

International Student Application Form for Enrolment

Read this application carefully, complete all sections and ensure that supporting documents are attached. Please write in BLOCK LETTERS using a blue or black pen.

Current Location: Onshore Offshore Nationality: _____

Personal Details

Given Names	<input type="text"/>
Family Names	<input type="text"/>
Date of Birth	<input type="text"/>
	<small>* Note you must be 18 years or older to submit an application</small>
Country of Birth	<input type="text"/>
Nationality	<input type="text"/>
Visa number	<input type="text"/>
Visa Type (if applicable)	<input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working Holiday <input type="checkbox"/> Other
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified
Passport Number (if applicable)	<input type="text"/>

(Please note that visa, type and passport information is only to be completed by international visa holders and student applicants. Please attach copies of valid passport and visa information.)

Contact Details

Overseas Address (if applicable)	<input type="text"/>
Australian Address (Include full street number and name and postcode)	<input type="text"/>
State	<input type="text"/>
Australian Phone Number	<input type="text"/>
Overseas Phone Number	<input type="text"/>
Email ID	<input type="text"/>

Emergency Contact Information

Name	<input type="text"/>
Address	<input type="text"/>
Relationship	<input type="text"/>
Phone Number	<input type="text"/>

Unique Student identifier

All students studying nationally recognised training in Australia are required to have a Unique Student Identifier.

Please Enter Your USI

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If you do not have a USI, you can apply at www.usi.gov.au If you need help in applying for a USI then please speak with someone from administration

Referral Source

<input type="checkbox"/> Internet	<input type="checkbox"/> Network Source	<input type="checkbox"/> Already/previously enrolled in another unit
<input type="checkbox"/> Recommended by past student	<input type="checkbox"/> A frame sign on footpath	<input type="checkbox"/> Agent: _____
<input type="checkbox"/> Social Media: _____	<input type="checkbox"/> High School: _____	<input type="checkbox"/> Other referral: _____

Job Network

Job Network Name

Contact Person

Phone Number

Disability

Do you consider yourself have a disability, impairment or long-term condition?

Yes No

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

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

Qualification Programs

Select the qualification for which you are filling the form

Tick the Qualification	Course CRICOS Code	Qualification Code	Qualification Title	Planned Start Date	Weeks of Study
<input type="checkbox"/>	117046C	SIT30821	Certificate III in Commercial Cookery		52
<input type="checkbox"/>	117047B	SIT40521	Certificate IV in Kitchen Management		78
<input type="checkbox"/>	117048A	SIT50422	Diploma of Hospitality Management		104
<input type="checkbox"/>	117042G	BSB80120	Graduate Diploma of Management (Learning)		52
<input type="checkbox"/>	117043F	CPC30220	Certificate III in Carpentry		52
<input type="checkbox"/>	117132E	MSF30320	Certificate III in Cabinet Making & Timber Technology		52
<input type="checkbox"/>	117044E	CPC30620	Certificate III in Painting and Decorating		52
<input type="checkbox"/>	117045D	CPC50320	Diploma of Building and Construction (Building)		52

Overseas Student Health Cover (OSHC)

This section only to be completed by international student applicants

What type of OSHC will you be requiring?

- Single
 Couple
 Family

If you do not want THE RTO to arrange OSHC on your behalf, please advise the following details:

Who is your provider?			
Membership Number		Expiry	

(Please attach a copy of your membership details noting that it is a requirement of your student visa approval that you show evidence of current OSHC for the duration of your student visa.)

English Language Proficiency

(This section only to be completed by international student applicants. Please attach a copy of a certified valid test result.)

Test	<input type="checkbox"/> IELTS	<input type="checkbox"/> PTE	<input type="checkbox"/> TOEFL	<input type="checkbox"/> Others
Date of Test				
Overall Score				
Component Score				
Writing				
Reading				
Speaking				
Listening				

* Please note that Ashford College may require you to undertake a Language Literacy and Numeracy (LLN) test prior to your enrolment being processed and/or accepted. If this is the case Ashford college will contact you after you have made application to organize a suitable time with you to undertake the LLN test.

