



NOVUS EDUCATION
RTO CODE: 45082 CRICOS PROVIDER CODE : 03966K

ENROLEMENT FORM 2022



**A world with Emotionally
intelligent workforce.**

NOVUS EDUCATION PTY. LTD.

RTO CODE: 45082 CRICOS PROVIDER CODE : 03966K

Sydney Campus: Suite 309, Level 3, 22-36 Mountain Street, Ultimo NSW 2007, Australia

Gosford Campus: Suite 5, Level 1, 153 Mann Street, Gosford, NSW 2250, Australia

www.novus.edu.au | 02 4308 9649 | admin@novus.edu.au



Application for Enrolment International Students

ENROLMENT INSTRUCTIONS

Students are required to complete the 'Application for Enrolment – International Students' and submit this duly filled in application of enrolment to Novus Education Pty Ltd with the supporting documents as stated.

NOTE:

- Ensure you have received the marketing information, including course details, student handbook from Novus Education or authorised agent of Novus Education.
- Ensure the selected qualification is in line with your career and future goals.
- Ensure that you understand the study requirements including, weekly contact hours.

PRIVACY NOTICE

Under the Data Provision Requirements 2012, Novus Education 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 Novus Education for statistical, regulatory and research purposes. Novus Education may disclose your personal information for these purposes to third parties, including: Commonwealth and State or Territory government departments and authorised agencies;

SECTION 1

Personal Information

PERSONAL DETAILS

Title: Mr Miss Mrs Ms	Gender: Male Female	Date of birth: (MM/DD/YYYY)
First Name:	Middle Name:	Last Name:
Address:		Mobile:
Email:	Post Code:	Country:
Passport No:	Expiry Date of Passport:	
USI No:	If you do not have USI No, You can create one by visiting https://www.usi.gov.au	
Have you applied through an Agent ? Yes No	Agent Name:	

OVERSEAS ADDRESS (REQUIRED FIELD)

Street Number and Name:	City:	
State:	Country:	Post code:

AUSTRALIAN ADDRESS

Street Number and Name:	Suburb:		
Post code:	City:	State:	Country:

EMERGENCY CONTACT:

Contact Name:	Relationship with you:
Email:	Phone Number:
Address:	

Neurons that Fire together, wire together
(Donald Hebb; Hebbian Learning)

SECTION 2 QUALIFICATIONS AND INTAKE DATES

SECTION 3 OVERSEAS STUDENT HEALTH COVER (OSHC)

Tick the Qualification you want to enrol in, you can tick Multiple for packaged course

International student must hold OSHC while studying in Australia on student visa. Duration of the cover depends on the length of your study in Australia. There are many insurance companies in Australia who can over this cover, including NIB, Medibank, HBF and Bupa.

Qualifications	CRICOS Course Code	Campus Options		Duration	Fees
		Sydney	Gosford		
BSB40120 Certificate IV in Business	110252J	NA		1.5 years (78 weeks)	Please refer to the marketing brochure
BSB50120 Diploma of Business (Organisation Development)	108091F			1.5 years (78 weeks)	Please refer to the marketing brochure
BSB60120 Advanced Diploma of Business	109039B	NA		1.25 years (65 weeks)	Please refer to the marketing brochure
BSB80120 Graduate Diploma of Management (Learning)	110253H	NA		1.25 years (65 weeks)	Please refer to the marketing brochure
SIT40521 Certificate IV in Kitchen Management	110290C	NA		1.5 years (78 weeks)	Please refer to the marketing brochure
SIT50416 Diploma of Hospitality Management	110255F	NA		1.5 years (78 weeks)	Please refer to the marketing brochure
SIT60316 Advanced Diploma of Hospitality Management	110256E	NA		2 years (104 weeks)	Please refer to the marketing brochure
AUR30620 - Certificate III in Light Vehicle Mechanical Technology	110251K		NA	2 years (104 weeks)	Please refer to the marketing brochure

Overseas Student Health Cover:

Do you have current Overseas Student Health Cover (OSHC)?	NO	YES
If Yes, What is your membership Number:	OSHC expiry Date:	
If No, what type of OSHC Will you required ?	Single	Couple Family
Do you want Novus Education to organise your OSHC ?	YES	NO, I will arrange my self.
Understanding the coverage of OSHC Single membership: Cover the student only. Couple membership: Covers the student and their spouse/partner as listed on the student's dependent visa. Family membership: Covers the student and their dependents (such as their spouse/partner, and any dependent children)		

Airport Pickup and Accommodation

Do you wish Novus Education to organise :

Do you require airport pick-up? Subject to payment of AUD\$200.00 to be made in advanced by the student

YES

NO

Do you require help organizing accommodation? Or Temporary Accommodation subject to payment to be made in advance by the studentthe student

YES

NO

Tick the Intake Year

2022 2023 2024

Tick the Intake Month

January April July October

SECTION 4 – ENGLISH LANGUAGE PROFICIENCY

At Novus Education, Our medium of Instruction and Mode of Instruction is English. Our Courses required english proficiency to ensure student can learn and progress through the course and won't be disadvantaged. Moreover, It is DIBP requirments that a person must meet English requirement – Please visit Student Visa Subclasss 500 checkist by visiting : <https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool>

Is English your first Language ?

