

## International Student Enrolment Form

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

Section A - Personal Details									
Title:		Gender:		Date of Birth:					
Surname:				First Name:					
Middle Name:				Passport Number:					
Email Address:									
Street Address:									
Suburb / Town:				State:			Post Code:		
Country:				Phone Number:					
Postal Address: <i>(if different from above)</i>									
Country of Birth:				Town / City of Birth:					
Do you have a valid Australian visa?					If yes, subclass:				
Section B: Emergency Contact Details									
Contact Name:				Relationship to you: (Agents are not applicable)					
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? <i>(Please refer to the Disability Supplement on the official Ashton College website for an explanation of the following terms.)</i>									
<input type="checkbox"/> No <input type="checkbox"/> Yes, please indicate: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div><input type="checkbox"/> Hearing / Deaf</div> <div><input type="checkbox"/> Physical</div> <div><input type="checkbox"/> Intellectual</div> <div><input type="checkbox"/> Learning</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div><input type="checkbox"/> Vision</div> <div><input type="checkbox"/> Mental illness</div> <div><input type="checkbox"/> Medical condition</div> <div><input type="checkbox"/> Other, specify:</div> </div>									
Have you undertaken an English Language Test?									
Yes, specify:				Score:				Date undertaken:	
Section D: Overseas Student Health Cover									
Do you require Ashton College to arrange Overseas Student Health Cover for you (OSHC)?									
<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 <a href="https://oshcaustralia.com.au">visit https://oshcaustralia.com.au</a>									
Section E: Education and Experience									
What is your highest COMPLETED school level?									
<input type="checkbox"/> Year 12 eq		<input type="checkbox"/> Year 11 eq		<input type="checkbox"/> Year 10 or below		<input type="checkbox"/> N/A			
Year level completed:					Country:				

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### Section E: Education and Experience (Continued)

Have you successfully completed any of the below listed qualifications?

☐ No ☐ Yes (If yes, tick all applicable boxes)

☐ Bachelor degree or higher degree

☐ Certificate IV

☐ Certificate I

☐ Advanced diploma or associate degree

☐ Certificate III/Trade Certificate

☐ Other education

☐ Diploma or associate diploma

☐ Certificate II

If you ticked any of the above, is your qualification:

☐ Australian

☐ Australian equivalent

☐ International

Select one category which best describes the main reason you are undertaking study:

☐ To get or change a job

☐ To start my own business

☐ To develop my existing business

☐ I want extra skills for my job

☐ It was a requirement of my job

☐ Other reasons:

Select which best describes your current employment status:

☐ Full time employee

☐ Part time employee

☐ Self employed

☐ Employer

☐ Unemployed

☐ Not employed/not seeking employment

### Section F: Course Information

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

Course Code	Course Name	Duration	Preferred Commencement Month
<input type="checkbox"/> 081502G	General English*		
<input type="checkbox"/> 081503F	English for Academic Purposes*		
<input type="checkbox"/> SIT30821	Certificate III in Commercial Cookery	52 weeks	
<input type="checkbox"/> SIT40521	Certificate IV in Kitchen Management	26 weeks**	
<input type="checkbox"/> SIT50422	Diploma of Hospitality Management	26 weeks***	
<input type="checkbox"/> SIT60322	Advanced Diploma of Hospitality Management	42 weeks****	
<input type="checkbox"/> AUR30620	Certificate III in Light Vehicle Mechanical Technology	82 weeks	
<input type="checkbox"/> AUR31120	Certificate III in Heavy Commercial Vehicle Mechanical Technology	74 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"/> BSB40520	Certificate IV in Leadership and Management	52 weeks	
<input type="checkbox"/> BSB50420	Diploma of Leadership and Management	52 weeks	
<input type="checkbox"/> ICT60220	Advanced Diploma of Information Technology (Cyber Security)	102 weeks	
<input type="checkbox"/> ICT60220	Advanced Diploma of Information Technology (Telecommunications Network Engineering)	102 weeks	

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\*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.

\*\*The 26-week duration indicated for Certificate IV in Kitchen Management is based on students who have completed the Certificate III in Commercial Cookery program at Ashton College and have subsequently received credit transfers for equivalent units. The Certificate IV in Kitchen Management then consists of 12 units. Without Credit transfers the total no. of units included in the course is 33 and is 78 weeks in duration. Students who have completed Certificate III in Commercial Cookery elsewhere may have a varied duration dependent on the electives completed. Students will be advised of the duration and cost dependent on the above in their letter of offer.

