



## HIGHER EDUCATION STUDENT APPLICATION FORM (International Student Only)

### PERSONAL DETAILS

Title \_\_\_\_\_ Family Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)  
 Nationality \_\_\_\_\_ Passport Number \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Current Address in Australia \_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
 Address in Home Country \_\_\_\_\_

### VISA /IMMIGRATION DETAILS

Are you currently holding an Australian visa?  Yes  No Visa Category number  Visa expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Do you intend to apply for a student visa?  Yes  No DIBP office for lodgement \_\_\_\_\_  
 Have you applied for a student or any other visa to Australia in the past?  Yes  No Was it granted?  Yes  No  
 If granted: why are you reapplying? \_\_\_\_\_  
 If refused: the reason for the refusal \_\_\_\_\_  
 Apart from Australia, have you applied for any student or other visa to US, UK, Canada or NZ?  Yes  No  
 Was it granted in all cases?  Yes  No If not, why not? \_\_\_\_\_  
 Have you ever been convicted of a crime or offence?  Yes  No

### Family Immigration details

Are you married?  Yes  No If yes, please provide date of marriage \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Is your spouse currently employed?  Yes  No Will your spouse leave his/her job and join you as a dependant?  Yes  No  
 Do you have any children? (List name and age/s) \_\_\_\_\_

### COURSE ENROLMENT DETAILS

Diploma of Business (Higher Education)  Bachelor of Business  Bachelor of Business (Professional Accounting)  
 Bachelor of Interactive Media  Graduate Certificate in Business  Graduate Diploma in Business  Master of Business  
 Graduate Certificate in Professional Accounting  Graduate Diploma in Professional Accounting  Master of Professional Accounting  
 Preferred Course Commencement Dates  March  July  November Year

### Advanced Standing/Credit Transfer

Are you seeking to apply for Advanced Standing/ Credit transfer for previous studies?  Yes  No  
*\*Applicant must attach completed Application form of Advanced Standing and detailed syllabus or curriculum for Advanced Standing/ Credit to be assessed. This must include courser content, assessment mode, contact hours, prescribes text, etc.*

### DISABILITY

Do you have a disability, impairment or long term medical condition which may affect your studies?  Yes  No  
 If yes, please provide details \_\_\_\_\_

### ENGLISH LANGUAGE PROFICIENCY

Is English your first language?  Yes  No If no, what is your first language? \_\_\_\_\_  
 Your English Level  Elementary  Pre-Intermediate  Intermediate  Upper Intermediate  Advanced  
 Have you taken a formal English test?  Yes  No Name of Test \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)  
 Score: Overall \_\_\_\_\_ Listening \_\_\_\_\_ Reading \_\_\_\_\_ Writing \_\_\_\_\_ Speaking \_\_\_\_\_

*\*Applicants must attach certified copies of English testing results.*

## PREVIOUS EDUCATION BACKGROUND AND QUALIFICATIONS

### Current Studies

Name of qualification \_\_\_\_\_ Name of Institute \_\_\_\_\_ Country \_\_\_\_\_

Date Completed \_\_\_\_/\_\_\_\_/\_\_\_\_

Will you complete any studies prior to the commencement of your proposed WIN program?  Yes  No

### Completed Higher Education

High School  College  University  Other

Name of qualification \_\_\_\_\_ Name of Institution \_\_\_\_\_ Country \_\_\_\_\_

Date of Completion \_\_\_\_/\_\_\_\_/\_\_\_\_

*\*Applicants must attach certified copies of all relevant academic certificates and transcripts. Certified copies must be stamped and signed by a JP or an approved WIN education agent, and the certifier's stamp must include the certifier's printed name, title/position, signature and date of notary. All documents not in English must be translated into English by an approved translator.*

## WORK EXPERIENCE

List details of your previous work experiences (Please attach all work reference letters)