Language/Cultural Diversity

First Language

Do you speak a language other than English at home?

- 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

Schooling

What is your highest completed school level?	
<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 09 or Equivalent
<input type="checkbox"/> Year 08 or Equivalent	<input type="checkbox"/> Never Attended School
In which year did you complete that school level?	
Are you still attending Secondary School?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Previous Qualifications Achieved

Have you successfully completed any of the following qualifications?	
<input type="checkbox"/> Bachelor's degree or Higher Degree	<input type="checkbox"/> Advanced Diploma or Associate Degree
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)
<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificates other than above

(Please provide details and certified copies of completed certificates)

Other Qualification	Year	Location

Labour Force Status

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

Centrelink Reference (if applicable):

This section only to be completed by domestic student applicants.

Job Seek ID	
Centrelink Reference Number	
Centrelink Reference Number Expiry Date	

RPL and Credit Transfer (CT)

I wish to apply for RPL	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I have attached my RPL Skills Assessment Form
I wish to apply for Credit Transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> I have attached my Credit Transfer Application Form

Are you ready to complete this course?

Ashford College has developed the following checklist to see if you are ready to start your course. This checklist may identify any English language, literacy and numeracy (LLN) needs you may have.

Please complete the following suitability checklist:

Rate yourself on the following tasks: Answer: Yes (I can do this myself) or No (I need help to do this)

TASKS	In English? Yes/No	In my first language? Yes/No
I can:		
Read the time on a clock (analogue and digital)		
Add up prices of things in my head		
Work out how much change I should give (without help from the register)		
Look up a phone number in a telephone book or on the internet		
Take a phone message and write it down accurately		
Fill in a form (e.g., a timesheet for work)		
Follow spoken instructions for a task		

Ashford College will review your answers to this checklist and if needed arrange further assessments. We will then let you know if there are any gaps in your LLN skills and determine if you require additional assistance to successfully complete your training course. This assistance will be provided by our trainers, other training providers or LLN specialists. Students are encouraged to discuss any LLN concerns with the Administration Officer or their Trainer prior to enrolment.

Do you require language, literacy and/or numeracy support to complete your studies at the RTO? Yes No

Learning Materials

All required materials will be supplied by the college unless otherwise stated in the course information.

Quality Assurance

Ashford College is externally audited at regular intervals to ensure it can maintain its accreditation as a Registered Training Organisation and/or CRICOS provider. A part of this process involves an auditor contacting some of the school's past and current students.

Please tick the box that reflects your participation agreement or otherwise.

<input type="checkbox"/> I agree to be contacted	<input type="checkbox"/> I do not want to be contacted
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Declaration (only select applicable boxes)

