



ENROLMENT FORM

Please complete and forward your application to:

In Person or by Mail: LG, 101 Sussex St, Sydney NSW 2000 AUSTRALIA
 By e-mail: offer@times.edu.au
 For more details, please call: +61 2 8316 6688

PART A: PERSONAL DETAILS

USI:

Title: Mr. Ms. Mrs. Other: _____ Gender: Male Female

First Name: _____

Last Name: _____

Date of Birth: _____ Nationality: _____

Passport No: _____ Expires on: _____

Australian Address: _____

Suburb: _____ State: _____ Postcode: _____

Mobile: _____ Email: _____

Overseas Address (Must be applicant's address): _____

Postcode: _____ Country: _____

Emergency Contact OR Parent's Name <18 yrs applicant: _____

Relationship: _____ Mobile Phone: _____

PART B: VISA DETAILS

Are you currently residing in Australia? Yes No

Which visa type do you plan to study under at Times Academy?
 Student Tourist/Visitor Working Holiday Other _____

Are you lodging your Visa Application in Australia? Yes No

If no, please specify: City _____ Country _____

Has your visa been cancelled/refused before? Yes No

Number of Dependents: _____

PART C: OVERSEAS STUDENT HEALTH COVER

Do you require Overseas Student Health Cover (OSHC)? Yes No

**OSHC is compulsory for International Students*

PART D: ACCOMMODATION AND AIRPORT PICK-UP

Will you be under 18 years of age at the time of study? Yes No
If Yes, please complete Under 18s-Welfare and Accommodation Form

Do you require accommodation to be organised? Yes No

Homestay Single Room Share Room Student Residence

If accommodation is required, you must complete an Accommodation Application Form. This will be sent to you with the letter of offer.

Do you require airport transfer on arrival? (AUD\$200 One-way) Yes No

PART E: GUARDIANSHIP

Are you applying for guardianship (Application fee: \$250/person)? Yes No

** Please find more details in Price list*

PART F: CURRENT ENGLISH LEVEL

Beginner Elementary Pre-Intermediate Intermediate
 Upper-Intermediate Advanced Other: _____

Have you ever completed any of the following English tests? Yes No
 (IELTS, TOEFL, TOEIC, Cambridge Tests, PTE)

Name of Test: _____ Year of Test: _____ Test Score: _____

PART G: COURSE SELECTION

ENGLISH COURSE	CRICOS Code	Timetable	Start Date	Weeks
<input type="radio"/> General English	0101311	<input type="radio"/> Morning <input type="radio"/> Evening		
<input type="radio"/> English for Academic Purposes	089712K	<input type="radio"/> Morning		
<input type="radio"/> English for Primary School Preparation	095819D	<input type="radio"/> Morning		
<input type="radio"/> English for High School Preparation	094446C	<input type="radio"/> Morning		
<input type="radio"/> IELTS Test Preparation	095014G	<input type="radio"/> Evening		

Do you want the Student Visa break option (General English Only) ?
 Yes Break Weeks : _____ No

Will you be continuing your studies in Australia at a vocational or tertiary level?
 Yes No Not Sure

Name of Institution : _____ Starting Date : _____

Name of Course/Year of study (for schools) : _____

VOCATIONAL COURSE	Duration (weeks)	CRICOS Code
EARLY CHILDHOOD EDUCATION AND CARE COURSES:		
<input type="radio"/> CHC30121 Certificate III in Early Childhood Education and Care	52	107246M
<input type="radio"/> CHC50121 Diploma of Childhood Education and Care	78	107245A
COMMUNITY SERVICE COURSES:		
<input type="radio"/> CHC33021 Certificate III in Individual Support	52	116374F
<input type="radio"/> CHC43051 Certificate IV in Ageing Support**	48	096161M
<input type="radio"/> CHC52015 Diploma of Community Services	65	116384D
<input type="radio"/> Package1 : Certificate III in Individual Support + Certificate IV in Ageing Support	1.5 years	
<input type="radio"/> Package2 : Certificate III in Individual Support + Certificate IV in Ageing Support+Diploma of Community Services	2.5 years	
LEADERSHIP AND MANAGEMENT COURSES:		
<input type="radio"/> BSB40520 Certificate IV in Leadership and Management	52	103982M
<input type="radio"/> BSB50420 Diploma of Leadership and Management	52	104278E
<input type="radio"/> BSB60420 Advanced Diploma of Leadership and Management	52	105487K
HUMAN RESOURCE MANAGEMENT COURSES		
<input type="radio"/> BSB40420 Certificate IV in Human Resource Management	52	105485A
<input type="radio"/> BSB50320 Diploma of Human Resource Management**	52	105486M
<input type="radio"/> Package: Certificate IV in Human Resource Management + Diploma of Human Resource Management	2 years	
GRADUATE DIPLOMA OF MANAGEMENT COURSE		
<input type="radio"/> BSB80120 Graduate Diploma of Management (Learning)	52	106180K

*** Package offer only*

The following sections must be filled by **VET applicants only**. If an ELICOS applicant, please go to **section K**.

