

2009

APPLICATION FOR ENROLMENT OVERSEAS STUDENTS

Think: Colleges Pty Ltd

ABN: 93 050 049 299

RTO: 0269

CRICOS Provider Code: 00246M (NSW)

HEP: NSW5028

Trading as

WILLIAM BLUE
COLLEGE OF HOSPITALITY
AND TOURISM

BILLY BLUE
COLLEGE OF DESIGN

APM COLLEGE OF
BUSINESS AND
COMMUNICATION

AUSTRALASIAN
COLLEGE OF
NATURAL THERAPIES

Billy Blue English School Pty Ltd

ABN: 30 069 970 163

CRICOS Provider Code: 01440A (NSW)

Trading as

BILLY BLUE
COLLEGE OF ENGLISH



*Please send this application to:
Address*

Think: Education Group
North Sydney Campus
171 Pacific Highway
North Sydney NSW 2060
Australia

Mailing address

Admissions Office
Think: Education Group
PO Box 728
North Sydney NSW 2059
Australia

Phone: +61 2 9955 1122

Fax: +61 2 9957 1811

Email: admissions@think.edu.au

Web: www.think.edu.au



Overseas Students 2009 courses, dates and fees

Australasian College of Natural Therapies	Course start dates	On Campus Course fees	Flexible and Online Learning		Enrolment Fee
			Study Block	2 Study Blocks	
Natural Medicine					
ACNT Advanced Diploma of Naturopathy	16 Feb	\$11,990 (per year)	3 years	\$4,915	\$9,280 \$450
Advanced Diploma of Western Herbal Medicine	16 Feb	\$11,180 (per year)	2 years	\$4,530	\$8,555 \$450
Advanced Diploma of Nutritional Medicine	16 Feb & 20 Jul	\$10,450 (per year)	2 years	\$4,185	\$7,900 \$450
ACNT Advanced Diploma of Nutritional and Herbal Medicine	16 Feb	\$14,960 (per year)	2 years	\$6,065	\$11,440 \$450
ACNT Advanced Diploma of Aromatic Medicine	16 Feb & 20 Jul	\$10,450 (per year)	2 years	N/A	N/A \$450
Sport and Fitness					
ACNT Diploma of Fitness and Diploma of Remedial Massage	16 Feb, 20 Jul & 28 Sep	\$8,250 (per year)	2 years	N/A	N/A \$450
ACNT Diploma of Fitness and Diploma of Sport (Athlete Support Services)	16 Feb, 20 Jul & 28 Sep	\$8,950 (per year)	2 years	N/A	N/A \$450
ACNT Diploma of Fitness	16 Feb, 20 Jul & 28 Sep	\$9,400	1 year	\$4,190	\$7,915 \$450
ACNT Diploma of Sport (Athlete Support Services)	16 Feb, 20 Jul & 28 Sep	\$13,810	1 year	\$5,595	\$10,565 \$450
ACNT Certificate IV in Fitness	16 Feb, 20 Jul & 28 Sep	\$6,250	25 weeks	\$2,790	\$5,260 \$450
Certificate III in Fitness	16 Feb, 20 Jul & 28 Sep	\$4,150	20 weeks	\$3,495	N/A \$450
Manual Therapies					
ACNT Diploma of Integrated Body Therapies	16 Feb, 20 Jul & 28 Sep	\$13,290	1 year	\$5,380	N/A \$450
ACNT Diploma of Remedial Massage and Spa Therapy	16 Feb, 20 Jul & 28 Sep	\$13,290	1 year	N/A	N/A \$450
Diploma of Remedial Massage	16 Feb, 20 Jul & 28 Sep	\$10,110	1 year	\$4,100	\$7,740 \$450
ACNT Diploma of Kinesiology	16 Feb & 20 Jul	\$10,110	1 year	\$4,260	\$7,735 \$450
ACNT Diploma of Aromatherapy	16 Feb, 20 Jul & 28 Sep	\$11,500	1 year	\$4,660	\$8,800 \$450
ACNT Diploma of Reflexology	16 Feb & 20 Jul	\$11,500	1 year	\$4,850	\$8,800 \$450
Certificate IV in Massage Therapy Practice	16 Feb, 20 Jul & 28 Sep	\$6,880	15 weeks	\$5,260	N/A \$450
Certificate IV in Kinesiology	16 Feb & 20 Jul	\$6,880	20 weeks	\$5,475	N/A \$450
Certificate IV in Aromatherapy	16 Feb, 20 Jul & 28 Sep	\$6,880	15 weeks	\$5,260	N/A \$450
Beauty Therapy					
ACNT Advanced Diploma of Natural Beauty, Spa and Aromatherapy	16 Feb & 20 Jul	\$19,580	1 year	N/A	N/A \$450
ACNT Advanced Diploma of Natural Beauty and Spa Therapy	16 Feb & 20 Jul	\$19,580	1 year	N/A	N/A \$450
ACNT Advanced Diploma of Natural Beauty, Spa and Nail Therapy	16 Feb & 20 Jul	\$22,530	1 year	N/A	N/A \$450
Diploma of Beauty Therapy	16 Feb & 20 Jul	\$14,685	9 months	N/A	N/A \$450
Certificate IV in Beauty Therapy	16 Feb & 20 Jul	\$9,970	20 weeks	N/A	N/A \$450

