

## CTIC COMMERCE APPLICATION FORM 2023

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

*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.*

### PERSONAL DETAILS \*please read enrolment conditions

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other				
Family Name					
Given Name					
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other _____	DOB (DD/MM/YY)			
Country of Birth			Nationality		
Passport Number			USI Number		

### VISA DETAILS

Under which visa type do you intend to study at Cass Training International College?  
 Student  
 Working Holidays  
 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  
 Working Holidays  
 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, eg. non-completion of courses, non-attendance, non-course progress or visa refusal?  Yes    No  
 If "Yes" please specify \_\_\_\_\_

### STUDENT CONTACT DETAILS

Address in Australia			
Phone Number			
Home Country Address			
Email			

### OVERSEAS CONTACT DETAILS

Emergency Contact Name			
Relationship			
Phone Number		Email	

### AGENT DETAILS \*please fill out this section if you have an agent

Do you have an Agent?  Yes    No

Agency Name		Contact Name	
Agent Phone Number		Agent Email Address	

Do you authorise the above agent to receive information applicable to your application and studies at CTIC?  Yes    No

### ENGLISH PROFICIENCY

Is English your first language?  Yes    No

Have you taken a recognised English language test?  Yes    No

Name of English Test	Result	
Date Undertaken		

CURRENT STUDY (Onshore applications)			
Are you currently studying in Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of the Institution			
Course Name			
Start Date		Finish Date	
Are you transferring from another College? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide a release letter or deferred COEs.</i>			
COURSE ENROLMENT DETAILS			
Please indicate the CTIC Commerce course you wish to study and your preferred session and starting date. Please Refer to <a href="http://ctic.com.au/ctic-commerce-courses/">http://ctic.com.au/ctic-commerce-courses/</a>			
Course 1			
Course Name and Course Code		Start Date	Preferred Session
Course 2			
Course Name and Course Code		Start Date	Preferred Session
Course 3			
Course Name and Course Code		Start Date	Preferred Session
Course 4			
Course Name and Course Code		Start Date	Preferred Session
PURPOSE OF STUDY			
Please attach a Purpose of Study giving reasons for undertaking your selected course at CTIC Commerce. Please include each of the following points			
1. How did you select CTIC Commerce from all the other institutions to do the selected courses?			
2. How will the CTIC course selected help to develop your career goals?			
3. If you already hold a qualification in the same or similar area of study how will the selected course help?			
4. Details of your employment or study prior to your application to CTIC.			
RECOGNITION OF PRIOR LEARNING (RPL)			
If you have previous relevant qualifications and experience, you may apply for Recognition of Prior Learning of Current competencies. Are you applying for RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If 'yes', please attach relevant documents.</i>			
FURTHER STUDIES IN AUSTRALIA			
Are you planning further studies in Australia after you finish your course? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If 'yes', please provide follows:</i>			
Name of the institute			
Course			
Start date		Finish date	
ADDITIONAL SERVICES			
Do you suffer from any medical /physical condition which CTIC should be advised? <i>If 'yes', please specify _____</i>			Y / N
Will you require any assistance within the learning environment as a result of this condition? <i>If 'yes', please specify _____</i>			Y / N
Do you require Overseas Student Health Cover?			Y / N
Type	Single / Dual / Family	Duration	

## CTIC TERMS AND CONDITIONS OF THE ENROLMENT

### English Entry Requirements

Students are required to provide evidence of having achieved an IELTS score of 5.5 or equivalent for direct entry into a VET course. For packaged course of ELICOS and VET the student is required to have achieved an IELTS score of at least 4.5 or equivalent.

### Arrival and Orientation

Students must attend **Orientation at 2:00pm** on the Friday before the start date of their course. Students must bring their passport to the Orientation. If a student needs to change the start date of the course, please contact the College via e-mail [admissions@casstraining.com.au](mailto:admissions@casstraining.com.au)

### Recognition of Prior Learning (RPL) Process

RPL allows a student to receive exemptions for the knowledge and skills they attained or who have had extensive work experience in some aspects. International students should apply for RPL prior to the enrolment.

### Course Progress

Student visa holders must academically progress throughout their period of enrolment. When a student does not meet the course progress requirements they may be reported to Department of Home Affairs via PRISMS as required under section 19 of the ESOS Act 2000 and this may result in their visa being cancelled.

### Attendance and weekly Course Hours

CTIC has implemented Course Progress Policy. However the attendance will be monitored to ensure students can achieve satisfactory course progress during their studies. Students should attend weekly 20 contact hours.

### Complaints and Appeals Processes

CTIC has procedures and processes in place for prompt and fair hearing and resolving student complaints and/or appeals. These procedures do not remove the right for the student to pursue outside legal remedies if deemed appropriate.

### Age

CTIC offers enrolment in courses to students over the age of 18 years

### Refund Policy

This policy and associated procedures meet the requirements of Clauses 5.3 and 7.3 and Schedule 6 of the Standards for RTOs 2015 and Standards 2 and 3 of the National Code of Practice for Providers of Education and Training and Overseas Students 2018, as well as the ESOS Act 2000 and the ESOS (Calculation of Refund) Specification 2014.

This policy is available at the Download Centre on [www.ctic.com.au](http://www.ctic.com.au).

## DECLARATION

I understand that any misleading information that I have provided on this form and to the CTIC may result in the termination of this application and future enrolment and agreements with CTIC.

Furthermore, I permit CTIC to apply for an USI on my behalf if I do not have one.

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Student Signature

Date (DD/MM/YY)