YES NO, Please specify your first langauge

How well do you speak English ?

Well Very Well Not Well

Have you undertaken an English Language Proficiency Test in last 2 years?

Yes No

If Ticked Yes, Please state the type of test and Score achieved:

- IELTS (Academic): minimum overall band of list of individual band score
Listening Reading Writing Speaking
- (PTE)-Pearson Test of English (Academic): minimum score list of individual band score; Listening Reading Writing Speaking
- Cambridge English Advanced (CAE) score of:
- Certificate in Advanced English (CAE) of or equivalent
- Occupational English Test (OET) score of PASS:
- TOEFL Paper Based (PB) score of :
- TOEFL Internet Based Test (IBT) score of:

SECTION 5 – PREVIOUS STUDY AND CREDIT TRANSFER

Note: A certified copy of original transcripts of all official results must accompany this application including grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. Include English translations if transcript/s is not English

Previous Study – Academic Details

Secondary / Higher Secondary School Studies

Title of the course	Month/Year Comenced	Month / Year Completed	Name and counry of school

Tertiary or Post-Secondary Studies

Title of the course	Month/Year Commenced	Month / Year Completed	Name and counry of institution

Credit Transfer and Recognition of Prior Learning

Do You wish to apply for Credit Transfer ? YES NO

(If yes, please provide supporting documents. You may provide CV, previously completed qualifications etc. to support your application.) You may fill in an application form available at Novus Education website to support your application.



Do You wish to apply for Recognition of Prior Learning ? YES NO

(If yes, please provide supporting documents. You may provide CV, previously completed qualifications and workplace evidence to demonstrate the skills and knowledge you acquired for certain unit(s) of competency. You may fill in an application form of RPL available at Novus Education website (www.novuseducation.edu.au) to support your application.

Document Checklist

- Completed Enrolment Application Form.
- Certified copy of education transcripts.
- Certified copy of your passport.
- Certified copy of your IELTS/PTE score or other English Test.
- Certified copy of your VISA stamp page (if applicable).
- Relevant employment details (if applicable).
- Overseas Student Health Cover (if available).
- Onshore Student Address proof is required (e.g. driver licence, bank statement).

Note: After enrolment application, all student are required to undergo pre-enrolment assessment before student offer is finalised. Pre-enrolment assessment is conducted to determine course credits, admission requirements, genuineness, language, literacy and numeracy and student support.

In signing and submitting this ‘Application for Enrolment International Students’ the applicant acknowledges:

1. I acknowledge that I have accessed the pre-enrolment information pack to understand studying Australia Nationally Recognised Training courses at Novus Education.
2. I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.
3. I acknowledge that failure to disclose my academic record may result in Novus Education Pty Ltd revoking an offer or terminating my studies at any stage.
4. I authorise Novus Education Pty Ltd to seek verification of my academic and professional qualifications, and work experience. I understand that Novus Education Pty Ltd reserves the right to inform other tertiary institutions and regulatory agencies if any of the material supporting my application is found to be false.
5. I understand that the time of enrolment I will be required to supply originals of all documents to support this application.
6. I acknowledge that Novus Education Pty. Ltd. reserves the right to alter any course, subject, admission requirement or fee without prior notice.
7. I understand that the personal information I provided may be released to government agencies as required by law; and it may be disclosed to third parties for the purpose of this application.
8. I acknowledge that I have read and understand the description of the courses(s) that I am applying for on Novus Education Pty. Ltd. website (training.gov.au) including International Student Handbook and Policies and Procedures.
9. I authorise Novus Education Pty Ltd to access the Australian Immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
10. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on <https://www.homeaffairs.gov.au/>
11. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs. For more information visit <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>
12. I understand that if I have any school-aged children or dependants accompanying me to Australia, they must attend school and I will be required to pay a full fee if they are enrolled either in a government or nongovernment school.
13. I have read and understand the description of the ESOS (Education services for overseas students) framework made available at: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>
14. I declare that the information provided by me in this application and supporting documents are true & complete.
15. I declare that my signature is true and correct and matches the signature in my passport. I acknowledge and agree to the term in the student declaration.

I acknowledge and agree to the terms in the student declaration.

Student name: _____ Signature _____ Date: / /

FOR OFFICE USE ONLY

APPROVED NOT APPROVED

Staff Name: _____ Signature _____ Date: / /

Attachments



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**SEE YOU
SOON**



#EMOTIONALLY_INTELLIGENT
#Studyinaustralia
#novus_education
#NOVUSEDUCATION



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