

APPLICATION FORM

SCIC.NSW.EDU.AU

CRICOS Provider Code: 03349B



SUNSHINE COAST
INTERNATIONAL
COLLEGE

Please complete the application form in English and print clearly.
Please send completed application form and supporting documents to
admissions@scic.nsw.edu.au.

PERSONAL DETAILS

Family Name: _____

Given Name: _____

Gender: Male Female Other _____

Date of Birth: _____ DD/MM/YYYY Nationality: _____

Passport Number: _____ Date of expiry: _____

CONTACT DETAILS

Mobile: Country code () ()

Email (Mandatory): _____

Current Residential Address: _____

Suburb: _____ State: _____

Postcode: _____ Country: _____

Emergency Contact Details:

Please provide the contact details of a family member or friend we can contact in an emergency.
Student Under 18 years of age must provide parent contact details.

Family Name: _____

Given Name: _____

Relationship: _____

Mobile: Country code () ()

Email (Mandatory): _____

Current Residential Address: _____

Suburb: _____ State: _____

Postcode: _____ Country: _____

ENGLISH LANGUAGE PROFICIENCY

How would you describe your level of English?

- Beginner Elementary Pre-intermediate Intermediate
 Upper-intermediate Advanced

Have you completed a recognised English language test in the past two years? (e.g. IELTS, PTE)

- Yes, attach a copy of test results No

PREVIOUS SCIC STUDIES

Have you previously been enrolled at SCIC? Yes No

COURSES CHOICES

Students can enrol in a maximum of four consecutive courses (one after the other)

Start Date: _____ DD/MM/YYYY

General English (GE): 078701D; English for Academic Purposes (EAP): 104575G
Cambridge English Advanced (CAE): 0101272; IELTS Target 6 & 7 (IELTS): 078702C
High School Preparation (HSP): 078703B

Course 1: GE EAP CAE IELTS HSP

Study Duration: 12 weeks 24 weeks 36 weeks 48 weeks Other _____
Break Duration: No study break 4 weeks Other _____

Course 2: GE EAP CAE IELTS HSP

Study Duration: 12 weeks 24 weeks 36 weeks 48 weeks Other _____
Break Duration: No study break 4 weeks Other _____

Course 3: GE EAP CAE IELTS HSP

Study Duration: 12 weeks 24 weeks 36 weeks 48 weeks Other _____
Break Duration: No study break 4 weeks Other _____

Course 4: GE EAP CAE IELTS HSP

Study Duration: 12 weeks 24 weeks 36 weeks 48 weeks Other _____
Break Duration: No study break 4 weeks Other _____

ENGLISH LANGUAGE LEARNING GOALS

You must complete this section

Please write about why you want to study an English course.

VISAS AND OVERSEAS STUDENT COVER (OSHC)

Do you hold a current Australia visa?

Yes, visa type: _____ No

Where will you lodge your student visa application?

In Australia Outside Australia

Have you been refused a visa from any country including Australia for any reason?

Yes, the reason: _____ No

Do you have OSHC Cover?

Yes, Provider: _____ No

If no, do you want SCIC to arrange your OSHC? Yes No

If Yes, choose cover type: Single Couple* Family*

*Couple and Family Cover: Please attach passport copies of all partners and family members

EDUCATION

What is the highest level of education and what is the name of the institution?

Qualification (e.g. A-Levels, Year 12, Diploma, Degree):

Institution Name:

Are you currently studying in Australia? Yes No

If yes, please complete the details below and provide a copy of your currently held electronic Confirmation of Enrolments (COE).

Institution Name:
Course:
Date Started: DD/ MM/ YYYY End Date: DD/ MM/ YYYY

Will you be continuing your studies in Australia at a vocational or Higher Education level? Yes No

Institution Name:
Course:
Start Date: DD/ MM/ YYYY

HOMESTAY AND ARRIVAL SERVICES

Do you require Homestay? Yes No

Do you require Airport Pickup? Yes No

For Student Under 18 at the time of application

Will you live with your guardian or parent in Australia? Yes No

If no, do you require SCIC to provide you with a guardian?