PART H: EDUCATION & EXPERIENCE

Do you intend to claim Recognition of Prior Learning (RPL) Yes No
Or credit transfer towards this course?

Have you enrolled in a similar course elsewhere? Yes No

Have you been employed in the area covered by the Course applied for? Yes No

(If your answer is 'Yes' on any of these questions, you may be eligible for Recognition of Prior Learning. Please contact us for further information and attach certified copies of any relevant documents.)

Preferred Starting Date: _____ Other: ____ / ____ / ____

2023 Intakes	Mid Intakes*	2024 Intakes	2025 Intakes
<input type="radio"/> 09 January	<input type="radio"/> 30 January	<input type="radio"/> 08 January	<input type="radio"/> 06 January
<input type="radio"/> 11 April	<input type="radio"/> 01 May	<input type="radio"/> 08 April	<input type="radio"/> 07 April
<input type="radio"/> 10 July	<input type="radio"/> 31 July	<input type="radio"/> 08 July	<input type="radio"/> 07 July
<input type="radio"/> 09 October	<input type="radio"/> 30 October	<input type="radio"/> 07 October	<input type="radio"/> 07 October

**Leadership and Management only*

PART I: ENTRY REQUIREMENTS

What is your highest COMPLETED school level? (Tick 1 box only)
If you're 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're currently undertaking.

- Year 12 or equivalent Year 9 or equivalent
 Year 11 or equivalent Year 8 or below
 Year 10 or equivalent Never attended school

Note: Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student handbook and our website www.times.nsw.edu.au. All VET courses require applicants to be 18 years or older and have proficiency in English equivalent to the level of IELTS 5.5 or higher.

PART J: ADDITIONAL INFORMATION

Have you SUCCESSFULLY completed any of the following qualifications?

- 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
 Other education (including certificates or overseas qualifications not listed above)
 I've never completed any qualifications

Tell us the reason you want to take our course:

- Career Academic Personal Other _____

Where did you hear about us?

- Agents Advertising Word of mouth Other _____

Do you have any disabilities that will effect your learning?

- Yes, please specify below. No

- Hearing (Deaf)
 Physical
 Intellectual
 Learning
 Mental Illness
 Acquired brain impairment
 Vision
 Medical Condition
 Other _____

Why have you chosen to enrol at Times Academy? Do you have sufficient information, knowledge and understanding of courses offered at TA and their requirements?

Language and Cultural Diversity
In which country were you born?

- Australia Other (Please specify): _____

Do you speak a language other than English at home?

- No, English Only Yes (Please specify): _____

Are you Aboriginal or Torres Strait Islander origin?

- No Aboriginal Torres Strait Islander

Do you have the following computer knowledge and skills to complete the course?

- Basic Word processing
 Basic Email knowledge
 Basic Excel Spreadsheet knowledge
 PowerPoint presentation knowledge
 Use of Skype, Webcam, Mobile (for Online students)

Do you need any Language and Literacy (LLN) support? If TA identifies you need additional LLN support during the placement test, will you be happy to undertake recommended additional support program?

Does your preferred learning style align with the delivery methods, proposed learning strategies and training materials of the course?

- Yes No

What do you hope to achieve with this qualification and what are your career plans after you finish studying?

- Get a job Learn more about this industry
 Get a promotion Increase my confidence
 Upgrade or enhance my skills Expand my knowledge
 Establish a business Other (please specify) _____
 Continue on for more studies at a higher level _____

Do you have any knowledge of this industry or experience with this type of course for which you will study?

- No
 Yes. Please describe below and know that you may be asked for further evidence.

PART K: PAYMENT DETAILS

Do you wish to pay 100% of tuition fees up front? Yes No

Note: Please make sure you refer to the specific entry requirements that apply to the course you are enrolling in. For courses that are more than 25 weeks you are not required to pay more than 50% of tuition fees up front, but you may volunteer to do so

Name of Bank: Commonwealth Bank Australia

Account Name: Times Academy

Account Number : 1238 8030

Bank SWIFT Code: CTBAAU2S

BSB : 062006

Reference : Student Name and ID

ENROLMENT TERMS & CONDITIONS

COURSE COMMENCEMENT

If a student fails to commence the course within 14 days of the nominated course start date, the Institute will notify Department of Home Affairs via PRISM. Any student cannot commence the course due to visa rejection or any other circumstances faced by the student after being issued a visa, the student must inform the Institute immediately.

