



## Enrolment Application Form

Please note that applicants are required to be 18 years or above

Personal details					
Are you currently in Australia		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Gender Details <input type="checkbox"/> Male <input type="checkbox"/> Female Other ( )	
Surname:				Title: Mr./Mrs./Miss/Ms./Dr./Other	Date of Birth:
First name:				Middle name/s:	
Home phone: ( )				Work:	( )
Email:				Mobile:	
Unique Student Identifier (USI), if known:					
Home address (Overseas)					
Building/ property name:					
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):			
Street name:		Suburb or town			
State/Territory (if applicable):		Postcode:			
Country					
Home address (Australia)					
Building/ property name:					
Flat/unit details:		Street or Lot Number:			
Street name:					
Suburb, locality or town:					
State/Territory:		Postcode:			
Passport and 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?		
Please select the course(s):					
Please visit our website <a href="http://www.ausbizi.nsw.edu.au">www.ausbizi.nsw.edu.au</a> for detailed course/ tuition fees					
	National Code	Course Name	Duration	Preferred Intake (Month & Year)	Material Fees
<input type="checkbox"/>	SIT 40521	Certificate IV in Kitchen Management	78 Weeks		\$1000/ Course
<input type="checkbox"/>	SIT 50422	Diploma of Hospitality Management	65 Weeks		\$1000/ Course
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management (Learning)	52 Weeks		\$200/ Term
<input type="checkbox"/>	BSB50420	Diploma of Leadership and Management	66 Weeks		\$200/ Term
Administration Fees					
Enrolment Fees		\$300	Re-enrolment fees		\$500



1 <sup>st</sup> Reassignment	No Fee	RPL Application Fees	\$570 per unit
2 <sup>nd</sup> Reassignment	\$220 per unit	Photocopying and Printing ( Black & White)	\$.10 per page
Student Id Fees	\$20	Photocopying and Printing ( Coloured)	\$.25 per page
Re- issue of final documents	\$100	Replacement Certificate	\$300
<b>General information</b>			
1. Have you ever studied with Austech Business Institute before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Where were you born?		<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____	
3. Do you have the results of your IELTS English language test or PTE with a result of at least 5.5? OR - If you haven't completed an IELTS test you must provide another suitable English language test, e.g. TOEFL, Cambridge Test, Pearson Test of English, Occupational English Test etc. (Please attach the results of your IELTS Test)		Yes No Reference Number	
Date of the Test (DD/MM/YYYY)		Overall Score	
4. Do you speak a language other than English at home? If more than one language, indicate the one that is spoken most often.		<input type="checkbox"/> No, English only - Go to question 6 <input type="checkbox"/> Yes, other, please specify: _____	
5. How well do you speak English?		<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	
6. Are you of Aboriginal or Torres Strait Islander origin?		<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander	
7. Do you consider yourself to have a disability, impairment or long-term condition? If yes, please indicate the area of disability, impairment or long term condition. (Tick as many as apply)		<input type="checkbox"/> Yes <input type="checkbox"/> No – go to question 8 <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Acquired brain injury <input type="checkbox"/> Medical condition <input type="checkbox"/> Other: If you said yes what support do you require? ----- -----	
8. What is your highest COMPLETED school level (tick one box only)		<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Never attended school – Go to question 11	
9. In which YEAR did you complete that school level?			
10. Are you still attending secondary school?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Previous qualifications</b>			
11. Have you SUCCESSFULLY completed any of the following qualifications?		<input type="checkbox"/> Yes – indicate below <input type="checkbox"/> No	
<i>If selected YES, tick ANY applicable boxes (you may indicate more than one)</i> <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 I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate IV (or Advanced Cert/Technician) <input type="checkbox"/> Certificates other than these			
Please list any qualifications you have completed and the year of completion.	1.	Year:	
	2.	Year:	



12. Do you wish to apply for Course Credit? If YES, certified copies of transcripts from previous qualifications must be provided with this form.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Do you wish to apply for Recognition of Prior Learning? <i>If you indicate yes, you will be contacted to discuss this further.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Overseas Student Health Cover</b>			
Do you need ABI College to arrange OSHC for you?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Next of kin / emergency contact</b>			
Name:		Relationship to you:	
Address:			Postcode:
Home phone	( )	Work:	( )
Mobile:		Email:	
<b>Application checklist – Provide a certified copy of the following documents with your application. You will need to bring the originals to your orientation day for verification.</b>			
<i>Valid passport copy</i>	<i>Valid visa (if you one)</i>	<i>High School certificate or another relevant certificate(s)</i>	
<i>Overseas Student Health Cover (OSHC)</i>	<i>Any other relevant documents e.g. resume</i>	<i>Proof of English Language Proficiency - IELTS 5.5 or equivalent</i>	
<b>Agreement</b>			
<p>In signing this Enrolment Application Form, you agree:</p> <ul style="list-style-type: none"> <li>That the information you have provided on this form is true, correct and complete.</li> <li>That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course(s).</li> <li>That you have read and understood Austech Business Institute Information Privacy Policy. Information concerning students, including information submitted on the Enrolment Application Form may be shared between Austech Business Institute and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.</li> <li>The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or other authorised agencies and departments. In certain circumstances information collected during your enrolment can be disclosed without your consent where authorised or required by law; this may include the circumstance of any suspected breach of by the student of a student visa condition.</li> </ul> <p>The provision of this information is necessary for both enrolment and re-enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting Austech Business Institute.</p> <ul style="list-style-type: none"> <li>That you have read and understood the Student Handbook.</li> <li>That you have been provided with detailed information about the fees and charges associated with your course enrolment including information on all fees (tuition, administration and materials), payment terms and the applicable Refund Policy.</li> <li>To provide Austech Business Institute with current and accurate contact details and notify if anything changes.</li> <li>To be bound by Austech Business Institute's Student Code of Conduct provided in Student Handbook and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.</li> <li>This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.</li> </ul>			
<b>Privacy Policy</b>			
<p>ABI College collects and stores your personal details and during training we record your progress. We use this information to measure the RTO and your performance. The primary purpose in collecting your information is to fulfill our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in our services, inform you of other products and services or to comply with requirements under the law. An applicant's information may be made available to Commonwealth and State Agencies in accordance with Privacy Act 1988 and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code 2018.</p>			
Printed Name:		Date:	/ /
Student Signature:			
<b>Agent details (if applicable)</b>			
Name:			
Contact Details:			
Stamp or Signature		Date:	/ /