# INTERNATIONAL STUDENT ENROLMENT APPLICATION FORM

| PERSONAL DETAILS | | | | |
|---|---|---|---|---|
| Title: | ☐ Mr. | ☐ MS/Mrs. | ☐ Miss | ☐ Other |
| Given Name: | | | | |
| Middle Name: | | | | |
| Family Name*: | | | | |
| Single Name Only | *Tick the box if you have only one name that cannot be written in the above format and enter your **single** name in the 'Family Name' section** | | | ☐ |
| Date of Birth | | | | |
| Gender: | ☐ Male | | ☐ Female | ☐ Other |

| CONTACT DETAILS | | | | | |
|---|---|---|---|---|---|
| Full Address (Home Country): | | | | | |
| ***In Australia*** | | | | | |
| Address: | | | | | |
| Suburb: | | State: | | Postcode: | |
| City: | | Country: | | | |
| Email: | | | | | |
| Alternate Email | | | | | |
| Home Phone: | | | | | |
| Mobile: | | | | | |

| EMERGENCY CONTACT DETAILS: | |
|---|---|
| Name: | |
| Relationship: | |
| Contact Number: | |
| Email: | |

| PASSPORT AND VISA DETAILS | | | |
|---|---|---|---|
| Country of Passport: | | | |
| Details: | Number: | | Expiry Date: |
| Australian Study Visa? | ☐ Yes | | ☐ No |
| Visa Type: | ☐ Student/Study | | ☐ Other |
| Subclass | ☐ 500 | ☐ 485 | ☐ Other |
| Details: | Number: | | Expiry Date: |

Spring Hill College | RTO Code: 45560 | CRICOS CODE: 03816B | ABN: 72632079102
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Location: 62 Astor Terrace Spring Hill QLD 4000

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## LANGUAGE AND CULTURAL DIVERSITY

| | |
|---|---|
| Country of Birth: | |
| Town/City of Birth: | |
| Citizenship: | |

| Is English your first language? | ☐ Yes | ☐ No |
|---|---|---|

| If not, what is your first language? | |
|---|---|

| How well do you speak English? | ☐ Very Well    ☐ Well<br>☐ Not Well    ☐ Not at all |
|---|---|

| Please indicate the English test you have completed: | ☐ IELTS (6.0 or above)<br>☐ Cambridge English Advanced - C1 (169)<br>☐ PTE (50)<br>☐ Other |
|---|---|

| Date of Test? | |
|---|---|
| Overall Score: | |

| Have you completed any qualifications within the last two years in Australia? | ☐ Yes<br>☐ No<br>If yes, please specify: _____ |
|---|---|

## HOW DID YOU LEARN ABOUT SPRING HILL COLLEGE?

☐ Agent          ☐ Internet          ☐ Friend/ Relative          ☐ Newspaper          ☐ Other

## AGENT INFORMATION (IF APPLICABLE)

If you are applying through an agent, you should ensure that your agent is an authorised representative of Spring Hill College. A list of Authorised agents is provided on the website.

| Agent Name: | |
|---|---|
| Assessing Officer Name: | |

## INDIVIDUAL NEEDS

| Do you require assistance with English Language, Reading, Writing or Mathematics?<br>*If yes, SHC will conduct an LLN Test to ensure additional support can be provided accordingly* | ☐ Yes | ☐ No |
|---|---|---|
| Do you consider yourself to have a disability, impairment, or long-term health condition? | ☐ Yes | ☐ No |

If yes, please indicate the areas of disability, impairment, or long-term health condition:

| | | | |
|---|---|---|---|
| ☐ Hearing/Deaf | ☐ Physical | ☐ Intellectual | ☐ Vision |
| ☐ Acquired Brain Impairment | ☐ Mental illness | ☐ Learning | ☐ Medical Condition |

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## EDUCATION

| What is your highest completed school level? *Tick ONE box only.* | ☐ Year 12 or equivalent<br>☐ Year 11 or equivalent<br>☐ Year 10 or equivalent<br>☐ Year 9 or equivalent<br>☐ Year 8 or below<br>☐ Never attended school |
|---|---|
| Have you successfully completed any of the qualifications listed below? | ☐ Yes, if yes, tick any applicable boxes below<br>☐ No, if not, go to the next section. |

| Type | Name of Qualification | Type | Name of Qualification |
|---|---|---|---|
| ☐ Certificate I | | ☐ Diploma | |
| ☐ Certificate II | | ☐ Adv Diploma | |
| ☐ Certificate III | | ☐ Bachelor or Higher Degree | |
| ☐ Certificate IV | | ☐ Other qualification | |

## HIGHEST LEVEL OF EDUCATION ACHIEVED

| | |
|---|---|
| Qualification Name: | |
| Institute Name: | |
| Country: | |
| Year Completed: | |
| Language of Instruction: | ☐ English      ☐ Other _____ |

**Note**: We will require certified copies of your academic qualifications attached to this application.
If your qualifications are in a language other than English, you **must** supply certified translated copies.