ACADEMIC PROGRESS

Students must maintain satisfactory academic progress at all times. All the courses are scheduled 20 hours per week (14 hours of face- to-face classroom based and 6 hours of online/workplace based delivery). Students who fail more than 50% of the units/subjects delivered in a term are at risk of not meeting satisfactory course progress. Students who fail more than 50% of units/subjects delivered in three consecutive terms of a course for courses more than six (6) months in duration or in two consecutive terms of a course for courses six (6) months or less in duration during their enrolment will be reported to DHA, unless compassionate or compelling circumstances can be demonstrated. Students are expected to attend classes regularly to maintain satisfactory course progress each term.

ATTENDANCE MONITORING

EPSP and EHSP students must attend 25 hours per week and all other ELICOS/VET students must attend 20 hours per week. All ELICOS/VET students are reminded that attendance of these scheduled hours is a requirement of their Visa. Students who fail to attend at least 80% of scheduled hours in each term are at risk of not meeting satisfactory course progress and/or attendance. Students must also maintain satisfactory academic progress at all times. Please note that students will be required to maintain Academic Progress in consultation with the Academic Manager.

OVERSEAS STUDENT HEALTH COVER (OSHC)

All International Students are required to pay Overseas Student Health Cover (OSHC) and maintain cover for the full length of their visa. It is also the student's responsibility to check the conditions of this health cover.

INDICATIVE COST OF LIVING IN AUSTRALIA (\$AUD)

The figure below is an estimate only to give an indication of the basic rate of living costs under the migration regulations according to www.studyinaustralia.gov.au. The cost can vary significantly depending on where you live in Australia.

Cost of Living (excluding tuition fees)\$20,290 a year *This includes clothing, food, accommodation, transportation, entertainment and travel cost.

You should be prepared in case your living costs are greater than the figure above.

FEES

A non-refundable Enrolment/Application fee of \$200.00 (exclusive of Tuition fees, material fees and CoE issue fee) is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 10 working days after the commencement of the course.

Students who fall behind in the payment of their fees or fail to pay their tuition fee on the due date, may be charged a late payment fee of \$200.00 per term or may be refused training and assessment services and any requests until such times as the fees are paid and up-to-date. Please note that students will be required to maintain academic progress in consultation with the Course Coordinator. Should fees remain overdue for more than one day after the due date TA will inform the student of their intention to report them for non-payment of fees to DHA via PRISMS. For more information regarding fees and payments, please refer to <http://www.times.edu.au/pre-enrolment/fees-payments/>

FEE REFUND POLICY

The request for refund must be made in writing to the Principal Executive Officer by using the Refund Application Form.

- No refunds will be paid to a third party unless it is indicated at the time the Refund Application Form is lodged, that any refunds due are payable to a third party.
- Where a refund is approved, Times Academy will make payment of refunds within 28 days of receipt of the Refund Application Form
- In the case of default by Times Academy, the provisions of the ESOS Act 2000 and the ESOS Regulations 2019 apply. For further information about the ESOS Act please see <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Enrolment fee	No refund
Tuition Fees	
Visa refused prior to course commencement	Full refund less an administration of \$200
Withdrawal at least 28 days prior to the initial course agreed start date*	50% refund of tuition fees less an administration fee of \$200
Withdrawal less than 28 days prior to the initial course agreed start date*	No refund
Withdrawal after the initial course agreed start date*	No refund
Visa or CoE cancelled due to student breach of their visa conditions or misbehaviour by the student	No refund
Incorrect, fraudulent or misleading information or document submitted by the student or the authorised education agent	No refund
Does not commence (i.e. Does not arrive, or has not arranged with us for a later start because of health or compassionate reason)	No refund
Visa extension is refused after course commencement	No refund
Withdrawal from any continuing study, include any continuing CoE	No refund
Compulsory Health Insurance (Student visa holders only) / Airport Pick-up / Homestay placement fee	Refer to the Terms and Conditions of Third Party Service Providers

Note: • * Initial course agreed start date is the date of the first Confirmation of Enrolment (CoE) issued to the student, prior to any deferment, suspension or revisions

- Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s. For deferment, No refund will be applicable unless visa has not been granted. No refund will be given after an approved deferment or suspension.
- In the event where enrolment fee was waived at time of application, TA shall withhold an amount equivalent to TA's published enrolment fee from any refund made

