



Application for Enrolment Form – International Students

About this form

Thank you for your interest in seeking enrolment into Advith Education. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email. You can send this form to us by post, email or in person. Please provide a copy of your passport, your visa (if relevant), your academic qualifications, proof of English language proficiency as specified in the entry requirements and any other requested documents referred to in the course brochure, prospectus and student handbook.

Please note that Application Fee and Administration Fee are Non-Refundable.

1. Personal Details

Title	☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other									
Gender	☐ Male ☐ Female ☐ Other									
Date of Birth	Day/month/year _____/_____/_____									
First Name										
Middle Name										
Last Name										
Preferred first name if different to the above										
Note: 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 Advith Education 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 in this form for a detailed explanation. Advith Education 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). 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 at https://www.usi.gov.au/students/create-your-usi/ on computer or mobile device. If you are exempt from having a Unique Student Identifier (USI), please email your USI exemption letter to us, along with your application for enrolment. Further details about USI exemptions can be found here: https://www.usi.gov.au/exemptions										
Unique Student Identifier (USI)										
Country of Birth					Nationality					
Do you speak a language other than English at home?	☐ No English only ☐ Yes, other - please specify→									
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)										
☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander										
Your Current Location	☐ Onshore in Australia ☐ Offshore outside Australia									

2. Contact Details

Contact Details in Home Country

Address Line 1	
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Advith Education

Address, 425 Kiewa Street, Albury NSW | Tel: (02) 6090 0555

Email: info@advith.edu.au | Web: www.advith.edu.au

RTO: 46468 | CRICOS: 04398G

State/ Province					
Country		Postcode / ZIP Code			
Home Phone Number		Mobile Number			
Email ID					
Contact Details in Australia					
Building/Property name (if applicable)					
Flat/unit details (if applicable)					
Street name					
Suburb		State		Postcode	
Home Phone Number		Work Phone Number			
Mobile Number		Email ID			
Postal Address in Australia (If different from Residential)					
Address Line 1					
Suburb					
State		Postcode			
How would you like Advith Education to contact you to further discuss your enrolment?	☐ Email ☐ Phone ☐ Post				
Emergency Contact Details (do not leave it blank)					
Name of person		Relationship to you			
Full Address					
Mobile/phone		Email ID			
3. Passport Details (do not leave it blank)					
Passport Number		Passport Expiry Date	DD/MM/YYYY ____/____/____		
Country and place of passport Issue					
4. VISA Details					
Current Australian VISA Type		Current Australian VISA Subclass			
Current Australian VISA Number		Current Australian VISA Expiry Date	DD/MM/YYYY ____/____/____		
5. Do you have an Education Agent?					☐ Yes ☐ No



Name of Agent/Agency			
Address			
Phone		Mobile Number	
Email			
Agent Stamp (If applicable)	[Stamp Here]		

6. Overseas Student Health Cover (OSHC)

1. The Australian Government requires all persons entering Australia on a Student Visa to have OSHC.
2. The length of your OSHC MUST cover the total length of your course(s).

Do you have an OSHC arranged for yourself and any dependents?

☐ Yes ☐ No

Part A – Insurer Details

Name of Insurer			
Membership Number		OSHC Expiry Date	DD/MM/YYYY ____/____/____

Part B – Advith Education to arrange OSHC

The college staff will obtain detailed information from yourself about your age, number of dependents and their information to arrange a health cover. Entire costs will be paid by you as the College fee does not include non-tuition fees as part of OSHC.

Cover Type ☐ Single ☐ Dual ☐ Family

7. English Language Proficiency

Test Type (IELTS, PTE, TOEFL etc.)	Score Achieved	Date of test
		DD/MM/YYYY ____/____/____

☐ Passed English Placement Test with Advith Education

☐ Within the last two years, completed a substantial component of an AQF ☐ Certificate III ☐ Certificate IV ☐ Higher Qualifications

☐ Not Required. I am from: (please tick below)

☐ United Kingdom ☐ Ireland ☐ Canada ☐ South Africa ☐ USA

*Please note all students must undertake a Language, Literacy, Numeracy & Diadvithl Test before starting any study at Advith Education irrespective of their previous studies, Official English Language Scores or nationality.

8. Computer Literacy (do not leave it blank)

Out of these, what kind of computer skills do you have?	☐ No skills ☐ Basic skills ☐ Intermediate level ☐ Advanced Skills
Skills to use Microsoft Office products (Word, Excel, Power-Point)	☐ No skills ☐ Basic skills ☐ Intermediate level ☐ Advanced Skills



Office equipment resources such as telephone, photocopier, scanner and printer	☐ No skills ☐ Advanced Skills	☐ Basic skills	☐ Intermediate level
Software to view videos and images Adobe reader, Windows Media Player, Windows Photo Viewer	☐ No skills ☐ Advanced Skills	☐ Basic skills	☐ Intermediate level
Numeracy & Mathematics Skills (subtraction, addition, multiplication, data rend interpretation)	☐ No skills ☐ Advanced Skills	☐ Basic skills	☐ Intermediate level

9. Disability Status

Do you consider yourself to have a disability, impairment or long-term condition? ☐ Yes ☐ No

If **YES** to the above question, please tick the correct Disability, Impairment or Long-Term Condition/s below.
Review the disability supplement at the end of this form to help you select the right area(s).

