

APPLICATION FOR ADMISSION – INTERNATIONAL

Course

Please tick which course/s you wish to enrol in:	
<input type="checkbox"/> Certificate II in Community Services	<input type="checkbox"/> Certificate III in Children's Services
<input type="checkbox"/> Diploma of Children's Services (Early Childhood Education and Care)	<input type="checkbox"/> Advanced Diploma of Children's Services
<input type="checkbox"/> Certificate III in Aged Care	<input type="checkbox"/> Certificate IV in Aged Care
<input type="checkbox"/> Certificate III in Disability	<input type="checkbox"/> Certificate IV in Disability
<input type="checkbox"/> Certificate IV in Children's Services (Outside School Hours Care)	<input type="checkbox"/> Diploma of Children's Services (Outside School Hours Care)
<input type="checkbox"/> Diploma of Community Services Work	<input type="checkbox"/> Certificate III in Home and Community Care
Preferred Intake Date	
Agent (if applicable)	
Agent Contact Details (if applicable)	

Personal Details

Family Name			
First Name			
Date of Birth			
Country of Birth			
Gender (M/F)		Marital Status	
Nationality/Citizenship			
Preferred DIAC Office for VISA Application			
Would you like us to arrange your Overseas Student Health Cover (OSHC)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes - level?	Single <input type="checkbox"/> Married <input type="checkbox"/>
		Duration of cover	
What type of visa will you be applying for?	Student <input type="checkbox"/> Working/Holiday <input type="checkbox"/> OTV <input type="checkbox"/> Other _____		

Student Contact Details

Postal Address			
Country		Email	
Phone		Fax	

Next of Kin

Name		Relationship to Applicant	
Address			
Phone		Email	

Passport Details

Number	
Date of Issue	
Expiry Date	
Country of Issue	

How did you hear about CHARLTON BROWN?

Advertisement Name of Publication _____

Previous Student/Friend Name: _____

Careers Expo Internet Site: _____ Agent

Other _____

Enrolment Process

This form is available to complete electronically via www.charltonbrown.com.au.

If an agent wishes to lodge this on the student's behalf, CHARLTON BROWN® can arrange a log in for the agent to track the application.

- *Once the Application for Admission – International form is received and assessed by CHARLTON BROWN® you will be issued with a Conditional Offer of Enrolment and invoice for the course/s you have applied for*
- *The deposit figure listed on the Offer of Enrolment and the Overseas Student Health Cover are payable prior to the issuance of the Confirmation of Enrolment (eCOE) by CHARLTON BROWN®*
- *Payment for the remaining course fees is dependent on the qualification being undertaken. Course fees can be paid at the commencement of each semester. Please contact the college for further information on payments.*

INTERNATIONAL STUDENT ENROLMENT CHECKLIST

Please read the terms and conditions and enrolment procedures and complete the checklist below.

- Completed Application for Admission in full
- Read the Enrolment Procedures
- Read and agreed to the Terms and Conditions of enrolment
- Attached copy of current passport
- Attached copy of VISA (if VISA already issued)
- Attached copy of IELTS score or other proof of English proficiency
- Attached 1 passport sized photograph

Attach Photo

Declaration

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 and understood my responsibilities regarding health cover and visas.

I accept that CHARLTON BROWN® will determine the grades that I achieve in the Course Program.

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 the College and the Australian Government and designated authorities and the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.

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 CHARLTON BROWN® to obtain further information where necessary. If I am admitted to the Course Program, I agree to abide by this application and other rules and conditions of the program.

I understand that I am obliged to notify CHARLTON BROWN® of any change of address within 7 days while I am enrolled in the course.

I _____ declare that the information provided is true and correct. I agree to comply with the Terms and Conditions of Enrolment set by CHARLTON BROWN®.

