



## A. Enrolment Application Process (International Students Only)

### STEP 1: Student Enrolment Applications

- 1.1 Read the Ozford brochure, course information, pre-enrolment information, entry requirements, terms and conditions of enrolment and refund policy (available at [www.ozford.edu.au](http://www.ozford.edu.au) / [www.ozfordhe.edu.au](http://www.ozfordhe.edu.au))
- 1.2 Choose an Ozford course that you wish to apply for (English / High School / Vocational / Higher Education)
- 1.3 Complete our ONLINE Application via <http://soeac.ozford.edu.au/student/apply> Ozford
- 1.4 For applicant under 18 years of age, the Parent/Guardian must complete the Confirmation of Appropriate Accommodation and Welfare Form (CAAW) submit together with the application.
- 1.5 Attach **certified/notarised supporting documentation** required in English with the application (please refer to “the application check list”)
- 1.6 Send all of the above documents to [info@ozford.edu.au](mailto:info@ozford.edu.au)

### STEP 2: Ozford will assess the application

- 2.1 Ozford may require student / parent to attend interview during application assessment period

### STEP 3: Ozford Course Offer

- 3.1 If your application is successful you will receive a written letter of offer

### STEP 4: Student Acceptance of Offer

- 4.1 To accept the offer, sign the student acceptance agreement, and initial each page. If the applicant is under 18 years of age, the parent/guardian must also sign and initial on the student acceptance agreement.
- 4.2 Submit any outstanding documents based on conditions on offer letter (if any)
- 4.3 Student may require to attend Skype Interview with Admissions prior to confirmation of enrolment
- 4.4 If homestay and airport pickup are required, please complete the *Homestay and Airport Reception Application Form*
- 4.5 Send all of the above documents to Ozford

### STEP 5: Student Making Payment According to Course Offer

- 5.1 More information on “Payment Options” will be provided with your letter of offer

### STEP 6: Ozford Issuing Confirmation of Enrolment Letter (eCoE)

- 6.1 Ozford will issue an electronic Confirmation of Enrolment (eCoE) to the student upon receiving a completed Ozford student acceptance agreement and tuition fee payment

### STEP 7: Student Visa Application

- 7.1 Please ensure that you include the eCoE(s) with your visa application
- 7.2 Please consult with your local education agent about any visa application matters or visit the Department of Immigration and Border Protection (DIBP) website for more details on visa application to Australia: <http://www.border.gov.au>

### STEP 8: Ozford Final Confirmation of Homestay and Airport Pickup

### STEP 9: Student Arrival for their course at Ozford

- 9.2 Attend orientation at Ozford - see website for orientation dates: <http://www.ozford.edu.au/services/orientation-details/>  
Please ensure that you bring the following documents to orientation: your **eCoE**, your letter of offer or evidence of payment, your passport and copy of your visa.

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All correspondence to:	T	+ 613 8863 7188	Oxford English Language Centre	Oxford College	Oxford College of Business	Oxford Institute of Higher Education
	F	+ 613 9662 9223	ABN 35 100 454 475	ABN 41 102 265 225	ABN 82 106 243 378	ABN 33 165 694 351
	E	<a href="mailto:info@ozford.edu.au">info@ozford.edu.au</a>	CRICOS Provider Code No. 02501G	Registered School No. 2016	RTO No. 21442	CRICOS Provider Code No. 03429B
	W	<a href="http://www.ozford.edu.au">www.ozford.edu.au</a>		CRICOS Provider Code No. 02427A	CRICOS Provider Code No. 02573B	



## B. Enrolment Application Checklist (International Students Only)

Attachment	Checklist
	A certified/notarised copy of the latest 2 years of academic report in English
	A certified/notarised copy of the latest 2 years of English proficiency result (if any)
	A certified/notarised copy of your employment documents (if any)
	A certified/notarised copy of your financial documents <a href="http://www.border.gov.au/Trav/Stud/changes-financial-requirements">http://www.border.gov.au/Trav/Stud/changes-financial-requirements</a>
	A certified/notarised copy of identification page(s) of your passport
	Statement of purposes (SOP)
	Accommodation & airport pickup application form (if any)
	FOR STUDENT UNDER 18 A completed of appropriate welfare and accommodation arrangement (CAAW form) Additional documents required for CAAW 2 options <input type="checkbox"/> A copy of carer's working with children card <input type="checkbox"/> A copy of carer's visa <input type="checkbox"/> A copy of utility bill or Australian driver license
	Others (if required)

