

APPLICATION TO STUDY FORM

International

How to Complete this Form

- Please write clearly in black ink using capital letters in English.
- Include one set of supporting documents with this application including certified English translation copies where required.
- All supporting documents for this application must be certified as true copies of originals. Kindly refer to the following link <https://immi.homeaffairs.gov.au/help-support/applying-on-line-or-on-paper/on-paper/certified-copy> for more details.
- Ensure that you sign the declaration in the end of this form.
- Please note that delays may occur in the processing of this application if the application is incomplete.

www.scei.edu.au
CRICOS Provider Code: 02934D
RTO Provider Number: 121952
ABN: 56 121 182 027

(A) COURSE DETAILS

Term (Intake) : Month

Year :

Campus : MEL ADL

Select	CRICOS Code	NTIS Code	Course Title	Duration	Tuition Fee	Work placement Fee	Material Fee
	104035B	BSB50820	Diploma of Project Management	52 WEEKS	\$12,000.00	N/A	\$350.00
	104439D	BSB60720	Advanced Diploma of Program Management	52 WEEKS	\$12,000.00	N/A	\$350.00
	090551A	CHC33015	Certificate III in Individual Support	44 WEEKS	\$6,000.00	N/A	\$250.00
	090552M	CHC43015	Certificate IV in Ageing Support	60 WEEKS	\$9,000.00	N/A	\$250.00
	090557F	CHC43115	Certificate IV in Disability	56 WEEKS	\$9,000.00	N/A	\$250.00
	090553K	CHC52015	Diploma of Community Services	104 WEEKS	\$20,000.00	\$500.00	\$350.00
	090595M	CHC62015	Advanced Diploma of Community Sector Management	66 WEEKS	\$10,000.00	\$500.00	\$350.00
	082212J	CHC30113	Certificate III in Early Childhood Education and Care	46 WEEKS	\$10,000.00	N/A	\$250.00
	082213G	CHC50113	Diploma of Early Childhood Education and Care	104 WEEKS	\$20,000.00	N/A	\$250.00
	090550B	HLT37215	Certificate III in Pathology Collection	32 WEEKS	\$7,000.00	\$500.00	\$500.00
	090556G	HLT52015	Diploma of Remedial Massage	77 WEEKS	\$12,000.00	N/A	\$500.00
	092297E	HLT54115	Diploma of Nursing	80 WEEKS	\$24,000.00	\$4,500.00	\$1,200.00

Note : Application Fee \$250 and Overseas Student Health Cover (OSHC) are not included in the Tuition fee.

(B) PERSONAL DETAILS (AS SHOWN IN PASSPORT)

Title : Gender : Male Female Rather not answer Other

Given Name(s) :	Last Name :
Date of Birth (dd/mm/yyyy) :	Country of Birth :
Nationality :	First Language :
Passport Number :	Expiry Date (dd/mm/yyyy) :

(C) CONTACT DETAILS

Address (Home Country) :		
City :	Country :	Postcode :
Address (if in Australia) :		
Suburb :	State :	Postcode :
Phone Number :	Mobile :	
Email Address :		

(D) EMERGENCY CONTACT DETAILS

Name :		
Number :	Relationship :	Postcode :

In Case of an Emergency: In the event of circumstances requiring urgent medical care where the student is incapable of speaking on their own behalf, SCEI is authorised as a matter of urgency to seek and provide appropriate medical care on behalf of the student.

(E) OVERSEAS STUDENT HEALTH COVER (OSHC) DETAILS

Do you already have OSHC? If Yes then please provide details.

Provider's Name :	Type :	Single	Couple	Family
Membership Number :	Expiry Date (dd/mm/yyyy) :			

Do you want SCEI to arrange OSHC for you? If yes then please provide details : (Note: SCEI will arrange NIB OSHC only)

Type : Single Couple Family

(F) DISABILITY SUPPORT

Do you have a disability, impairment or permanent medical condition that can affect your studies? Yes No

Hearing / Deaf	Physical	Intellectual	Mental illness
Vision	Medical condition	Learning	Acquired brain impairment

Other Medical Conditions, please specify :

(G) EDUCATION DETAILS

Schooling

What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking.

Year 12	Year 10	Year 8 or lower
Year 11	Year 9 or equivalent	Never attended school

Year completed

Are you still enrolled in secondary or senior secondary education? Yes No

Previous qualifications achieved

Have you **SUCCESSFULLY** completed any of the qualifications in Australia? Yes No

If YES Please provide details of your qualifications. Highest Level (Select one only)

Select	Course	A	E	I	Note: If you have multiple Prior Education Achievement Recognition Identifiers for any other qualifications, use the following priority order to determine which identifier to use: A - Australia E - Australia Equivalent I - International
	Bachelor Degree or Higher Degree				
	Advanced Diploma or Associate Degree				
	Diploma (or Associate Diploma)				
	Certificate IV (or Advanced Certificate/Technician)				
	Certificate III (or Trade Certificate)				
	Certificate II				
	Certificate I				
	Certificates other than the above				

Do you wish to apply for Credit Transfer? No Yes If yes your Application must include a completed Credit Transfer Application Form available from SCEI Website: scei.edu.au

Do you wish to apply for RPL? No Yes If yes please download the RPL Policy and Application Form from SCEI Website: scei.edu.au and contact us for your relevant RPL Kit.

