

# INTERNATIONAL STUDENTS ADD, SWAP FORM

## CRICOS / ELICOS

---

International students studying on a student visa must enrol in a full time load (100%) in order to complete their course within the duration specified on their Confirmation of Enrolment (CoE).

International students on a student visa may not enrol in less than a 100% course load unless this is outlined in an intervention strategy implemented by the College, Special circumstances apply (submission of supporting documentation required) or Credit transfer or Recognition of Prior Learning has been applied.

If you are an international student studying on a student visa your application will not be approved if changes result in less than a full time (100%) workload unless one of the above circumstances apply.

Please refer to the Course Duration and Progress Policy – International for further information.

---

### 1. PERSONAL DETAILS

Title:  Mr  Mrs  Ms  Miss  Dr  Other

Gender:  Male  Female

First Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Phone: \_\_\_\_\_

### 2. VISA TYPE

Student Visa

Temporary visa other than a student visa

### 3. ENROLMENT DETAILS

Student Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Campus: \_\_\_\_\_

Expected Course Completion Date: \_\_\_\_\_

### 3. ADD SUBJECT/ UNIT OF STUDY

Subject/Unit of Study Code	Subject/Unit of Study Name	Teaching Period (e.g., Semester 1 2013)	Class Day and Time

### 4. SWAP SUBJECTS

Note: Only international students studying on a temporary visa other than a student visa may apply to swap subjects.

Current Subject/Unit of Study			
Code	Name	Class Day/ Time	Teaching Period

New Subject/Unit of Study			
Code	Name	Class Day/ Time	Teaching Period

## 5. POLICIES AND PROCEDURES

All relevant policies and procedures can be found on the college website [www.ACOAE.com](http://www.ACOAE.com)

## 6. PAYMENT OPTIONS

International students studying on a student visa MUST pay all tuition by electronic bank transfer into the account listed below.

**Bank Name:** NAB

**Branch Name:** Australasian College of Advanced Education RTO

**Branch Number (BSB):** 082057

**Account Number:** 84 373 8583

**Account Name:** Australasian College of Advanced Education RTO

The swift code to be used for any international payment is WPACAU2S. If requested, the IBAN number is 034002376066. (Please include full name with electronic transfer so that we may trace payment immediately). Payment is to be made in Australian Dollars. International students studying on a visa other than a student visa may pay tuition fees in the following ways. Please select your payment method:

Cash       Credit Card       Bank Transfer

***If you selected Credit Card option fill out the section below:***

Credit Card type:

Visa       Mastercard

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_

***If you selected Bank Transfer option fill out the section below:***

Name of Financial Institution: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Address of Financial Institution: \_\_\_\_\_

Branch Number (BSB): \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

## 7. PRIVACY

The College may be required to provide personal information to designated authorities including the Australian Government as required by law. This may include, but is not limited to sharing information with the Department of Immigration and Citizenship (DIAC); Department of Education, Employment and Workplace Relations (DEEWR); A.C.O.A.E. RTO; the Tuition Assurance Scheme and ESOS Assurance Fund Manager; state and national regulatory bodies including VETAB (NSW), Board of Studies (NSW), TEQSA and ASQA.

Personal information about international students may be shared with College representatives/agents in order to provide overseas students with services. This information includes personal contact details, course enrolment details and changes and the circumstances of any suspected breach by the student of a student visa condition.

## 8. DECLARATION

I hereby declare that:

The information provided on this form is correct and complete: The Fee Policy – International, Refund Policy – International and other relevant policies have been made available to me online and I have read, understood and accepted these as conditions of my enrolment.

I understand that it is my responsibility to ensure that I have met any prerequisites for my chosen subjects.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Confirm the following if student is studying on a student visa:

Student has paid fees into designated account

Student enrolled in full time course load:

Yes  No

If 'No'

Credit has been applied for this semester/trimester

Special circumstances application received

Intervention strategy is in place

Date Processed:

Student Number:

Receipt Number:

Amount Paid: \$

Cash  Credit Card  EFTPOS  Account Credit

Activity added in Finance

Form checked and approved by Student Support Services:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_