### Additional documents for on-shore student

	A certified copy of your academic report from Australian education provider
	A copy of your current visa
	A copy of your current eCoEs
	A release letter from your current education provider (if any)
	A copy of your current overseas student health cover card (OSHC)

### Preferred Schedule for Skype Interview

Day  Tuesday  Wednesday  Thursday

Time (AEST)  11.00  13.00  14.00  15.00  16.00

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**Section 1 Personal Details**

1.1 FAMILY NAME

GIVEN NAME(S)

DATE OF BIRTH         AGE  YEARS GENDER  MALE  FEMALE  INDETERMINATE

*(If under the age of 18 upon commencement of course, please complete Ozford CAAW form)*

NATIONALITY  FIRST LANGUAGE

MARITAL STATUS  Single  Married  Divorced  Widow

PHONE NUMBER  MOBILE NUMBER

ONLINE MESSENGER  eg. Skype Id.

EMAIL ADDRESS

1.2 ADDRESS IN HOME COUNTRY

ADDRESS

SUBURB / TOWN  POSTCODE

COUNTRY

1.3 ADDRESS IN AUSTRALIA (if available)

ADDRESS

SUBURB / TOWN  POSTCODE

COUNTRY

1.4 PARENT/GUARDIAN CONTACT DETAILS

FATHER'S NAME  PHONE NUMBER

MOBILE NUMBER  EMAIL ADDRESS

MOTHER'S NAME  PHONE NUMBER

MOBILE NUMBER  EMAIL ADDRESS

GUARDIAN'S NAME  PHONE NUMBER

MOBILE NUMBER  EMAIL ADDRESS

1.5 EMERGENCY CONTACT DETAILS

CONTACT NAME  PHONE NUMBER

MOBILE NUMBER  RELATIONSHIP

1.6 RELATIVE IN AUSTRALIA (if any)

CONTACT NAME  PHONE NUMBER

MOBILE NUMBER  RELATIONSHIP

1.7 Are you planning to stay with your relative while studying with Ozford?

YES  NO

**MEDICAL CONDITIONS / SPECIAL ASSISTANCE**

1.8 Do you have a known disability (e.g. intellectual, hearing, vision) or medical conditions (e.g. allergy) or require additional special assistance (physical impairments, learning or reading difficulties) which may affect your study, visa application and other aspects while study in Australia?

YES, please complete Medical Condition Form OR explain  NO

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**Section 2 Course Information**

(International Student Only)

**2.1 OZFORD ENGLISH LANGUAGE CENTRE – English Courses** (CRICOS PROVIDER NUMBER 02501G)

COURSE NAME	DURATION	CRICOS No
<input type="checkbox"/> General English	2 weeks minimum	048142A
<input type="checkbox"/> English for Secondary School Preparation	2 weeks minimum	048143M
<input type="checkbox"/> English for Academic Purposes	5 weeks minimum	060426K
<input type="checkbox"/> English for IELTS Preparation	5 weeks minimum	050470M

START DATE

d	d	m	m	y	y	y	y
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NUMBER OF WEEKS

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(You must apply for a minimum of 2 weeks)

**2.2 OZFORD COLLEGE - High School** (CRICOS PROVIDER NUMBER 02427A, Registered School No. 2016)

COURSE LEVEL

YEAR 10	<input type="checkbox"/> Year 10 (045402K)	
YEAR 11	<input type="checkbox"/> VCE (045402K)	<input type="checkbox"/> VCAL (062870G)
YEAR 12	<input type="checkbox"/> VCE (045402K)	<input type="checkbox"/> VCAL (062870G)

START DATE

d	d	m	m	y	y	y	y
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**2017 High School Intakes**