\*\*\*The 26-week duration indicated for the Diploma of Hospitality Management is based on students who have completed the Certificate III in Commercial Cookery and Certificate IV in Kitchen Management program at Ashton College and have subsequently received credit transfers for equivalent units. Diploma of Hospitality Management then consists of 7 units. Without Credit transfers, the total no. of units is 28 and is 72 weeks in duration. Students who have completed Certificate III in Commercial Cookery and or Certificate IV in Kitchen Management elsewhere may have a varied duration dependent on the electives completed. Students will be advised of the duration and cost depending on the above in their letter of offer.

\*\*\*\* The 42-week duration indicated for the Advanced Diploma of Hospitality Management is based on students who have completed Certificate III in Commercial Cookery, Certificate IV in Kitchen Management, and Diploma of Hospitality Management at Ashton College and have subsequently received credit transfers for equivalent units. Advanced Diploma of Hospitality Management consists of 10 units. Without credit transfers, the total no. of units are 33 and is 122 weeks in duration. Students who have completed Certificate III in Commercial Cookery, Certificate IV in Kitchen Management, and Diploma of Hospitality Management elsewhere may have a varied duration dependent on the electives completed. Students will be advised of the duration and cost depending on the above in their letter of offer.

### Section F: Course Information *(Continued)*

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

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.

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### Section H: Unique Student Identifier (USI)

From 1 January 2015, Ashton College is required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly by visiting [www.usi.gov.au](http://www.usi.gov.au).

You may already have a USI if you have done any nationally recognized training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before trying to create a new one. You must not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website: [www.usi.gov.au/faws/i-have-forgotten-my-usi/](http://www.usi.gov.au/faws/i-have-forgotten-my-usi/).

Your USI:

#### USI application through Ashton College (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like Ashton College to apply for a USI on your behalf, you must authorize us to do so and declare that you have read the privacy policy information at <https://www.usi.gov.au/about-us/privacy>.

I (name) \_\_\_\_\_ authorize Ashton College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

We need to verify your identity to create the USI. We will use your personal details as provided in Section A of this enrolment form.

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.

- 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/about-us/privacy>](https://www.usi.gov.au/about-us/privacy).

### Section I: Privacy Statement

Ashton College respects the privacy and confidentiality of its students and operates in compliance with the Australian Privacy Principles (APPs).

Under the Data Provision Requirements 2020, Ashton College 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), may be used or disclosed by Ashton College for statistical, administrative, regulatory and research purposes to:

- Commonwealth and State/territory government departments and authorized agencies; and
- NCVER

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

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You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorized agencies. You can opt out of the survey at any time of being contacted.

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

For information about how Ashton College collects, uses and discloses your personal information, including how you can make a complaint about a breach of privacy, please refer to Ashton College's privacy policy which can be found at <https://www.ashtoncollege.edu.au/>

### Section J: Applicant Declaration

Please read each statement and tick boxes to indicate your agreement.

- ☐ I confirm that by signing this declaration, I am applying for a place in the course/s as outlined 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 <https://www.homeaffairs.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.
- ☐ I have read and understood the course information pertaining to my chosen course/s including the list of units on Ashton College's website.
- ☐ 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.

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### Section K: Applicant Checklist

Checked by admissions

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

- |  |   |
|--|---|
| <input type="checkbox"/> Certified copy of passport  | <input type="checkbox"/> Certified copies of your academic qualifications |
| <input type="checkbox"/> Certified copy of English Proficiency                                     | <input type="checkbox"/> Evidence of OSHC (if already purchased)          |
| <input type="checkbox"/> Copy of visa & CoE documents (if you are currently studying in Australia) |   |

#### Documents in languages other than English

If your overseas qualification is in a language other than English, you must provide a certified copy of the original document (in the original language) and a certified copy of a translation by a NAATI accredited authority such as a consulate or official translation service. See National Accreditation Authority for Translators and Interpreters (NAATI) ([www.naati.com.au](http://www.naati.com.au)).

Fraud is a serious offence and will not be tolerated by Ashton College. If you have submitted certified documentation with your application for admission, you are required to bring your original documents to Australia and make them available for inspection to Ashton College on orientation day. Failure to provide original documentation when requested could result in cancellation of your enrolment.

**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:	

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

Checked by admissions

Agent name:		Agency name:	
Agent email address:			

#### Agent declaration: (Please click all of the boxes 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 of Practice for Providers of Education and Training to Overseas Students 2018.
- ☐ 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 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.
- ☐ 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.

Agent signature / stamp:	
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### OFFICE USE ONLY

Date Received:		Staff signature:	
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### Section M: Application Submission

**Please send your application to:** Email: [info@ashtoncollege.edu.au](mailto:info@ashtoncollege.edu.au)

or

Ashton College, Melbourne Footscray Campus: 213 Nicholson Street, Footscray VIC 3011. AUSTRALIA

Phone: + 61 3 9349 2488, website: [www.ashtoncollege.edu.au](http://www.ashtoncollege.edu.au)