

Application Form

Student ID:
(office use only) _____

Note: Please fully complete this form accurately and entirely. Missing information can lead to delays in the enrolment process.

Section A - Personal Details						Checked by admissions	<input type="checkbox"/>
Title:		Gender:		Date of Birth:			
Surname:		Given Name:					
Preferred Name:		Passport Number:					
Email Address:							
Street Address:							
Suburb / Town:		State:		Post Code:			
Country:		Phone Number:					
Postal Address: (if different from above)							
Country of Birth:		Town / City of Birth:					
Do you have a valid Australian visa?		If yes, subclass:					
Section B: Emergency Contact Details						Checked by admissions	<input type="checkbox"/>
Contact Name:		Relationship to you:					
Contact Number:							
Section C: Language and Cultural Diversity							
Do you speak a language other than English at home?		Yes, specify:					
Are you of Aboriginal or Torres Strait Islander origin?							
Do you consider yourself to have a permanent/significant disability and/or learning difficulty?							
<input type="checkbox"/> No <input type="checkbox"/> Yes, please indicate: <input type="checkbox"/> Hearing / Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Vision <input type="checkbox"/> Mental illness <input type="checkbox"/> Medical condition <input type="checkbox"/> Other, specify:							
Have you undertaken an English Language Test?							
Yes, specify:		Score:		Date undertaken:			
Section D: Overseas Student Health Cover						Checked by admissions	<input type="checkbox"/>
Do you require Ashton College to arrange Overseas Student Health Cover for you (OHSC)?							
<input type="checkbox"/> No. If, "no" please provide your membership no.:				Policy expiry date:			
<input type="checkbox"/> Yes. If "yes", what type of OSHC policy will you require? _____							
For more information please visit https://oshcaustralia.com.au							
Section E: Education and Experience						Checked by admissions	<input type="checkbox"/>
What is your highest COMPLETED school level?		Year level completed:		Country:			
Have you successfully completed any of the below listed qualifications?							
<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, tick all applicable boxes) <input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Certificate IV <input type="checkbox"/> Certificate I <input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Certificate III/Trade Certificate <input type="checkbox"/> Other education <input type="checkbox"/> Diploma or associate diploma <input type="checkbox"/> Certificate II							

Application Form

Note: Please fully complete this form accurately and entirely. Missing information can lead to delays in the enrolment process.

Section E: Education and Experience *(Continued)* Checked by admissions

If you ticked any of the above, is your qualification:	
Select one category which best describes the main reason you are undertaking study:	
Select which best describes your current employment status:	

Section F: Course Information Checked by admissions

Please tick the course/s that you wish to enrol in.

Course Code	Course Name	Duration	
<input type="checkbox"/> 081502G	General English*		Preferred Start Date (Please write date for first course of study)
<input type="checkbox"/> 081503F	English for Academic Purposes*		
<input type="checkbox"/> SIT30816	Certificate III in Commercial Cookery	52 weeks	
<input type="checkbox"/> SIT40516	Certificate IV in Commercial Cookery	26 weeks**	
<input type="checkbox"/> SIT50416	Diploma of Hospitality Management	26 weeks**	
<input type="checkbox"/> SIT60216	Advanced Diploma of Event Management	72 weeks	
<input type="checkbox"/> AUR30616	Certificate III in Light Vehicle Mechanical Technology	82 weeks	
<input type="checkbox"/> AUR31516	Certificate III in Automotive Diesel Engine Technology	72 weeks	
<input type="checkbox"/> AUR40216	Certificate IV in Automotive Mechanical Diagnosis	30 weeks	
<input type="checkbox"/> AUR50216	Diploma of Automotive Technology	26 weeks	
<input type="checkbox"/> BSB40215	Certificate IV in Business	26 weeks	
<input type="checkbox"/> BSB42015	Certificate IV in Leadership and Management	26 weeks	
<input type="checkbox"/> BSB51915	Diploma of Leadership and Management	52 weeks	

*Please select the number of weeks from the drop down you wish to undertake. 10 week blocks only. The number of weeks for an English course will be determined after you have undertaken the placement test and/or based on the English attainment you have gained from your previous studies/test. You will be contacted by enrolment officer to confirm this.

**Certificate IV in Commercial Cookery and Diploma of Hospitality Management are offered in 26 week durations based on an applicant already having completed a Certificate III in Commercial Cookery. Credit Transfers will be granted between Certificate III in Commercial Cookery, Certificate IV in Commercial Cookery and Diploma of Hospitality Management which reduces the duration to 26 weeks due to the high number of common units.

Are you applying for credit transfers from previous studies?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are you applying for RPL from previous studies?	<input type="checkbox"/> No <input type="checkbox"/> Yes

If Yes for Credit transfers and/or RPL, one of our staff will contact you for further information.

Section G: Airport Pickup and Accommodation Checked by admissions

Do you require Ashton College to arrange for you to be collected from the Airport?	<input type="checkbox"/> No <input type="checkbox"/> Yes*
Do you require assistance with arranging accommodation in Melbourne?	<input type="checkbox"/> No <input type="checkbox"/> Yes*

*If you answered "Yes" to either of the above, please complete the Airport Pick Up and Homestay Placement Application form online. Additional charges apply.

