

# ENROLMENT FORM (Domestic Students)



Southern Cross Education Institute  
**Higher Education**

## Information for applicants

### Admission information

#### 1. English Language Proficiency Requirements

All applicants must meet the approved English Language Proficiency Requirements (see Appendix 1).

#### 2. Academic Requirements

##### 2.1 Undergraduate Courses - Bachelor and Undergraduate Certificate Programs

To be eligible for an offer of admission, applicants must have an ATAR of 65 or equivalent (refer to Appendix Table 3), or an accredited qualification under the Australian Qualifications Framework (AQF) at the diploma level or higher.

##### 2.2 Postgraduate Courses – Graduate Diploma and Master Programs

To be eligible for an offer of admission, applicants must hold a bachelor qualification (please refer to specific course information as entry requirements may vary).

#### 3. Non - Academic Requirement

Applicants for education programs will need to complete a non-academic suitability assessment (CASPer). The assessment measures attributes such as motivation to teach, attitude toward learning, interpersonal and communication skills, resilience, self-efficacy, conscientious, as well as organisation and planning skills. SCEI-HE currently uses engage an external agency to conduct the computer based CASPer Postgraduate Teacher Education test. Students are responsible for paying the test price, which is approximately \$(AUD) 80.00.

#### 4. Additional Requirements

For admission to courses containing Work Integrated Learning Professional Practice Experience, all applicants must have a valid Working with Children Check (WWWC) and Police Check (PC)

#### 5. Additional Information – LANTITE test

All students enrolled in an initial teacher education course (either undergraduate or postgraduate) must meet the Literacy and Numeracy Test for Initial Teacher Education (LANTITE) test prior to graduation.

The LANTITE test is designed to assess students' personal literacy and numeracy skills to ensure that they are well equipped to meet the demands upon them as professional educators. All students must achieve a successful test in order to register or to be employed as a teacher. The LANTITE test is conducted by an external agency that charges a fee directly to the student \$(AUD)196.00.

#### 6. Mature Entry (Undergraduate Courses only)

To be eligible for an offer of admission, mature entry students must achieve one of the following:

- 6.1. Satisfactory completion of the Special Tertiary Admissions Test (STAT);
- 6.2. Completion of an Australian diploma or higher;
- 6.3. Partial completion of an Australian degree;

#### 7. Credit and Recognition of Prior Learning (CRPL)

CRPL information supporting documents that provide evidence of learning outcomes, will give applicants an optimum opportunity of being awarded credit for prior learning. The following types of documents can support an application for non-formal learning credit:

- A written statement relating previous learning to the learning outcomes in a SCEI-HE.
- A portfolio of evidence that supports the claims made in a written statement such as: work materials (reports, presentations, portfolio items) that relate to the unit learning outcomes, resume outlining dates, role titles and scope of roles; Certificates of completion and attainment (e.g. training, personal development) employer or client references related to the learning outcomes (include contact details) and position description.

#### 8. Special Entry

Admission is available for people of educational and social disadvantage and under-represented cultural groups such as Aboriginal and Torres Strait Islanders. SCEI-HE may consider other factors, such as demonstrated abilities, evidence of prior commitment to formal learning, employment experience and history, and specific achievements outside the field of endeavour offered, until the quota set for each study program is filled.

#### Important Information

- The offer of admission is valid for the duration specified in the offer. If the applicant fails to accept the offer within the period specified, then the offer will be deemed null and void.
- An offer of admission will be withdrawn if it is found that the applicant has provided fraudulent or inaccurate information.
- An applicant who has been excluded from another higher education provider will only be considered for admission if the period of exclusion with the other provider has been served.

#### Information Technology Requirements

To fully engage with SCEI-HE's learning experiences, students need access to and be able to use internet-connected devices. Students need to be able to access the internet in order to submit assignments, access the e-library and other course and unit information.

#### The required standards are as follows:

- Access to a device such as a desktop computer or laptop
- Connectivity to the internet
- Capability to use SCEI-HE online learning environments.

