

# INTERNATIONAL STUDENT ENROLMENT FORM

## Personal Details

<b>International Student Type</b>	<input type="checkbox"/> Onshore	<input type="checkbox"/> Offshore	
<b>Family name (surname):</b>		<b>Given Name</b>	
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other
<b>Date of birth:</b>	DD/MM/YYYY	<b>Country of Birth</b>	
<b>Passport Number:</b>		<b>Country of Citizenship</b>	
<b>Date of Passport expiry</b>	DD/MM/YYYY	<b>Country Of Passport</b>	
<b>Mobile</b>		<b>Telephone</b>	
<b>Email Address</b>			

## Address- Home Country

<b>Street Number</b>		<b>City/Suburb</b>	
<b>State</b>	<b>Postcode</b>	<b>Country</b>	
<b>Mobile</b>		<b>Telephone (with Country Code)</b>	
<b>Emergency Contact (Name)</b>		<b>Relationship</b>	
<b>Address</b>		<b>Telephone</b>	

## Address- in Australia (If applicable)

<b>Street Number</b>		<b>City/Suburb</b>	
<b>State</b>	<b>Postcode</b>	<b>Country</b>	
<b>Mobile</b>		<b>Telephone (with Country Code)</b>	
<b>Emergency Contact (Name)</b>		<b>Relationship</b>	
<b>Address</b>		<b>Telephone</b>	

## International Student Enrolment Form

### Visa Details

What is the name of your current Education provider?			
What is the Name of the Course you are currently enrolled in?			
Do you hold a current Australian Visa?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes – Type of Visa		Visa Number	Date of Expiry
Have you, your spouse or any dependents ever been refused a visa to Australia or any other country?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you, your spouse or any dependents ever visited Australia and breached any visa conditions?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Language & Health

What is your level of English?	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
Have you completed an English Proficiency Test?  (Please attach a certified copy of your English Proficiency Report.)	<input type="checkbox"/> Yes <input type="checkbox"/> No  If NO, please discuss requirements with the college or Agent.  If YES, Please specify Test Type, Score and Date Date of Test: ___/___/___	<input type="checkbox"/> IELTS  <input type="checkbox"/> PTE  <input type="checkbox"/> TOEFL  <input type="checkbox"/> OTHER (Specify) _____	Speaking Score: _____  Reading Score: _____  Writing Score: _____  Listening Score: _____  Overall Score: _____
Do You have a current OSHC Policy?  <i>The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If No, please arrange cover prior to commencement of study and provide a copy of the OSHC policy to the college  If Yes, please provide a copy of the OSHC policy:  Name of provider: _____  Expiry Date: ___/___/___		

### Education

Have you studied in Australia before?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If YES, Please attach certificates, academic transcripts and release letters if applicable)		
If Yes - Name of Australian College/Institution			
Address			
Course Enrolled			
Date Commenced	___/___/___	Completion Date	___/___/___
Do you wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If YES, an RPL/CT application form must be completed)		
<b>Proposed Course of study</b>			
Proposed Commencement Date	___/___/___		

## International Student Enrolment Form

### Unique Student Identifier

All students studying in Australia will require a Unique Student Identifier (USI). You **cannot** apply for a USI until you have entered Australia using your non-Australian passport and Australian visa.

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Unique Student Identifier (USI)

*Unique student identifier*

**USI application through your VSA (if you do not already have one)**

#### Application for Unique Student Identifier (USI)

If you would like VSA to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide your passport number below so that we can apply for a USI on your behalf.

I [NAME] .....authorise Vocational Skills Australia to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Town/City of Birth \_\_\_\_\_

*(Please write the name of the Australian or overseas town or city where you were born)*

We will also need to verify your identity to create your USI. VSA will use your Non-Australian Passport (with Australian Visa).