31 Jan 2017, 18 Apr 2017, 03 Jul 2017, 25 Sep 2017

**2018 High School Intakes**

05 Feb 2018, 16 Apr 2018, 09 Jul 2018, 01 Oct 2017

**2.3 OZFORD COLLEGE OF BUSINESS – Vocational Courses** (CRICOS PROVIDER NUMBER 02573B, RTO No. 21442)

ACCOUNTING	CRICOS No
<input type="checkbox"/> Diploma of Accounting FNS50215	088364M
<input type="checkbox"/> Advanced Diploma of Accounting FNS60215	088373K
LEADERSHIP AND MANAGEMENT	CRICOS No
<input type="checkbox"/> Diploma of Leadership and Management BSB51915	091339G
<input type="checkbox"/> Advanced Diploma of Leadership and Management BSB61015	088702J
INFORMATION TECHNOLOGY	CRICOS No
<input type="checkbox"/> Diploma of Digital Media Technologies ICT50915	086719E
<input type="checkbox"/> Diploma of Information Technology (Networking) ICT50415	086651J
HOSPITALITY	CRICOS No
<input type="checkbox"/> Certificate III in Commercial Cookery SIT30813	081460A
<input type="checkbox"/> Certificate IV in Commercial Cookery SIT40413	085624J
<input type="checkbox"/> Diploma of Hospitality Management SIT50416	091013G

START DATE

d	d	m	m	y	y	y	y
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**2017 VET Intakes**

13 Feb 2017, 01 May 2017, 17 Jul 2017

02 Oct 2017, 20 Nov 2017

**2018 VET Intakes**

19 Feb 2018, 07 May 2018, 23 Jul 2018

08 Oct 2018, 19 Nov 2018

**2<sup>nd</sup> Preference, please specify**

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**2.4 OZFORD INSTITUTE OF HIGHER EDUCATION – Higher Education Courses** (CRICOS PROVIDER NUMBER 03429)

COURSE NAME	CRICOS No
<input type="checkbox"/> Diploma of Business	088194B
<input type="checkbox"/> Bachelor of Business Specialisation in ( ) Accounting ( ) Management ( ) Marketing	088192D
<input type="checkbox"/> Bachelor of Business (Accounting)	088193C

START DATE

d	d	m	m	y	y	y	y
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**2017 Degree Intakes**

06 Mar 2017, 31 Jul 2017, 04 Dec 2017

**2018 Degree Intakes**

13 Mar 2018, 06 Aug 2018, 26 Nov 2018

**2.5 Do you wish to apply for a Recognition of Prior Learning (RPL) or Recognition of AQF units of competency**

YES  NO

If yes, download and complete the Oxford Course Credit Transfer Application form from: <http://www.oxford.edu.au/apply-no>. Please attach evidence of prior learning and or statement of attainment/certificates (To apply for RPL, AQF recognition)

**2.6 Are you aware of the pre-requisites or entry requirements for the course you intend to undertake?**

YES  NO

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Page 2	F	+ 613 9662 9223	ABN 35 100 454 475	ABN 41 102 265 225	ABN 82 106 243 378	ABN 33 165 694 351
	E	info@oxford.edu.au	CRICOS Provider Code No. 02501G	Registered School No. 2016	RTO No. 21442	CRICOS Provider Code No. 03429B
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### Section 3 English Proficiency

Please provide certified copies of your English proficiency result. Please note that only result achieved within two years of the test date will be considered.

ENGLISH TEST	RESULT	DATE TAKEN
IELTS		
TOEFL		
PTE ACADEMIC		
OET		
OTHERS		

Or I will sit / have sat for English proficiency test.

Test Date	d	d	m	m	y	y	y	y
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### Section 4 Academic History

Please provide certified/notarised copies of your **ALL** academic transcripts.

**4.1 Are you currently enrolled with any education provider?**

YES       NO

Please include a copy of your current Visa and all eCoEs that you are holding with your application.