Yes (Fees Apply) No

Note: The accommodation and supervision arrangements for students under 18 years of age while enrolled in a course at SCIC must be approved by SCIC. Applicants under 18 years will undergo further application procedures before application is confirmed.

DISABILITY SUPPORT

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) Please refer to the Disability supplement for an explanation of the following disabilities.

- Hearing/deaf Physical Acquired brain impairment
 Intellectual Learning Medical condition
 Mental illness Vision Other _____

AGENT INFORMATION & DECLARATION (if applicable)

- I have provided all relevant and required information to the applicant to enable them to make an informed decision about their chosen course
- I am satisfied that to the best of my knowledge the applicant has genuine intentions to complete this program and has the financial capacity to pay for the course and living expenses for the duration of the course
- I am aware that there are implications to SCIC and my agency where a student's visa is refused because they do not meet Genuine Student Test (GST) requirement by signing this form, I am stating that I understand the declarations above and that as far as I am aware the applicant is genuinely committed to complete the course.

Agent Trading Name:
Signature:
Date: DD/ MM/ YYYY

IMPORTANT INFORMATION

Course Name:

General English (GE)

English For Academic Purposes (EAP)

Cambridge English Advanced (CAE)

IELTS Target 6 & 7 (IELTS)

High School Preparation (HSP)

Cricos Course Codes:

078701D

104575G

0101272

078702C

078703B

PRE-ENROLMENT INFORMATION FOR STUDENTS

<https://scic.nsw.edu.au/how-to-apply/>

HOW TO ENROL - Enrolment procedures

18 years of age and older

Step 1	Student sends SCIC	A completed and signed Application Form
Step 2	SCIC sends Student	A Letter of Offer & Written Agreement (LOO) is created based on information provided in the Application Form.
Step 3	Student sends SCIC	<ul style="list-style-type: none">The LOO for signingAdvise that they have paid the amount designated in the LOO
Step 4	SCIC sends Student	A Confirmation of Enrolment (COE) for each enrolled course

Under 18 years of age

Step 1	Parent/ Guardian sends SCIC	<ul style="list-style-type: none">A completed and signed Application FormIf a parent or relative 21 years of age or older will not be living with the student in Australia, then SCIC will request for evidence of accommodation and welfare arrangements.
Step 2	SCIC sends Parent/ Guardian	A Letter of Offer & Written Agreement (LOO) is created based on information provided in the Application Form.
Step 3	Parent/ Guardian sends SCIC	<ul style="list-style-type: none">The LOO for signingAdvise that they have paid the amount designated in the LOO
Step 4	SCIC sends Parent/ Guardian	<ul style="list-style-type: none">A Confirmation of Enrolment (COE) form for each enrolled courseAccommodation & Welfare documentation if required for each COE

Please note: The nominated guardian (other than a parent or approved relative) in Australia must obtain a Working with Children Check clearance with the NSW Office of the Children's Guardian. SCIC reserves the right to reject a nominated guardian for reasons other than character such as ease of communication (English language, email address and mobile telephone) and proximity to SCIC.

BANK ACCOUNT FOR PAYMENTS

Bank Name: Commonwealth Bank	SWIFT Code: CTBAU2S
Account Name: Steps Sunshine Coast International College Pty Ltd	BSB: 062 028 Account Number: 1148 6089

Please note: The student is responsible for keeping a copy of the written agreement supplied by SCIC, and receipts of any payments of tuition fees or non-tuition fees.

ADDRESS

All students on student visas must keep SCIC informed of their current contact details including address, email address and phone number throughout their period of enrolment. This is a condition of their student visa. The student must notify SCIC of any change of contact details within seven days of this change occurring

ACCOMMODATION

SCIC can arrange placement in homestay accommodation (through a homestay agency) and offer advice on finding non-homestay accommodation.

Students under 18: All students under 18 years of age or enrolled in the HSP course who do not live with a parent, relative or legal guardian approved by SCIC must live in an SCIC-approved homestay.

