

INTERNATIONAL STUDENT APPLICATION FORM

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to ensure our course is suitable for your needs. All staff at Victorian Institute of Education are required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form.

1. Personal Details			
Surname:		Title:	Mr. Miss Mrs. M/s
Given Name:		Gender:	Male Female Others
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want VIE to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you chose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.			
Date of Birth:		Country and City of Birth:	
Marital Status:		Work/Home Phone:	
Email Address:		Mobile Phone:	
Address in your home country:		Address in Australia (if known):	
		Unit No:	Street No: Street Name:
		State:	Suburb: Postcode:
Emergency Contact Name:		Emergency Contact Number:	
Delivery Locations: (Subject to Availability)	Sydney Adelaide		

2. Course Options – please tick(✓) the course you wish to enrol into.				
CRICOS Course Code	Course Name	Duration (In weeks)	Available Campus	
108937J	CHC30121 Certificate III in Early Childhood Education and Care	52	Sydney	Adelaide
108938H	CHC50121 Diploma of Early Childhood Education and Care	78*	Sydney	Adelaide
112348G	CHC33021 Certificate III in Individual Support	52	Sydney	Adelaide
0100347	CHC43015 Certificate IV in Ageing Support	52	Sydney	Adelaide
112349F	CHC43121 Certificate IV in Disability Support	52*	Sydney	Adelaide
112522J	CHC52021 Diploma of Community Services	104	Sydney	Adelaide
103721K	BSB50420 Diploma of Leadership and Management	78	Sydney	Adelaide
103722J	BSB60420 Advanced Diploma of Leadership and Management	52	Sydney	Adelaide
104957D	BSB40820 Certificate IV in Marketing and Communication	52	Sydney	Adelaide
104958C	BSB50620 Diploma of Marketing and Communication	78	Sydney	Adelaide
104954G	BSB50820 Diploma of Project Management	78	Sydney	Adelaide
107866E	ICT50220 Diploma of Information Technology	78	Sydney	Adelaide
107867D	ICT60220 Advanced Diploma of Information Technology	52*	Sydney	Adelaide
110019G	FNS40222 Certificate IV in Accounting and Bookkeeping	52	Sydney	Adelaide
110514C	FNS50222 Diploma of Accounting	52*	Sydney	Adelaide
110515B	FNS60222 Advanced Diploma of Accounting	52*	Sydney	Adelaide

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112350B	BSB80120 Graduate Diploma of Management (Learning)	104	Sydney	Adelaide
114706G	R1160520 Advanced Diploma of Civil Construction Design	104	Sydney	Adelaide

****Prerequisites Required: Prerequisite for CHC50121 is CHC30121 | Prerequisite for ICT60220 is ICT50220 | Prerequisite for FNS50222 is FNS40222 | Prerequisites for FNS60222 are FNS40222 & FNS50222 | Prerequisite for CHC43121 is CHC33021****

Which intake do you wish to commence your course (Month and Year)	Month	Year
Have you studied with Victorian Institute of Education before?	Yes	No
Do you wish to apply for Credit (Credit Transfer) ?	Yes	No
If yes, certified copies of transcripts from previous qualifications must be provided with this form along with a credit application form.		
Do you wish to apply for Recognition of Prior Learning (RPL)?	Yes	No
If you indicate Yes, you will be contacted to discuss this further, please note a cost associated with RPL Application and assessment.		

3. English Proficiency

How well do you speak English?	Very Well	Well	Not Well	Not at all
Have you completed an accredited English Language ability test (IELTS/PTE/TOEFL) in last 2 years?	Yes	No		
If yes, please provide details:				
Test Name:		Test Score:		Date _(DD/MM/YYYY) :
Have you studied an accredited English language course in Australia?	Yes	No		
If yes, please provide details:				
Provider:		Course:		Duration:
				Year:

3. Overseas Student Health Cover (OSHC)

Do you require VIE to arrange OSHC for you?	Yes	No	If yes, which cover do you require?	Single	Couple	Family
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4. Visa and Passport Details