APM College of Business and Communication (APMCBC)	Course start dates	Course fees
Bachelor of Business (Marketing) CCC 062178E Bachelor of Business (Public Relations) CCC 062179D Bachelor of Business (Advertising) CCC 062177F Bachelor of Business (Event Management) CCC 064818F	23 February, 8 June & 21 September	\$21,600 (per year) \$7,200 (per study period)
Bachelor of Communication (Journalism) CCC 06500B	May	\$21,600 (per year) \$7,200 (per study period)

Billy Blue College of English (BBCE)	Course start dates	Course fees
General Intensive English CCC 019228B English for Academic Purposes CCC 019229A	5 Jan, 2 Feb, 2 Mar, 30 Mar, 27 Apr, 25 May, 22 Jun, 20 Jul, 17 Aug, 14 Sep, 12 Oct, 9 Nov, 7 Dec, 4 Jan 2010.	Enrolment Fee - \$200 Materials Fee - \$70 Weekly tuition: 1 - 19 weeks - \$350 per week 20 - 39 weeks - \$330 per week 40+ weeks - \$310 per week Graduated course fees apply to overall length of enrolment.
English for Hospitality and Tourism (LCB Bridging)	27 January, 20 April, 13 July & 5 Oct	
Hotel Management Bridging (articulating to William Blue)	2 February, 11 May & 28 September	
Graphic Arts Bridging (articulating to Billy Blue College of Design)	23 March & 28 September	
Cambridge Examination Preparation	23 March - 12 June & 14 September - 4 December	Examination Fee: FCE \$320 CAE \$375 CPE \$380

Billy Blue College of Design (BBCD)	Course start dates	Course fees
Bachelor of Applied Design (Communication) CCC 064420F Bachelor of Applied Design (Digital Media) CCC 064422D Bachelor of Applied Design (Branded Environment) CCC 064421E	2 March, 13 July & 2 November	\$17,900 (per year) \$8,950 (per study period) \$ 880 Art kit (year 1 only)
Associate Degree in Communication Design CCC 055858F Associate Degree in Multimedia Design CCC 055859E	2 March, 13 July & 2 November	\$17,900 (per year) \$8,950 (per study period) \$ 880 Art kit (year 1 only)
Certificate III in Printing and Graphic Arts (Graphic Pre Press) [year 1] CCC 064533G, NTIS ICP30205	13 February, 29 May & 11 September	\$12,000 (per year) \$4,000 (per study period) \$275 Art kit (year 1 only)
Diploma of Printing and Graphic Arts (Digital Production) [year 2] CCC 064534G, NTIS ICP50105	11 September	\$12,000 (per year) \$4,000 (per study period)
Certificate III in Design Fundamentals CCC 056812A, NTIS CUV30303	20 February & 24 July	\$8,950 (18 Weeks) \$352 Art kit

William Blue College of Hospitality and Tourism (WBCHT)	Course start dates	Course fees	
Bachelor of Business (Hospitality Management) CCC 064817G Bachelor of Business (Tourism Management) CCC 064819E	23 February, 8 June & 21 September	\$21,600 (per year) \$7,200 (per study period)	
Associate Degree in Hospitality Management [years 1 & 2] CCC 057124F	16 February & 13 July	\$17,000 (year 1) \$8,500 (per study period) \$16,000 (year 2) \$8,000 (per study period)	\$850 Equipment fee (year 1)
Advanced Diploma of Hospitality Management [years 1 & 2] NTIS THH60202, CCC 054424G	16 February, 25 May & 31 August	\$16,800 (year 1) \$8,400 (per study period) \$15,000 (year 2) \$7,500 (per study period)	\$1,975 Equipment fee (year 1) \$588 Equipment fee (year 2)
Advanced Diploma of Hospitality Management (Commercial Cookery pathway) [years 1 & 2] NTIS THH60202, CCC 054424G	16 February, 25 May & 31 August	\$14,500 (per year) \$7,250 (per study period)	\$660 Equipment fee (year 1) \$588 Equipment fee (year 2)
Bachelor of Business (Tourism and Hospitality) [year 3] CCC 049997A Awarded by La Trobe University CPC 02218K	2 March & 27 July	\$2,146.25 [†] (per subject) Advanced Diploma graduates need to do 10 subjects. Associate Degree graduates need to do 8 subjects. [†] These fees are for students starting Year 3 in 2009. Students are charged the subject fee of the current year of study. Subjects delivered in 2010 are charged the 2010 subject fee as set by La Trobe University. These details are subject to change without notice.	