#### Computer equipment

In general, any desktop or laptop computer purchased in the past two years should be capable of meeting most learning needs at SCEI-HE. Mobile devices such as tablets and smartphones may also enable access to communication and learning experiences; however, there are likely to be aspects of most courses where the computing capability of mobile devices alone is insufficient.

A minimum standard device suitable for most courses can:

- Use a system such as Windows or Mac;
- Run a modern browser (i.e. current versions of Firefox, Safari or Chrome);
- Run programs to create documents, spreadsheets, and presentations.
- Enable the use of a web camera and headset.

## Information for applicants

### Connectivity

SCEI-HE courses increasingly require reliable broadband internet connectivity, with upload and download capacity. For online learning, students need an internet service provider (ISP). A package that includes an internet service provider (an internet connection) should provide sufficient speed to download the required study materials and to engage in online learning activities associated with any SCEI-HE course.

If a student were to rely on 3G or 4G mobile 'phone technology to access the internet (and SCEI-HE's learning resources), then the speed at which this can be done may vary widely depending on location and, in the worst cases, may constrain learning engagement with SCEI-HE.

Most students will be expected to undertake the following tasks:

- Use technologies to find, use and disseminate information; access text, image and audio files on the internet.
- Communicate using email and attachments.
- Create basic documents, spreadsheets and presentations.
- Manage and back-up files using common file formats;
- Use a common operating system to install and uninstall software, as well as manage software and settings.

### Student Progress

To assist student to achieve the successful completion, SCEI-HE monitors student progress throughout their course (refer to *HEPP29 Student Progress and Exclusion Policy and Procedure*) for more information.

Be aware that excessive work commitments can hinder academic progress, especially while on placements.

### Deferral of Commencement

- An applicant, after accepting an offer of admission, may defer their course commencement for a period of no longer than 12 months.
- Requests to defer course commencement must be made in writing to the Student Support [student.support@scei-he.edu.au](mailto:student.support@scei-he.edu.au).
- Deferment may not be available in courses where admission is based on additional requirements and selection criteria.

## Information for applicants

### Appendix 1: English Language Proficiency Requirements

#### Bachelor Programs

An applicant will be deemed to have sufficient English language proficiency if they have completed one of the following Australian or overseas qualifications within the preceding two (2) years of application.

#### Australian Qualifications

1. Senior secondary qualification (VCE or equivalent)
2. One or more years of full-time or part-time equivalent post-secondary school studies
3. Completion of a post-secondary school qualification.

#### Overseas Qualifications

1. Senior secondary qualification (Victorian Certificate of Education (VCE) or equivalent)
2. A minimum of three (3) years of full-time or part-time equivalent post-secondary school studies where the sole language of instruction and assessment was English.
3. International students who are citizens of any of the following countries (Canada (excluding Quebec), Fiji, Republic of Ireland, Kenya, New Zealand, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, United Kingdom, United States of America, Zambia (if the applicant's first language is English), will be required to provide at least one assessable qualification at Senior Secondary (VCE) or higher, from one of these countries, where the qualification was taught and assessed solely in English.
4. Successful attainment any of the following as noticed in Table 1 below

Table 1 – Test Criteria Undergraduate	
TEST	UNDERGRADUATE DEGREES
IELTS	Overall band score of 6.5 (with no individual band score less than 6.0) as a default level. Individual course entry levels may vary with advice from relevant industry consultation.
TOEFL (iBT)	Overall score of at least 87 (no writing score less than 21 and no reading/ listening/ speaking score less than 19)
TOEFL (paper based)	527 (including a score of 5 or more in the Test of Written English and 54 in Listening and Reading)
OET	Pass
Pearson PTE (Academic)	Overall score of at least 56 (with no score less than 46) in each communicative skills section. Individual course entry levels may vary with advice from relevant industry consultation.
Cambridge English	Post 2015: Overall score of 176 with at least 169 in all sub skills. Pre 2015: Overall score of 58 with all sub skills at borderline or higher.

