments for the remainder of the course. Not paying on time may also restrict or withhold services or materials.

An administration charge of AUD\$200 is incurred to vary an application. An administration charge of \$100 is incurred to change course sessions.

**Fees and Charges**

I have read and understood the Fees, Charges and Refund Policy and the Deferral, Cancellation and Exclusion Policy in the Pre-Enrolment Information Handbook.

**Transfers of Fees**

I understand that if I complete the course at CTIC earlier than expected and enrol in another vocational course at CTIC, the remainder of paid fees will be transferred to that course only. No fees will be transferred to other external institutions or persons.

**Age**

I understand that I must be over the age of 18 years to apply.

**Refund Policy**

1. Refunds Application Process – All Requests for refund to be made in writing to the Registrar using the Application for Refund Form (CASS-QA-ARFO1).

2. Non-Refundable Fees – Application/Enrolment Fees, accommodation booking fees, airport pick-up fees and textbook fees are non-refundable.

3. Other fees and charges apply as listed.

4. If you wish to defer your course start date, you must notify CTIC more than 14 days prior to course commencement date or charges will apply. Where you are granted a course deferralment and later cancel, any refund amounts or cancellation fees will be calculated based on the original course commencement date. Student visa holders should note that any deferral will require a change of eCoE and may impact their visa status.

5. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student. This policy does not remove the right to take further action under Australia's Consumer Protection Laws (<http://consumerlaw.gov.au/>).

**6. Refund – Visa Rejection**

a. Tuition fees and OHSC are refunded in full, only if the student visa application is rejected. Students must submit written notification and copies of documents as evidence of the refusal, including a certified copy of the letter from the Australian Embassy, High Commission or immigration Office.

b. 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 sufficient evidence of visa refusal is given to the institute by the refusing Australian Embassy, High Commission or Immigration Office. The application enrolment fee of AUD\$300 is not refunded. An administration charge of AUD\$300 will apply if Application/Enrolment Fees are waived due to special conditions/offers.

c. If a visa application is rejected for a student applying for enrolment from onshore, before the date of the course commencement as indicated on the eCoE, then the tuition fees will be refunded in full provided that the rejection is certified. The Application/Enrolment Fee will not be refunded.

d. If a visa application is rejected for a student applying for enrolment from onshore, if CTIC is not notified in writing and the course has already commenced as indicated on the eCoE (Confirmation of Enrolment), the current semester tuition fees paid will be forfeited. The Application/Enrolment Fee will not be refunded.

e. Please note that the refund does not apply where the Australian Government has cancelled a visa as a result of a breach of visa conditions or rejected a renewal of a visa.

**7. Refund – Withdrawals Prior to Course Commencement**

a. If a student withdraws from a course 10 weeks before the course start date a full refund is given (excluding the non-refundable Application/Enrolment Fee).

b. Students must give written notice of their intention to withdraw from a course a minimum of 28 calendar days prior to the course commencement date. Within this period, tuition fees will be refunded less a cancellation fee of 25% of the total tuition fees already paid.