Please note:

- ACNT Qualification Awards - Please refer to the ACNT course offering list for the complete list of ACNT and nationally recognised qualifications and course codes embedded within each program.
- The College is closed on public holidays in 2009: 1 January, 26 January, 10 April, 11 April, 13 April, 25 April, 8 June, 5 October, 25 December, 26 December, 25 December - 2 January 2010 (ACNT and BBCE), 3 August (BBCE).
- The above fees are confirmed exclusively for the 2009 enrolment period. Course dates and fees are subject to change without notice.

- Please visit our website or contact a Course and Careers Advisor for updated fee details.
- BBCD Art Kit - Provides equipment needed in design courses, such as pencils, pens, paints, brushes etc. A full list can be obtained from the school or at www.billyblue.edu.au.
- WBCHT Equipment - Provides equipment needed in hospitality courses, such as textbooks, uniforms, utensils, and it covers excursions as part of the program. In case of the Associate Degree and Bachelor Degree, students will be responsible to purchase their own books from a list supplied by the lecturer. Further information can be obtained from the college or at www.williamblue.edu.au.

CCC - CRICOS Course Code CPC - CRICOS Provider Code

Overseas Student Health Cover (OSHC)	Fees	
Required for Student Visa applicants only OSHC fees are subject to change by Medibank Private.	Up to 3 months	\$88.50
	3-6 months	\$177.00
	6-9 months	\$265.50
	9-12 months	\$354.00

Terms and conditions

Think: Colleges (ACNT, APMCBC, BBCD, WBCHT)

- Students may apply for course credit based on previous studies or other prior learning. Applications are assessed and approved by the Head of College (or delegated nominee) and must be submitted with the application or at the latest within one week of course commencement.
- Accepted students are enrolled into the first year of the course for which they have applied unless they have been granted course credit.
- Under exceptional circumstances, and at the discretion of the Head of College (or delegated nominee), a student may be allowed to start a course up to 10% into the initial study period based on the published course start date. Later arrivals will need to defer to the next intake.
- Students who have not attended the first 10% of any study period or who have not attended class for 5 consecutive days at the start of a study period without approval or after a break without approval will be considered inactive. These students will have their enrolment automatically cancelled.
- Progression to the next study period is based on student academic results and compliance with the *Academic Progression Policy and Procedure*.
- Any student applying for direct entry into the second year of a course will be charged the published fees for the year they are entering.
- Before an overseas student can repeat a study period, the tuition fees in relation to the repeat study period must be paid in full.
- All tuition and associated course fees for the academic year must be paid no later than 28 days prior to the course start date for overseas students, unless exceptional circumstances apply.
- Unless exemptions are granted for course credit which are equal to full study period(s) no adjustment to tuition fees will be made.
- Students must complete a re-enrolment form at the beginning of each study period to confirm their enrolment and contact details.
- A student who does not meet their financial obligations throughout their enrolment may be suspended from training until they have paid the fees due or have their enrolment cancelled.
- A student who completes their course but has not paid all the fees for that course will not be issued with their transcripts, Statement of Attainment or qualifications until such monies have been paid in full.
- Acceptance into a Bachelor programs delivered on behalf of La Trobe University will be confirmed once all entry requirements of the partner university are met and payment of \$A500 fee deposit has been received.
- Fees shown on the 2009 application form apply exclusively to the 2009 enrolment period.