Booking Accommodation for student under 18 years

Parent/ Guardian sends SCIC

- Accommodation Placement Form
- A signed Homestay Information and Contract for Students (HICS)
- Payment for either: Homestay Placement + 4 weeks' homestay deposit
- Or Temporary Accommodation Placement + 2 weeks' deposit

SCIC sends Parent/Guardian: Details of student's accommodation

BOOKING AIRPORT TRANSFER

Student notifies SCIC that they require airport pickup at the time of application and make accommodation payment after Offer Letter is issued.

Once monies have been received it is the student's responsibility to advise SCIC of their flight details and arrival times at least 48 hours before arrival. If advice is given after this, or the student misses their flight or connecting flight and does not advise SCIC via email immediately, SCIC will charge a \$100 late accommodation notification fee on top of the amount already paid for the pickup.

COST OF LIVING IN AUSTRALIA

International students seeking a student visa are required to demonstrate and/or declare that they have access to sufficient funds to live for the duration of their student visa. Indicative amounts change according to the economic conditions prevalent in Australia. As of 02 October 2023, yearly amounts are: student/guardian AUD\$21,041; partner/spouse AUD7,362; child AUD3,152.
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

SCHOOL-AGED DEPENDANTS

Accompanying students to Australia will be required to enrol at school and pay full fees if they are enrolled in either a Government or non-Government school.

OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is compulsory health insurance for students on a student visa. The insurance is valid (and must be paid to include) the period from the first day you arrive in Australia until the end of your student visa. It covers GP and hospital care, some prescription medicines & emergency ambulance.

PERIOD OF COVER

Start date

For applicants outside of Australia, the student should have OSHC that begins on or before the date of their visa grant. If you are granted your Student 500 visa and you enter into Australia on a date that is before the date your health insurance kicks in, you will be in breach of Condition 8501 which will make you liable for visa cancellation and hurt your visa history.

End date

The end date for OSHC should be until the end of the visa holders intended full period of study. In the situation where the student is taking on a packaged course, the end date for their OSHC should be at the end of their entire packaged or combined course.

All courses are delivered entirely through face-to-face, classroom-based instruction at SCIC's campus on Level 3, 233 Castlereagh Street Sydney NSW. Students can enrol in a maximum of four consecutive courses (one after the other). The courses include:

General English		
Course duration: Total of 92 weeks Study: 12 to 72 weeks Break: 20 weeks	Levels: <ul style="list-style-type: none"> • Beginner 12 weeks • Elementary 12 weeks • Pre-Intermediate 12 weeks • Intermediate 12 weeks • Upper-Intermediate 12 weeks • Advanced 12 weeks 	Class schedule: Morning shift: Monday - Thursday 9:00am - 2:45pm Evening shift: Monday - Friday 4:45pm - 9:00pm
Study load: 20 class hours/week	Entry requirements: There are no English language level or academic requirements for this course	
ENGLISH FOR ACADEMIC PURPOSES (EAP)		
Course duration: Total of 76 weeks Study: 12 to 60 weeks Break: 16 weeks	Levels: <ul style="list-style-type: none"> • EAP1 12 weeks • EAP2 12 weeks • EAP3 12 weeks • EAP4 12 weeks • EAP5 12 weeks 	Class schedule: Morning shift Monday - Thursday 9:00am - 2:45pm Entry Requirements: CEFR = B1/ IELTS 4.5 or equivalent <i>(e.g. successful completion GE Pre-intermediate or SCIC Placement test)</i>
Study load: 20 class hours/week		
CAMBRIDGE ENGLISH ADVANCED (CAE)		
Course duration: 12 weeks	Class schedule: Morning shift: Monday - Thursday 9:00am - 2:45pm Evening shift: Monday - Friday 4:45pm - 9:00pm	
Study load: 20 class hours per week	Entry requirements: CEFR = C1/ IELTS 7.0 or equivalent <i>(e.g. successful completion of SCIC GE Advanced Level or SCIC Placement test).</i>	
HIGH SCHOOL PREPARATION (HSP)		
Course duration: Total of 60 weeks Study: 12 to 48 weeks Break: 12 weeks	Levels: <ul style="list-style-type: none"> • Elementary 12 weeks • Pre-Intermediate 12 weeks • Intermediate 12 weeks • Upper-Intermediate 12 weeks 	Class schedule: Morning shift Monday - Friday 9:00am - 2:45pm
Study load: 25 class hours/week	Entry requirements: at least a Beginner level of English (CEFR = A1)	