#### Postgraduate Programs

An applicant will be deemed to have sufficient English language proficiency if they have obtained a bachelor degree in Australia, New Zealand, the United Kingdom, the United States of America, Canada or the Republic of Ireland or successful attainment any of the following as noticed in Table 2 below.

Table 2 – Test Criteria Postgraduate		
TEST	Graduate Diploma of Early Childhood	Master of Social Work (Qualifying)
IELTS	Score of 7.0 overall (with no score less than 6.5 in written communication and no individual band score less than 6.0). Individual course entry levels may vary with advice from relevant industry consultation.	Score of 7.0 for all components
TOEFL (iBT)	Overall score of at least 94+ (no writing score less than 27, no reading & listening score less than 24 and speaking score less than 24)	Score of 94+ for all components
TOEFL (paper based)	600+ (including a score of 5.0 or more in the Test of Written English)	Score of 600+ for all components
OET	Pass	Pass
Pearson PTE (Academic)	Overall score of at least 66 (with no score less than 56 in written communication and no less than 46 in other communication skills). Individual course entry levels may vary with advice from relevant industry consultation.	Score of 66 for all components
Cambridge English	185+ with no skill below 185	Score of 185+ for all components

#### Master of Social Work (Qualifying)

To undertake the Master of Social Work, the applicant must hold a bachelor qualification in a relevant Australian degree (or equivalent) in social or behavioural sciences, with at least one (1) full time equivalent year of study in any of the following disciplines as outline below:

- Human welfare studies and services – including social work, youth work, community work, welfare studies and counselling;
- Behavioural science – including psychology or behavioural science;
- Human society – including sociology, anthropology, indigenous studies or gender-specific studies; or
- Other disciplines including political studies, policy studies, family law, justice administration, legal studies, family and consumer studies, education (with a focus on welfare), public health, health promotion, community health, public health, mental health, nursing or community nursing.

#### Master of Social Work (Qualifying) Pathway

If the applicant holds a bachelor degree in a discipline that is not listed as a Master of Social Work (Qualifying) prerequisite, they may be eligible to enter the Master of Social Work (Qualifying) Pathway program. This program is six semesters in duration and includes eight human and community services units as well as the Master of Social Work (Qualifying).

## Information for applicants

### Verification procedures

The SCEI-HE Enrolment Officer will verify all English language proficiency test scores via the following means:

- IELTS test scores submitted will be verified on the IELTS Test Report Form verification online service
- TOEFL online score verification service will be utilised to verify the applicants submitted report form
- Cambridge English Language Assessment verification services to validate the applicant's Cambridge English examination results
- The PTE Academic online score reporting system to view score reports and listen to applicant's personal introductions
- The photograph on the Test Reports will be verified with the applicant's passport photo.

If an applicant is found to have submitted fraudulent English language proficiency documentation, SCEI-HE reserves the right to dismiss the application or withdraw the letter of offer.

Table 3: ATAR of 65 equivalent grade by country		
COUNTRY	QUALIFICATION	MINIMUM ENTRY REQUIREMENTS
China	GaoKao	Successful completion of the National College Entrance Examination (GaoKao) with a minimum of 65%
	Peoples Republic of China Senior Middle School Graduation Certificate	in addition to the completion of High School studies, one of the following are required <ul style="list-style-type: none"> <li>• Grade average of 80 in the final year results, or</li> <li>• Successful completion of a recognised pre-tertiary or foundation program, or</li> <li>• Successful completion of one-year study at a recognised tertiary higher education institution</li> </ul>
Colombia	Columbian Bachillerato	in addition to the completion of High School studies, one of the following are required <ul style="list-style-type: none"> <li>• Final year grade of 88, plus an overall score on the National Aptitude Test of 300-349, or</li> <li>• Successful completion of a recognised pre-tertiary or foundation program, or</li> <li>• Successful completion of one year study at a recognised tertiary or higher education institution.</li> </ul>
India	Central Board of Secondary Education (CBSE) or Council for the Indian School Certificate Examinations (CISCE) Year 12 examination results	An average of 60% in their best of 4 academic subjects in a relevant stream, including English, if necessary (but not a local language), with an overall First Division (60%+).
	Indian State Board of Education Board Year 12 examination results, other than PSEB and HSEB	A average of 65% in their Best of 4 academic subjects in a relevant start, including English if necessary (but not a local language), with an overall First Division (60%+)
	Punjab State Education Board (PSEB) and Haryana State Education Board (HSEB) Year 12 Examination	A average of 70% in their best of 4 academic subjects in a relevant stream, including English if necessary (but not local language), with and overall First Division (60%+)
	National Institute of Open Schooling (NIOS) year 12 examination results	Must have achieved a minimum average of 70% in their best of 4 academic units in a relevant stream, including English, if necessary (but not a local language), with an overall First Division (60%+)
Kenya	Kenya Certificate of Secondary Education (KCSE)	Grade average of C+ or higher
	General Certificate of Education (GCE) A Levels	Aggregate of 4 in the best 3 A Level or combination of A and AS Level Subject, whereby A=6, A=5, B=4, C=3, D=2, E=1 (AS Levels are equivalent to half points, e.g. A=2.5)

