

International Student Application for Enrolment

NATIONAL CODE STANDARD 2

Student Details	
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Other:	Student ID Number:
Family Name:	Given Name/s:
Preferred Name:	
Date of birth:	Are you under 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO
First Language:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Disability: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide details:	
Unique Student Identifier (USI) Number: NOTE: Students who hold an Australian visa must provide a USI Number. Apply online www.usi.gov.au	<input type="checkbox"/> I have not applied for USI number. Provide a reason:

Contact Details		
Home country contact details (note if parent / legal guardian)		
Address:		
Suburb:	Postcode:	Country:
Telephone:	Mobile:	
Email:		
Australian contact details (note if parent / legal guardian)		
Address:		
Suburb:	Postcode:	
Telephone:	Mobile:	
Email:		
Emergency Contact: (note if parent / legal guardian)		
Next of Kin:	Full name:	
Phone:	Email:	
NOTE: Students MUST advise Charlton Brown of any change to their phone, address, email or emergency contact within 7 days of the change.		

ABOUT OUR ORGANISATION

Charlton Brown is a leading Australian Registered Training Organisation delivering qualifications in childcare, community services, disability support & aged care, helping create individuals that help improve community and health outcomes.

-  +61 7 3216 0288
-  info@charltonbrown.com.au
-  charltonbrown.com.au
-  [@charltonbrownaustralia](https://www.instagram.com/charltonbrownaustralia)
-  RTO 2508 CRICOS 03822D

- BSB30415 Certificate III in Business Administration CRICOS Course Code 0101947
- BSB40215 Certificate IV in Business CRICOS Course Code 0101941
- BSB50215 Diploma of Business CRICOS Course Code 0101948
- FSK10219 Certificate I in Skills for Vocational Pathways CRICOS Course Code 0101942
- FSK20119 Certificate II in Skills for Work and Vocational Pathways CRICOS Course Code 0101944
- BSB80515 Graduate Certificate in Management (Learning) CRICOS Course Code 0101945
- BSB80615 Graduate Diploma in Management (Learning) CRICOS Course Code 0101946
- PSP50916 Diploma of Interpreting (LOTE-English) CRICOS Course Code 0102129
- PSP60816 Advanced Diploma of Translating CRICOS Course Code 0102128
- 10849NAT Diploma of Applied Blockchain CRICOS Course Code 0102131
- 10747NAT Advanced Diploma of Applied Blockchain CRICOS Course Code 0102130
- General English CRICOS Course Code 0102132

Date /s you wish to commence studies with Charlton Brown: / / (DD/MM/YY)

NOTE: A non-refundable application fee of AUD\$200 must be paid on lodgement of this application for enrolment.

How Did You First Learn About Charlton Brown?

You may tick more than one box.

- Agent recommendation**
- Newspaper/magazine**

- Recommended by a friend/relative**
- Internet**
- Other:**

To be completed if you are already studying or have completed a previous course in Australia

Are you currently enrolled with another CRICOS Provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, have you been released from that provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require a Letter of Offer to be released from your current provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Why are you leaving your current course/provider?		
Do you owe fees to any previous provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide details:		
Did you abide by the conditions of your student visa with any previous provider including attend classes and progress in your course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, provide details:		
Have you had your previous course cancelled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide details:		
When did you complete your last course in Australia? (Attach evidence e.g.: Certificate of completion)		

Note: Charlton Brown will not enrol a student wishing to transfer from another institution unless the

student can provide evidence they have completed 6 calendar months of their principal course or the previous provider has released the student in PRISMS.

STUDENT DECLARATION AND SIGNATURE

I understand that by signing this application form, I may be sent a Formal Letter/s of Offer/Written Agreement Contract from Charlton Brown.

- ✓ I authorise Charlton Brown to contact me by SMS, Email or phone.
- ✓ I authorise Charlton Brown to verify any information I have provided on this form.
- ✓ I give Charlton Brown permission to obtain official records / confirm details from a previous educational institution attended by me.
- ✓ I have read and understood all of the information on this form.
- ✓ I am aware of my obligation to advise of any changes to my contact details within 7 days including a change to my next of kin / emergency contact / phone number /address or email
- ✓ I am aware of my obligation to pay outstanding fees and I understand non-payment of fees can lead to cancellation of my course enrolment by Charlton Brown.
- ✓ I am aware I must abide by visa conditions throughout my enrolment period in Australia including maintaining attendance and course progress as per the College policies and procedures.
- ✓ I understand my application fee (AUD\$200) payable with the lodgement of this form is non-refundable.
- ✓ I understand living costs in Australia may be higher than my home country.
- ✓ I understand Tuition and Non-Tuition fees may change during my course.
- ✓ I have been provided with pre-enrolment information including the Charlton Brown International Student Handbook & marketing information containing: entry requirements for the course including English language, academic requirements, work experience and course credit/RPL applicable; any required work based training, course content, duration & holiday breaks, qualification/s on completion, modes of study and assessment methods; Charlton Brown campus locations, a general description of facilities, equipment, learning and library resources; details of any arrangements Charlton Brown has with any other organisations to provide the course; course related fees (Tuition and Non Tuition); the College Refund, Complaints and Appeals; Deferment, Suspension and Cancellation Policies; A description of the ESOS Framework including the ESOS Act 2000 (as amended) and the National Code 2018; costs of living in Australia, Accommodation options, and obligations of schooling for any school aged dependents I may have.
- ✓ I acknowledge and agree that Charlton Brown may share personal information with The Australian Government and designated authorities and, if relevant, the Australian Skills Quality Authority (ASQA), the Tuition Protection Service (where applicable) and their authorised auditors.
- ✓ I acknowledge and agree that Charlton Brown may advise the Department of Home Affairs (DHA) and my agent about personal information, changes in my enrolment and any breach of my student visa conditions.
- ✓ I am aware I can obtain additional copies of the International Student Handbook, Policies, Procedures and Marketing Information from the Charlton Brown website: <https://www.charltonbrown.com.au/>

Applicant's Name:

Applicant's Signature:

Date: / / (DD/MM/YY)

NOTE: If under 18 years old this must be signed and agreed by parent/legal guardian as defined by DHA.

Parent/Legal Guardian/s Name:

Parent/Legal Guardian/s Signature:

Education Agent Name:

Education Agent Stamp:

NOTE: Throughout this document 'your' is referring to the student and 'their' being 'your child'; if you are the parent/legal guardian of the child.

'Student' for signing & legal purposes, refers to student/parent/legal guardian if they are under 18 years old.

Documents Provided

- Copy Passport
- Certified copies of Previous Qualifications
- Evidence of English Language level
- Copy of current visa (if you have a visa)
- Evidence of current OSHC
- Release evidence (If applicable)
- Evidence of legal Parent/Legal Guardian if student is under 18 (Certified and translated as applicable)

OFFICE USE ONLY:

Application received by:

Name:

Title:

Date:

Application assessed by:

Name:

Title:

Date:

NOTE: Attach completed *International Student Enrolment Assessment Form*

LETTER OF OFFER: APPROVED NOT APPROVED