- 7. Tuition fees for students who withdraw from their course less than 28 days prior to the course commencement date will only be refunded 50% of the total course tuition fees already paid.
8. Refund - Withdrawals after Course Commencement
a. Accepted students who subsequently withdraw after course commencement will not have their tuition fees refunded except under exceptional circumstances.
b. An administration charge of \$AUD350 will apply for withdrawals after course commencement.
9. Refund - Students Enrolled in Packaged Courses
No refunds will be made after the commencement date, of the course. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
10. Refund - Courses Cancellations
No refunds will be made if a student cancels his/her course due to non-compliance with the conditions in the Enrolment Agreement at CTIC or any breach of the visa requirements of his or her visa imposed by the Australian Government. No refunds will be given to students who give false or misleading information to CTIC.
11. Refund - Provider Default, Reschedule or Cancelled
a. In the unlikely event that CTIC is unable to deliver its course in full; CTIC will refund all tuition fees paid within 14 days of the course ceasing to be provided.
b. Alternatively, students may be offered enrolment in an alternative and suitable course within CTIC at no extra cost. Students will have the prerogative to choose whether they will accept a full refund of course fees or accept a place in another course. Course and other fees are not transferable to another student.
c. If a student accepts placement in another course, the student will sign a new Enrolment Agreement with CTIC, and a new eCoE will be created.
d. In the unlikely event that CTIC is unable to provide a refund or place the student in an alternative course offered by CTIC, Tuition Protected Scheme (TPS) administered by the Commonwealth will place the student in a suitable alternative course at no extra cost to the student.
e. Finally if in the event the Commonwealth managed Tuition Protection Scheme (TPS) cannot place the student in a suitable alternative course, or this is not possible the student will be eligible for a refund as calculated by the TPS Fund Manager. Please refer to https://tps.gov.au for more information on the TPS.
12. Payment of Refunds
a. CTIC undertakes to effect payment for refunds within 28 working days of receipt of the written application or claim for refund.
b. CTIC will deduct Bank charges for refunds made by bank draft or electronic transfer from the refund amount.
c. Prior to any refunds the student will receive a statement that explains how the refund amount has been worked out.
d. The Refunds Statement will be sent by email to the student. The statement will be written in clear, plain English, detailing:
- The circumstances for refund
- How the calculations will be made
- The timelines for processing refunds
- The student's rights to pursue other legal action
13. Fees Paid to Third Party/ Agent
a. CTIC will not authorise the transfer of fees or payment of refunds to other institutions or any student's bank account other than the applicant's.
b. Fees paid by the student to a third party/person or education agent, who retains any portion of the payment for acting on the student's behalf or charges any additional fees, will not be refunded by CTIC, except the portion of prepaid tuition fees paid by the student to the Approved Education Agent.
14. Complaints Relating to Refunds
a. If students have any complaints in relation to refund claims, they may take up the matter using CTIC's Complaints and Appeals Procedures.
b. This agreement, and the availability of CTIC's Complaints and Appeals Processes, does not remove the right of the student to take action under Australia's consumer protection laws (http://consumerlaw.gov.au/).
15. Other
a. If a student completes the course early, the full tuition fees and additional fees must be paid before a certificate can be issued.
b. If a student extends their course, they will be required to pay additional fees before the commencement of the extended course.
c. If a student changes courses after commencement of the course in which they were originally enrolled, they will be required to pay the fees that apply to such a course at that time.
16. Disenrollment

The College reserves the right to disenrol a student for breaching the Rules of the College. Should this occur, fees for the current semester would be retained by (or due to) the College.

I understand that the course durations and locations of course delivery displayed in promotional material are a guide only and program timing and location may change depending on the structure of timetable at time of enrolment.

I understand that the Australian law requires student visa holders to inform Cass Training International College if any changes of address within 7 days and other changes thereafter.

I understand that my personal student details may be made available to Commonwealth State agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code. The provider is required, under S19 of the ESOS Assurance Fund to tell the department of (i) certain changes to the student's enrolment (ii) any breach by the student of the student visa condition relating to attendance or satisfactory academic performance.

I acknowledge that Cass Training International College is committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001.

I am aware and agree that any photos or testimonies of me which are used by the institute are the property of Cass Training International College and may be used in promotional materials with my consent.

I understand that I must be enrolled in a full time course.

I acknowledge that it is my responsibility to seek independent advice prior to submitting this application and enrolment agreement.

Table with 2 columns: Fee Category and Amount (AU\$). Rows include Application Fee, Course Fee - Tuition (Course 1), Course Fee - Tuition (Course 2), Course Fee - Tuition (Course 3), Course Fee - Non Tuition (Int/CAL/Ins), Textbooks / Materials, OSHC - Single/Double/Family Month, Others, and TOTAL.

\*Application/ Enrolment Fee, accommodation booking fee, airport pick-up fee and textbook fee are non refundable.