## Information for applicants

Lebanon	Lebanese Baccalaureate	Overall grade of 10 in the final year results
	National Institute of Open Schooling (NIOS) year 12 examination results	A average of 70% in their best of 4 academic subjects in a relevant stream, including English if necessary (but not a local language), with an overall First Division (60%+)
Malaysia	STPM or GCE 'A' Levels	Aggregate of 4 in the best 3 A Level or combination of A and AS Level units, whereby A=6, A=5, B=4, C=3, D=2, E=1 (AS Levels are equivalent to half points, e.g. A=2.5)
	Malaysian Independent Chinese Secondary Schools Unified Examination Certificate	Average score of 14 from a maximum 10 units. (Where A1=8, A2=7, B3=6, B4=5, B5=4, B6=3, C7=2, C8=1)
Mauritius	General Certificate of Education 'A' Levels	Aggregate of 4 in the best 3 A Level or combination of A and AS Level units, whereby A=6, A=5, B=4, C=3, D=2, E=1 (AS Levels are equivalent to half points, e.g. A=2.5)
Nepal	Nepalese Higher Secondary Certificate (HSC) administered through the Higher Secondary Education Board (HSEB) or Nepal Education Board (NEB) year 12	Must have achieved equivalent to a minimum average of 65% across their 'Best of 4' academic subjects, including English (but not including Nepali) or NEB Year 12 results of either a GPA of 2.41 or 2.61, i.e. equivalent to 60% or 65%+ result in four academic subjects in a relevant stream
Nigeria	West African Advanced Certificate of Secondary Education	Grade C4 or above in 5 subjects including; C4 in Mathematics and English, or Grade A-B in 2 subjects including C4 in Mathematics and English
	General Certificate of Education 'A' Levels	Aggregate of 4 in the best 3 A Level or combination of A and AS Level units, whereby A=6, A=5, B=4, C=3, D=2, E=1 (AS Levels are equivalent to half points, e.g. A=2.5)
Pakistan	General Certificate of Education 'A' Levels	Aggregate of 4 in the best 3 A Level or combination of A and AS Level units, whereby A=6, A=5, B=4, C=3, D=2, E=1 (AS Levels are equivalent to half points, e.g. A=2.5)
	Pakistani Higher Secondary School Certificate or Intermediate Certificate (Pre-Eng. & Pre-Med streams only)	Grade average of 50 in final year results (Pre-Eng. & Pre-Med streams only)
	Pakistani Higher Secondary School or Intermediate Certificate (Humanities & Science Streams)	in addition to the completion of High School studies <ul style="list-style-type: none"> <li>• Grade average of 70 in final year results, or</li> <li>• Successful completion of a recognised pre-tertiary or foundation program, or</li> <li>• Successful completion of one year study at a recognised tertiary or higher education institution</li> </ul>
Philippines	Philippines National Secondary Aptitude Test (NSAT)	<ul style="list-style-type: none"> <li>• Successful completion of a recognised pre-university foundation program, or</li> <li>• Successful completion of one year of study at a recognised tertiary or higher education institution in addition to completion of senior high school, or</li> <li>• Successful completion of a Senior Secondary High School Test with a minimum grade of 75%.</li> </ul>
Sri Lanka	General Certificate of Education Advanced Level	Aggregate of 4 in the best 3 A Level or combination of A and AS Level units, whereby A=6, A=5, B=4, C=3, D=2, E=1 (AS Levels are equivalent to half points, e.g. A=2.5)
Thailand	Certificate of Secondary Education, or Matayom 6	GPA of 2.0
Vietnam	Secondary Vocational School Certificate or Diploma of General Education	Hold an average grade of 8/10
Zimbabwe	GCE 'A' Levels, or Zimbabwe General Certificate of Education at Advanced Levels ('A' Levels)	<ul style="list-style-type: none"> <li>• Aggregate of 4 in the best 3 A Level or combination of A and AS Level units, whereby A=6, A=5, B=4, C=3, D=2, E=1 (AS Levels are equivalent to half points, e.g. A=2.5)</li> <li>• Successful completion of the ZIMSEC A Level Certificate with a minimum 3 passes in principal subjects</li> </ul>