Employer's Name	Position and type of work	Duration

*\*Applicants must attach certified copies of all relevant work references.*

## DETAILS OF FUND ( Apply for New Student Visa Only)

Expenses	Per Person (complete as appropriate)	Amount Required in AUD\$	Number of family members/ children	Funds required in AUD\$	I confirm that I have access to these funds (✓)
Travel	Yourself	Return air fare to Australia AUD\$2,000			
	Family members	One return air fare to Australia for each additional family member AUD\$2,000	X		
Tuition	Yourself	First year tuition fee			
	Children	AUD \$8,000 per year / per child	X		
Living	Yourself	AUD 19,830 per year			
	Partner	AUD 6,940 per year			
	Each child	AUD 2,970 per year	X		
Overseas Student Health Cover (OSHC)	Visa length cover as listed on offer letter				
<b>Total Fund</b>					

If you will be funding your studies by a combination of sources, please check all relevant boxes.

Private Sponsor (e.g. family member) You must complete Section A below

Bank Loan You must complete Section B below

### A. PRIVATE SPONSOR

#### Sponsor details

Family Name \_\_\_\_\_ First Name(s) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_(dd/mm/yyyy)

Citizenship \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Name of Employer \_\_\_\_\_ Telephone Number of Employer \_\_\_\_\_

Position Held \_\_\_\_\_ Name of Manager/Supervisor \_\_\_\_\_ Email of Manager/Supervisor \_\_\_\_\_

OR

Self-Employed

Name of Business \_\_\_\_\_ Type of Business \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address of Business \_\_\_\_\_

Name of Referee from Accounts or Finance Section \_\_\_\_\_ Email of Referee \_\_\_\_\_

Telephone Number of Referee \_\_\_\_\_

\* Sponsor must sign the following declaration.

**Sponsor Declaration**

I, \_\_\_\_\_, declare that I have the financial means to provide support for \_\_\_\_\_ (Name of Student) for the duration of his/ her studies in Australia, at a level of no less than the cost of the tuition fee for the course and living expenses while in Australia.

I understand that the course tuition fees for the program/s he/she is undertaking is for one or more required programs (e.g. for package offers such as English + academic courses).

I understand that the living expenses will not be less than approximately AUD22,000 per year for students living in Australia and studying in Sydney,

I have not imposed any requirement on the student I am sponsoring to repay this loan while she or he is still in Australia.

I further understand that the student cannot rely on the proceeds of paid employment in Australia to reduce the amount for which I am required to sponsor him or her.

I agree to inform the Institute and the student of any changes in my circumstances which may impact on my ability to maintain the level of financial support I have agreed to.

I understand that the Institute or its agent may contact anyone nominated above as my employer, supervisor, manager or referee to verify the details provided.

Sponsor's Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)

Witness signature \_\_\_\_\_ Witness name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)

**B. BANK LOAN**

Name of Bank \_\_\_\_\_ Bank Address \_\_\_\_\_

Name of Bank Manager \_\_\_\_\_ Telephone Number of Bank Manager \_\_\_\_\_

Total Amount of Loan \_\_\_\_\_

Date of Disbursal of Loan into your Bank Account \_\_\_\_\_

- Expiry Date (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount AUD \_\_\_\_\_

Is this the full amount?  Yes  No (If you answered No, complete additional payment dates below)

- Expiry Date (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount AUD \_\_\_\_\_

- Expiry Date (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount AUD \_\_\_\_\_

**Declaration, Terms and Conditions**

I declare that the information supplied by me in this form and relevant attachments is true and correct. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia. I declare that the signature on this form is my signature, and has not been signed on my behalf by another person, including my agent or sponsor. I agree to inform the Institute immediately if there are any changes to the information that I have given in this application, or any change or likely change to my ability to remain financially bona fide. I understand that the Institute may obtain official records and may contact any person, institution or organisation I have named in this form. I authorise any person, institution or organisation named on this document provided as evidence of my ability to pay for all my Institute and living costs and for any dependants accompanying me. I authorise any educational provider or employer or any other names in the application, to release to the Institute any personal information which they may hold about me for the purpose of verification of my supporting documentation. I declare that I have access, directly or through my sponsor, to the funds required to study at the Institute for the duration of my program; and that these funds include tuition fees and living expenses for myself and any of the dependants I have declared on this form. I understand that the Institute may refuse to issue a COE if a positive financial assessment is not made to the Institute or its agent. I understand that the Institute may vary or terminate its offer of a place at WIN or any subsequent agreement regarding study at WIN if any of the information provided by me is shown to be incorrect.

