



## QPR020i - Enrolment Procedure for International Students.doc

### **STEP ONE: Choose the course in which you would like to enroll**

Information about the courses is displayed on our website. If you require any additional information for a particular course, please email [info@abbeycollege.com.au](mailto:info@abbeycollege.com.au) or call Abbey College Australia with your request. We will give you reply (via email) within five working days.

### **STEP TWO: Apply for a course**

1. Read "QDOC06 - International Student Handbook" and relevant course description.
2. Pay the submission fee of AUD \$180 (non-refundable)
3. Complete and sign the enrolment form "QFRM57 - International Student Application Form" and attach 2 passport photos.
4. Complete the QCK007 – International students application checklist
5. Evidence of payment (If not paid by credit card)
6. send these documents to Abbey College Australia:

Abbey College Australia, PO Box K55, Haymarket NSW 1240 Australia  
Fax: (+612) 9212 3476

It is very important that you supply all required information. This will ensure that your application is not delayed by requests for further information, at a later stage in the application process.

#### **Optional:**

If you would like to apply for **Recognition of Prior Learning (RPL)**, you need to visit our website and read RPL application procedure.

It is up to you to have your overseas qualifications recognized in Australia.

You can find information regarding qualifications recognition process in this website: <http://aei.dest.gov.au/AEI/QualificationsRecognition/default.htm>

### **STEP THREE: We send you an Offer Letter**

Once we received your application with full provision of required documentation, we will send you a Letter of Offer with "Acceptance of Offer" form and an invoice.

Please note: Country Assessment Levels 3 and 4 – Offshore Applicants:

If you do not already have an Australian Student Visa, the Offer Letter will only be for a course that commences at least 4 months following your application.

Please Note: Depending on your country of origin you may need to take this letter to nearest Australian Consulate or Embassy located in your country for preliminary assessment. Please find out the visa requirements for your country of origin before continuing with your application.

### **STEP FOUR: Accept the Offer and Pay the Tuition Fee**

Once you received our offer letter, you need to:

1. Pay the fee stated in the invoice
2. Complete and sign the "Acceptance of Offer" and any letter that you may receive from Australian Consulate or Embassy located in your country
3. Fax us the completed and signed letter of acceptance (within 10 days of the date of the offer)
4. Send us the original "Acceptance of Offer" by mail (within 21 days of the date of the offer)

### **STEP FIVE: Issuing eCoE**

Before issuing a eCoE

1. we **must** receive the requested fee (Please check your invoice)
2. we **must** receive the signed Acceptance of Offer
3. Depend on your country of origin we **may** also require a letter from Australia representative in your country

After receiving the above documents, we will issue an eCoE "Electronic Confirmation of Enrolment" and send it to you with your payment receipt.

Please note: Country Assessment Levels 3 and 4 – Offshore Applicants:

If you do not already have an Australian Student Visa, the eCOE will only be for a course that commences at least 3 months following our receipt of your payment.

### **STEP SIX: Apply for your Student Visa**

After receiving eCoE, you need to

1. Apply for a visa from Australian Consulate or Embassy located in your country. You can find the information you need for applying for a visa from the following website: <http://www.immi.gov.au/study/applying/index.htm>
2. Fax us a copy of your student visa three weeks before course start date.
3. If you can not send us a copy of your visa on time, we reserve the right to transfer you to the next available course or refund your fees.

### **STEP SEVEN: Fly to Australia and attend the orientation session**

- Please complete the “QFRM076” (available from our website) and inform us of your Australian residential address within 7days of your arrival.
- Attend the orientation session

**Note:** Students who fail to commence a course on the contracted start date shown on Letter of Offer (late commencement) may be asked to pay an additional fee of AU\$50 fee. Off-shore applications that have been deferred because of visa application delay are exempt from the late commencement fee if the applicant has informed the college of the visa delay three weeks before course commencement.

**If you do not commence within one week of the scheduled commencement date, the college reserves the right to cancel your eCOE and you will not be entitled to any refund**

### **ADDITIONAL INFORMATION:**

#### **PACKAGE OFFERS**

Courses offered as a package are offered as one course and you will only pay one administration fee of AUD \$180.00.

While you may be able to pay your tuition by instalments as indicated on your invoice, you are liable for the cost of the entire package once you accept the offer of a place.

Examples of a Package offer

- English and Certificate III in Hospitality
- English and Advanced Diploma of Hospitality Management

#### **ELICOS ENROLMENT**

The minimum period of enrolment for English courses is two weeks.

#### **VISA REQUIREMENTS**

Depending on your country of origin and/or assessment level you may need:

- A medical check
- Overseas Student Health Cover (OSHC)
- A letter of offer
- Evidence of sufficient funds
- Evidence of English language proficiency

#### **INSURANCE**

It is an essential requirement of your student visa that you have adequate health cover while you are studying in Australia. You are required by law to pay for Overseas Student Health Cover (OSHC). If you do not have health cover (also called ‘Health Insurance’), you fail to meet your visa conditions and risk having your visa cancelled. OSHC helps you pay for medical and hospital care should you become ill during your stay in Australia.

Rates may vary according to the Health Insurance provider. Some Health Insurance providers are:  
Australian Health Management Group

<http://www.ahmg.com.au/>

OSHC Worldcare

<http://www.osheworldcare.com.au/>

BUPA OSHC

<http://www.hyperstudy.com/apc/bupa/Default.asp>

OSHC Cost: These fees are payable annually in advance.

| 3 months | 6 months  | 9 months  | 12 months | 24 months |
|----------|-----------|-----------|-----------|-----------|
| \$ 78.75 | \$ 157.50 | \$ 236.25 | \$ 315.00 | \$598.50  |

#### **WITHDRAW**

If you would like to withdraw from a course that you have applied or enrolled:

1. Read our refund policy available on our website
2. Email us at [enroll@abbeycollege.com.au](mailto:enroll@abbeycollege.com.au) immediately as this may effect your refund
3. Send / Fax us a copy of
  - a. The letter of withdraw “QFRM101i”
  - b. Application for refund “QFRM74”