- I have read, understood, and completed the above information correctly.
- I understand that the payment I provide applies to the course I have chosen, and I will be provided further information from the Ashford College to finalise my enrolment.
- I acknowledge that providing false information and/or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application for enrolment form may result in the withdrawal of any offer.
- I understand that it is my responsibility to provide all relevant and required documentation as specified in the either the domestic and/or the International Student flyer or Prospectus – Please visit www.ashford.edu.au for student prospectus.
- I confirm I am not currently enrolled with another RTO unless allowed to do so.
- I can view current policies and procedures and I can contact the Ashford College to request a paper copy to be sent to me at any time
- Payment of fees will be included in the student enrolment agreement letter once my application has been accepted
- I acknowledge I have read, understand, and agree to the Ashford College student refund policy- Please visit www.ashford.edu.au
- I acknowledge that I have read and understand the Ashford College complaints and appeals policy- Please visit www.ashford.edu.au for Complaints and Appeals Policy.
- I understand that fees may be subject to change at any time, and I will be responsible for paying the amended amount- Please visit www.ashford.edu.au for Student Fees and Refund Policy.
- I understand that if the Ashford College rejects my application before providing a student enrolment agreement the application fee will not be refunded.
- I understand that satisfactory course progression and attendance is mandatory. For students on International Student visas this may result with disciplinary action involving the Department of Home Affairs- Please visit www.ashford.edu.au for Attendance and Course Progress Policy.
- I will abide by the policies, procedures, and any other rules of the Ashford College whilst I am studying. Please visit www.ashford.edu.au for Student Code of Conduct Policy.
- I understand that plagiarism of someone else’s work is against the Ashford College policy and if found to have occurred will result in disciplinary action.
- I have the financial capacity to meet tuition fees, and agree to pay fees as they become due.
- The Ashford College is required, under s19 of the ESOS Act to report to the Secretary of the Department of Education about changes to student’s enrolment; and any breach by students of student visa conditions relating to attendance or course progress
- I agree that the Ashford College may provide my educational records or information to a sponsoring agency or any other educational institution to which I apply.
- I acknowledge and accept that during my study or during activity programs, I may be photographed, videotaped or audio taped, and I hereby grant the Ashford College unrestricted and non-expiring permission and all rights to use or license such media for any advertising or promotional purposes that the Ashford College may deem appropriate, without any compensation whatsoever.
- I declare that I will disclose to the Ashford College any contagious medical condition that I might contract prior to or during my stay at the Ashford College and I agree to disclose any pre-existing medical or health condition that may require ongoing or intermittent medical attention or that may affect my ability to fully participate in either classroom or activity programs. I hereby authorise any doctor or medical facility to provide treatment to me if I am injured or ill whether or not I am able to provide consent.
- I agree and acknowledge that the Ashford College may collect and retain personal information including medical information because of this application and/or my time at the Ashford College and acknowledge that this information will only be used in the course of the provision of educational, ancillary and medical services either directly or indirectly and for no other purposes.
- I have read and understood the 2020 [VET Data Policy](#) Privacy Notice and Student Declaration. Please visit www.ashford.edu.au for Privacy Notice and Student Declaration.
- For International students I understand that Information is collected on this form and during my enrolment in order to meet the Ashford College obligations under the ESOS Act 2000 and the National Code 2018; to ensure my compliance with the conditions of my visa and my 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 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. I understand that information collected about me on

this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme. In other instances, information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.

I DECLARE I HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS AND FULLY UNDERSTAND MY OBLIGATIONS AND THE OBLIGATIONS OF MY TRAINING ORGANISATION.

Full Name:	
Signature (as in passport signature page)	
Date:	

Agent's Declaration (If applicable)

- I have assessed the applicant and to the best of my knowledge the applicant is a genuine temporary entrant and genuine student as defined by Australian immigration authorities and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant's declarations that they are a genuine temporary entrant and a genuine student.
- To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.
- The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).
- I recommend Ashford College to proceed with the assessment for admission of this applicant.
- I confirm the student has signed this application form.
- I have provided the student's personal email address and residential address, as disclosed to me by the student.

Agency Name			
Agency Branch Office			
Agent Staff Member Name			
Signature of Agent		Date	
Agency Stamp (If Applicable)			

EFT Payment Details

Bank Name:	<input type="text" value="NAB"/>	BSB:	<input type="text" value="083-543"/>
Account Number:	<input type="text" value="936 919 284"/>	Swift Code:	<input type="text" value="NATAAU3303M"/>
Account Name:	<input type="text" value="Ashford College"/>		

Payment may be made by cash, credit card or bank transfer. Payment must be made in full prior to commencement of course.

If paying by credit card and posting your enrolment, please complete the details below:

Credit Card: Master Card (+1.1% surcharge) Visa (+1.6 % surcharge) Amex Diners (Amex & Diners + 4% surcharge)

Card Number:

Expiry Date : /

Card holder's Name:

Card holder's Signature:

I authorise the amount of \$ to be debited from my credit card.

Office Use Only - Payment Details

Date	Item	Fees Paid	Balance	Receipt Number	Payment Method
Confirmation letter sent via				RTO Manager	

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 the NCVER and other bodies handle your personal information ?

The 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.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the 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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 NCVET 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 the Australian College of Technical Studies 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

Name of Authorise Person	Karan Rajput
Contact Number	0426 528 239
Email id	info@ashford.edu.au
Address	Level 3, 65 Brougham Street Geelong VIC- 3220
Link to Privacy Policy	www.ashford.edu.au/policiesandprocedures/privacypolicy