



# Student Application For Enrolment



Jasmine Education Group Pty Ltd t/a Queen Anne English College - Queen Anne Business College

ABN: 551320089025 | National Provider Code: 40458 | CRICOS Provider Code: 03240D

Bankstown Campus: Level 1, 49 Raymond Street, Bankstown NSW 2200 | Sydney City Campus: Level 4,225 Clarence Street, Sydney, NSW 2000  
Phone: (02) 97074840 | (02) 97933744 | Email: admin@qaec.nsw.edu.au | Website: [www.qaec.nsw.edu.au](http://www.qaec.nsw.edu.au)

## Personal details

Mr  Mrs  Ms  Other \_\_\_\_\_ Gender  M  F

Full name				DOB	
Nationality			Country of birth		
Passport no		Expiry date		( AEC ID	
USI			<input type="checkbox"/> I authorise JEG to assist me in gaining my USI (please tick)		

### Student overseas Address

Street name & number		
Suburb		
State	Post Code	
Country		
Phone	Mobile	
Email		

### Australian Address (if any)-Mailing Address (no PO box)

Street name & number		
Suburb		
State	Post Code	
Country		
Phone	Mobile	
Email		

### Next of Kin/ Emergency Contact Name

_____	Relationship	_____	Phone	_____
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## Visa Information

Do you already have a visa that will allow you to study at Queen Anne English College (QAEC)-Queen Anne Business College (QABC)?

Yes  No **If Yes, what type of visa** \_\_\_\_\_

## Your Education

What is the highest level of education that you have completed?

\_\_\_\_\_

School/College/University

\_\_\_\_\_

Year completed	_____	Date	_____	Country	_____
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Do you want to apply for recognition of prior learning (RPL)?  Yes  No \*Conditions apply

Do you want to apply for National Recognition/Credit transfer?  Yes  No \*Conditions apply

## Your English

Do you speak a language other than English at home? How  No  Yes (please specify) \_\_\_\_\_

Well do you speak English? Very well  Well  Not well  Not at all

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## Student Services

### Airport Pickup (Optional)

Do you require airport pickup on arrival?

No  Yes

If Yes, date of arrival

Flight arrival time

### Overseas Students Health Cover (OSHC)

I would like QAEC-QABC to arrange OSHC Single rate OSHC for myself

Family rate OSHC for myself and my dependents

### Accommodation (Optional)

Do you require assistance finding home stay accommodation?

Yes  No

### Accommodation Placement fee: \$300

Single room over 18 years: \$300.00 /wk.

Share room over 18 years: \$230.00/wk.

Lunch during week (optional) \$60.00/wk.

## Disability

Do you consider yourself to have a disability, impairment or long term condition?

Yes  No

**If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

You may indicate more than one area)

Hearing/deaf

Learning

Vision

Physical

Mental illness

Medical condition

Intellectual

Acquired brain impairment

Other

## Employment

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

Full-time employee

Employer

Unemployed

Part-time employee

Employed  
- unpaid worker in a family business

- seeking part-time work

Self employed  
- not employing others

Unemployed  
- seeking full-time work

Not employed

- not seeking employment

## Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick ONE box only)

To get a job

To get a better job or promotion

To get into another course of study

To develop my existing business

It was a requirement of my job

For personal interest or self-development

To start my own business

I wanted extra skills for my job

To try for a different career

Other reasons

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## Course preference

### English Courses - Queen Anne English College

Course Name	CRICOS code	Start Date	No. of Weeks
English for General Purposes (Beginner to Advanced) (4 to 72 weeks)	072487J		
English for Academic Purposes (EAP) Level 1 & 2 (Intermediate to Advanced)	075793G		
ELTS Preparation Course 1 and 2 (Intermediate to Advanced) (12 to 24 weeks)	072488G		

### Vocational Education Courses - Queen Anne Business College

Course Name	CRICOS Code	Start Date	Duration
Certificate IV in Human Resources (BSB41015)	087064J		52 weeks
Diploma of Human Resources Management (BSB50618)	098653G		52 weeks
Advanced Diploma of Management (Human Resources) (BSB60915)	087612G		52 weeks
Certificate IV in Leadership and Management (BSB42015)	097423G		78 weeks
Diploma of Leadership and Management (BSB51918)	098796D		78 Weeks

Please forward complete application to:

Email [admin@qaec.nsw.edu.au](mailto:admin@qaec.nsw.edu.au)

Which Campus would you like to study at?

Sydney City  Bankstown

## Application Documents Checklist

### ELICOS Students

- Valid Passport Copy
- Valid visa copy (if any)

### VET Students

- Valid Passport Copy
- Valid visa copy (if any)
- High school certificate or higher if available
- Proof of English language proficiency

- Please note: you must bring all originals on orientation day for verification.
- Please attaché any additional documents to support your application (i.e. resume or reference letters).
- If you are applying for RPL, please read QAEC-QABC's recognition of Prior Learning Policy in the student handbook available on our website [www.qaec.nsw.edu.au](http://www.qaec.nsw.edu.au). Note for international students gaining course credit will affect the length of their visa (VET students only). Please contact Department of Home Affairs for more information.
- Applicants with no formal qualification may be asked to sit for QAEC-QABC's English Placement test and skill test.