- | | | | |
|-----------------------------------|--|---------------------------------------|--|
| ☐ Hearing | ☐ Deafness | ☐ Intellectual | ☐ Acquired Brain Impairment |
| ☐ Physical | ☐ Medical Condition | ☐ Vision | |
| ☐ Learning | ☐ Mental Illness | ☐ Other: _____ | |

10. Course Selection

Note: Once this Application for Enrolment Form is completed and the required documents are submitted, Advith Education will send you a Course Entry Interview Form. All students are required to complete the Course Entry Interview Form and respond to a brief interview. Course Entry Interview Form is used to determine your eligibility for course credits and to ascertain whether you require Language Literacy and Numeracy related support and special assistance to ensure successful completion of your course. Also, the interview will give Advith Education, an indication whether the chosen qualification is right for you. Your responses to the survey and documentation provided with this form will allow us to know whether you meet all admission requirements for the chosen course. The interview will allow us to confirm if the course / college meets your expectations.

Course Code and Course Title	CRICOS Code	Total Course Duration	Please tick	Preferred Start Date/ Month
SIT30821 Certificate III in Commercial Cookery*	119132M	52 weeks	☐	
SIT40521 Certificate IV in Kitchen Management*	119133K	26 weeks	☐	
SIT50422 Diploma of Hospitality Management	119134J	26 weeks	☐	
CPC30220 Certificate III in Carpentry	119138E	52 weeks	☐	
Certificate III in Painting and Decorating	119137F	54 weeks	☐	
Diploma of Building and Construction (Building)	119139D	54 weeks	☐	
BSB50420 Diploma of Leadership and Management	119135H	52 weeks	☐	
BSB80120 Graduate Diploma of Management (Learning)***	119136G	52 Weeks	☐	

Note: Details of Intakes can be obtained from our Course Brochures, Student handbook or by contacting our marketing and student support team.

*These qualifications include compulsory work-based training, which may require the student to undertake unpaid practical placement within a commercial kitchen.

11. Previous qualification achieved (do not leave it blank)

Have you successfully completed any of the following qualifications? ☐ Yes ☐ No

- | | | |
|---|---|---|
| ☐ Bachelor Degree or higher | ☐ Advanced Diploma or associate degree | ☐ Diploma (or associate diploma) |
| ☐ Certificate IV | ☐ Certificate III (or trade certificate) | ☐ Certificate II |
| ☐ Other education (including certificates or overseas qualifications not listed above) | | ☐ Certificate I |

In the case of overseas qualification, has the qualification been assessed as equivalent to an Australian qualification? ☐ Yes ☐ No

Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary or aAdvith Education's education agent representative. Academic records not in English must also be accompanied by a certified



translated copy. If you believe you have relevant work experience, attach details and documentation (e.g., employer reference, curriculum vitae etc.)

12. Schooling (do not leave it blank)

What is your highest COMPLETED school level? (Tick ONE box only)

- | | | |
|--|--|--|
| ☐ Year 12 or equivalent | ☐ Year 11 or equivalent | ☐ Year 10 or equivalent |
| ☐ Year 9 or equivalent | ☐ Year 8 or below | ☐ Never attended school |

Are you still enrolled in secondary or senior secondary education?

☐ Yes ☐ No

13. Employment (do not leave it blank)

Which of the following best describes your current employment status?

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

14. Occupation

- | | | | |
|--|--|--|---|
| ☐ Manager | ☐ Professionals | ☐ Technicians and Trade Workers | ☐ Community & Personal Service Workers |
| ☐ Sales Workers | ☐ Laborer | ☐ Clerical and Administrative Workers | ☐ Machinery Operators and Drivers |
| ☐ Others | | | |

15. Industry of Employment

- | | |
|---|--|
| ☐ Manufacturing | ☐ Wholesale Trade |
| ☐ Health Care and Social Assistance | ☐ Education and Training |
| ☐ Agriculture, Forestry and Fishing Mining | ☐ Arts and recreation Services |
| ☐ Rental, Hiring and Real Estate Services | ☐ Electricity, Gas, Water and Waste Services |
| ☐ Accommodation and Feed Services | ☐ Professional, Scientific and Technical Services |
| ☐ Transport, Postal and Warehousing | ☐ Financial and Insurance Service |
| ☐ Information, Media and Telecommunication | ☐ Public Administration and Safety |
| ☐ Administrative and Support Services | ☐ Retail Trade |
| ☐ Construction | ☐ Other Services |

16. Reasons for study (do not leave it blank)

Out of the following, which best describes your reason for undertaking this course?

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

17. Recognition of Prior Learning /Credit Transfer Application

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

If you are seeking credit transfer/recognition of prior learning, you must attach certified translated (English) copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information etc., so that Advith Education can assess your eligibility for credit recognition. Also attach certified copies of previous relevant qualifications or experience. Complete the RPL/CT Form available at our website or request one from Advith Education's reception.

