

INTERNATIONAL STUDENT APPLICATION FORM

RTO Code 45457 | CRICOS Code 03734D

This confidential 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 Academy of Business and Technology are required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form.

1. Personal Details

Surname:		Title :	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms
Given name/s:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Australian Academy to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

Date of Birth (Year/Month/Day)/...../.....	Country	
		City of Birth	
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried	First Language	
Email Address		Mobile Phone	
		Home Phone	
Address in your home country			
Unit no:	Street Address :	Postal code :	
Address in Australia			
Unit no:	Street Address :	Postal code :	
Emergency Contact Name:		Emergency Contact Number:	
Relation with Emergency Contact			
Delivery Location			

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2. Course Options – please tick ☒ the course you wish to enrol into.

CRICOS Course Code	Course Name	Duration (Week)	Available in Campus
110703J	Packaged course for Hospitality Management		
<input type="checkbox"/> 110704H	SIT30821 Certificate III in Commercial Cookery 52 weeks	104 weeks (2 years)	Melbourne
<input type="checkbox"/> 110705G	SIT40521 Certificate IV in Kitchen Management 26 weeks		
	SIT50422 Diploma of Hospitality Management 26 weeks		
<input type="checkbox"/> 110118D	FNS40222 Certificate IV in Accounting and Bookkeeping	52	Melbourne
<input type="checkbox"/> 110116F	FNS50217 Diploma of Accounting	52*	Melbourne
<input type="checkbox"/> 110117E	FNS60217 Advanced Diploma of Accounting	52*	Melbourne
<input type="checkbox"/> 110119C	ICT50220 Diploma of Information Technology	52	Melbourne
<input type="checkbox"/> 110120K	ICT60220 Advanced Diploma of Information Technology	76	Melbourne
<input type="checkbox"/> 110119C	ICT50220 Diploma of Information Technology–Cyber security	52	Melbourne
<input type="checkbox"/> 110120K	ICT60220 Advanced Diploma of Information Technology–Cyber Security	76	Melbourne
<input type="checkbox"/> 110703J	SIT30821 Certificate III in Commercial Cookery	52	Melbourne
<input type="checkbox"/> 110704H	SIT40521 Certificate IV in Kitchen Management	78	Melbourne
<input type="checkbox"/> 110705G	SIT50422 Diploma of Hospitality Management	78	Melbourne
<input type="checkbox"/> 107605D	BSB40120 Certificate IV in Business	52	Melbourne
<input type="checkbox"/> 107606C	BSB50120 Diploma in Business	52	Melbourne
<input type="checkbox"/> 107607B	BSB40420 Certificate IV in Human Resource Management	52	Melbourne
<input type="checkbox"/> 107608A	BSB50320 Diploma of Human Resource Management	52	Melbourne

*Prerequisite required

Prerequisites for BSB50120 is BSB40120 | Prerequisites for BSB50320 is BSB40420 | Prerequisites for FNS50217 is FNS40222

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3. Intake dates - Please tick

Certificate IV
in Accounting and
bookkeeping

☐ 26 Sept 2022

☐ 24 Oct 2022

☐ 7 Nov 2022

☐ 16 Jan 2023

☐ 20 Feb 2023



Diploma
of Accounting

☐ 10 April 2023

☐ 8 May 2023

☐ 3 July 2023

☐ 24 July 2023

☐ 25 Sept 2023



Advanced Diploma
of Accounting

☐ 23 Oct 2023

Diploma
of Information Technology

☐ 26 Sept 2022

☐ 24 Oct 2022

☐ 21 Nov 2022

☐ 16 Jan 2023

☐ 13 Feb 2022



Advanced Diploma
of Information Technology

☐ 10 April 2023

☐ 8 May 2023

☐ 3 July 2023

☐ 31 July 2023

☐ 25 Sept 2023

☐ 23 Oct 2023

Diploma
of Information Technology-
Cyber security

☐ 26 Sept 2022

☐ 24 Oct 2022

☐ 7 Nov 2022

☐ 16 Jan 2023

☐ 20 Feb 2023



Advanced Diploma
of Information Technology-
Cyber Security

☐ 10 April 2023

☐ 8 May 2023

☐ 3 July 2023

☐ 24 July 2023

☐ 25 Sept 2023

☐ 23 Oct 2023

Certificate III in
Commercial Cookery



Certificate IV in
Kitchen
Management

☐ 26 Sept 2022

☐ 24 Oct 2022

☐ 7 Nov 2022



Diploma of
Hospitality
Management

☐ 16 Jan 2023

☐ 20 Feb 2023

☐ 10 April 2023

☐ 8 May 2023

☐ 3 July 2023

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3.1 Intake dates - Please tick

**Certificate IV
in Business**



Diploma of Business

<input type="checkbox"/> 15 Aug 2022	<input type="checkbox"/> 29 Aug 2022	<input type="checkbox"/> 10 Oct 2022	<input type="checkbox"/> 7 Nov 2022	<input type="checkbox"/> 28 Nov 2022
<input type="checkbox"/> 23 Jan 2023	<input type="checkbox"/> 20 Feb 2023	<input type="checkbox"/> 13 Mar 2023	<input type="checkbox"/> 24 April 2023	<input type="checkbox"/> 22 May 2023
<input type="checkbox"/> 19 June 2023	<input type="checkbox"/> 17 July 2023	<input type="checkbox"/> 14 Aug 2023	<input type="checkbox"/> 28 Aug 2023	<input type="checkbox"/> 09 Oct 2023
<input type="checkbox"/> 06 Nov 2023	<input type="checkbox"/> 27 Nov 2023			

