



## SC6.4 – Application Form- International Students

*This confidential Enrolment Application 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 Australian Virtus Institute (AVI) are required by law to protect the information provided on this Application Form.*

Personal Details			
<b>Enter your full name*</b>			
Surname:			
Given names:			
<b>Enter your birth date</b>	Date/Month/Year: ____ / ____ / ____		
Please note that all applicants are required to be 18 years or above.			
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
Contact details			
Home phone:	(    )	Work phone:	(    )
Mobile:			
Email address:			
Alternative email address (optional)			
Unique Student Identifier (USI), if known*			
AVI can be prevented from issuing you with 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 for it directly online at <a href="https://www.usi.gov.au/">https://www.usi.gov.au/</a> .			
Home Address (Overseas or in Australia)			
Building/ property name			
Flat/unit details:		Street or Lot Number:	
Street name:			
Suburb, locality or town:			
State/territory:		Postcode:	
Country:			
What is your postal address (if different from above)?			
Building/ property name:			
Flat/unit details:		Street or Lot Number	
Street name:			
Suburb, locality or town:			
State/Territory:		Postcode:	
Country:			
Next of kin/emergency contact			
<small>Please provide a contact AICSE may notify in the event of an emergency during your studies. Please ensure your contact is aware that they have been nominated as an emergency contact and agree to their details being provided to AICSE.</small>			
Name:		Relationship to you:	



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Address:		Mobile:	
Country:		Email:	
Home phone:	( )	Work:	( )

Residency and other Visa Details			
Country of Birth:		Citizenship:	
Passport number:			
Do you already have an Australian Visa that allows you to study here?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type of visa?	
Visa grant number:			
Visa entry date:		Visa exit date:	

Language and cultural diversity			
Birth country			
What is your first language?			
What other languages do you speak?			
International English test type	<input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> OET	English test score:	
Address:		Mobile:	
Country		Email:	
Home phone:	( )	Work:	( )
Mobile:		Email:	

Disability	
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:</b> (You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities:	
<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Physical
<input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Acquired brain impairment
<input type="checkbox"/> Other	

Education		
Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, tick ANY applicable boxes:		
<input type="checkbox"/> Bachelor 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"/> Year 12 or Secondary School	



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### Employment

**Of the following categories, which BEST describes your current employment status?** (Tick one box only)

*For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).*

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

### Study reason

**17. Of the following categories, which BEST describes your main reason for undertaking this course?** (Tick one box only)

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It was a requirement of my job            |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I wanted extra skills for my job          |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study       |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons                             |

### Learning Details

- |  |  |
|--|--|
| Have you ever studied with AVI before?   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Do you wish to apply for <b>Credit</b> ?<br><i>If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Maybe - I'd like more information |
| Do you wish to apply for <b>Recognition of Prior Learning</b> ?<br><i>If you indicate YES, you will be contacted to discuss this further.</i>  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Maybe - I'd like more information |

### Select your course and intake

Qualifications	Course Fee (includes enrolment and material fee)	Enrolment Fee	Material Fee	Duration
<input type="checkbox"/> CHC33015 Certificate III in Individual Support CRICOS Code: 110295J	AUD \$8,000	\$250	\$350	<u>52 weeks in total:</u> <ul style="list-style-type: none"> <li>41 tuition weeks</li> <li>4 placement weeks</li> <li>7 holiday weeks</li> </ul>
<input type="checkbox"/> CHC43015 Certificate IV in Ageing Support CRICOS Code: 110296H	AUD \$8,000	\$250	\$350	<u>52 weeks in total:</u> <ul style="list-style-type: none"> <li>41 tuition weeks</li> <li>4 placement weeks</li> <li>7 holiday weeks</li> </ul>
<input type="checkbox"/> CHC52015 Diploma of Community Services CRICOS Code: 110297G	AUD \$16,000	\$250	\$400	<u>104 weeks in total:</u> <ul style="list-style-type: none"> <li>70 tuition weeks</li> <li>10 placement weeks</li> <li>24 holiday weeks</li> </ul>
<input type="checkbox"/> SIT40521 Certificate IV Kitchen Management CRICOS Code: 110640H	AUD \$15,000	\$250	\$1,000	<u>76 weeks in total:</u> <ul style="list-style-type: none"> <li>48 tuition weeks</li> <li>12 placement weeks</li> <li>16 holiday weeks</li> </ul>