Terms and conditions for Billy Blue College of English (BBCE)

- Under exceptional circumstances, and at the discretion of the Head of College (or delegated nominee), a student may be allowed to start a course up to 10% into the initial study period based on the published course start date. Later arrivals will need to defer to the next intake. The Head of College at BBCE expects students to start on a Monday.
- Students who have not attended the first 10% of any study period or who have not attended class for 5 consecutive days at the start of a study period without approval or after a break without approval will be considered inactive. These students will have their enrolment automatically cancelled.
- All tuition and associated course fees for the study period must be paid no later than 28 days prior to the course start date for overseas students, unless exceptional circumstances apply.
- Students must complete a re-enrolment form at the beginning of each study period to confirm their enrolment and contact details.
- A student who does not meet their financial obligations throughout their enrolment may be suspended from training until they have paid the fees due or have their enrolment cancelled.
- A student who completes their course but has not paid all the fees for that course will not be issued with their transcripts, Statement of Attainment or qualifications until such monies have been paid in full.
- Fees shown on the 2009 application form apply exclusively to the 2009 enrolment period.

Acceptance and enrolment

Once we receive your application form and supporting documents, you may be asked to undertake an interview, overseas students may be required to undertake a phone interview.

Successful applicants will be issued a *Letter of Offer, Acceptance Letter and Agreement and Tax Invoice*. Payment of a deposit is required along with your signed *Acceptance Letter and Agreement* to secure a place in the course.

Some applicants may be issued a *Conditional Letter of Offer* if most entry requirements have been met and it will be possible for the applicant to meet the remaining entry requirements. Applicants with a *Conditional Letter of Offer* must meet the conditions of the offer before they can finalise their enrolment and enrol in specific units of study.

Enrolling into a Bachelor program conferred by La Trobe University - Entry into a Bachelor program will be confirmed once all entry requirements are met and the enrolment deposit of \$A500 has been received. Please refer to the College's website for full details of the entry criteria.

Billy Blue College of English - Upon receipt of the application form and supporting documents, enrolment will be confirmed once all entry requirements are met and the invoice amount has been paid. This amount is required 28 days prior to the course start date.

Student Visas - Student visas are required for some overseas students. For current information on obtaining student visas, please contact a Think: Colleges representative in your region, the nearest Australian Embassy or go to www.immi.gov.au.

Change of contact details

Upon arriving in Australia, you are required to advise Think: Colleges of your residential address and telephone number. You are required to advise Think: Colleges of any subsequent changes to your residential address within 7 days of the change. This is extremely important. Under section 20 of the ESOS Act, Think: Colleges is obliged to serve a notice at your last

known address if you breach a student visa condition relating to attendance or academic performance. It is your responsibility to ensure that you always update your address details at Think: Colleges to ensure you receive important information about your course, fees and possible breaches of your student visa.

Fee schedule

All fees shown in this document are confirmed exclusively for the 2009 enrolment period. Subjects delivered in 2010 will be charged 2010 fees.

Certificate, Diploma, Advanced Diploma and Associate Degree courses for Think: Colleges (ACNT, APMCBC, BBCD, WBCHT). Bachelor Degree courses (not conferred by La Trobe University) require deposit of \$A2,000 to secure your place in the course, with the balance of the first year tuition and any associated course fees such as equipment or OSHC required 28 days before commencement of the academic year.

Bachelor Degree courses conferred by La Trobe University require a deposit of \$A500 to secure your place in the course. The balance of fees is required 28 days before the course start date.

Billy Blue College of English require a deposit of 4 weeks tuition fees, a \$A200 enrolment fee and the course materials fee to secure your place in the course. The balance of fees is required 28 days prior to the course start date.

Payment details

Fees may be paid by bank cheque/draft, bank transfer or credit card.

WBCHT and BBCD will give a discount of \$600 if the full annual tuition fees are paid 28 days prior to the course start date (excludes Commercial Cookery pathway, Bachelor Programs, Graphic Pre Press and Digital Production pathways).

APMCBC, BBCE, BBCD, WBCHT - please make payments to Think: Colleges Pty Ltd.

If payment is being made by bank cheque/draft, please make it payable to Think: Colleges Pty Ltd and send to the Admissions Office.

Bank transfers are to be paid in Australian dollars to:

Account name: Think: Colleges Pty Ltd
Bank name: St George Bank Ltd
Swift code: SGBLAU2S
Branch number: 332027
Account number: 551178534
Address of bank: Level 12, 55 Market Street, Sydney, NSW, 2000, Australia

ACNT will give students a 5% discount to students who pay their full course fees 28 days before the course commencement date.

Payments for ACNT - please make payments to Australasian College of Natural Therapies Holdings Pty Ltd.

If payment is being made by bank cheque/draft, please make it payable to Australasian College of Natural Therapies Holdings Pty Ltd and send to the Admissions Office.