Passport number: \_\_\_\_\_

### Course Name (Please Tick)

	CRICOS Code	Course Code and Name	Total Tuition fee (\$250 Will be Non-refundable)	Duration
<input type="checkbox"/>	03818M	BSB40120 - Certificate IV in Business	\$10,000	52 Weeks
<input type="checkbox"/>	03818M	FNS40217 - Certificate IV in Accounting Bookkeeping	\$10,000	52 Weeks
<input type="checkbox"/>	03818M	FNS50217 - Diploma of Accounting	\$15,000	78 Weeks
<input type="checkbox"/>	03818M	BBS50120 - Diploma of Business	\$15,000	78 Weeks
<input type="checkbox"/>	03818M	BSB50820 - Diploma of Project Management	\$15,000	78 Weeks
<input type="checkbox"/>	03818M	BSB60120 - Advanced Diploma of Business	\$15,000	78 Weeks
<input type="checkbox"/>	03818M	CPC31320 – Certificate III in Wall and Floor Tiling	\$18,000	96 Weeks
<input type="checkbox"/>	03818M	CPC50220 – Diploma of Building and Construction	\$14,500	78 Weeks

## International Student Enrolment Form

<input type="checkbox"/>	03818M	MSF30322 – Certificate III in Cabinet Making and Timber Technology	\$19,000	96 Weeks
<input type="checkbox"/>	03818M	MSF30422 – Certificate III in Glass and Glazing	\$20,000	96 Weeks

### Refund Policy

VSA will provide a refund in Australian Dollars only and within 4 weeks of receiving a written claim by the student in accordance with this policy.

Conditions and Circumstances of Refund and Cancellation Fees			
Reason for Refund	Notification Period	Cancellation Fee	Refund Amount
<b>Learner visa unsuccessful or withdraws the visa application</b>	Before semester/education service commences.	Application fee only (to cover the costs of processing the application).	Full refund <b>less</b> the following amount: <ul style="list-style-type: none"> <li>\$250 application fee</li> </ul>
<b>Learner gives notice for cancellation</b>	More than ten (10) weeks before education service commences	20 % of Tuition Fees of the first quarter	Refund equal to 80 % of Tuition Fees of the first quarter
	Four (4) weeks or less before education service commences	60% of Tuition Fees of the first quarter.	Refund equal to 40 % of Tuition Fees of the first quarter.
	After education commences and during first four (4) weeks	80% of Tuition Fees of that quarter.	Refund equal to 20 % of Tuition Fees of that quarter
	After the fourth (4 <sup>th</sup> ) week.	100% of fees for that quarter.	Not eligible for any refund.
<b>NOTE:</b>			
1. Where an international learner cancels their enrolment and has tuition fees outstanding (in other words, they have not maintained their course fee payments in accordance with their payment plan and visa conditions), the cancellation fees above still apply and the fees owing would still be payable by the international learner.			
2. Where an international learner has paid for more than one (1) quarter in advance and is seeking a refund, the above refund policy applies to all unspent tuition fees for the current quarter and all subsequent quarter are refunded in full.			
<b>If VSA withdraws offer, fails to provide program offered or terminates an Education Service</b>	Before and After education commences	Nil	VSA will refund the learner the amount of any unspent pre-paid tuition fees.
<b>If VSA withdraws a learner from the College because the learner has seriously breached international learner visa conditions or VSA policies and procedures</b>	Before and After education commences	Full Fees for the current quarter	No refund for the current quarter and 100% refunds of fees applicable to a subsequent quarter. Full refund for future course less \$ 250 Application fees

### AVETMISS Student Enrolment questionnaire

Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) is a national data standard which ensures the consistency and accuracy of vocational education and training (VET) information and covers the national VET data collections. The following information is collected to meet AVETMISS requirements.

