

Application for Enrolment Form- International Students



**Australian
Federation
College**

*Please complete in English using **BLOCK** letters.*

About this Form

Thank you for your interest in seeking enrolment into an Australian Federation College (AFC) course. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form back to us by post or email along with required documents as per the checklist at the end of this document.

Course Details

Select the course you wish to enrol with Australian Federation College (AFC).

Launceston Campus

- | | |
|---|--|
| <input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) | <input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management |
| <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management | <input type="checkbox"/> SIT50422 Diploma of Hospitality Management |
| <input type="checkbox"/> BSB50420 Diploma of Leadership and Management | <input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management |
| <input type="checkbox"/> CHC62015 Advanced Diploma of Community Sector Management | <input type="checkbox"/> ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering Specialisation) |
| <input type="checkbox"/> CHC52025 Diploma of Community Services | <input type="checkbox"/> ICT50220 Diploma of Information Technology |
| <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support | |
| <input type="checkbox"/> AHC51422 Diploma of Agribusiness Management | |

Commencement Date:

Melbourne Campus

- | | |
|---|--|
| <input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) | <input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management |
| <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management | <input type="checkbox"/> SIT50422 Diploma of Hospitality Management |
| <input type="checkbox"/> BSB50420 Diploma of Leadership and Management | <input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management |
| <input type="checkbox"/> CHC62015 Advanced Diploma of Community Sector Management | <input type="checkbox"/> ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering Specialisation) |
| <input type="checkbox"/> CHC52021 Diploma of Community Services | <input type="checkbox"/> ICT50220 Diploma of Information Technology |
| <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support | <input type="checkbox"/> RII60520 Advanced Diploma of Civil Construction Design |
| <input type="checkbox"/> AHC51422 Diploma of Agribusiness Management | |
| <input type="checkbox"/> General English - ELICOS | Number of Weeks <input type="text"/> |

Commencement Date:

Application for Enrolment Form- International Students



**Australian
Federation
College**

Personal Details

Preferred Title: Mr Miss Ms Mrs Others

Given Name/s: Surname:

Preferred Name, if any: Date of Birth (dd/mm/yyyy):

Country of Birth: Nationality: Gender: Male Female

Phone Number/s: Email Address:

Residential Address : Please provide the physical address (street number and name –not post-office box). Current address must be where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

Overseas Address: Postcode:

Street Address: Suburb:

Country: Is this your mailing address: Yes No

Current Australian Address (if applicable): Postcode:

Street Address: Suburb:

State: Is this your mailing address: Yes No

Mailing Address (if different from the above, otherwise write, 'AS ABOVE'): Postcode:

Street Address: Suburb:

Country:



Passport Details

Passport Number:

Passport Expiry Date:

Country of Passport:

Australian Visa Details

Do you hold an Australian visa?

Yes

No

If yes, type of visa and expiry date?

Visa Type:

Expiry Date:

Which visa office will you apply for your visa?

OSHC Details

*As an international student you must have Overseas Student Health Cover (OSHC) that covers the entire duration of your student visa.
You could choose to organise this on your own or through Australian Federation College (AFC).*

Do you already have OSHC?

Yes

No

Expiry Date:

If yes, provide current OSHC details.

OSHC Provider:

If no, do you like AFC to organise OSHC for you:

Yes

No - I will organise it myself



Language and Cultural Diversity

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, other, please specify:

How well do you speak 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 Prefer not to say

English Proficiency

Have you completed a test of English Language Proficiency?

Yes No

If yes, provide details of your English test:

Test Date:

Test Type: IELTS TOFEL PTE Other:

Test Score: Writing Reading Listening Speaking

Overall Score:

Have you completed at least a Certificate IV level qualification in an Australian RTO within the last 2 years?

Yes No

if yes, provide details under "Previous Qualifications Studied" section.

Have you studied at least 5 years in an English-speaking country (including Australia) where medium of instructions were English?

Yes No

if yes, provide details under "Previous Qualifications Studied" section.

Disability

Do you consider yourself to have a disability?

Yes No – [go to the question about Schooling.](#) Prefer not to say – [go to the question about Schooling](#)

If you indicated the presence of a disability, impairment or long term condition, please select the area(s) in the following list. Review the disability supplement to help you select the right area(s).