Bank transfers are to be paid in Australian dollars to:

Account name: Australasian College of Natural Therapies Holdings Pty Ltd
Bank name: St George Bank Ltd
Swift code: SGBLAU2S
Branch number: 332003
Account number: 552785424
Address of bank: Level 12, 55 Market Street, Sydney, NSW, 2000, Australia

Deferring your studies

Applications for deferment are accepted at the discretion of the Head of College (or delegated nominee). Think: Colleges will not allow students to defer commencement of their studies, or suspend their studies, except on the grounds of illness, evidence by a doctor's certificate, or other exceptional compassionate circumstances beyond the control of the student.

The maximum period of deferment is 12 months. If a student applies to defer their studies 28 days before the course commencement date, the student's fees will be transferred to the next study period. If a student applies to defer their studies 0-28 days before the course commencement date or after the course commencement date, deferral will be granted at the discretion of the Head of College (or delegated nominee). Any fees paid or due for the

course/unit of study may be carried forward until the student's return to study, be refunded, or students may remain liable for fees according to the *Refund Policy and Procedure*.

Overseas students seeking to defer the commencement of their studies based on an inability to begin within the first 5 days due to a delay in receiving a student visa must submit a completed *Visa Delay Form* available from www.think.edu.au/policiesandforms

Please note that any overseas student who is granted a deferment, is suspended or cancels his or her enrolment, may affect their student visa, with Think: Colleges required to notify the Secretary of DEEWR via PRISMS under section 19 of the ESOS Act.

Suspension or expulsion of studies

The Head of College (or delegated nominee) may suspend a student or recommend expulsion as part of the *Academic Progression Policy and Procedure*, *Academic Integrity Policy and Procedure*, or the *General Misconduct Policy and Procedure*. This includes suspension or expulsion as a result of unsatisfactory academic progress; plagiarism;

submitting assignments and exams that are not a student's own work (except where appropriately reference); facilitating other students to cheat on assignments and exams; and student behaviour that intentionally disrupts or interferes with educational, administrative or operational activities.

Disclosure of information

Think: Colleges acknowledges and respects the privacy of individuals. We advise that the information you provide is "personal information" as defined by the *Privacy and Personal Information Protection Act 1998*. This information is collected for the purposes of processing your registration application or enquiry, keeping you informed of upcoming events and assisting us in improving our educational service. This information includes but is not limited to your personal contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition (National Code 2007, Standard 3.1).

The College may be required to provide personal information to external organisations including the Australian Government and designated authorities in order to provide specific services and 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), Australian Council for Private Education and Training (ACPET), the Tuition Assurance Scheme and ESOS Assurance Fund Manager, and with College representatives/agents in order to provide overseas students with services. The College may also disclose information if it is reasonably believed to be necessary to prevent or lessen a serious threat to the life or health of any person.

Refund policy and procedure

Requesting a Refund

- To request a refund a student must lodge a *Change/Defer/Withdraw Application Form* to Think: Colleges. Applications are only processed once all required documentation has been received.

Full-fee paying students

- If a student lodges a request for refund up to 28 days before course enrolment all fees will be refunded less a processing fee of AUD\$1,000. For courses where the total course fee is less than AUD\$1,000 all fees will be refunded less a processing fee of AUD\$450.
- If a student lodges a request 0-28 days before course enrolment for a conditional offer where the conditions of the offer have not been met all fees will be refunded less a processing fee of AUD\$1,000. For courses where the total course fee is less than AUD\$1,000 all fees will be refunded less a processing fee of AUD\$450.
- If a student lodges a request for refund 0-28 days before course commencement and all conditions of the offer have been met, all fees for the academic year remain payable and are not refundable except in *special circumstances*.
- If a student lodges a request for refund after course commencement then all fees for the academic year remain payable and are not refundable except in *special circumstances*.

Overseas Students Visa Not Granted

- If an overseas student enrolment is terminated because the student visa was not granted, then all fees will be refunded less a processing fee of \$450. This is subject to submission of documentary evidence from the relevant Australian government department confirming that the visa was refused.

Student Suspension

- If a student enrolment is terminated by the College, then all fees for the academic year remain payable and are not refundable except in special circumstances. Student enrolment may be terminated by the College because of a failure to comply with college policy, bad behaviour, unsatisfactory progress, failure at examinations, or unsatisfactory attendance, refer to the *Suspension and Expulsion Policy and Procedure*.

English Students on Think: College Pathways

- If a student enrolled in an English language course meets the entry requirements for their next course early and withdrawal from the remaining study period(s) is approved by the Head of College, remaining fees may be credited to the student's next course enrolment at Think: Colleges. This can only occur if the student's next course enrolment is with a college within the Think: Education Group or with a Partner Institution. Written authorisation signed by the student must be received before fees are forwarded.