<p><b>1. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)</b></p> <p><input type="checkbox"/> Full-time employee  <input type="checkbox"/> Part-time employee  <input type="checkbox"/> Self Employed – Not employing others  <input type="checkbox"/> Self Employed – 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"/> Not employed – not seeking employment</p>	<p><b>6. Do you speak a language other than English at home?</b></p> <p><input type="checkbox"/> NO, English Only  <input type="checkbox"/> YES, (Please Specify): _____</p>
<p><b>2. Are you still enrolled in secondary or senior secondary education?</b></p> <p><input type="checkbox"/> YES  <input type="checkbox"/> NO</p>	<p><b>7. How well do you speak English?</b></p> <p><input type="checkbox"/> Very Well  <input type="checkbox"/> Well  <input type="checkbox"/> Not well  <input type="checkbox"/> Not at All</p>
<p><b>3. What is your highest COMPLETED school level (Tick ONE box only)</b> If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.</p> <p><input type="checkbox"/> Year 12 or equivalent  <input type="checkbox"/> Year 11 or equivalent  <input type="checkbox"/> Year 10 or equivalent  <input type="checkbox"/> Year 9 or equivalent  <input type="checkbox"/> Year 8 or below  <input type="checkbox"/> Never attended school</p>	<p><b>8. Do you consider yourself to have a disability, impairment or long-term condition? (Refer to Disability Supplement provided at the end of this document)</b></p> <p><input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p><b>If YES, please indicate (you may indicate more than one area)</b></p> <p><input type="checkbox"/> Hearing/Deaf      <input type="checkbox"/> Mental Illness  <input type="checkbox"/> Physical            <input type="checkbox"/> Vision  <input type="checkbox"/> Intellectual        <input type="checkbox"/> Medical Condition  <input type="checkbox"/> Learning            <input type="checkbox"/> Other  <input type="checkbox"/> Acquired Brain Impairment</p>
<p><b>4. In which country were you born?</b></p> <p><input type="checkbox"/> Australia  <input type="checkbox"/> Other (If other, Please Specify)</p>	<p><b>9. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal AND Torres Strait Island origin, mark both 'YES' boxes)</b></p> <p><input type="checkbox"/> NO  <input type="checkbox"/> YES, Aboriginal  <input type="checkbox"/> YES, Torres Strait Islander</p>
<p><b>5. Have you SUCCESSFULLY completed any of the qualifications listed below?</b></p> <p><input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p><b>If Yes, tick ANY applicable boxes</b></p> <p><input type="checkbox"/> Bachelor Degree or High Degree  <input type="checkbox"/> Advanced Diploma or Associate Degree  <input type="checkbox"/> Diploma (or Associate Diploma)  <input type="checkbox"/> Certificate IV (Advance Certificate/Technician)  <input type="checkbox"/> Certificate III (or Trade Certificate)  <input type="checkbox"/> Certificate II  <input type="checkbox"/> Certificate I  <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)</p>	<p><b>10. Do you require assistance/support with literacy for your studies?</b></p> <p><input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p><b>11. Your major reason for study? (Tick ONE box only)</b></p> <p><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"/> For personal interest or self-development  <input type="checkbox"/> Other Reasons</p>

**Application Checklist**

Required Documents	Who Can Verify /Certify Documents?	Before submitting the application to the college, the student must read and understand the following:
<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Application Form</li> <li><input type="checkbox"/> Certified Copy of Passport</li> <li><input type="checkbox"/> Certified Copy of Year 10 and Year 12 Certificate</li> <li><input type="checkbox"/> Certified Copy of IELTS/PTE/TOEFL result or equivalent</li> <li><input type="checkbox"/> Copy of visa (if applicable)</li> <li><input type="checkbox"/> Copy of any Letter of Release (if required)</li> <li><input type="checkbox"/> Certified copies of Previous studies and employment</li> <li><input type="checkbox"/> Certified copies of Translation of the above mentioned documents (if required)</li> <li><input type="checkbox"/> 1 Recent Passport size Photograph</li> <li><input type="checkbox"/> attached GTE Assessment &amp; Financial Declaration form</li> <li><input type="checkbox"/> signed the declarations</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> VSA Registered Education or Migration Agents</li> <li><input type="checkbox"/> Notary Public</li> <li><input type="checkbox"/> Academic Registrar of an Institution</li> <li><input type="checkbox"/> Justice of the Peace</li> <li><input type="checkbox"/> Commissioner of Oaths/Declarations</li> <li><input type="checkbox"/> An Official of an Australian Overseas Diplomatic Mission</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Application Form</li> <li><input type="checkbox"/> Student Handbook</li> <li><input type="checkbox"/> English Language Requirements</li> <li><input type="checkbox"/> ESOS Code</li> <li><input type="checkbox"/> Department of Home Affairs (DHA) requirements for overseas students and on Genuine Temporary Entrant</li> </ul> <p><a href="https://www.homeaffairs.gov.au/">https://www.homeaffairs.gov.au/</a></p> <p>If students have any doubts about any of the above information, they must seek clarification from their Agent or the college directly.</p>