# ENROLMENT FORM (Domestic Students)

## How to Complete this Form

- Please write clearly using capital letters in English
- Include one set of supporting documents with this application including certified English translation copies where required
- All supporting documents for this application must be certified as true copies of originals
- Ensure that you sign the declaration in the end of this form

### MELBOURNE CAMPUS

530 Victoria Street, North Melbourne 3051  
PH +61 3 9602 4110

### ADELAIDE CAMPUS

14-16 Grote Street, Adelaide, SA 5000  
PH +61 8 8212 8745

[www.scei-he.edu.au](http://www.scei-he.edu.au)

TEQSA provider: PRV14066  
CRICOS Provider Code: 03739K  
ABN: 7 9 6 0 5 2 9 4 9 97

## Personal Details (As shown in passport)

Title :	<input type="text"/>	Gender:	<input type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Rather not answer	<input type="radio"/> Other (Specify)	<input type="text"/>
Given Name(s):				Last Name:			
Date of Birth (dd/mm/yyyy):				Country of Birth:			
Nationality:				Expiry Date (dd/mm/yyyy):			
Passport Number:				First Language:			

## Contact Details

Address (Home Country):		
City:	Country:	Postcode:
Address (if in Australia):		
Suburb:	State:	Postcode:
Phone Number:	Mobile:	Email Address:

## Emergency Contact Details

Given Name(s):	Surname:
Home Phone Number:	Mobile Number
Relationship to Applicant:	Email Address:

## Nationality-related information

Are you a citizen of Australia	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a Permanent Resident in Australia	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a citizen of Australia	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Year of Arrival in Australia:		

# Previous Application

Have you ever been enrolled as a student of SCEIHE	Yes	No
If yes, please provide your student ID number		
Have you ever been excluded the course from any Institution:	Yes	No
What is the reason of exclusion, please provide:		

# Course Details

Select campus location: Melbourne Adelaide

SELECT	Course Code	Course Title	Duration	Annual fees	Full course fees	Application fee	Materials fee
	BHCS	Bachelor of Human and Community Services	3 Years (156 weeks)	\$16,300	\$48,800	\$300	\$1,500
	BECE	Bachelor of Early Childhood Education	4 Years (208 weeks)	\$15,550	\$62,200	\$300	\$1,500
	GDE	Graduate Diploma in Early Childhood Education	1 Year (52 weeks)	\$16,200	\$16,200	\$300	\$1,500
	MSW	Master of Social Work (Qualifying)	2 Years (104 weeks)	\$20,100	\$40,200	\$300	\$1,500
	Pathway	099214A Bachelor of Human and Community Services	1 Year (52 weeks)	\$16,300	\$16,300	\$300	\$1,500
		114021C Master of Social Work (Qualifying)	2 Years (104 weeks)	\$20,100	\$40,200	\$300	\$1,500