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<input type="checkbox"/> SIT50422 Diploma of Hospitality Management CRICOS Code: 110883M	<b>AUD \$16,000</b>	\$250	\$500	<u>104 weeks in total:</u> <ul style="list-style-type: none"> <li>70 tuition weeks</li> <li>10 placement weeks</li> <li>24 holiday weeks</li> </ul>
<input type="checkbox"/> BSB50820 Diploma of Project Management CRICOS Code: 111646E	<b>AUD \$13,200</b>	\$250	\$300	<u>76 weeks in total:</u> <ul style="list-style-type: none"> <li>60 tuition weeks</li> <li>16 holiday weeks</li> </ul>
<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management CRICOS Code: 111647D	<b>AUD \$16,700</b>	\$250	\$300	<u>88 weeks in total:</u> <ul style="list-style-type: none"> <li>70 tuition weeks</li> <li>18 holiday weeks</li> </ul>
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) CRICOS Code: 110300F	<b>AUD \$21,000</b>	\$250	\$400	<u>104 weeks in total:</u> <ul style="list-style-type: none"> <li>80 tuition weeks</li> <li>24 holiday weeks</li> </ul>

Preferred start:	<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> October	<input type="checkbox"/> November
Campus Location	Level 9 (West), 50 Grenfell St, Adelaide SA 5000							
	I elect to pay more than 50% of the course fees upfront						Y Yes <input type="checkbox"/> No	
	Do you require AVI to arrange homestay accommodation?						Y Yes <input type="checkbox"/> No	
	Do you require AVI to arrange Overseas Student Health Cover (OSHC)*?						Y Yes <input type="checkbox"/> No	
	<b>*OSHC insurance is a requirement for a student visa application from the Department of Home Affairs. Single cover is for one student only, Couple cover is for the student and spouse/partner, Family cover is for the student and dependents (including spouse, partner and dependent children).</b>							



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### Application Checklist

Provide a certified copy of the following documents with your application (you will need to bring in the originals to your orientation day for verification):

- Completed Application Form
- GTE Evaluation and Procedure Checklist
- Pre-Training Review
- Passport copy (JP signed or notarised)
- Valid visa (if you are applying onshore)
- Proof of English language proficiency certificate
- Proof of meeting academic requirements (high school or other relevant certificate)

Email this application to [admissions@avi.edu.au](mailto:admissions@avi.edu.au)

- Proof of payment upon acceptance of Letter of Offer

**Name of Bank:** Commonwealth Bank of Australia

**BSB:** 062 334

**Account Number:** 1172 3980

**Account Name:** Australian Virtus Institute

**SWIFT/BIC Code:** CTBAAU2S

**Description:** Full Student Name

### 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 Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training



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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 NCVET may also disclose personal information to persons engaged by NCVET to conduct research on NCVET's behalf.

The NCVET does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVET will handle your personal information please refer to the NCVET's Privacy Policy at [www.ncvet.edu.au/privacy](http://www.ncvet.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.

DESE is authorised by law, including the Privacy Act and the NVET 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.desegov.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 Australian Virtus Institute 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

Contact AVI at [admissions@avi.edu.au](mailto:admissions@avi.edu.au)

Please note, all information provided to AVI will be used by AVI or other authorised organisations for the purpose of general administration, communication, state and national reporting and program monitoring evaluation as per AVI's Privacy Policy.

### **Student Declaration and Consent**

In signing this Enrolment Application Form, I agree the information I have provided is true, correct and complete. I acknowledge and agree that this is an application only to study at AVI and does not guarantee me a place. If an offer is made to me my acceptance is subject to the terms and conditions in the Letter of Offer.

Student Signature:		Date:	
Student Name:			

### **Office Use Only**

Student I.D.:	
Processed date:	
Enrolment officer signature:	