Are you currently studying with another provider? Date commenced (dd/mm/yyyy):

(H) ENGLISH PROFICIENCY

Please provide details of any English test / Course taken :

IELTS Academic PTE Academic OET TOEFL iBT[®]

Reading Score	Writing Score	Speaking Score	Listening Score	Overall Score	Date Achieved

ELICOS Course Name : Date Completed :
 Other Please Specify :

(H.1) Diploma of Nursing Applicants ONLY

Please read the [NMBA English language skills registration standard](#) to assist you to understand the requirements and then tick the box that applies to you:

English is your primary language and you have completed at least six years of primary and secondary education taught and assessed in English in any of the recognised countries, and includes at least two years between grades 7 and 12.

English is not your primary language but you achieve the required minimum scores as specified in the NMBA English language registration standard.

IELTS Academic PTE Academic OET TOEFL iBT[®]

Reading Score	Writing Score	Speaking Score	Listening Score	Overall Score	Date Achieved

NMBA English language skills registration standard Information:

All applicants who do not have English as their primary language need to provide English Language test score results showing:

- a) an IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking). OR
- b) an OET with a minimum score of B in each of the four components (listening, reading, writing and speaking). OR
- c) a PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking). OR
- d) a TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test:
 - 24 for listening,
 - 24 for reading,
 - 27 for writing, and
 - 23 for speaking.

(I) VISA DETAILS

Do you currently hold any type of Australian Visa?

Yes (provide details below)

No

Visa Type :

Subclass :

Expiry Date (dd/mm/yyyy) :

What type of student visa application will you submit to Department of Home Affairs (DHA)?

Single

Couple

Family

DHA office where Application is lodged (or will be lodged)

Country :

City :

Visa Application Date (Or intended if known) :

Have you ever or any other person involved in the visa application ever been convicted of a criminal offence?

No

Yes (provide a statement to explain)

Have you ever or any other person involved in the visa application had any visa refused or cancelled in Australia or any other countries before?

No

Yes (provide a statement to explain)

Where :

(J) HOW DID YOU HEAR ABOUT SOUTHERN CROSS EDUCATION INSTUTE?

Agent

Instagram / LinkedIn / Google+

Google Search

Exhibitions

SCEI Students. Provide ID Please:

Facebook

SCEI Staff. Provide Name Please:

Events

Newspaper / Magazine

Radio

(K) AGENT DETAILS (If applying through an agent)

Company Name :

Agent's Name :

Email Address :

Contact Number :

I confirm that I have verified the above mentioned potential student's application, supporting and financial documents and I am satisfied that this "Application to Study form" contains the correct information. I have assessed the applicant as a Genuine Temporary Entrant and Genuine Student as defined by the Department of Home Affairs (DHA). I am satisfied that the information and documentation provided with this application is authentic and where the document has been stamped or translated by the agency, the original document has been sighted and certified.

Agent's / Representative Signature

Agent's Stamp

(L) PAYMENT PLAN OPTIONS (Condition apply)

Prior to establishing a payment plan, please ensure your initial deposit has been made.

Please choose one preferred payment plan option :

Every Month

Every 2 Months

Every 3 Months

Every 6 Months

(M) ENROLMENT PROCEDURE

1. Enrolment Procedure

Fill out the Application to Study Form provided by SCEI and send it through email to enroll@scei.edu.au OR Post to:

a. Melbourne Campus
155-161 Boundary Road,
North Melbourne, VIC,
Australia 3051, OR

b. Adelaide Campus
14 Grote Street,
Adelaide, SA
Australia 5000

2. Enrolment and Acceptance

SCEI enrolment officer will assess the application to study form and if accepted successfully letter of offer will be issued through email within 5 working days.

3. Payment of Fee

The application will accept the letter of offer and deposit fee in the nominated bank account of SCEI. SCEI will then issue Confirmation of Enrolment (CoE) and send through email.

Melbourne Campuses

155-161 Boundary Road, North Melbourne VIC 3051
41 Boundary Road, North Melbourne VIC 3051
52-56 Chetwynd Street, West Melbourne VIC 3003
Telephone +61 3 9602 4110

Adelaide Campus

14-16 Grote Street
Adelaide SA 5000
Telephone +61 8 8212 8745

(N) ATTACHMENT CHECKLIST

Provide all the relevant documents, incomplete applications will cause delays in processing:

- Certified evidence of English language proficiency like IELTS, TOEFL, PTE and ELICOS, etc.
- Certified documented evidence of Year 12 education or equivalent (with certified translation, if not in English)
- Certified documented evidence of other previous qualifications if applicable (with certified translation, if not in English)
- Certified copy of Passport
- Financial declaration form (if applicable)
- Copy of Visa (if applicable)
- Evidence of Overseas Health Cover (if applicable)
- Copies of Confirmation of Enrolments (if applicable)
- Certified copies of documents to be assessed for Credit Transfer and/or Recognition of Prior Learning (RPL) if required
- Other

(O) DECLARATION AND AGREEMENT

In signing this Application Form, I agree that I have read and understood the following:

I declare that I have a genuine intention to study the course for which I have applied, and that I have access to sufficient funds to cover tuition fees, living expenses, travel expenses, Overseas Student Health Cover for the duration of my studies and to support my dependants (if coming along with me).

I understand that the application fee accompanying this application to study form is non-refundable.

I acknowledge that any false or misleading statement may result in denial of my admission application or subsequent cancellation of my enrolment at SCEI, which may affect the validity of my visa.

The information on this form is true and correct. This information may be used for monitoring, program planning and statistical purposes.

I declare that I will be solely responsible for meeting the conditions listed on my current student visa and liaise with DHA and my agent (if applicable).

I declare that I have also read the ESOS framework provided by SCEI in Student's Handbook.

Student Signature:

Date (dd/mm/yyyy) :

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