Cancellation of Course by Think: Colleges

- If Think: Colleges cancels a student enrolment based on a course no longer being offered, a course not being offered for a particular term, or other provider default, students will be notified in writing and will be given the option to transfer their enrolment to another course and/or term or request a full refund of their tuition fees.

Requests for a full refund of tuition fees will be processed within 20 working days of the provider default unless a request to transfer enrolment to another course or term is received from the student in writing during this period.

Payment of Refunds

- Think: Colleges will make a refund to student enrolment within 4 weeks of receiving a *Change/Defer/Withdraw Form* along with required supporting documents from the student.

Special Circumstances for a Refund

- Where no refund is granted a student enrolment may be considered for a refund of his/her tuition balance and/or exemption from liability for tuition fees. The student must complete a *Special Circumstances Form* and submit within 20 working days of the date of his/her withdrawal/deferral from those units of study. Approval of special circumstances will only be given for extenuating circumstances, refer to the *Withdrawal Policy and Procedure*.

La Trobe University Programs

Please refer to the following websites for information on the refund policies for:

- La Trobe University: www.latrobe.edu.au

Disclosure of information

- Think: Colleges acknowledges and respects the privacy of individuals. We advise that the information you provide is "personal information" as defined by the Privacy and Personal Information Protection Act 1998. This information is collected for the purposes of processing your registration application or enquiry, keeping you informed of upcoming events and assisting us in improving our educational service. This information includes but is not limited to your personal contact details, course enrolment details and changes, and the circumstances of any suspected breach of a student visa condition.

- The College may be required to provide personal information to external organisations including the Australian Government and designated authorities in order to provide specific services and 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), Australian Council for Private Education and Training (ACPET), the Tuition Assurance Scheme and ESOS Assurance Fund Manager, and 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 (National Code 2007, Standard 3.1). The College may also disclose information if it is reasonably believed to be necessary to prevent or lessen a serious threat to life or health of any person.

The full, current Privacy Policy can be viewed online at: <http://www.think.edu.au/policiesandforms>. Contact your Course & Career Advisor or Agent if you would like a paper copy sent to you.

How to apply

Please complete and sign the application form and send it to us along with the documents below. Documents in a language other than English should be submitted along with translation from a certified translator:

- Authenticated* transcripts of relevant academic records (high school certificate or higher)
- Any additional documentation to support your application (e.g. your resume**, references and *Course Credit Application* form)
- Portfolio of creative work (if applying for Billy Blue College of Design)
- Proof of English language ability (see prospectus for minimum level required).

*Authenticated documents must be:

- 1) Original documents (i.e. Testamur and transcript of results) provided by the candidate to an authorised Think: Education Group representative
- 2) Copies of the original documents (i.e. Testamur and transcript of results) provided by the candidate which have been either:
 - Notarised by a Justice of the Peace or equivalent authority in the country of origin;
 - Verified as a true and correct copy of the original documents by an approved Think: Education Group representative.

** All claimed work experience must be relevant to the qualification being applied for and be within the last 3 years of date of application. Mature age candidates must provide Statements of Service on official company letterhead providing contact details of the employer. Past employers will be contacted to verify work experience on a case by case basis.

Personal Details

<input type="checkbox"/> Male		<input type="checkbox"/> Female		Date of birth (DD/MM/ YYYY):	
Family name:			Given names:		
Nationality:			Passport number:		
Current residential address:					
				State:	Post Code:
Address during time of study (if different to current address):					
				State:	Post Code:
Telephone:		Mobile:		Fax:	
Email (please print clearly):					
Who can we contact in case of an emergency?			Name:		Relationship:
Emergency contact details:					
Country of birth:			Year of arrival in Australia (if country of birth not Australia):		
What visa will you be using? <input type="checkbox"/> Student * <input type="checkbox"/> Tourist <input type="checkbox"/> Working holiday <input type="checkbox"/> Other:					
Main languages spoken at home:				P - Code:	
*Where will you be applying for your visa? (embassy or consulate):					

Education

Name of institution/high school:		Year of completion:		Average percentage/result:	
Highest academic qualification so far:					
Name of institution:			Year of completion:		

Do you wish to apply for Course Credit (based on previous academic study or informal learning)?

- No Yes Please include your *Application for Course Credit* form along with supplied documents.
 (Forms available at www.think.edu.au/policiesandforms).

Special conditions

Do you have any pre-existing learning difficulties, disabilities or other conditions, which may inhibit your learning or ability to undertake study in your chosen course?