Would you like to make an application for RPL/ Credit transfer

*RPL fee is applicable a \$500 per unit * Credit Transfer is of no charge

☐ Yes ☐ No

18. Accommodation Requirements

Do you require the college to arrange accommodation?

☐ Yes ☐ No

If **YES**, what type of accommodation arrangements would you like?

☐ Private ☐ Shared

Do you require the college to arrange for Airport pickup?

☐ Yes ☐ No



Any other additional information:

19. Marketing

How did you find out about this course?

- | | | | |
|--|------------------------------------|------------------------------------|-----------------------------------|
| ☐ Advertisement | ☐ Newspaper | ☐ Internet | ☐ Friends |
| ☐ Search engines/Google | ☐ Facebook | ☐ Instagram | ☐ Employer |
| ☐ Other, specify: _____ | | | |

20. Payment Details

- ☐ Payment by Credit Card (Please fill in the credit card authorization form)
- ☐ Payment by Cash
- ☐ Bank Cheque made payable to Advith Education Pty Ltd
- ☐ Payment by Bank Transfer / EFT

Bank Transfer to be made to the following bank account

Account Name	Advith Education Pty Ltd				
Account Number	405031	BSB	032-736	SWIFT Code	WPACAU2S
Bank Name	Westpac Bank				

21. Application Checklist

- Include details of your previous academic qualifications.
 - Include date of commencement and completion, or if you are yet to finish studying, you must mention your intended completion date.
 - All Certified copies of academic qualifications must be attached to this application.
 - If the qualifications are in a language other than English, please also supply certified translated copies. Documents must be certified by: By a JP, if you are in Australia; if overseas, then, your current or previous education institution; a solicitor; a pharmacist; a justice of the peace.
 - If you are overseas, please email or post all documents in an envelope directed at the institution.
 - Advith Education reserves the rights to refuse admission on the grounds of incorrect certification or translation procedures.
 - Students will be sent Course Brochures, Prospectus, Student Handbook and relevant policies and procedures along with this form to inform you about our services. It is imperative that you read the documents before completing this Application for Enrolment Form.
- | | |
|--|--|
| ☐ Completed and attached all sections of this form | ☐ Certified copy of your Visa if onshore in Australia |
| ☐ Attached certified copies of your English Proficiency | ☐ Overseas Student Health Cover if available |
| ☐ Attached relevant employment documentation | ☐ Attached certified copies of your qualifications |
| ☐ Attached certified copies of your Passport | ☐ Read and signed the declaration |

22. 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. If you do not provide this information, we will be unable to process your enrolment.

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 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 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 handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy

If you would like to seek access to or correct your information, in the first instance, please contact us 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 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 NCVER 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 Advith Education 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

Our contact details are:

E: info@advith.edu.au

P: 02 60900555

W: www.advith.edu.au

You may also request our privacy policy if you wish.

23. Student Declaration and Consent

1. I understand that the College is committed to protecting my rights to privacy.
2. The information on this form and documents provided in support of my application are correct and complete.
3. I acknowledge that incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and the College may refuse to offer a place in Course (s).
4. I have read and understood the Course Brochures, Prospectus, Student Handbook and relevant policies and procedures before completing this form.
5. I meet admission requirements as outlined in the Course Brochures, Prospectus and Student Handbook.
6. I understand that an offer is not guaranteed at this stage as it is subject to Advith Education assessing my application by considering presented information and documents.
7. I have read and understood grounds on which Student Enrolment may be deferred, suspended and cancelled through Student Handbook and relevant policies and procedures.
8. I have read and understood ESOS Framework presented via the Student Handbook and through the supplementary links on the college website.
9. I have read and understood that after the visa grant, I could request the College for accommodation arrangements. Similarly,



upon my request, the College will provide information on costs as per my choice of area and type of accommodation.			
10. I have read and understood the indicative cost of living in Albury NSW			
11. I have read and understood Course progress and attendance requirements from Student Handbook and relevant policies and procedures including the College's Policy for monitoring course progress.			
12. I have read and understood Fee and Refund Policy & Associated Procedures on Student Handbook and also via reading all other relevant policies and procedures.			
13. I have read and understood information on Complaints and Appeals from Student Handbook along with the College's Policy on Complaints and Appeals.			
14. I acknowledge that it is my responsibility to seek independent advice before signing this application form.			
15. I acknowledge that the College will send and conduct a Course Entry Interview Form after I complete and sign this form.			
16. I authorize the College to verify the authenticity of academic qualifications and claims that I made regarding my application by contacting previous institute and other bodies.			
17. I have been informed that I will reach the final contract only by responding to the Student Offer & Written Agreement			
18. I declare that the information I have provided to the best of my knowledge is true and correct.			
19. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.			
Student Full Name			
Student Signature		Date	DD/MM/YYYY ____/____/____
*Parental/guardian consent is required for all students under the age of 18.			
Parent / Guardian Full Name			
Parent / Guardian Signature		Date	DD/MM/YYYY ____/____/____

Disability supplement

The purpose of the Disability supplement is to provide additional information to assist you with answering the disability question. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative



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neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.