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## Fee details

Payment of fees upfront rules as per ESOS act was explained to me; I also understand that I have option to choose one of the following payment modes:

- To pay only 50% of my tuition fees upfront
- To pay more than 50% of my tuition fees upfront

**Application Fees (Non Refundable) A\$ 250.00**

### Tuition Fees English Courses (Queen Anne English College)

- English for General Purposes (Beginner to Advanced) **\$350.00 per week** A\$ \_\_\_\_\_
- IELTS Preparation Course 1 and 2 (Intermediate to Advanced) **\$400.00 per week** A\$ \_\_\_\_\_
- English for Academic Purposes (EAP) Level 1 & 2 (Intermediate to Advanced) **\$400.00 per week** A\$ \_\_\_\_\_

### Tuition Fees Business Courses (Queen Anne Business College)

- Certificate IV in Human Resources (BSB41015) **\$6,200.00** (includes tuition fees plus any additional compulsory costs) A\$ \_\_\_\_\_
- Diploma of Human Resources Management (BSB50618) **\$10,000.00** (includes tuition fees plus any additional compulsory costs) A\$ \_\_\_\_\_
- Advanced Diploma of Management (Human Resources) (BSB60915) **\$10,200.00** (includes tuition fees plus any additional compulsory costs) A\$ \_\_\_\_\_
- Diploma of Leadership and Management (BSB51918) **\$18,000.00** (includes tuition fees plus any additional compulsory costs) A\$ \_\_\_\_\_
- Certificate IV in Leadership and Management (BSB42015) **\$8,000.00** (includes tuition fees plus any additional compulsory costs) A\$ \_\_\_\_\_

### Other

- Overseas Student Health Cover – (Refer to [www.qaec.nsw.edu.au](http://www.qaec.nsw.edu.au)) A\$ \_\_\_\_\_
- Accommodation Placement - **\$300.00** (optional) (Non Refundable) A\$ \_\_\_\_\_
- Accommodation (optional) A\$ \_\_\_\_\_
- Airport Pick-up Fee - **\$300.00** (optional, Refundable If cancelled 4 Weeks before arrival. JEG will charge \$50 refund processing fees) A\$ \_\_\_\_\_
- RPL/ Credit Transfer Fee - **\$250.00 (Per Unit of Competency)** A\$ \_\_\_\_\_
- Application process fees for Credit transfer \$100 A\$ \_\_\_\_\_
- Application process fees for RPL \$100 A\$ \_\_\_\_\_
- Skills Test Fee - **\$500.00** (Non Refundable) A\$ \_\_\_\_\_
- English Placement Test Fee - **\$300.00** (Non Refundable) A\$ \_\_\_\_\_
- Other A\$ \_\_\_\_\_

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Cash	Bank Deposit/International Money Transfer	Credit Card payment
<b>Bankstown Campus:</b> Level 1, 49 Raymond Street, Bankstown NSW 2200  <b>Sydney City Campus:</b> Level 4,225 Clarence Street, Sydney, NSW 2000	<b>Account Name:</b> Jasmine Education Group Pty Ltd <b>Bank:</b> ANZ Bank <b>BSB:</b> 012215 <b>Account:</b> 482601406 <b>Swift Code:</b> ANZBAU3M	Only Visa and MasterCard are accepted; 3% surcharge will apply on credit card payment.

## Privacy Notice

Under the Data Provision Requirements 2012, JEG is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by JEG for statistical, regulatory and research purposes. JEG may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE  
[or electronic acknowledgement].....DATE .....

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## Student acceptance agreement

In signing this Enrolment form you agree:

- You have read QAEC-QABC's enrolment terms and conditions available at [www.qaec.nsw.edu.au](http://www.qaec.nsw.edu.au)
- That the information provided on this form is true, correct and complete.
- That you have read understood and agree to QAEC-QABC's Privacy and Personal Information Policy. Policy statement available on our website.
- That you have been provided with detailed information about the fees and charges associated with your course enrolment including information on tuition fees, administration fees, material fees, payment terms and the applicable Fees, Charges and Refund Policy.
- You understand that the deposit / enrolment fee is non-refundable.
- To provide QAEC-QABC's with up to date and accurate contacts details and notify them if anything changes.
- To be bound by QAEC-QABC's Student Code of Conduct, and other student policies and procedures as well as National and State legislation, regulations including any variations that are made from time to time.
- That payment of fees upfront rules as per the ESOS act was explained to you and you have understood.

Student Signature

	Date	
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