WIN collects personal information to assist the Institute in providing tertiary education and ancillary services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and the National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a WIN approved agent, partner, or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

#### **OVERSEAS STUDENTS HEALTH COVER (OSHC)**

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You are required by law to have Overseas Student Health Cover (OSHC) to cover your visa duration.

Do you require our assistance? Yes No

#### **APPLICATION FEE**

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Application Fee: \$250 (non-refundable)

#### **PRIVACY STATEMENT**

Your right to privacy is respected by WIN. All personal information that you provide will be treated as confidential. You may request access to your student file if you feel some of the information may be incorrect, incomplete, inaccurate or out of date and requires correction. Requests for access to your personal file should be lodged with the Registrar. Your personal information will only be disclosed to a third party if you request us to do so in writing or when required by law. In such a case only the minimum amount of information requested will be released. Your personal details are confidential except if information is requested from any Commonwealth or State agency. WIN as a higher education provider, is obligated to inform the appropriate government departments about changes made to a student's contact information.

In enrolling at WIN, you understand that your information will be shared with those who are directly involved in your enrolment, attendance, progress and the WIN Academic Board.

#### **STUDENT DECLARATION (FOR INTERNATIONAL STUDENTS ONLY)**

- I am aware of the tuition and living costs associated with studying the course and I am prepared to meet these costs. I have read and understood my responsibilities regarding the Overseas Student Health Cover and my student visa requirements.
- I will be bound by the rules and procedures of WIN, and to pay the prescribed tuition fees for which I am liable. I am aware that failure to pay the fees could lead to suspension from the course and the cancellation of my student visa.
- I understand that my personal information may be shared with the Australian Government and designated authorities. This information may include personal and contact details, course enrolment details and changes and circumstances of any suspected breach of student visa conditions.
- I understand that if my academic performance is not satisfactory and does not improve after being warned, the Institute is required to inform the appropriate government departments and my visa may be cancelled.
- I accept that as an international student, I am only allowed to defer commencement or suspend my studies for medical reasons (in which case a doctor's certificate will be required) or for exceptional compassionate circumstances.
- I understand that I am obliged to notify WIN within seven days of any change of address or contact details while I am enrolled in the course.
- I understand that because WIN is under Simplified Student Visa Framework (SSVF) arrangements, I will be assessed as a Genuine Student/Genuine Temporary Entrant. My reasons for studying a Higher Education course at WIN in Sydney will be genuine and truthful. I understand that if I provide false and misleading information my visa may be cancelled.
- I agree to receive electronic communications from WIN.
- I have read, understood and agree to abide by the conditions of the agreement outlined above and acknowledge and understand WIN's Refund Policy.
- I understand that if I provide incorrect or incomplete information, this may result in the cancellation of my enrolment.

Student's signature

Date \_\_\_\_/\_\_\_\_/\_\_\_\_(dd/mm/yyyy)

## **SUBMISSION OF APPLICATION**

To apply, submit following documentation to: info@win.edu.au:

- Completed, signed and dated *Application Form*
- Certified passport and visa copy
- Certified English proficiency and academic documentation
- Other certified documents related to this application
- 500 Words *Statement of Purpose* (if necessary)
- *Skype Interview* (if necessary)

If your application is successful, we will send you a Conditional/ Full Letter of Offer.