<input type="checkbox"/> No		<input type="checkbox"/> Yes		Details:	

Courses - tick the course you would like to enrol in and the preferred start date

I would like to study: Full-time (on campus) Part-time (on campus) Flexible and online learning† Modular††

Australasian College of Natural Therapies	Start Dates	APM College of Business and Communication	Start Dates
Natural Medicine			
<input type="checkbox"/> ACNT Advanced Diploma of Naturopathy	<input type="checkbox"/> 16 Feb 09	<input type="checkbox"/> Bachelor of Business (Marketing) CCC 062178E	<input type="checkbox"/> 23 Feb 09 <input type="checkbox"/> 8 Jun 09 <input type="checkbox"/> 21 Sep 09
<input type="checkbox"/> Advanced Diploma of Western Herbal Medicine	<input type="checkbox"/> 16 Feb 09	<input type="checkbox"/> Bachelor of Business (Public Relations) CCC 062179D	<input type="checkbox"/> 23 Feb 09 <input type="checkbox"/> 8 Jun 09 <input type="checkbox"/> 21 Sep 09
<input type="checkbox"/> Advanced Diploma of Nutritional Medicine	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09	<input type="checkbox"/> Bachelor of Business (Advertising) CCC 062177F	<input type="checkbox"/> 23 Feb 09 <input type="checkbox"/> 8 Jun 09 <input type="checkbox"/> 21 Sep 09
<input type="checkbox"/> ACNT Advanced Diploma of Nutritional and Herbal Medicine	<input type="checkbox"/> 16 Feb 09	<input type="checkbox"/> Bachelor of Business (Event Management) CCC 064818F	<input type="checkbox"/> 23 Feb 09 <input type="checkbox"/> 8 Jun 09 <input type="checkbox"/> 21 Sep 09
<input type="checkbox"/> ACNT Advanced Diploma of Aromatic Medicine	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09	<input type="checkbox"/> Bachelor of Communication (Journalism) CCC 06500B	<input type="checkbox"/> May 09
		Which campus would you like to enrol? <input type="checkbox"/> Sydney <input type="checkbox"/> Brisbane	
Sport and Fitness		Billy Blue College of English	
<input type="checkbox"/> ACNT Diploma of Fitness and Diploma of Remedial Massage	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> General Intensive English CCC 019228B	Course start date (dd/mm/yy) <input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="checkbox"/> ACNT Diploma of Fitness and Diploma of Sport (Athlete Support Services)	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> English for Academic Purposes CCC 019229A	
<input type="checkbox"/> ACNT Diploma of Fitness	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> English for Hospitality and Tourism (LCB Bridging)	<input type="checkbox"/> 20 Jan 09 <input type="checkbox"/> 20 Apr 09 <input type="checkbox"/> 13 Jul 09 <input type="checkbox"/> 5 Oct 09
<input type="checkbox"/> ACNT Diploma of Sport (Athlete Support Services)	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> Hotel Management Bridging (articulating to AdvDip)	<input type="checkbox"/> 2 Feb 09 <input type="checkbox"/> 11 May 09 <input type="checkbox"/> 28 Sep 09
<input type="checkbox"/> ACNT Certificate IV in Fitness	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> Graphic Arts Bridging (articulating to Degree)	<input type="checkbox"/> 23 Mar 09 <input type="checkbox"/> 28 Sep 09
<input type="checkbox"/> Certificate III in Fitness	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> Cambridge Examination Preparation	<input type="checkbox"/> 23 Mar 09 <input type="checkbox"/> 14 Sep 09
		What is your level of English? <input type="checkbox"/> Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Unknown	
Manual Therapies		Billy Blue College of Design	
<input type="checkbox"/> ACNT Diploma of Integrated Body Therapies	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> Bachelor of Applied Design (Communication) CCC 064420F	<input type="checkbox"/> 2 Mar 09 <input type="checkbox"/> 13 Jul 09 <input type="checkbox"/> 2 Nov 09
<input type="checkbox"/> ACNT Diploma of Remedial Massage and Spa Therapy	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> Bachelor of Applied Design (Digital Media) CCC 064422D	<input type="checkbox"/> 2 Mar 09 <input type="checkbox"/> 13 Jul 09 <input type="checkbox"/> 2 Nov 09
<input type="checkbox"/> Diploma of Remedial Massage	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> Bachelor of Applied Design (Branded Environment) CCC 064421E	<input type="checkbox"/> 2 Mar 09 <input type="checkbox"/> 13 Jul 09 <input type="checkbox"/> 2 Nov 09
<input type="checkbox"/> ACNT Diploma of Kinesiology	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09	<input type="checkbox"/> Associate Degree in Communication Design CCC 055858F	<input type="checkbox"/> 2 Mar 09 <input type="checkbox"/> 13 Jul 09 <input type="checkbox"/> 2 Nov 09
