



Student Details

Applicant's Name: _____
Course(s) Name(s): _____
Commencement Date: _____

Does the applicant meet the English language entry requirements?

Not Applicable
YES
NO (If no, how does the applicant intend to meet the English language requirements before commencing the course?)

Does the applicant meet the academic entry requirements?

(For Vocational Courses Only)

Not Applicable
YES
NO (If no, how does the applicant intend to meet the Academic requirements before commencing the course?)

Have you provided information relating to all fees and living costs and has the applicant confirmed they have sufficient funds to pay: OSHC, all tuition fee, associated study costs and all living and travel expenses (transport, food, utilities, rent, etc.) for themselves and any dependant/s for the entire duration of their stay in Australia?
Details are provided in point 5 of the enrolment procedure on the previous pages)

YES
NO

How is the applicant funded

Self-funded
Sponsor
Family

Have you sighted evidence that the applicant has access to sufficient funds to cover the duration of their stay in Australia?

NO
YES (Please provide a list of these document)

Have you advised the applicant and does the applicant understand that Greenwich College will not pay their tuition fees and related study costs or living expenses if they are unable to fund their stay in Australia?

YES
NO

Does the applicant understand that if they are unable to pay their tuition fees Greenwich College will cancel their enrolment and COE, which will affect their Student Visa?

YES
NO

Does the applicant understand that while they are allowed, as part of their student visa, to work a maximum of 40 hour per fortnight (unlimited work rights during semester breaks), these fund are used to supplement their living costs and must not be their only source of income to pay their tuition fees?

YES
NO

Are there any gaps in the student's education or employment history that may cause doubt about their intention to complete their study as a Genuine Temporary Entrant (GTE)?

YES
Details _____
NO

Has the applicant had a previous visa application rejected?

YES
Which country? _____
What reason? _____
NO

Agent's Information

Officer's Name: _____
Company Name: _____

Signature _____ Date / /

Enrolment Procedure

In order to protect Greenwich's risk rating under SSVF, we will be exercising a cautionary policy. Alongside level 3 countries, Greenwich has identified some level 2 and 3 countries for which we are exercising caution. For some countries we are unable to accept applications, and for others, we can accept non-packaged applications but require additional documentation and these applications will undergo 'Regular processing'

You can view the list of countries at www.greenwichcollege.edu.au/SSVFratings

ENROLMENT PROCEDURE – ACCEPTED HIGH RISK COUNTRIES

1. Send a completed application form to Greenwich College or enrol online at www.greenwichcollege.edu.au

2. Provide evidence confirming applicants identity and visa status:

Certified copy of Passport
Copy of current Visa (if applicable)

3. Provide evidence confirming that the applicant satisfies English language requirements:

Greenwich English College (if applying for any course other than General English):
Certified copy of IELTS test results or equivalent done within 12 months from the time of application), OR
Successful completion of Greenwich College placement test with the study plan recommendation, OR
Certified confirmation of completion of the course at a college approved by Greenwich English College

Greenwich Management College:

Certified copy of IELTS 5.5 or equivalent, OR
Successful completion of Greenwich College placement test, OR
Certified confirmation of completion of the pathway course at a college approved by Greenwich Management College

4. Provide evidence confirming that the applicant satisfies Academic requirement (Greenwich Management College only):

Certified copy of Testamur or Transcript confirming successful completion of Australian Year 10 or equivalent at minimum, OR
Certified copy of Testamur or Transcript confirming successful completion of relevant Vocational or Higher Education course, OR
Resume showing relevant vocational experience

5. Provide evidence that the applicant satisfies Financial Requirements to study and cover cost of living in Australia (\$25,000 account balance (pro-rata for onshore applicants) or proof of \$60,000 annual salary):

Bank Statements (Business Registration statements if under company account)
Payslip/Income Statement
Financial sponsorship letter
Proof of relationship to the Financial Sponsor

6. Complete the Agent Checklist and send with the application

7. Greenwich College will send you a Letter of Offer. Ask the applicant to take a moment to read through the Letter of Offer document (which includes the Letter of Offer, Student Invoice, and Course Acceptance Agreement). Once confirmed that all details are correct and agree to the Greenwich College Terms and Conditions of Enrolment, request the applicant to sign and return the Course Acceptance Agreement along with payment

8. Arrange payment of fees due immediately or at least 14 days prior to the commencement date of the course. Greenwich College recommends early payment as places in some courses are limited and subject to availability at the time of payment. Please note that the place in the course will not be confirmed until receipt of the required payment and confirmation by Greenwich College

9. If the applicant applies for a Greenwich English College course, for the dates of all payments refer to the due dates for fees on the Student Invoice. All payments for courses of 24 weeks or less must be received before or on the due date, which will be two weeks prior to the course commencement date. All payments for courses of 25 weeks or more are aligned to the TPS legislation and must be received on, and not before the due dates listed on the Student Invoice

10. If the applicant applies for a Greenwich Management College course, for the dates of all payments refer to the due dates for fees on the Student Invoice. All fees are incurred on a term by term basis and need to be paid prior to the commencement date of each particular term

11. Upon payment of fees, Greenwich College will issue the necessary documents for the applicant to study at Greenwich College

12. All applicants who want to travel, work, and/or study in Australia must obtain a valid visa

13. In addition to study related expenses, the Australian Government suggests that students have access to at least AU\$18,610 per annum for living-related expenses in Australia

14. For information on visa requirements to come to Australia, contact the Australian Embassy, Consulate or High Commission in your country, or the Department of Immigration and Border Protection (DIBP) website www.border.gov.au