



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 <http://www.ozford.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>
- 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 checklist")
- 1.6 Send all of the above documents to 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 each page. If the applicant is under 18 years of age, the parent/guardian must also sign on the student acceptance agreement.
- 4.2 Submit any outstanding documents based on conditions on letter of offer (if any)
- 4.3 Student may require to attend Skype Interview with Admissions prior to confirmation of enrolment is issued
- 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 Home Affairs website for more details on visa application to Australia: <https://www.homeaffairs.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/key-dates/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.

Oxford College, Ozford English Language Centre, Ozford College of Business and Ozford Institute of Higher Education are trading names of Ozford College Pty Ltd, Ozford English Language Centre Pty Ltd, Ozford Business College Pty Ltd. and Ozford Institute of Higher Education Pty. Ltd.

All correspondence to:	T	+ 613 8863 7188	Ozford English Language Centre	Ozford College	Ozford College of Business	Ozford 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	info@ozford.edu.au	CRICOS Provider Code No. 02501G	Registered School No. 2016	RTO No. 21442	CRICOS Provider Code No. 03429B
	W	www.ozford.edu.au		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 https://www.homeaffairs.gov.au/trav/visa-1/500-
	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	10 weeks	060426K
<input type="checkbox"/> English for IELTS Preparation	10 weeks	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)

English + OzfordPlus Internship Package

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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2018 High School Intakes
05 Feb, 16 Apr, 16 Jul, 08 Oct

2019 High School Intakes
04 Feb, 15 Apr, 08 Jul, 30 Sep

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

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

START DATE

d	d	m	m	y	y	y	y
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2018 VET Intakes
19 Feb, 07 May, 23 Jul, 08 Oct

2019 VET Intakes
18 Feb, 06 May, 22 Jul, 07 Oct

VET + OzfordPlus Internship Package

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 () Management () Marketing () Accounting	088192D
<input type="checkbox"/> Bachelor of Business (Accounting) * CPA/CA accredited	088193C

START DATE

d	d	m	m	y	y	y	y
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2018 Degree Intakes
13 Mar, 16 Apr, 06 Aug, 10 Sep, 26 Nov

2019 Degree Intakes
04 Mar, 8 Apr, 29 Jul, 2 Sep, 18 Nov

Higher education + OzfordPlus Internship Package

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

YES NO

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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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 accepted.

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	<input type="text"/>
INSTITUTION	<input type="text"/>
COUNTRY	<input type="text"/>
EXPECTED COMPLETION DATE	<input type="text"/>
QUALIFICATION 1	<input type="text"/>
INSTITUTION	<input type="text"/>
COUNTRY	<input type="text"/>
DATE OF COMPLETION	<input type="text"/>
QUALIFICATION 2	<input type="text"/>
INSTITUTION	<input type="text"/>
COUNTRY	<input type="text"/>
DATE OF COMPLETION	<input type="text"/>

Section 5 Employment History

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	<input type="text"/>
POSITION	<input type="text"/>
MONTH/YEAR START	<input type="text"/>
MONTH/YEAR FINISH	<input type="text"/>
BRIEF JOB DESCRIPTION	<input type="text"/>
COMPANY 2	<input type="text"/>
POSITION	<input type="text"/>
MONTH/YEAR START	<input type="text"/>
MONTH/YEAR FINISH	<input type="text"/>
BRIEF JOB DESCRIPTION	<input type="text"/>
COMPANY 3	<input type="text"/>
POSITION	<input type="text"/>
MONTH/YEAR START	<input type="text"/>
MONTH/YEAR FINISH	<input type="text"/>
BRIEF JOB DESCRIPTION	<input type="text"/>



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

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"/>
Do you intend to work while studying this qualification?	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of work restrictions while studying in Australia?	<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

I need it to go into a higher education course

7.2 What is your preferred learning style?

(Please rate 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)?

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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 (ie. Academic/ English proficiency) do you meet? 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? How much?

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.ozford.edu.au/higher-education/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 read the Student Handbook and Ozford policies?		
10.3.3 I have read the qualification information / course outline available on websites		
English : http://www.ozford.edu.au/ozford-english-language-centre/courses/		
High School : http://www.ozford.edu.au/high-school/		
Vocational : http://www.ozford.edu.au/vocational-courses/vocational-courses-list/		
Higher Education http://www.ozford.edu.au/higher-education		

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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