<input type="checkbox"/> Hearing/deaf (11)	<input type="checkbox"/> Learning (14)	<input type="checkbox"/> Vision (17)
<input type="checkbox"/> Physical (12)	<input type="checkbox"/> Mental illness (15)	<input type="checkbox"/> Medical condition (18)
<input type="checkbox"/> Intellectual (13)	<input type="checkbox"/> Acquired brain impairment (16)	<input type="checkbox"/> Other (19)



Schooling

What is your highest COMPLETED school level? (Tick ONE box only)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or equivalent

Never attended school

Write the year you have completed school level:

Are you still enrolled in secondary or senior secondary education? Yes No

Previous Qualifications Studied

Have you successfully completed any of the qualifications listed below?

Yes No – go to question about Employment

If Yes, tick ANY applicable boxes below:

- Bachelor degree or higher degree
- Advanced diploma or associate degree
- Diploma (or associate diploma)
- Certificate IV (or advanced certificate/technician)
- Certificate III (or trade certificate)
- Certificate II
- Certificate I
- Other education (including certificates or overseas qualifications not listed here)

Previous Qualifications Details

Qualification Name:

Institution Name:

Year Completed: Country:

Qualification Name:

Institution Name:

Year Completed: Country:



Previous Qualifications Details

Qualification Name:

Institution Name:

Year Completed:

Country:

Qualification Name:

Institution Name:

Year Completed

Country:

Employment

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

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- | | | | |
|--|--|---|--|
| <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 |

Study Reason

Of the following categories, select the one which **BEST** describes the main reason you are 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 reasons | | | | |



Course Credit

Do you like to apply for Recognition of Prior Learning (RPL) or Credit Transfer?

Please note, applying for this may impact your course duration. If this is approved, then your course duration will be less than the time outlined on the course brochure. Depending on the length that your course is reduced, your fees may also be reduced.

Yes No

If you have selected "Yes" then our admission team will send you a Credit Transfer and RPL Application Form. Alternatively, you can download a copy of this form from our website at www.afcollege.edu.au.

Unique Student Identifier (USI)

Do you have your USI number available now?

Australian Federation College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.

Yes No

If you have selected "Yes" then write in the following boxes:

<input type="text"/>										
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If you have selected "No" then you can apply for it directly at: <https://www.usi.gov.au/your-usi/create-usi> on computer or mobile device and write in boxes above.

Emergency Contact Details

Contact Name:

Relationship :

Phone Number:

Email :

Paying Additional Course Fees Prior Commencement

Do you want to pay more than 50% of the course fees before commencing your studies at Australian Federation College (AFC)?

It is not a requirement to pay additional course fees before commencement of your course at AFC. However, you may choose to do so nevertheless.

Yes - I confirm that I want to pay more than 50% of the course fees before commencing my studies at Australian Federation College.

No - I would like to pay fees payable to secure the offer specified in my Offer Letter and Student Agreement.

Agent Details (if applicable)

Agent/ Counsellor Name:

Agency Stamp:

Position:

Contact Number:

<input type="text"/>



Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Australian Federation College at info@afcollege.edu.au to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice



Declaration

- I have read and understood AFC fees and refunds, course progress and attendance monitoring, complaints and appeals policy and procedures given on Student Handbook, AFC website at www.afcollege.edu.au and/or Course Brochure.

- I understand that I must participate in scheduled classes in accordance with course timetables to make satisfactory course progress, and failing to achieve satisfactory course progress will result in breach of a condition of my visa.

- I hereby declare that the information provided is complete, true and correct.

- I declare that I am a genuine temporary entrant and genuine student and that I have read and understood requirements relating to these at <https://immi.homeaffairs.gov.au/>.

- I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.

- I declare that my signature is true and correct and matches the signature in my passport

Student Name:

Student Signature:

Date(dd/mm/yyyy):



Application Checklist

Please check that you have:

- Attached copy of certified passport biodata pages
- Attached certified evidence of English (IELTS/ PTE/ TOEFL/ Other)
- Attached certified academic Transcripts
- Attached certified academic Certificate
- Attached statement of purpose
- Attached completed GTE Assessment Form
- Attached evidence of Visa, if applicable
- Attached current COE, if applicable



Disability Supplement

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. **If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.