Application Checklist Please attach to this application form

- 1. A copy of Passport pages with Personal Particulars
2. A copy of Australia visa (if applicable)
3. A copy of Higher School Certificate or Equivalent
4. A copy of final academic transcripts
5. A copy of IELTS score or equivalent (if applicable)
6. A complete GTE form

Entry requirements:

CTIC enrolls students who are 18years of age & over. All applicants must have completed:

- Australian Yr 10 or over
- Have relevant Vocational experience

Applicants who have completed the majority of their qualification in a language other than English must have

- IELTS 5.5 or equivalent or
- Direct entry on passing CTIC English Placement Test & Assessed Competent by the AM,CTIC English
- Direct Entry from a College approved By CTIC

RECOGNITION OF PRIOR LEARNING (RPL)

If Applicants consider that they have already acquired the outcomes of this qualifications or unit/s of competency , you may formally apply at CTIC to have these skills recognised. This is an assessment process that involves the assessment of an individual's relevant prior learning include formal, informal and non-formal learning to determine the credit outcomes of an individual application for credit.

An assessment is carried out on the evidence and documentation provided by the learner. This is achieved through completing the application form and forwarding this along with relevant evidence and required fees, CTIC assesses the applicant's documentation and provides feedback accordingly.

\* RPL fees are not refundable regardless of outcome.

Student Signature

Date



## CTIC Price List 2017 (IN AUSTRALIAN DOLLARS)

### Application Fee \$300

<b>Certificate IV in Business Administration(087025E)</b>			
Course Duration	32 weeks	Material Fee (Optional)	\$500.00
Tuition Fee	\$4,875.00	# of Instalments	Three
<b>Diploma of Business Administration(087288D)</b>			
Course Duration	32 weeks	Material Fee (Optional)	\$500.00
Tuition Fee	\$4,875.00	# of Instalments	Three
<b>Certificate IV in Accounting (091258J)</b>			
Course Duration	45 weeks	Material Fee (Optional)	\$500.00
Tuition Fee	\$10,800.00	# of Instalments	Four
<b>Diploma of Accounting (091259G)</b>			
Course Duration	36 weeks	Material Fee (Optional)	\$500.00
Tuition Fee	\$9,800.00	# of Instalments	Three
<b>Advanced Diploma of Accounting (091260D)</b>			
Course Duration	36 weeks	Material Fee (Optional)	\$500.00
Tuition Fee	\$9,800.00	# of Instalments	Three
<b>Certificate IV in Marketing and Communication (093531C)</b>			
Course Duration	45 weeks	Material Fee	\$200.00
Tuition Fee	\$10,800.00	# of Instalments	Four
<b>Diploma of Marketing and Communication (093532B)</b>			
Course Duration	46 weeks	Material Fee	\$200.00
Tuition Fee	\$10,800.00	# of Instalments	Four
<b>Certificate IV in Leadership and Management (093529G)</b>			
Course Duration	45 weeks	Material Fee	\$200.00
Tuition Fee	\$10,800.00	# of Instalments	Four
<b>Diploma of Leadership and Management (093530D)</b>			
Course Duration	46 weeks	Material Fee	\$200.00
Tuition Fee	\$10,800.00	# of Instalments	Four
<b>Other Charges</b>			
Additional Statement of Attainment:			\$50.00
RPL Assessment Application Fee (only available prior to the start date)			\$250.00
RPL Assessment Fee per unit			\$750.00
Replacement Diploma/Certificate/Statement of Attainment			\$50.00
Re-assessment /late submission >7days - per unit of Competency			\$50.00
Repeating an entire subject per subject			\$350.00
Changing course pathways			\$200.00
Withdrawal Fee			\$350.00

### Timetable – VET Programs

<b>Day Session</b>	
Certificate IV	08:30 - 17:00 Monday, Tuesday, 09:00 -13:00 Friday
Diploma	08:30 - 17:00 Wednesday, Thursday, 09:00 -13:00 Friday
<b>Evening Session (All Courses)</b>	
	17:00 - 21:00 Monday to Friday
<b>Weekend Session (Leadership and Management, Marketing and Communication)</b>	
Shift A	08:30 - 12:45 Friday, 08:30 to 17:00 Saturday & Sunday
Shift B	12:45 - 17:00 Friday, 08:30 to 17:00 Saturday & Sunday