IELTS TARGET 6 & 7

Course duration: Total of 28 weeks Study 12 to 24 weeks Break: 4 weeks	Class schedule: Morning shift: Monday - Thursday 9:00am - 2:45pm Evening shift: Monday - Friday 4:45pm - 9:00pm
Levels: Target 6 12 weeks Target 7 12 weeks	Entry requirements: <ul style="list-style-type: none"> • For entry to the IELTS Target 6.0 12-week cycle: CEFR = B2/ IELTS 5.5 or equivalent • For entry to the IELTS Target 7.0 12-week cycle: CEFR = C1/ IELTS 7.0 or equivalent.
Study load: 20 class hours/week	

AN EXPLANATION OF COURSES, SATISFACTORY ATTENDANCE and COURSE PROGRESS

Students can begin any course except EAP and Cambridge Advanced on any Monday throughout the academic year. Students are tested upon commencement at SCIC and placed in the appropriate level. SCIC courses and course levels are all 12 weeks in duration. Student can move to a higher course level if they meet course requirements:

- They have completed 12 weeks of a course/ course level
- They demonstrate satisfactory course progress
- They demonstrate minimum attendance requires of no less than 80% attendance.

SATISFACTORY COURSE PROGRESS

A condition of a student visa is maintaining satisfactory course progress. Students demonstrate they are making satisfactory course progress by their performance in regular tests. All tests, in all courses, are based on material taught in class in that particular week. The EAP and HSP courses also include assignments as a part of the student's assessment.

SCIC deems a student's attendance to be unsatisfactory if they do not pass the required number of assessments as determined by each course's progress requirements.

If a student demonstrates unsatisfactory course progress, SCIC will notify students of its intention to report them to DHA for breach of student visa conditions. Students have the option to appeal SCIC's decision to report for unsatisfactory course progress.

SATISFACTORY ATTENDANCE

A condition of a student visa is having satisfactory course attendance. SCIC will record a student's attendance for all contact hours of each course in which they are enrolled. Each Confirmation of Enrolment a student is issued represents one course. SCIC deems a student's attendance to be unsatisfactory if they do not attend 80% of their total course class hours.

Students have demonstrated unsatisfactory course progress if attendance falls below 80%.

SCIC will notify students of its intention to report them to DHA for breach of student visa conditions. Students have the option to appeal SCIC's decision to report for unsatisfactory attendance.

STUDENT TRANSFER

Transfer to another provider

A student is permitted to transfer to another provider if limited circumstances. Generally a student cannot transfer to another education provider until the student has completed six months of their course and SCIC has approved their application for transfer.

COMPLAINTS AND APPEALS

SCIC has a process in place for students to register complaints and to appeal decisions made that can affect their student visa.

If a student is advised that SCIC intends to report them to the Australian Government for misconduct, breach of student visa conditions or non-payment of fees, they can access SCIC's internal appeals process to review this decision.

If the decision made by SCIC is upheld, the student may choose to access an external appeals process by contacting the Commonwealth Ombudsman. Only after the Ombudsman upholds the decision will SCIC notify the Australian government and a Section 20 breach notice will be sent to the student and/or their legal guardian via email.

NOTE: If a student is under 18 years of age, that student's legal guardian and/or parents will be invited to participate in all discussions with students about course progress/attendance; the deferral, suspension or cancellation of that student's course; or a complaint/appeal by that student.

Declaration:

I declare that the information I have provided on this Application Form is true and correct. I also declare that I have read and understood the information provided in this form.

Signature of student:	Date: DD/ MM/ YYYY
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If student is under 18 years

Signature of Parent/Guardian:	Date: DD/ MM/ YYYY
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