## CURRENT EDUCATION PROVIDER

| Are you transferring within the first six (6) months of your principal course? | ☐ Yes | ☐ No |
|---|---|---|
| If yes, please confirm that your current education provider's original or certified copy of the 'Release Letter' is attached. | ☐ Yes   ☐ No | Please provide your current CoE (if applicable) |
| *Please note that we do not accept students who do not wish to meet the obligations of their primary Confirmation of Enrolment (CoE). Their enrolment can be cancelled if they are found to be in breach of their Statutory Declaration. | | |

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| Other | |
|---|---|

## UNIQUE STUDENT IDENTIFIER

| Do you have a Unique Student Identifier (USI)? | ☐ Yes, (USI Number) _____<br>☐ No, please complete the next section. |
|---|---|

*If not, please complete the section below for further processing.*

From 1 January 2015, Spring Hill College can be prevented from issuing you 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. If you have not yet obtained a USI, you can apply directly at https://www.usi.gov.au/students/create-your-usi on a computer or mobile deSHCe. Please note that if you would like to specify your gender as 'other', you will need to contact the USI Office for assistance.

You **must** try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the "Forgotten USI" Link on the USI Website at https://www.usi.gov.au/faqs/ihave-forgotten-my-usi/.

If you would like Spring Hill College 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 https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf. You **must** also provide additional information, as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]...................................................................authorise Spring Hill College to apply according to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ *I have read and consent to the collection, use and disclosure of my personal information (which may include sensitive information) under the information detailed at https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf.*

## CAMPUS SELECTION

| Campus: | ☐Adelaide | ☐Brisbane | ☐Gold Coast |
|---|---|---|---|

## COURSE SELECTION

| | Course Code | Course Name | CRICOS Course Code | Duration | Intake |
|---|---|---|---|---|---|
| ☐ | SIT40521 | Certificate IV in Kitchen Management | 111254K | 78 weeks | |
| ☐ | BSB50420 | Diploma of Leadership and Management | 104404D | 52 weeks | |
| ☐ | SIT50422 | Diploma of Hospitality Management | 114167G | 104 weeks | |
| ☐ | ICT60220 | Advanced Diploma of Information Technology | 114200M | 94 weeks | |
| ☐ | RII60520 | Advanced Diploma of Civil Construction Design | 114200M | 94 weeks | |
| ☐ | BSB60420 | Advanced Diploma of Leadership and Management | 114199K | 52 weeks | |

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| | BSB80120 | Graduate Diploma of Management (Learning) | 114201K | 104 weeks | |
|---|---|---|---|---|---|
| ☐ | | | | | |

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## REASON FOR STUDIES

Which BEST describes your main reason for undertaking this course? (Tick ONE box only)

| | | | |
|---|---|---|---|
| ☐ To get a job | ☐ To develop my existing business | ☐ To start my own business | ☐ To get into another course of study |
| ☐ To try for a different career | ☐ To get a better job or a promotion | ☐ It was a requirement of my job | ☐ Other reasons |
| ☐ I wanted extra skills for my job | ☐ For personal interest or self-development | ☐ To get skills for community/voluntary work | |

## EMPLOYMENT

Which BEST describes your current employment status in the following categories?

| | |
|---|---|
| ☐ Full-time Employee | ☐ Part-time Employee |
| ☐ Self-employed–employing others | ☐ Self-employed–not employing others |
| ☐ Employed-Unpaid worker in a family business | ☐ Unemployed – seeking full-time work |
| ☐ Unemployed–Seeking part-time work | ☐ Not employed–not seeking employment |

## FEES

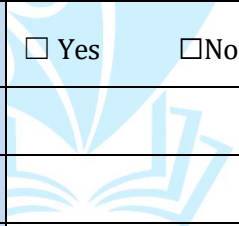| | |
|---|---|
| Do you wish to pay more than 50% of the course/s tuition fee? | ☐ Yes        ☐No |

## CREDIT TRANSFER/RPL

| | |
|---|---|
| Do you wish to apply for Credit Transfer or Recognition of Prior Learning? (This will affect the length of your CoE) | ☐ Yes        ☐No |

If you indicate Yes, the Credit/RPL application fee applies, and you will be contacted to discuss this further.