### Accommodation & Pickup Service /Fees

<b>Homestay *Minimum Stay: 4 weeks</b>	
Placement Fee	\$250
Single Room (Meals included)	\$285 /week
Twin Room (Meals included)	\$250 /week
Airport Transfer for Homestay	\$71.5 / One Way
<b>Shared Accommodation *Minimum Stay: 4 weeks</b>	
Placement Fee	\$150
Single Room	\$250 /week
Double Room	\$190/week
Airport Transfer for Shared Accommodation * Public Holiday \$119	\$49/ One Way
As at 20/12/2016- Prices subject to change without notice	

### Overseas Student Health Cover 2017 (Effective 1 January 2017/AUD)

Months	Single Cover	Dual Cover	Family Cover
18	852	4,508	8,663
19	901	4,751	9,227
20	950	4,994	9,791
21	999	5,237	10,354
22	1,048	5,408	10,918

23	1,097	5,723	11,482
24	1,146	5,966	12,046
25	1,193	6,223	12,671

Please refer to the Website <https://www.oshcallianzassistance.com.au/> for more information.

\*\*\* Please note that fees & charges may change without notice. \*\*\*

### Typical enrolment example:

Brian Mendoza enrolls for the Certificate IV in Accounting (091258J) program for 45 weeks with CTIC.

Her total fees charged by CTIC are calculated as:

Application Enrolment Fee	\$300.00
Course Fees - Tuition	\$6,860.00
Course Fees - Non Tuition (Int/CAL/Ins)	\$2,940.00
OHSC -12months (Single)	\$559.00
<b>Total</b>	<b>\$10,659.00</b>

Note: These prices are subject to change without prior notice.

Candidates are hereby informed that for each course they are enrolled in, they are limited to pay a maximum of 50% of the total course tuition fees prior to study commencement (unless the course is 24 weeks or less in which case full payment can be accepted).

### Payment Method

Bank Transfer	International Money Order / Electronic Transfer	Cheque/Cash Deposit
Bank	Bendigo Bank	Commonwealth Bank
Account Name	Cass Training Pty Ltd	
SWIFT Code	BENDAU3B	
Branch No.	633 000	062 521
Account No.	128893062	10275997
Credit Card Payment	Please request a form - a surcharge of 2% will apply *4% on Amex	

## Student Application Declaration/Acceptance

I am aware of the extent of the tuition and living costs associated with studying in the Course Program and I am prepared to meet these costs.

I have read, understood and agree to abide by the conditions of enrolment.

I have read my responsibilities regarding health cover and visas.

I understand that my personal information, including my personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of my student visa condition may be shared between Cass Training International College and the Australian Government and designated authorities.

I agree to have my photograph used by Cass Training International College for promotional purposes and I understand I can withdraw this consent at any time.

I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment.

I recognise that it is my responsibility to provide all necessary documentation to support this application.

I authorise Cass Training International College to obtain further information where necessary.

If I am admitted to the Course, I agree to abide by this application and other rules and conditions of the program.

I understand that I am obliged to notify Cass Training International College of any change of address and contact details while I am enrolled in the Course.





I hereby acknowledge that I have enrolled in the following Course(s).

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CRICOS Code      Course      Start Date

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CRICOS Code      Course      Start Date

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CRICOS Code      Course      Start Date

**PLEASE NOTE**

Tuition Fees are payable in advance and should be paid no later than the due date. Please note that late payment of fees will incur a penalty (late fee) of \$110.00 per week. This late fee will be repeated each week that the tuition fees continue to be outstanding. Students electing to pay in instalments should clearly understand that if the payment is not made by the due date, the amount must be paid in full.

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**Student Signature (Above the line)**

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**Student Name                                  Date (Above the line)**



**CTIC Officer Signature:** \_\_\_\_\_

**CTIC Officer Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_