

APPLICATION FOR ENROLMENT – INTERNATIONAL STUDENTS

Instructions

1. **Student or Education Agent Completion:**
 - The form must be completed by the student or their authorised education agent.
 - All sections must be completed in full and all supporting documentation attached.
2. **Supporting Documents:**
 - Attach certified copies of passport, English proficiency results, academic transcripts, and other required documentation.
3. **Declaration:**
 - The student must read and sign the Student Declaration section.
 - If an education agent is completing the form, they must sign the education agent section.
4. **Submission:**
 - Submit the completed form and attachments to the College via the contact email provided.
 - Incomplete forms or missing documentation may delay processing.
5. **RTO Use Only Section:**
 - To be completed by authorised College staff after review of application and entry requirements.

Application for Enrolment			
☐ Completed by Student			
☐ Completed by Education Agent: Education Agent Details (agent stamp or complete)			
Education Agent Name:		Counsellor Name:	
Date:		Signature:	
1. Student Details			
Title: Mr / Mrs / Ms / Miss		Date of Birth	/ /
Family name:		Given Names:	
Gender:	☐ Male ☐ Female ☐ Other		

Home Phone:		Mobile:	
City of Birth:		Country of Birth:	
Preferred method of contact:	☐ Email ☐ Phone ☐ SMS/ Text		
Passport Number:		Passport Expiry Date:	
Country of Issue:			
Have you ever been refused a visa for entry into Australia or a country other than Australia?	☐ Yes ☐ No Please specify:		
Have you ever been reported to Australia's Department of Home Affairs for failing to meet visa conditions?	☐ Yes ☐ No Please specify:		
Have you ever been convicted of a criminal offence in Australia or any other country?	☐ Yes ☐ No Please specify:		
I give permission for Iona Columba College to refund any fees to my nominated education agent or third-party representative?	☐ Yes ☐ No		
2. Visa Lodgement			
Do you hold a current Australian Visa?	☐ Yes ☐ No		
If No: Where will you be lodging your student visa application based on your enrolment with the College?	☐ Inside Australia (Onshore) ☐ Outside Australia (Offshore)		
If Yes:	Visa Type _____	Category Number _____	
3. Contact Details			
Home Country Address			
Postal Address:		Suburb	

Postcode:		State	
Home Phone:		Personal Mobile:	
Email Address:			
Address in Australia			
Residential Address:		Suburb	
Postcode:		State	
Home Phone:		Personal Mobile:	
Email Address:			
4. Course Selection Details			
Program Code:		Program Cost:	
Program Name:	☐ 11237NAT Certificate IV in Christian Ministry and Theology <i>CRICOS Course Code: 117093G</i> ☐ 11238NAT Diploma of Christian Ministry and Theology <i>CRICOS Course Code: 117094F</i> ☐ 11239NAT Advanced Diploma of Christian Ministry and Theology <i>CRICOS Course Code: 117095E</i> ☐ 11232NAT Graduate Diploma of Christian Ministry and Theology <i>CRICOS Course Code: 117096D</i> ☐ CHC51015 Diploma of Counselling <i>CRICOS Course Code: 0100324</i> ☐ CHC42315 Certificate IV in Chaplaincy and Pastoral Care <i>CRICOS Course Code: 0101660</i>		
Preferred Commencement		Preferred End Date:	
Why did you choose this course(s)?			

What are your goals for this course(s)?					
Do you want to apply for Recognition of Prior Learning or Credit?	☐ Yes ☐ No If yes, please complete the Application for Credit or Recognition of Prior Learning Form and attach the supporting documents. Please note: The granting of Credit may result in a reduction in your course duration. Contact the College for more information.				
5. Unique Student Identifier (USI)					
Do you have an Australian USI?	☐ Yes ☐ No				
If Yes:	_____ _____ (10 digits in total)				
If you do not have a USI do you give the College permission to apply for one on your behalf?			☐ Yes ☐ No		
To raise a USI we will need the following proof of Identity evidence. a valid non-Australian passport plus your Australian visa attached to that passport					
Visa No:		Expiry Date:	/ /	Type:	
6. Extra Requests					
Have you arranged health cover for the duration of your stay in Australia? See link		☐ Yes ☐ No			
If Yes:	Type of cover		Name of insurer		
	Duration		Membership Number.		
If No:	Do you require the College to arrange your Overseas Student Health Cover?		☐ Yes		
	If Yes, policy type:		☐ Single ☐ Family		
7. Admission Eligibility: English Language					

