

Royce College

Mezzanine, 56-58 York
Street, Sydney, 2000

+61 424 418 929

roycecollege.net

ABN 95 665 860 784

RTO Provider No. TBA

CRICOS Provider No. TBA



v23.1

International Students – Application for Enrolment

Applicant Details

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Other	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate
Surname		Given Name	
Middle Name (if applicable)			
Date of Birth		USI Number*	
Country of Birth		Nationality	
Passport No		Expiry Date	
Residential Address			
Contact Number		Email Address	

*Unique Student Identifier Number can be obtained from <https://www.usi.gov.au/>

Emergency Contact Details

Contact Name		Relationship	
Contact Number		Email Address	
Address			

Education Agent Details

Company Name		Counsellor Name	
Phone Number		Email Address	

Visa Details

Are you currently in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which visa are you currently holding if in Australia?	<input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working Holiday <input type="checkbox"/> Other: _____
Are you lodging your visa application in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify: _____
Has your visa been cancelled / refused before?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: _____
Visa Expiry Date	DD/MM/YY
Number of Dependents	

Overseas Student Health Cover

Do you want ROYCE COLLEGE to arrange your Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duration	<input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 18 months <input type="checkbox"/> 24 months <input type="checkbox"/> 30 months
Cover Option	<input type="checkbox"/> Single <input type="checkbox"/> Family

Note: fees are subject to change by OSHC provider without any prior notice

Course Selection

Enrolment Option	<input type="checkbox"/> Individual course <input type="checkbox"/> Packaged courses
INDIVIDUAL COURSES	
Choose course option	<input type="checkbox"/> BSB50420 Diploma of Leadership and Management (52 weeks) – CRICOS Course Code: TBA <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management (78 weeks) – CRICOS Course Code: TBA
Preferred Starting Date	2024 <input type="checkbox"/> 8 Jan <input type="checkbox"/> 8 Apr <input type="checkbox"/> 8 Jul <input type="checkbox"/> 7 Oct

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	2025 <input type="checkbox"/> 6 Jan <input type="checkbox"/> 7 Apr <input type="checkbox"/> 7 Jul <input type="checkbox"/> 6 Oct
Note: Course duration can be different per each applicant's previous qualification	

LANGUAGE PROFICIENCY

Was English the medium of instruction in your previous secondary or tertiary studies?		<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your first language?		
Have you taken a recognised English language test in the past two years (eg. IELTS, TOEFL, PTE)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes,	Name of Test _____ Score _____ Date of test (DD/MM/YYYY) _____	
If no,	<input type="checkbox"/> I will take an IELTS/TOEFL/PTE English test and submit the results soon.	

EDUCATION

What is your highest qualification/level of study?			
Name of Institution			
Country		Completion Year	
In which year did you complete Year 12/Senior High School			
Are you currently studying in Australia?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Institution			
Name of course			
Do you plan to complete the current study before commencing your course with Royce College?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected completion date			

RECOGNITION OF PRIOR LEARNING (RPL)

Are You applying for RPL?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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EMPLOYMENT STATUS

Which best describes your current employment status?				
<input type="checkbox"/> Full-time employee		<input type="checkbox"/> Part-time employee		
<input type="checkbox"/> Self-employed-not employing others		<input type="checkbox"/> Employer		
<input type="checkbox"/> Employed-unpaid worker in a family business		<input type="checkbox"/> Unemployed-seeking full-time work		
<input type="checkbox"/> Unemployed-seeking part-time work		<input type="checkbox"/> Not employed-not seeking employment		
Employer	Occupation	Start Date	Finish Date	Duties

ADDITIONAL INFORMATION

Briefly describe why you are interested in undertaking this course	
Have you read about the requirements for completing this course in the International Student Handbook?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Which of the following forms the basis for your belief that you are capable of completing this course?	
<input type="checkbox"/> My English language proficiency is appropriate for the course.	
<input type="checkbox"/> I have a passionate interest in the subject.	
<input type="checkbox"/> I have qualifications or experience appropriate for the course.	

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How did you hear about us?	
<input type="checkbox"/> Internet	<input type="checkbox"/> Agent
<input type="checkbox"/> Friend	<input type="checkbox"/> Social Media
<input type="checkbox"/> Search Engine	<input type="checkbox"/> Press & Print media
Do you consider yourself to have a disability, impairment, long-term condition OR feel there may be something that will impact on your ability to complete your chosen course?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please specify	
Do you require additional assistance during the course?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your religion? ((to assist in the event of a critical incident))	

PAYMENT DETAILS Bank account details for payment of fees to Royce College

Bank	Commonwealth Bank of Australia
Account Name	CNZ PTY LTD
BSB	062 256
Account Number	1144 2905
Tuition fees must otherwise be paid in the form of a bank draft or bank cheque made payable to "CNZ Pty Ltd" only. Royce College is not responsible for any tuition fee paid to a third party's bank account. All payments must be made to an authorised education agent or directly to our bank account.	