RTO DEFAULT

- Under the Tuition Protection Service (TPS) framework, if Times Academy is unable to fulfill its obligations to complete a course. The TPS framework will facilitate the placement of students in the first instance, and where this is not possible, provides a refund of unexpended tuition fees (i.e. tuition the student has paid for but has not been delivered by the provider).
- Times Academy defaults if the course they offer does not start on the agreed starting day.
- Times Academy defaults if the course stops being provided after it starts and before it is completed or the course is not provided fully to the student because the registered provider has had a sanction imposed.
- If Times Academy defaults, TA will refund to the student within 14 days after the default day and receipt of your Refund Application Form.
- Times Academy will give the student a statement that explains how the refund amount has been worked out. Times Academy dispute resolution processes does not circumscribe the student's right to pursue other legal remedies.
- This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- The Standards for RTOs require the Institute to inform students considering enrolment of their right to a statutory cooling off period. A statutory cooling off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement, where that agreement was established through unsolicited marketing or sales tactics. These include tactic such as door-to-door sales and telemarketing. A statutory cooling off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.
- It must be noted that our Institute does not engage in unsolicited marketing or sales tactics and therefore a statutory cooling off period is not applicable to our students who have enrolled into a course. For refund option in other circumstances, students must refer to the refund policy.
- The refund policy is subject to review from time to time.
- The Institute recommends that you read the ESOS Framework Information, which provides legislative protection for International students, available at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Issuing of Certificates and Delivery

Times Academy is solely responsible for the delivery of all courses and for the issuance of their certifications. Times Academy is also solely responsible for compliance of both VET and ELICOS.

COMPLAINTS AND APPEALS POLICY

Students have access to a Complaints and Appeals procedure if they feel they have been unjustly treated or have a serious complaint. Students who feel they have any type of complaint should first contact the Administration Manager. If necessary the complaint will be referred to the Chief/Principal Executive Officer in order to resolve the situation. A student dissatisfied with an activity or a decision regarding their academic outcomes can voice their concerns to the staff member concerned and, if appropriate, appeal to the Chief/Principal Executive Officer.

If students are still dissatisfied with the outcome of the complaint / grievance / appeal then students may lodge an external appeal or complain about the decision with the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website <http://www.ombudsman.gov.au/How-we-can-help/overseas-students> or phone 1300 362 072 for more information.

STUDENT CODE OF CONDUCT

All people associated with Times Academy have the same rights. Harassment, bullying and victimisation will not be tolerated at Times Academy. Discrimination on any grounds is unacceptable. Students who feel that they are being sexually harassed or are the victims of any sort of racism should initially contact the Administration Manager. If the complaint is sufficiently serious, the Chief/Principal Executive Officer may establish a formal inquiry and/or refer to external authorities.

CHANGE OF ADDRESS AND CONTACT DETAILS

Upon arriving in Australia you are required to advise us of your residential and email address, telephone number and of any subsequent changes to these contact details. It is your responsibility to ensure that you always update your contact details at the Institute to ensure you receive important information about your course, fees receipts and any other important information at least every 6 months.

PACKAGED COURSES

Note, this clause is only applicable to students on packaged courses. Confirmation of Enrolments (CoEs) for students on packaged courses may be issued with a shorter nominal duration, where the shorter CoE duration is conditional on students successfully completing their preceding course, therefore reducing the nominal duration of subsequent CoEs by Credit Transfer. In circumstances where students do not successfully complete their entire preceding course in a package of courses, or only successfully complete parts thereof, this will result in the revision of the shorter CoE to appropriately reflect the duration of enrolment required towards completion. Students are advised that any such revision may affect their Student Visa.

PRIVACY NOTICE

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If personal information is not collected enabling us to enrol you in your chosen course/s, we will not be able to proceed with your application to enrol you as a student.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

Information is further collected here in order to meet our obligations under the ESOS Act and the National Code, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Information collected about you on this form can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact the Institute to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

For more information please refer to the Privacy Policy available at www.times.edu.au or contact info@times.edu.au

PART M: DECLARATION

STUDENT DECLARATION

I have read and accept the conditions of enrolment including the cancellation and refund policy of TA as stated above. I declare that the information provided by me on this form is true and correct. I authorise the Education Agent nominated by me on this form to act on my behalf in all matters relating to my enrolment. I consent to the collection, use and disclosure of my personal information in accordance with the National VET Data policy.

STUDENT INFORMATION

Applicant Name:

Guardian Name for Applicants Under 18

Applicant's Signature:

Guardian Signature for Applicants Under 18

Date: / /

This agreement must be signed by the student or their parent/legal guardian if the student is under 18 **before/or at the same time course money is accepted.**

REFERRAL / EDUCATIONAL AGENCY INFORMATION

Agency Name:

Agent's Signature:

Date: / /

AGENT
STAMP

OFFICE USE ONLY

ACCEPTED BY Times Academy