# Intake Dates

Semester 1	Semester 2	Semester 3 (only applicable for GDECE)
<input type="checkbox"/> 17 <sup>th</sup> Feb 2025	<input type="checkbox"/> 23 <sup>rd</sup> June 2025	<input type="checkbox"/> 20 <sup>th</sup> Oct 2025
<input type="checkbox"/> 23 <sup>rd</sup> Feb 2026	<input type="checkbox"/> 29 <sup>th</sup> June 2026	<input type="checkbox"/> 26 <sup>th</sup> Oct 2026

# Admission to this course

A higher education award course <i>(Australian or overseas equivalent; complete or incomplete)</i>	Recent secondary education <i>(whether undertaken at school, VET or another Australian provider) – ATAR only</i>
An enabling or bridging course delivered by a higher education provider <i>(Australian or overseas equivalent; complete or incomplete)</i>	Recent secondary education <i>(whether undertaken at school, VET or another Australian provider) ATAR plus other criteria</i>
A VET award course or VET delivered enabling or bridging course other than a secondary education course <i>(Australian or overseas equivalent; complete or incomplete)</i>	Recent secondary education was undertaken <i>(whether undertaken at school, VET or another Australian or overseas provider) – only other criteria, ATAR not considered</i>
Work and life experience	



# English Language Proficiency

In which country you were born?  
☐ Australia      ☐ Yes (please specify):

Do you speak a language other than English at home? (if more than one language, indicate the one that is spoken most often):  
☐ No, English only    ☐ Yes (please specify):

Have you previously studied an ESL/EAL, ELICOS or any other English Course in Australia?  
☐ Yes (attached certified copy of evidence)      ☐ No

What are your International English Language Test (IELTS) scores? (Please also attach a certified copy of IELTS evidence)

Listening:	Reading:	Writing:	Speaking:	Overall band:
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How proficient are you in English?  
☐ Very Well      ☐ Well      ☐ Not Well      ☐ Not at all

Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes)  
☐ No      ☐ Yes, Aboriginal      ☐ Yes, Torres Strait Islander

# Schooling

What is your highest COMPLETED school level? (tick ONE box only)  
☐ Never attended school      ☐ Year 8 or below      ☐ Year 9 or below      ☐ Year 10 or below      ☐ Year 11 or below      ☐ Year 12 or below

In which year you complete your highest school level?

If you left school within the last 3 year, please enter your **ATAR** (if known)

# Previous Qualification achieved

Have you SUCCESSFULLY completed any of the following qualifications?    ☐ Yes      ☐ No, go to the next section.

If YES, please enter **one** of these Prior Education Achievement Recognition items to **any** applicable qualification level.  
A-Australia      E-Australia Equivalent      I-International  
**Note:** If you have multiple Prior Education Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:  
1. A-Australia    2. E-Australia Equivalent    3. I-International

<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate I	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Diploma (or Associate Diploma)
<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate II	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Advanced Diploma or Associate Degree
<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate III (or Trade Certificate)	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Bachelor Degree or Higher Degree
<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate IV or Advanced Certificate / Technician	<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Other education (including certificates or overseas qualifications not listed)

# Credit and Recognition of Prior Learning

Have you enrolled in a similar course elsewhere?    ☐ Yes    ☐ No  
(If yes, you may be eligible for Credit and Recognition of Prior Learning. Please ask for an **HEFOR01 Credit and Recognition of Prior Learning Application Form.**)

Are you currently or have you previously been employed in the area covered by your chosen course?  
☐ Yes    ☐ No  
(If yes, you may be eligible for Credit and Recognition of Prior Learning. Please ask for an **HEFOR01 Credit and Recognition of Prior Learning Application Form.**)



## Employment

Of the following categories, which **BEST** describes your current employment status? (Tick **ONE** box only)