## OVERSEAS STUDENT HEALTH COVER, ACCOMMODATION AND AIRPORT PICKUP

| | |
|---|---|
| Do you currently hold Overseas Student Health Cover (OSHC)? | ☐ Yes        ☐No |
| Name of the provider: | |
| Membership Number: | |
| Expiry Date: | |
| If No, | You **MUST** organise appropriate OSHC with your agent for the entire duration of your study. |

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| Do you require airport pickup? | ☐ Yes ☐No |
|---|---|
| | If so, please fill out the Airport Pickup Form, which can be found on our website. (Please note: Charges Apply) |

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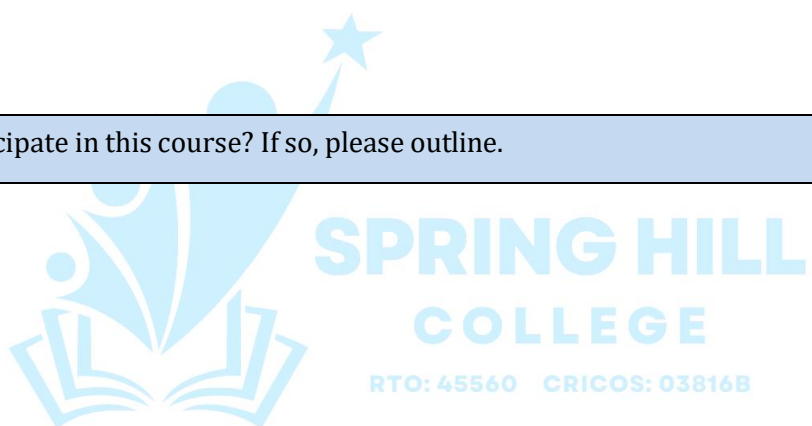
## PRE-TRAINING REVIEW

Why do you want to enroll in this course, and what do you hope to achieve from participating?

What are your career and further study goals?

Do you require any support to participate in this course? If so, please outline.

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## PRIVACY NOTICE

### Why do we collect your personal information?

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

We are required to collect the information on this form, and as such, we cannot enrol you as a student if this form is incomplete.

### 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 manage 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, administering VET, facilitating 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 Education, Skills and Employment (DESE), Commonwealth, 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; and
- 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 manage your personal information, please refer to the NCVER's Privacy Policy at

https://www.ncver.edu.au/privacy

If you would like to seek access to or correct your information, in the first instance, 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.

### International Student Information

Spring Hill College is required to collect personal information and information about course enrolment and course progress for all international students, which may be shared with the Australian Government, including the Department of Education, Skills and Employment and the Department of Home Affairs, as well as the Tuition Protection SerSHCe as relevant for:

- promoting compliance with the ESOS Act and the National Code
- assisting with the regulation of providers
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally
- or facilitating the monitoring and control of immigration.

### 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 that you may opt out of these surveys at the time of contact.

You may also be contacted by or on behalf of our regulatory body, the Australian Quality Skills Authority (ASQA), regarding a survey about the training and assessment serSHCes you have been provided with.

These survey responses do not belong to Spring Hill College. They are separate from any surveys that Spring Hill College asks you to complete, which are intended to improve the courses and serSHCes it provides.

### Contact information

At any time, you may contact Spring Hill College at:

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

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## IMPORTANT – APPLICATION CHECKLIST

Please check that you have the following:

| | |
|---|---|
| ☐ Completed Application Form | ☐ OSHC details (if applicable) |
| ☐ Academic certificates | ☐ Evidence of Release (if applicable) |
| ☐ Evidence of English (IELTS/PTE etc.) | ☐ SOP (only offshore students) |
| ☐ Copy of Passport | ☐ Other |
| ☐ Copy of Visa (if applicable) | |

## STUDENT DECLARATION

- I have read, understood, and agree to be bound by the Terms and Conditions as outlined by Spring Hill College.
- I can access Spring Hill College's website and have read the Student Handbook and associated Policies.
- I understand that providing false or incomplete information may result in the refusal of my application or the cancellation of my enrolment.
- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I understand that if I have applied through an approved Spring Hill College agent, all correspondence relating to my application will be forwarded to that agent.
- I understand that all Spring Hill College courses are offered based on full-time study and that I **must** attend at least twenty (20) scheduled course contact hours per week.
- I understand that any vocational placement undertaken as a part of any of the courses offered at Spring Hill College will be unpaid.
- I understand I **must** attend orientation since it is a legal requirement and within my study plan. Failing to do so is reportable to DHA. A rescheduling fee shall apply if the students are unable to attend the orientation on the scheduled date. (Your Orientation date and time will be emailed to you before the orientation and course commencement).
- I confirm that I am NOT on a visitor/tourist visa and that doing so would breach Spring Hill College policies. Under these circumstances, no refund of fees would be allowed.
- I confirm I have been informed about the training, assessment, and support serSHCes to be provided and about my rights and obligations as a student at Spring Hill College.

☐ **Tick here to confirm you have declared and consented to those mentioned above.**

Note: Spring Hill College does not enrol any students under the age of eighteen (18).

## SIGNATURE

| | |
|---|---|
| **Signature of the Applicant:** | |
| **Date:** | |

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