**Certificate IV
in Human Resource
Management**



**Diploma of
Human Resource
Management**

<input type="checkbox"/> 15 Aug 2022	<input type="checkbox"/> 29 Aug 2022	<input type="checkbox"/> 10 Oct 2022	<input type="checkbox"/> 7 Nov 2022	<input type="checkbox"/> 28 Nov 2022
<input type="checkbox"/> 23 Jan 2023	<input type="checkbox"/> 20 Feb 2023	<input type="checkbox"/> 13 Mar 2023	<input type="checkbox"/> 24 April 2023	<input type="checkbox"/> 22 May 2023
<input type="checkbox"/> 19 June 2023	<input type="checkbox"/> 17 July 2023	<input type="checkbox"/> 14 Aug 2023	<input type="checkbox"/> 28 Aug 2023	<input type="checkbox"/> 09 Oct 2023
<input type="checkbox"/> 06 Nov 2023	<input type="checkbox"/> 27 Nov 2023			

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4. Language skills

How well do you speak English ? ☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

Have you completed an accredited English language ability test (IELTS/PTE/TOEFL) in the last 2 years ?

☐ Yes ☐ No

If yes, please provide details:

Test Name:

Test Score(Overall):

Year:

Reading

Writing

Speaking

Listening

Have you studied an accredited English language course in Australia ? ☐ Yes ☐ No

Provider

Course

Duration

Year

5. Overseas Student health Cover (OSHC)

Do you require Australian Academy to arrange OSHC for you ? ☐ Yes ☐ No if yes, which cover do you require? Single ☐ Couple ☐ Family ☐

6. Visa and Passport Details

Do you already have an Australian visa for study here ? ☐ Yes If yes, what type of visa ? ☐ Subclass 500 ☐ Other

You to study here ? ☐ No Which DHA office will you apply ? City
Country

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7. Additional services

Recognition of Prior Learning ?

☐ Yes ☐ No

Do you require airport pickup ?

☐ Yes ☐ No

Do you require assistance with accomodation ?

☐ Yes ☐ No

If yes length of stay/weeks :

Accomodation start date :

Do you consider yourself to have a disability,impairment or a long-term health condition ?

☐ Yes ☐ No

If yes please mention your health condition

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Passport Number :

Nationality :

Expiry Date:

8. Education History

Name of Qualification	Course provider	Country	Year Completed	Score Obtained

9. Students under 18

Parents ☐ Father Name: Mother Name :
 Address:
 Phone/Mobile : Email :

Guardian ☐ Name:
 Address:
 Phone/Mobile: Email :

10. Agent Detail (If Applicable)

Organisation Legal Name:

Email :

Phone :

Agent Representative Name :

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11. Unique Student Identifier (USI)

From 1 January 2015, we, Australian Academy of Business and Technology can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

Please enter your unique student identifier: (If you already have one)

12. Privacy Notice

Under the Data Provision Requirements 2012, Australian Academy of Business and Technology 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 and your training activity data) may be used or disclosed by Australian Academy of Business and Technology for statistical, regulatory and research purposes. Australian Academy of Business and Technology may disclose your personal information for these purposes to third parties, including: Commonwealth and State or Territory government departments and authorized agencies;

- NCVER;
- Organizations conducting student surveys;
- and Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programmed administration, regulation, monitoring and evaluation.

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

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted

13. Student Declaration (Student to complete)

- ☐ I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Australian Academy of Business and Technology.
- ☐ I understand that my RTO, Australian Academy of Business and Technology is required to submit data sourced from this application form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my application form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:
- Government departments and agencies and authorized VET related bodies.
 - VET regulators.

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If you would like Australian Academy of Business and Technology to apply for a USI on your behalf you must authorize us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

If you would like Academy of Business and Technology to apply for a USI on your behalf you must authorize us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I,..... authorize Australian Academy of Business and Technology to apply pursuant to sub-section 9 (2) of the student Identifiers Act 2014, for a USI on my behalf.

- ☐ I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>
- ☐ I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey
- ☐ Upfront payment of fees rules as per ESOS act was explained to me; I understand that I have option to pay more than 50% of my tuition fees.
- ☐ I Would like to pay more than 50% of my tuition fees (Please tick if you would like to pay more than 50 % of your tuition fees)

Student Signature

Printed Name

Date

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14. Student Under 18 to complete

Signature of Parent

Printed Name

Date

OR

Signature of Guradian 1

Printed Name

Date

Signature of Guradian 2

Printed Name

Date

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15. Checklist of Documents attached- Please tick

- ☐ Completed all sectors of this application form ?
- ☐ Attached/enclosed certified copies of your passport or visa ?
- ☐ Attached/enclosed certified copies of your qualifications ?
- ☐ Attached/enclosed certified copies of English Language Proficiency ?
- ☐ Attached/enclosed certified documents requested in this application form ?
- ☐ Read & ticked/signed the declaration ?

..... End of Form