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee
<input type="checkbox"/> Employer	<input type="checkbox"/> Self-employed – not employing others
<input type="checkbox"/> Employed – Unpaid worker in a family business	<input type="checkbox"/> Unemployed – Seeking Full-time work
<input type="checkbox"/> Unemployed – Seeking Part-time work	<input type="checkbox"/> Unemployed – Not seeking employment

## Study Reason

Of the following categories, which **BEST** describes your main reason for undertaking this course? (Tick **ONE** box only)

<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To start my own business
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get skills for community/voluntary work	<input type="checkbox"/> Other reason	

## Unique Student Identifier

Provide a Unique Student identifier (if you already have one):

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From 1 January 2023, all higher education students must have a USI in order to graduate and receive their award. This includes all students who started before 2021, and all onshore international students. Continuing students should also get their USI as soon as possible. A USI is a student's lifelong education number. [www.usi.gov.au/providers/higher-education](https://www.usi.gov.au/providers/higher-education)

## How did you hear about Southern Cross Education Institute (Higher Education)

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Current SCEI-HE student	<input type="checkbox"/> Friends	<input type="checkbox"/> Media
<input type="checkbox"/> Exhibition	<input type="checkbox"/> Seminar	<input type="checkbox"/> Website	<input type="checkbox"/> Agent

## Student Fund Access

For more information, visit <https://www.studyassist.gov.au/financial-and-study-support/how-student-loans-work>

FULL-FEE PAYING

FEE-HELP

MIXED PAYMENT

**Please Note:** A 20% loan fee applies for students utilizing a FEE-HELP Loan for their tuition fees. This fee is added to your Combined HELP Debt and is also repayable via the Australian Taxation System, but is not included in the tally of tuition fees of your Combined HELP Loan Lifetime Limit.

# FEE-HELP

Students intend to apply for FEE-HELP to apply, please read the FEE-HELP Information booklet before completing this section

- How FEE-HELP Loan works
- Terms and Conditions of the loan
- Electronic Commonwealth Assistance Form (eCAF)

## FEE-HELP ELIGIBILITY

### What is your citizenship STATUS?

- ☐ Australian Citizen
- ☐ Permanent Humanitarian Visa holder
- ☐ Eligible Former Permanent Humanitarian Visa holder (resident return visa *(not a current permanent humanitarian visa holder AND was previously a permanent humanitarian visa holder AND is the holder of a subclass 155 or 157 Resident Return visa)*)
- ☐ Permanent visa holder who is undertaking bridging study for overseas trained professionals
- ☐ Pacific engagement visa holder
- ☐ New Zealand Special Category visa holder & Long Term Resident *(resident in Australia for at least 10 years and entered Australia whilst under 18, AND have been in Australia for at least 8 of the past 10 years and 18 months of the past 2 years)* must attach evidence – e.g. copy of 'Movement Records' list from Department of Home Affairs - Immigration and citizenship. You can apply for this summary online at no cost – at: <https://immi.homeaffairs.gov.au/help-support/departamental-forms/online-forms/request-international-movement-records>
- ☐ Permanent visa holder who held a NZ special category visa immediately prior to their permanent visa and have previously met the long-term residency requirements;

### Tax File Number (TFN)?

- All students who intend to apply for FEE-HELP are required to submit the Tax File Number (TFN) on or before Census Date.
  - By providing your Tax File Number (TFN) on this eCAF, you are authorising the Commonwealth to provide a loan for the unpaid portion of your tuition fees, as of the census date for the unit(s) in your course. The funds will be transferred to SCEIHE on your behalf to cover the tuition applicable fees.
  - If you fail to provide the TFN before the Census Date, you will be ineligible for FEE-HELP
- ☐ Tax File Number

### FEE-HELP Limit and Balance?

- It is your responsible to monitor your FEE-HELP balance to ensure that you have not exceeded the Combined HELP Loan Limit and that you have sufficient balance to cover the tuition fee. Additionally, you MUST notify SCEI-HE if your remaining balance is insufficient to cover your tuition fees.
  - If you fails to do so, you will receive an invoice for upfront payment for fee in excess of the Combined HELP Loan Limit.
- ☐ I confirm that I have reviewed my balance and I have sufficient balance to cover my tuition fee