English Language Proficiency Please indicate the English language test you have completed that demonstrates an English proficiency equivalent to IELTS (Academic) overall band score 6.0, with no individual band less than 5.5.	The Department of Home Affairs recognises the following for visa English evidence as of 7 August 2025: ☐ International English Language Testing System (IELTS) – Academic and General Training (including One Skill Retake) ☐ Pearson Test of English Academic (PTE Academic) ☐ Test of English as a Foreign Language internet-Based Test (TOEFL iBT) ☐ Cambridge C1 Advanced (Cambridge English: Advanced) ☐ Occupational English Test (OET) ☐ Canadian English Language Proficiency Index Program – CELPIP General ☐ LANGUAGECERT Academic ☐ Michigan English Test (MET)
	Note: These tests must be taken in-person at approved secure test centres; remote/online versions (e.g., IELTS Online, TOEFL iBT Home Edition) are not accepted for visa evidence.
8. Admission Eligibility: Education	
What is your highest level of school completed?	☐ Primary School ☐ Senior High School ☐ High School ☐ Other
In which year did you complete school?	
Have you successfully completed any of the following qualifications?	☐ Yes ☐ No
☐ Bachelor Degree or Higher Degree ☐ Advanced Diploma or Associate Degree ☐ Diploma or Associate Diploma ☐ Certificate IV or Advanced Certificate	☐ Certificate III or Trade Certificate ☐ Certificate II ☐ Certificate I ☐ Certificates - other
Qualification Obtained:	
Institution:	
Country:	
Year of Completion:	
Have you studied in Australia before?	☐ Yes ☐ No

If yes, how long have you been in Australia?	Please specify:		
If yes, what have you completed?	☐ Certificate ☐ Diploma ☐ Advanced Diploma	☐ Bachelor/ Master ☐ ELICOS ☐ Other	
Australian Qualification:			
Australian Institution:			
Year of Completion:			
9. Disability and Learning Needs			
Do you have a disability, impairment, specific learning needs or long-term medical condition that may affect your studies?	☐ Yes ☐ No		
Please state your disability, impairment or injury:	☐ Hearing ☐ Learning	☐ Intellectual ☐ Mental Illness	☐ Physical ☐ Acquired
If yes, please provide details so we can best support you:			
10. Reason For Study			
☐ To get a job or better job ☐ To develop my existing business ☐ To start my own business ☐ I want extra skills for my job	☐ It was a requirement of my job ☐ To try for a different career ☐ For personal interest or self-development ☐ Other		
11. Emergency Contact			
Contact 1: Full Name			
Relationship		Mobile:	
Email			
Contact 2: Full Name			
Relationship		Mobile:	
Email			

12. Marketing And Images

How did you hear about us?

- ☐ Existing Student
- ☐ Website
- ☐ Social Media
- ☐ Education Agent
- ☐ Other

The College may from time to time send you details about future training opportunities or offers. If you DO NOT wish to be contacted, please indicate below.

☐ I do not wish to be contacted regarding future training opportunities.

During training, photos or footage may be taken of you. Do you give the College permission to use these photos or footage for such things as improving training resources, promotional documents and reports?

☐ Yes

☐ No

13. Student Declaration

By signing this form, I certify that the information provided is true and correct. I further certify that:

- ☐ By submitting this form I agree that all information provided in the application is complete and correct.
- ☐ I have reviewed the Course Brochure supplied to me and have been informed about and accept my rights and obligations.
- ☐ I have reviewed and accept the Schedule of Fees and Payments and have been informed of the Fees and Refund Policy.
- ☐ I have reviewed the Course Brochure and have been informed of and accept the training and assessment services to be provided including:

1. the units of competency to be completed
2. course duration
3. the mode of delivery
4. the course location

- ☐ I understand that Iona Columba College may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- ☐ By submitting this form I agree that Iona Columba College will independently verify the information supplied by me in this form and request further information or documentation as required.
- ☐ I authorise my education agent to act on my behalf in all matters relating to this application and associated visa application.
- ☐ I understand that a non-refundable* \$AUD200 enrolment fee is payable to secure a place in the course, payable on the signing of the Letter of Offer, Student Written Agreement and submission of this form to the College in order to progress my application for enrolment. *In the event your student visa is refused before you commence your course, the College will refund any course money received, minus the lesser of 5% of the total amount of course money paid or \$500 AUD.

Student Name:

Student Signature:

Date:

Supporting Documentation

Please confirm you have attached the following documents, certified and accompanied by English translations if applicable:

- ☐ Passport including photo page and signature page
- ☐ Evidence of English language proficiency
- ☐ Academic certificates/transcripts (translation needed if not in English)
- ☐ Evidence of any other applicable entry requirements for the course into which you are seeking enrolment

Submitting Your Application

Please submit your application to info@iona.edu.au. You will receive a response within two business days.

Please note that the College may request additional information from you in support of your application.

You may also be required to attend a pre-enrolment interview via phone or video conferencing regarding course suitability.

RTO USE ONLY:

Has the Student Application and Enrolment Checklist been created and completed?	☐ Yes ☐ No Comments:
Does the applicant meet entry requirements?	☐ Yes ☐ No If no, please specify:
Is student support indicated?	☐ Yes ☐ No If yes, referred to:
Details entered into Student Management System?	☐ Yes ☐ No If no, please specify:
Enrolment confirmation sent?	☐ Yes ☐ No If no, please specify:
English language proficiency confirmed?	☐ Yes ☐ No If no, please specify:

Has USI been verified (if applicable)?	☐ Yes ☐ No If yes date:		
Has an enrolment interview been scheduled?	☐ Yes ☐ No If yes date:		
Training scheduled to commence on the following date:			
Comments:			
Position:			
Full Name:			
Signature:		Date:	/ /