ENROLMENT TERMS & CONDITIONS

[Refund Policy](#)

Policy – Student Default

Any student wanting to request a refund for whatever reason must do in writing and within 14 days of the incident taking place. Application for a refund must be made in writing and addressed to the PEO, clearly stating the reason for the refund. Refund items are listed in the following table:

Enrolment/application Fee	Non-refundable
Material Fee	Refundable if withdraw before course commencement date. Non-refundable if withdraw after course commencement date.
Refund Process Fee (per application)	\$200.00
Withdrawal for Visa refusal and received by Royce College prior to course commencement date	Full refund of tuition fee
Withdrawal for Visa refusal and received by Royce College after course commencement date	No refund
Withdrawal of course more than 28 days prior to course commencement date	80% tuition fee refundable
Withdrawal of course less than 28 days prior to course commencement date	50% tuition fee refundable
Withdrawal of course after course commencement date	No refund
Visa cancellation due to student's actions	No refund
Enrolment terminated due to student's actions and breach of Royce College's policies and procedures	No refund
Doesn't commence (i.e. doesn't arrive; has not arranged with Royce College for a later start)	No refund
OSHC	Refer to the OSHC provider
Homestay placement/Airport pick-up	Refer to the Homestay Services Provider

If you fail to commence without notifying Royce College, no refund will be available except in special circumstances. "Special circumstances" under which a refund will be considered, and which are beyond the students control:

1. In the case of serious illness – verified by a medical certificate
2. Family or personal tragedy
3. Acts of God
4. Acts of Government authorities, for example where the student is prevented from commencing studies in the agreed course of study.

If a student withdraws from a course of study after commencing, for any reason no refund will be given, and the student will be held liable for any unpaid fees as a result of the withdrawal.

If required / or Royce College agrees to refund monies paid, it will do so within 4 weeks of receiving written application for refund. All refunds will be paid to the person who enters into the contract with Royce College (the Student) unless they provide written direction to the provider to pay the refund to someone else. Under no circumstance will the refund be paid to an education agent. All refunds will be paid in the currency in which the fees were paid.

Note: This agreement, and the availability of complaints and appeals processes, does not remove the right to take action under Australia's consumer protection laws. Royce College's dispute resolution processes do not circumscribe the student's rights to pursue other legal remedies.

Policy – Provider Default

In the unlikely event that Royce College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.

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Alternatively, you may be offered enrolment in an alternative course by Royce College at no extra cost to you.

You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

If Royce College is unable to provide a refund or place you in an alternative course our Tuition Protection Scheme (TPS) will place you in a suitable alternative course at no extra cost to you.

Finally, if the ESOS Assurance Fund Manager cannot place you in a suitable alternative course, you will be eligible for a refund as calculated by the Fund Manager.

Complaints and Appeals

Royce College has complaints and appeals policy and procedures in place to ensure our overseas students have the right to natural justice protected through access to professional, timely, inexpensive and documented complaints handling and appeals processes.

For detailed Complaints and Appeals Policy and Procedure, please refer to Royce College International Student Handbook. If you do not understand any part of the policy and procedure, please contact our staff for explanation.

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australia's consumer law if the Australian Consumer Law applies.

Privacy Notice

Royce College must collect and retain records of each student's personal information. This personal information will be kept confidential and maybe made available to Commonwealth and State Agencies. Under the Data Provision Requirements 2012, Royce College is required to disclose your personal information to NCVET. Upon signing this form, you acknowledge and give consent for Royce College to provide your personal information to a Government or legislative body, in accordance with the Privacy Act 1988.

Student's Obligations

Academic Progress

Student must maintain satisfactory academic progress at all times. All courses are scheduled 20 hours per week. Students are required to attend the 20 scheduled contact course hours per week and maintain satisfactory course progress each term.

Overseas Student Health Cover (OSHC)

Students must maintain OSHC for the full length of their visa.

Fees

Students must pay their fees on time, otherwise their enrolment will be cancelled and maybe result in visa related matters. Students are highly recommended to contact the Department of Home Affairs about their visa status.

Change of Address and Contact Details

While students in Australia and studying with Royce College, students must notify Royce College of his or her contact details including: current residential address, mobile number (if any) and email address (if any); who to contact in emergency situation; any changes to those details, within 7 days of the change.

Keep Records

Student is responsible for keeping a copy of the written agreement as supplied by Royce College, and receipts of any payments of tuition fees or non-tuition fees.

Overseas Student Transfer

National Code 2018 Standard 7 sets out that Registered Providers must not knowingly enroll an overseas student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course (or for the school sector, until after the first six months of the first registered school sector course), except in certain circumstances.

Royce College is entitled to determine the circumstance in which it will provide or refuse to provide a release to students. Where a student requests a transfer within the period of six months of commencement of their principal course, Royce College will assess the request for transfer against the policy.

Deferment, Suspension and Cancellation Policy

Students are required to complete their course within the agreed course duration. Royce College can only defer or temporarily suspend the enrolment of a student on the grounds of:

Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or Misbehavior by the student.

Students may also have their enrolment suspended due to misbehavior which can also be grounds for cancellation of studies. Students have the right to appeal a decision by Royce College to defer, suspend or cancel their studies and Royce College will not notify DET of a change to the enrolment status until the internal complaints and appeals process is completed.

This written agreement and Terms and Conditions, and the right to make complaints and seek appeals of decisions and action under various processes,

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DECLARATION

- ☐ I have read and accept the conditions of enrolment including the cancellation and refund policy of the Institute as stated above.
- ☐ I declare that the information contained in this form is true and correct in every detail.
- ☐ 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.
- ☐ I understand that I am obliged to notify Royce College within seven days of any change of address or contact details while I am enrolled in the course.
- ☐ I agree to receive electronic communications from Royce College. I consent to the collection, use and disclosure of my personal information in accordance with the National VET Data policy
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the National VET Data policy

Student Name		Date	
Student Signature			

Agent Name		Date	
Agent Signature			

OFFICE USE ONLY	
ACCEPTED BY Royce College	

Document Name: Application for Enrolment V1.0		
Approved By: Director of Royce College		
Version	Produced Date	Rationale
1.0	April 2023	First Edition