After receiving a letter of offer to secure a place in the course, you may be requested to provide additional documents for Certificate of Enrolment (CoE) purpose.

## **TUITION FEE**

Bachelor course fees are calculated at \$2750 per subject. Students must complete a total of 24 subjects for a Bachelor Course and 8 subjects for the Diploma of Business. One semester is usually has 4subjects.

Fee per semester	\$11,000
Fee per year	\$22,000
Total course fee	\$66,000 (Bachelor Course)
	\$22,000 (Diploma of Business)

Master course fees are calculated at \$3125 per subject. Students must complete a total of 16 subjects for a Master Course and 8 subjects for the Graduate Diploma Course and 4 subjects for the Graduate Certificate Course . One semester is usually has 4 subjects.

Fee per semester	\$12,500
Fee per year	\$25,000
Total course fee	\$50,000 (Master Course)
	\$25,000 (Graduate Diploma Course)
	\$12,500 (Graduate Certificate Course)

Note that the fees quoted may vary from time to time.

## **MATERIALS FEE**

All Courses have a material fee of \$200 per semester.

## **PAYMENT DETAILS**

- Payment by semester is due on or before each semester starts.
- Payment of fees may be made by direct bank deposit, online transfer, mail, in person at Wentworth Institute or credit card (Visa or MasterCard \* 2% surcharge).

**Full payment information is provided in the Letter of Offer.**

- Signed and dated *Acceptance of Offer*, return to WIN
- Minimum payment as outlined in *Letter of Offer*
- Documents required satisfying any condition that may be attached to the *Letter of Offer*

Students who do not meet the English entry requirement for their chosen course can enrol in General English or English for Academic Purposes at Wentworth Institute. Please contact us for more information.

## **STUDENT VISAS**

For information about student visas, please go to the Australian Government (DIBP) website [www.immi.gov.au](http://www.immi.gov.au)

**LIVING COSTS**

You should budget for a minimum of \$22,000 per year for living and travel expenses (not including tuition).

This is the amount recommended by DIBP to cover basic accommodation, food and transport needs.

**FOR INTERNATIONAL STUDENTS ONLY**

It is the student's responsibility to inform WIN immediately of any changes to their address and/or contact information. WIN will not be responsible for information not received by the student due to the students' failure to comply with this mandated government requirement (National Code 2007).

**AGENCY DETAILS**

Agency Name \_\_\_\_\_ Consultant \_\_\_\_\_ Branch Address \_\_\_\_\_

**Agent Stamp**

**Representative Declaration**

As a participant in the new Simplified Student Visa Framework (SSVF) arrangements, I have verified all other relevant supporting documentation and assessed the Applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Immigration and Border Protection (DIBP). The Applicant is genuine in making this application and has every intention of completing all courses listed in the application.

I declare that the information supplied by me to WIN for this application and the relevant attachments are true and correct.

I am satisfied that the Applicant has genuine access to the total funds required while in Australia to cover all tuition, living expense, travel, OSHC, associated study costs for themselves and any spouse/dependent(s).

I confirm I have met with this applicant and have interviewed them to confirm this information, including making any external checks as necessary to verify the information provided.

I understand that the WIN may vary or terminate any subsequent offer of a place, or any subsequent Agent's agreements in place, regarding study at WIN if information provided by me is shown to be incorrect.

Please complete checklist for Full and completed Application

- Completed, signed and dated Application Form
- Certified passport and visa copy (*if applicable*)
- Certified English proficiency and academic documentation
- Minimum funds in bank or education loan (*if applicable*)
- Family annually income (*if applicable*)
- Relationship certificate (*if applicable*)
- 500 Words *Statement of Purpose* (*if necessary*)
- Skype interview* (*if necessary*)

*Additional documents required for Country level 2 and 3*

- Tax clearance letter (government issue),
- Sponsorship letter
- 12-18 months funds history (no business account acceptable; no large sudden deposit before submission of the application, including any sale of land)

Signed by Education Representative \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)