Do you already have an Australian visa that allows you to study here?	Yes	If yes what kind of Visa?	Subclass 500	Other:	
	No	Which DHA office will you apply?	City:	Country:	
Passport Number:		Nationality:		Expiry Date:	
Previous Visa refusal (if any)	Yes	No	If yes, when?	Country	

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6. Education History

Name of Qualification	Year of Completion	Course Provider	Country

7. Student under 18

Parents/Guardian Full Name:		Mobile:	
Email:		Address:	

8. Agent Details (If applicable)

Organization Legal Name:		Mobile:	
Email:		Agent Representative:	

9. Unique Student Identifier (USI)

From 1 January 2015, we, Victorian Institute of Education can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/get-a-usi> on computer or mobile device.

Please enter your unique student identifier:
(If you already have one)

10. Privacy Notice

Under the Data Provision Requirements 2012, Victorian Institute of Education 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 Victorian Institute of Education for statistical, regulatory and research purposes. Victorian Institute of Education may disclose your personal information for these purposes to third parties, including: Commonwealth and State or Territory government departments and authorized agencies;

- NCVER;
- Organizations 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 programmed administration, regulation, monitoring and evaluation.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Privacy Act), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au). 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.

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10. Student Declaration (Student to complete)

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Victorian Institute of Education.

I understand that my RTO, Victorian Institute of Education is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- Government departments and agencies and authorised VET related bodies.
- VET regulators.

If you would like Victorian Institute of Education 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 <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I, _____ authorise Victorian Institute of Education 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 pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

Upfront payment of fees rules as per ESOS act was explained to me; I understand that I have option to pay more than 50% of my tuition fees.

I Would like to pay more than 50% of my tuition fees (Please tick if you would like to pay more than 50 % of your tuition fees).

The College will obtain my prior consent for displaying any photographic material for marketing or other purposes. My personal information may be collected or disclosed to relevant bodies for the verification of my academic qualifications and work experience.

The information on this form and documents provided in support of my application are correct and complete.

I acknowledge that incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and the College may refuse to offer a place in Course (s).

I have read and understood Marketing Flyer (s) and International Student Handbook before completing this Enrolment Application form.

I meet admission requirements as outlined in the Course Marketing Flyer (s).

I understand that Student offer is not guaranteed at this stage as it is subject to Victorian Institute of Education assessing my enrolment application.

I have been informed by Victorian Institute of Education that if my enrolment application is successful, I will receive Student Offer & Written agreement outlining detailed course information and applicable policies and procedures and conditions.

I have read and understood that I will receive all fees & refund information as per my course via Student Offer & Written Agreement.

I have read and understood the indicative cost of living in Sydney / Adelaide.

I have read and understood Course progress and attendance requirements from International Student Handbook including the College's Policy for monitoring course progress and attendance.

I have read and understood Cancellations and Refund Policy on International Student Handbook.

I have read and understood information on Complaints and Appeals from International Student Handbook along with the College's Policy on Complaints and Appeals.

I acknowledge that it is my responsibility to seek independent advice before signing this application form.

I understand that providing incorrect or fraudulent information may contravene Australian Laws and may then severely affect my visa.

I know that once I receive Student Offer & Written Agreement, non-refundable Enrolment Application Fee will be required by the college

Student Signature:		Date:	
Printed Name:			

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12. Student under 18 to complete:

Signature of Parent/Guardian 1:		Date:	
Printed Name:			
Signature of Parent/Guardian 2:		Date:	
Printed Name:			

Application Checklist

Application Checklist:

Provide a copy of the following documents with your application form (you will need to bring the originals to your orientation day for verification). Please tick (✓) those that you are providing.

<input type="checkbox"/>	Valid Passport Copy	<input type="checkbox"/>	Proof of English Language Proficiency	<input type="checkbox"/>	High School Certificate or other relevant certificates
<input type="checkbox"/>	Valid Visa (If you have one)	<input type="checkbox"/>	Genuine Temporary Entrant (GTE) Assessment form	<input type="checkbox"/>	Any other relevant documents to support your application e.g., Resume

Note: Please send the completed and signed application form along with the supporting documents to admissions@vie.edu.au