**4.2 Have you studied with Ozford previously?**

YES       NO

STUDENT ID NUMBER

**4.3 Do you have any previous qualifications relevant to the course you are applying for?**

YES       NO

**4.4 ACADEMIC HISTORY** (List most recent first)

COURSE CURRENTLY STUDY

INSTITUTION

COUNTRY

EXPECTED COMPLETION DATE

**QUALIFICATION 1**

INSTITUTION

COUNTRY

DATE OF COMPLETION

**QUALIFICATION 2**

INSTITUTION

COUNTRY

DATE OF COMPLETION

### Section 5 Employment History

Please provide certified/notarised copies of your **ALL** employment letter(s) and the latest pay slip.

**5.1 Have you been employed?**

Never employed before  
 Employed

**5.2 Do you have any work experience relevant to the course you are applying for?** (List most recent first)

YES       NO

**COMPANY 1**

POSITION

MONTH/YEAR START

MONTH/YEAR FINISH

BRIEF JOB DESCRIPTION

**COMPANY 2**

POSITION

MONTH/YEAR START

MONTH/YEAR FINISH

BRIEF JOB DESCRIPTION

**COMPANY 3**

POSITION

MONTH/YEAR START

MONTH/YEAR FINISH

BRIEF JOB DESCRIPTION



**Section 6 Passport & Visa Details**

PASSPORT NUMBER

COUNTRY OF PASSPORT

CURRENT VISA (IF ANY)

6.1 What type of visa you are currently holding?

- Student Visa, Subclass \_\_\_\_\_
- Visitor Visa
- Working Holiday Visa
- Work and Travel Visa
- Other, please specify \_\_\_\_\_

Expiry Date 

d	d	m	m	y	y	y	y
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FUTURE VISA

6.2 What type of visa will you apply to study at Ozford?

- Student Visa
- Visitor Visa
- Working Holiday Visa
- Work and Travel Visa
- Other, please specify \_\_\_\_\_

6.3 Which immigration office will you lodge your visa application?

CITY

COUNTRY

6.4 Please tick (✓) answer YES or NO

	YES	NO
Have you been refused entry into Australia?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever breached any VISA conditions?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had a visa application rejected including countries such as UK, USA, Canada and New Zealand?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of any crime or offence in any country?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been issued a protection visa in any country to date?	<input type="checkbox"/>	<input type="checkbox"/>
Are you planning to apply for a protection visa in Australia?	<input type="checkbox"/>	<input type="checkbox"/>
Are you planning to stay back in Australia after completion of your study?	<input type="checkbox"/>	<input type="checkbox"/>
Are you bringing parent(s)/dependent(s)/spouse/guardian with you while studying in Australia?	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of work restrictions while studying in Australia?	<input type="checkbox"/>	<input type="checkbox"/>
Do you intend to work while studying this qualification?	<input type="checkbox"/>	<input type="checkbox"/>

6.5 please describe type of work you intend to do while studying

\_\_\_\_\_

6.6 Please provide details of all parent(s) / dependant(s) / spouse / guardian who will be included in your student visa application.

FULL NAME

RELATIONSHIP

FULL NAME

RELATIONSHIP

**Section 7 Study Plan**

Please provide answers to questions below, If you require more explanation, please submit "Statement of Purposes" with your application

7.1 Why do you want to do this course? Pick only one option?

- This qualification suits my background and interest
- It will help me get a job
- I need it to do the higher level VET course that I really want to do
- I need it to go into a higher education course

7.2 What is your preferred learning style? (Please number the options from 1-3)

- I learn through seeing and watching
- I learn through doing and practicing
- I learn through listening or being told what and how to do things

7.3 Reasons for choosing to study in Australia rather than in your home country. Any education providers in your home country you have considered apart from Ozford?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7.4 Reasons for choosing Ozford rather than other institutions. Any education providers in Australia you have considered apart from Ozford?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7.5 What do you expect to learn from the course(s)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**7.6** Have you investigated or found out about the training strategy including timetables and any practical or workplace components of the course you intend to undertake?

YES       NO

**7.7** Which of the units shown in the qualification structure are of most interest to you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7.8** Which of the indicated assessment methods do you think would be most difficult for you?