Application Form

Note: Please fully complete this form accurately and entirely. Missing information can lead to delays in the enrolment process.

Section H: Unique Student Identifier (USI)

Checked by admissions

As of January 1st 2015, all students undertaking VET training in Australia must have a Unique Student Identifier (USI). For more information or to create your own please visit www.usi.gov.au

Do you have or have you ever been issued a USI?

Yes. Please specify: _____ Yes, but I do not know it. No/ Not sure

If you ticked "No/Not sure" above, please provide details of one of the following I.D.'s in order for us to create one on your behalf:

Passport No.: _____ *or* Australian Driver's Licence no.: _____

Section I: Privacy Statement

Ashton College respects its client's rights and operate in compliance with the Australian Privacy Principles (APPs). Ashton College treats all client personal information confidentially and will not disclose any details to a third party without the client's prior written consent. Ashton College is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. This information contained on my enrolment form may be used by Ashton College or the following third parties for administrative, regulatory and/or research purposes: Government departments and authorised agencies and researchers.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from clients solely for the purpose of applying for a USI on your behalf as soon as is practicable after the USI application has been made of the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

Ashton College's Privacy Policy is also available in our Student Handbook, at each Ashton College office location and provided on request. This Privacy Policy is also available in our Student Handbook, at each Ashton College office location and provided on request. This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, how to complain about breach of privacy, and how we will deal with such a complaint. In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

Section J: Applicant Declaration

Checked by admissions

Please read each statement and click circles to indicate your agreement.

- I confirm that by signing this declaration, I am applying for a place in the course/s as outline within this enrolment form.
- I declare that information provided to Ashton College in application for study is to the best of my knowledge true, correct and complete at the time of my enrolment/application.
- I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to fully complete an enrolment form may result in the delay in processing my application.
- I have read Ashton College's pre-enrolment documentation including the refund policy along with information on credit transfer, recognition of prior learning (RPL) and living in Melbourne.
- I understand that conditions for deferring, suspending and cancelling my enrolment and the impact these actions may have on my student visa.
- I understand the conditions enabling me to change provider and the impact these actions may have on my student visa.
- I understand that an ELICOS course has 20 hours of face-to-face tuition per week (if applicable)
- I understand that I must maintain satisfactory course progress and attendance during my studies at Ashton College and the impact of not doing so may have on my enrolment and student visa.
- I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on www.borders.gov.au.
- I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
- I agree to inform Ashton College if I change my home address during the period of my enrolment.
- I agree to maintain Overseas Student Health Cover for the entire duration of my enrolment.
- I have disclosed to Ashton College any special needs which may affect my learning.
- I have read and understood the privacy statement above. This agreement, and the availability of the College complaints and appeal process, does not alter my right to action under Australia's consumer protection laws.
- I agree to complete my studies in accordance with Ashton College policies and procedures and Code of Conduct when studying at Ashton College.
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

Application Form

Note: Please fully complete this form accurately and entirely. Missing information can lead to delays in the enrolment process.

Section J: Applicant Declaration *(Continued)*

- I agree to complete my studies in accordance with Ashton College policies and procedures and Code of Conduct when studying at Ashton College.
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
- I understand that if I do not comply with the College policies and procedures and Code of Conduct, my enrolment and student visa may be affected.
- I understand that Ashton College takes pictures and videos of classes and students from time to time for use in newsletters, our website, social media sites and marketing material to promote and celebrate achievement. I will inform Ashton College in writing if I do not wish for my picture/image to be included in any of the above.

Section K: Applicant Checklist

Checked by admissions

Before submitting this application to Ashton College, please attached the following documents (if applicable):

- Certified copy of passport
- Certified copies of your academic qualifications
- Evidence of your English Language ability
- Evidence of OHSC (if already purchased)

Please review the details you have provided in this document and ensure they are accurate and complete. Then save this form.

Student print name:			
Student signature:		Date:	

You must print this completed document to sign it above. Please ensure that you have completed each section fully. Incomplete application forms can lead to a delay in processing your file.

Section L: Education Agent Details *(if applicable)*

Checked by admissions

Agent name:		Agency name:	
Agent email address:			

Agent declaration: *(Please click all of the circles to indicate your agreement)*

As the Education Agent of this student seeking to apply for enrolment at Ashton College, I confirm:

- That I comply with the standards of the ESOS framework (including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code.
- That the information contained within this application form is accurate, and that the supporting documentation including, but not limited to the "certified copy" of the applicant's academic record is correct and has not been altered in any way.
- That any Enrolment Fees paid to me by the student to support this application will be immediately transferred to Ashton College so that Ashton College can uphold its commitment to ESOS legislation with regards to enhancing the refund policy where appropriate.
- That I understand Ashton College expects Education Agents to act ethically in dealings with the Overseas Students and their families.
- That I understand Ashton College expects Education Agents to ensure that each student applying for entry to Ashton College is familiar with the information contained in: The Application Form, Overseas Student Pre-Enrolment Information and the Client Information Handbook.

Agent signature / stamp:			
--------------------------	--	--	--

OFFICE USE ONLY

Date Received:		Staff signature:	
----------------	--	------------------	--