**Email to:**

**Please submit this form via email to [info@vsa.sa.edu.au](mailto:info@vsa.sa.edu.au) or post to the following**

Vocational Skills Australia  
 Innovation House  
 50 Mawson Lakes Boulevard  
 Mawson Lakes  
 SA 5095  
 Australia

**Privacy Statement & Student Declaration**

**NCVER Privacy Notice**

Under the Data Provision Requirements 2012, VSA is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Vocational Skills Australia for statistical, regulatory and research purposes. Vocational Skills Australia may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at <https://www.ncver.edu.au/>).

**VSA information sharing**

I consent to Department of Home Affairs providing VSA with any information about my visa status from the time of my application to the time of my departure from Australia. Information is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code of Practice for Providers of Education and Training to Overseas Students 2018; to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS) and the ESOS Assurance Fund Manager. In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

I agree that the staff of VSA can access the personal information contained in your student file without written consent being obtained. You also agree that representatives of Government Departments such as (but not limited to) ASQA (Australian Skills Quality Authority) can have access to my student file when operating in an official capacity. The information requested in this form will be used by the relevant state department of education and training for research, audit, statistical and internal management purposes only. In supplying the requested information, the participant is deemed to have consented to the use of the information for.

**Student Declaration and Consent**

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the NCVER Privacy Notice above and VSA information sharing notice.

<b>STUDENT SIGNATURE:</b>		Date	_/_/____
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**Student Declaration about VSA course, policies and procedures and ESOS Framework**

It is important that as a potential student of VSA, you are fully informed about the course, Vocational Skills Australia and relevant policies and procedures which are our terms and conditions. This is communicated to students in various documents. Please take the time to read these documents and confirm the following:

I have read and understood:

- Course Brochure (please click to access link on VSA’s website)
- International student handbook (please click to access link on VSA’s website)
- Fees and Refund Policy and Procedure (please click to access link on VSA’s website)
- Complaints and Appeals Policy and Procedure (please click to access link on VSA’s website)
- Deferral, Suspension and Cancellation Policy (please click to access link on VSA’s website)
- The Education Services for Overseas Students (ESOS) framework (please click to access link on [ESOS legislative framework page](#)). This website provides international students with important information about their rights and responsibilities while studying in Australia.

I agree to pay \$250 application Fees (nonrefundable). All students must pay the \$250 application fee when submitting this application form.

**Student Declaration and Consent**

I have ticked the above boxes to declare that I have read, understood and agree to these terms and conditions.

**STUDENT SIGNATURE:**

**DATE** (dd/mm/yyyy)

**Agent Details (If Applicable)**

<b>Are you applying through an Education Agent?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details below.	
<b>Name of Agency</b>			
<b>Agency Address</b>			
<b>Agency Licence Number</b>		<b>Phone Number</b>	
<b>Agency Email Address</b>			
<b>Agent Representative Name</b>		<b>QEAC Number (If Applicable)</b>	

**Agent Declaration**

As an authorised VSA agent, I take fully responsibility for verifying any of the information provided in this application on behalf of VSA and that VSA may take action under our agreement, including the cancellation of the agreement for any false or misleading information or breach of the Code of Conduct.

I declare that the original documents have been sighted and copies have been certified by an authority as accepted by VSA.

<b>Signature of Agency Representative</b>		<b>Date</b>	__/__/____
<b>Agency Stamp</b>			

## Application Checklist

Have you:

- completed all sections of this Application?
- signed the declarations
- attached GTE Assessment & Financial Declaration form?
- attached a true certified copy of your passport?
- attached certified copy of your visa, if available?
- attached a certified copy of your English Language Proficiency result?
- attached a certified copies of all relevant documents?

### Next steps

VSA will review your documentation. If successful, you will receive a letter of offer and course acceptance agreement. Please refer to the 'How to Apply' section on our website for further information.

## Office Use Only

<b>Date Application Received</b>	__/__/____	<b>Application Decision</b>	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
<b>If Application is rejected, please provide reasons below:</b>			
<b>VSA Staff Member Name</b>			
<b>VSA Staff Member Signature</b>		<b>Date</b>	__/__/____