### Repaying for the course

- You will begin repaying your FEE-HELP loan through the Australian tax system once your income exceeds the compulsory repayment threshold
  - For more information, visit: <https://www.ato.gov.au/individuals-and-families/study-and-training-support-loans/when-must-you-repay-your-loan>
- ☐ I can confirm that I am aware of I will be repaying my FEE-HELP through the Australian tax system (ATO)

## Agent Detail (If applying through an agent)

**Note:** If applying through an agent, this must be filled out by an agent rather than an applicant

Agent's Name:	ABN:
Agent's Trading Name:	
Address of the Agent's principle place of business:	
Email Address:	Contact Number:

☐ I confirm that I have verified the above mentioned potential student's application, supporting and financial documents and I am satisfied that this "Application to Study form" contains the correct information. I have assessed the applicant as a Genuine Temporary Entrant and Genuine Student as defined by the Department of Home Affairs. I am satisfied that the information and documentation provided with this application is authentic and where the document has been stamped or translated by the agency, the original document has been sighted and certified.

Agent's / Representative Signature	Agent's Stamp
<div></div>	<div></div>

## Student Declaration

Signing this Application Enrolment Form, I agree that I have read and understood the following:

- ☐ I declare that the information I have provided, to the best of my knowledge on this form, is true and correct.
- ☐ I acknowledge and agree this information may be used for monitoring, program planning and statistical purposes.
- ☐ I declare that I will abide by policies and procedure of SCEI-HE given in the student handbook and institute's website.
- ☐ I acknowledge and agree that any false or misleading statement may result in denial of my admission application or subsequent cancellation of my enrolment at SCEI-HE.
- ☐ I understand that I am required to have a Unique Student Identifier (USI) and, if not provided, I authorise SCEI-HE to apply for USI on my behalf.
- ☐ I understand that non-payment of fees in any semester may lead to cancellation of my enrolment

### FEE-HELP Declaration

- ☐ I have read and understood the information in the FEE-HELP Information Booklet before completing this form.
- ☐ By signing this form and complete the eCAF, I am requesting The Commonwealth will lend me the unpaid tuition fees for my unit(s) at the census date. I will not receive the funds directly; instead, they will be paid to SCEI-HE on my behalf.
- ☐ I understand that it is my responsibility to be aware of my HELP balance and I will advise SCEI-HE if I do not have enough HELP balance to cover my tuition fees.
- ☐ I am obligated to repay the amount loaned to me by the Commonwealth through the ATO, along with any applicable loan fees, regardless of whether I complete my studies or not, and regardless of my place of residence, including overseas.
- ☐ I must have a valid USI before the census date to be eligible for FEE-HELP under FEE-HELP. My USI links my student loan to my personal details and allows me to track my HELP entitlements through the my HELP balance portal. It's important to have only one USI throughout my studies, even with multiple providers. If I already have a USI, I must provide it to any new provider. I will regularly check the my HELP balance portal to ensure my records are accurate and include all units of study. For more information, I can visit [www.studyassist.gov.au](http://www.studyassist.gov.au).
- ☐ I am currently an Australian resident, residing at the physical address provided in enrollment application.
- ☐ I intend to maintain residency in Australia for the duration of my study in this course under FEE-HELP Assistance
- ☐ I understand that SCEI-HE is collecting the information in this form for the purpose of assessing my eligibility for the Higher Education Loan Program under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Participant Support Number to me.
- ☐ I am aware that there will NOT be charge if I cancel my enrollment on or before the Census Date.
- ☐ I am aware of a 20% loan fee will be applied to my FEE-HELP loan and will be included as part of my HELP debt
- ☐ I agree and consent that the information requested in this document may be used by the Australian or State Governments departments / Agencies for research, statistical and internal management purposes only.

Student Signature:
<div></div>
Date (dd/mm/yyyy):
<div></div>