Signed _____

Date _____

TERMS AND CONDITIONS OF ENROLMENT

ENTRY REQUIREMENTS

- Students must be over 18 years when applying for any course with CHARLTON BROWN®
- Students applying for Certificate level courses are required to have a minimum IELTS overall score of 5
- Students applying for Diploma level courses are required to have a minimum IELTS overall score of 5.5
- Other forms of English language testing are accepted (TOFEL or TOEIC) however must be equivalent to the IELTS scores
 - Intermediate = 5.0
 - Upper Intermediate = 5.5

PROGRAM

Courses offered by CHARLTON BROWN® are taught as a combination face-to-face and practical on-the-job experience. The minimum amount of study is 20 contact hours per week. Assessment is done through written assignments, in class activities and workshops as well as the practical on the job assessment. The course is delivered at our Brisbane CBD Campus. Facilities available include student computers, course resources plus student area where students can heat and keep lunches. The building is modern, bright and air conditioned.

OVERSEAS STUDENT HEALTH COVER (OSHC)

It is a requirement of being an International Student that you have Overseas Student Health Cover. CHARLTON BROWN® has an arrangement with Australian Health Management (AHM). The cost of OSHC is additional to the tuition fee and will vary depending on the duration of your study in Australia as well as family arrangements. CHARLTON BROWN® will, on request, arrange your cover for you. This fee is payable prior to issuance of your confirmation of enrolment.

ACCOMMODATION

Should you require assistance with sourcing accommodation in Brisbane please contact CHARLTON BROWN® with as much notice as possible. There are several options available to you which we are happy to discuss.

STUDENT SUPPORT SERVICES

In accordance with Standard 6 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007, CHARLTON BROWN® supports students to adjust to study and life in Australia. CHARLTON BROWN® will also assist the student to achieve their learning goals and to achieve satisfactory progress towards meeting the learning outcomes of the course.

CHARLTON BROWN® has student social activities and relationships with other providers to allow international students to meet other students.

EMPLOYMENT

Student Visa holders are able to work up to 20 hours per week while studying. CHARLTON BROWN® has strong industry associations that are looking to employ our students. The Community Services industry in Australia is experiencing a Skills Shortage and qualified workers are in high demand.

ARTICULATION

CHARLTON BROWN® has articulation (credit) arrangements with the following universities:

- Griffith University
- USQ

For more information on these arrangements and what qualifications are available under these agreements please contact CHARLTON BROWN®.

PAYMENTS

Payments can be made by cheque or direct deposit into our bank. All cheques are to be made in Australian Dollars payable to: CHARLTON BROWN®. Bank transfers are payable to:

Account Name: Charlton Brown Overseas Student Trust Account
Account Number: 556530947
BSB Number: 084-929
Swift Code: NATAAU3303M
Bank Name: National Australia Bank
Branch: Strathpine, Australia

* Please provide your name as the reference

REFUND POLICY

CHARLTON BROWN refund policy is available online at:
http://www.charltonbrown.com.au/train_with_us/refund_policy.php

THE ESOS FRAMEWORK – PROVIDING QUALITY EDUCATION AND PROTECTING YOUR RIGHTS

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the *Education Services for Overseas Students Act (ESOS) 2000* and the National Code.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.deewr.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

- Your right to receive, before enrolling, current and accurate information about the courses, fees modes of study and other information from your provider and your provider's agent.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.
- Your right to know:
 - how to use your provider's student support services;
 - who the contact officer or officers are for overseas students;
 - if you can apply for course credit;
 - when your enrolment can be deferred, suspended or cancelled;
 - what your provider's requirements are for satisfactory progress in the courses you study;
 - if attendance will be monitored for those courses;
 - what will happen if you want to change providers; and
 - how to use your provider's complaints and appeals process.

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions;
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- meet the terms of the written agreement with your provider;
- inform your provider if you change your address;
- maintain satisfactory course progress;
- if attendance is recorded for your course, follow your provider's attendance policy.

Contact details

Who?	Why?	How?
CHARLTON BROWN (Mertise Pty Ltd)	For policies and procedures that affect you	Speak with CHARLTON BROWN Go www.charltonbrown.com.au
Department of Education, Employment and Workplace Relations (DEEWR)	For your ESOS rights and responsibilities	ESOS Helpline +61 2 6240 5069 Email: esosmailbox@deewr.gov.au
Department of Immigration and Citizenship (DIAC)	For visa matters	www.immi.gov.au Phone 131 881 in Australia Contact the DIAC office in your country.