<input type="checkbox"/> ACNT Diploma of Aromatherapy	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> Associate Degree in Multimedia Design CCC 055859E	<input type="checkbox"/> 2 Mar 09 <input type="checkbox"/> 13 Jul 09 <input type="checkbox"/> 2 Nov 09
<input type="checkbox"/> ACNT Diploma of Reflexology	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> Certificate III in Printing and Graphic Arts (Graphic Pre Press) CCC 064533G, NTIS ICP30205	<input type="checkbox"/> 13 Feb 09 <input type="checkbox"/> 29 May 09 <input type="checkbox"/> 11 Sep 09
<input type="checkbox"/> Certificate IV in Massage Therapy Practice	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	<input type="checkbox"/> Diploma of Printing and Graphic Arts (Digital Production) CCC 064534G, NTIS ICP50105	<input type="checkbox"/> 11 Sep 09
<input type="checkbox"/> Certificate IV in Kinesiology	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09	<input type="checkbox"/> Certificate III in Design Fundamentals CCC 056812A, NTIS CUV30303	<input type="checkbox"/> 20 Feb 09 <input type="checkbox"/> 24 Jul 09
<input type="checkbox"/> Certificate IV in Aromatherapy	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09 <input type="checkbox"/> 28 Sep 09	William Blue College of Hospitality and Tourism	
		Start Dates	
<input type="checkbox"/> ACNT Advanced Diploma of Natural Beauty, Spa and Aromatherapy	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09	<input type="checkbox"/> Bachelor of Business (Hospitality Management) CCC 064817G	<input type="checkbox"/> 23 Feb 09 <input type="checkbox"/> 8 Jun 09 <input type="checkbox"/> 21 Sep 09
<input type="checkbox"/> ACNT Advanced Diploma of Natural Beauty and Spa Therapy	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09	<input type="checkbox"/> Bachelor of Business (Tourism Management) CCC 064819E	<input type="checkbox"/> 23 Feb 09 <input type="checkbox"/> 8 Jun 09 <input type="checkbox"/> 21 Sep 09
<input type="checkbox"/> ACNT Advanced Diploma of Natural Beauty, Spa and Nail Therapy	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09	<input type="checkbox"/> Associate Degree in Hospitality Management CCC 057124F	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 13 Jul 09
<input type="checkbox"/> Diploma of Beauty Therapy	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09	<input type="checkbox"/> Advanced Diploma of Hospitality Management NTIS THH60202, CCC 054424G	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 25 May 09 <input type="checkbox"/> 31 Aug 09
<input type="checkbox"/> Certificate IV in Beauty Therapy	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 20 Jul 09	<input type="checkbox"/> Advanced Diploma of Hospitality Management (Commercial Cookery pathway) NTIS THH60202, CCC 054424G	<input type="checkbox"/> 16 Feb 09 <input type="checkbox"/> 25 May 09 <input type="checkbox"/> 31 Aug 09
		<input type="checkbox"/> Bachelor of Business (Tourism and Hospitality) Awarded by La Trobe University CCC 049997A, CPC 02218K	<input type="checkbox"/> 2 Mar 09 <input type="checkbox"/> 27 Jul 09

Please Note:

ACNT Qualification Awards - Please refer to the ACNT course offering list for the complete list of ACNT and nationally recognised qualifications and course codes embedded within each program.

† Flexible and Online Learning is the online equivalent of traditional face to face teaching. Subjects are predominantly taught online whilst receiving high quality support and guidance. (Applies to ACNT courses only).

†† Modular: The study and assessment of modules (courses) to gain credit that may be used toward a recognised award. (Applies to ACNT courses only).

Declaration

In signing the Think: Colleges application form, I understand and agree that:

- The information I have provided in this application form and accompanying documents is correct.
- I can view the full, current *Policies and Procedures* online at: www.think.edu.au/policiesandforms and I can contact my Course & Career Advisor or Agent if I would like a paper copy sent to me.
- If I instruct an agent to complete this application form on my behalf, I do so on the basis that the agent is acting for me and it remains my responsibility to read the terms and conditions of enrolment.

I declare that the information provided by me in this application form is correct. I confirm that I have read and understood the terms and conditions of enrolment and agree to be bound by them. I also confirm that I have the financial capacity to meet all my tuition fees and agree to pay all fees as they become due.

Signature of parent/guardian required for applicants under 18 years:

Name:

Signature:

Date (DD/MM/YYYY):