Assignments       Presentation  
 Role Plays       Test  
 Observation       None

**7.9** Explain how the course(s) would help your future career or educational plans.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7.10** Do you plan to undertake further study, if so what course are you interested in?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7.11** What sorts of jobs are of most interest to you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7.12** Which of the specified expected entry requirements do you possess? If your answer is none – please answer the next question.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7.13** If you don't possess the expected entry requirements why do you think that you would be able to successfully complete this course in the expected time?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 8 Financial**

Please provide certified/notarised copies of your financial documents

**8.1** Do you know the living expenses in Australia? Please explain

\_\_\_\_\_

**8.2** What is the amount you expect to pay for the course(s)?

\_\_\_\_\_

**8.3** Who is responsible for your study and living expenses while studying in Australia?

Self-Funded  
 Sponsored (To be paid by immediate family)  
 Bank Loan  
 Other, please specify \_\_\_\_\_

**Section 9 Other services**

**9.1** Do you require Airport Pickup and Transfer?

YES       NO

**9.2** Do you require assistance with accommodation?

YES       NO

**9.3** Do you require Overseas Student Health Cover (OSHC)?

YES, please specify       NO

( ) Single Cover ( ) Couple Cover ( ) Family Cover

Current OSHC Expiry Date (if any) 

d	d	m	m	y	y	y	y
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**9.4** If you answered YES to any of the above questions, please provide your expected arrival date.

d	d	m	m	y	y	y	y
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**Note:** Student under 18 will be required to complete a separate Confirmation of Appropriate Accommodation and Welfare (CAAW) Form.

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### Section 10 Correspondence

#### OPTIONS FOR RECEIVING WRITTEN ENQUIRIES

#### 1.0.1 I AUTHORISE THE PERSON SELECTED TO ACT ON MY BEHALF:

- MYSELF
- AUTHORISED EDUCATION AGENT
- STUDENT'S REPRESENTATIVE
- GUARDIAN / CUSTODY RELATIVE

#### AUTHORISED AGENT/ STUDENT'S REPRESENTATIVE / GUARDIAN/RELATIVE DETAIL (IF APPLICABLE)

Company's Name:

Contact Person:

Contact Number:

Email Address:

I/We certify that the information provided on this form is true and correct, and I/we agree to abide by the terms and conditions of enrolment, including the refund policy, which I/we have read and understood. By paying the fees you agree to the terms and conditions of enrolment including refund policy. <http://www.ozford.edu.au/international-terms-and-conditions-of-enrolment/> and <http://www.ozfordhe.edu.au/apply-now/terms-and-conditions/>

#### 10.2 Please tick (✓) for the college(s) you apply for

- Ozford Institute of Higher Education  
CRICOS Provider No. 03429B
- Ozford College of Business  
CRICOS Provider No. 02573B
- Ozford College  
CRICOS Provider No. 02427A
- Ozford English Language Centre  
CRICOS Provider No. 02501G

#### 10.3 Please tick (✓) answer YES or NO

	YES	NO
10.3.1 I/We authorise Ozford to apply for a Unique Student Identifier (USI) on my behalf.		
10.3.2 Have you have read the Student Handbook and Ozford policies?		
10.3.3 I have read the qualification information / course outline available on websites		
<b>English :</b> <a href="http://www.ozford.edu.au/ozford-english-language-centre/courses/">http://www.ozford.edu.au/ozford-english-language-centre/courses/</a>		
<b>High School :</b> <a href="http://www.ozford.edu.au/high-school/">http://www.ozford.edu.au/high-school/</a>		
<b>Vocational :</b> <a href="http://www.ozford.edu.au/vocational-courses/vocational-courses-list/">http://www.ozford.edu.au/vocational-courses/vocational-courses-list/</a>		
<b>Higher Education</b> : <a href="http://www.ozfordhe.edu.au">http://www.ozfordhe.edu.au</a>		

#### STUDENT

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
(Print) Name of Student

DATE 

d	d	m	m	y	y	y	y
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#### PARENT OF STUDENT (For student under 18)

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
(Print) Name of Parent

DATE 

d	d	m	m	y	y	y	y
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