



## Enrolment Application Form

### Your personal details

Family Name	
Given Names	
Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Home Phone	
Work Phone	
Mobile	
E-mail Address	

### Address in Australia (if known)

Post Code:	

### Proficiency in English

Please indicate the score you have attained:

IELTS Score	
TOEFL Score	
PTE Score	
Other (Specify)	

### Educational Qualifications

Highest qualification	
Year awarded	
Institution	
State/Country	

### International Details

Nationality	
Passport Number	
Passport Expiry Date	
Visa Type / Number	
Visa Expiry Date	
Place of Birth	
Language at Home	

### Intended Courses (Please Tick)

SIT30816 Cert III Commercial Cookery	<input type="checkbox"/>
SIT40516 Cert IV Commercial Cookery	<input type="checkbox"/>
SIT50416 Diploma of Hospitality Management	<input type="checkbox"/>
BSB50215 Diploma of Business	<input type="checkbox"/>
BSB60215 Advanced Diploma of Business	<input type="checkbox"/>
BSB50615 Diploma of HR Management	<input type="checkbox"/>
BSB52415 Diploma of Marketing	<input type="checkbox"/>
BSB61315 Adv. Diploma of Marketing	<input type="checkbox"/>

### Do you require VACTS to organise accommodation?

☐ Yes ☐ No If yes, for how many weeks? \_\_\_\_\_

Please indicate your accommodation preference:

☐ Single ☐ Shared ☐ Non-Smoking ☐ Smoking ☐ Homestay

Details: \_\_\_\_\_

### Special Needs

Do you have any disability, special needs or health problems?

☐ Yes ☐ No

If Yes, please select the area(s) in the following list:

Hearing/Deaf	<input type="checkbox"/> 11	Physical	<input type="checkbox"/> 12
Intellectual	<input type="checkbox"/> 13	Learning	<input type="checkbox"/> 14
Mental Illness	<input type="checkbox"/> 15	Brain Impairment	<input type="checkbox"/> 16
Vision	<input type="checkbox"/> 17	Medical Condition	<input type="checkbox"/> 18
Other			<input type="checkbox"/> 19

*Please refer to the Disability Supplement for an explanation*

### Schooling

What is your highest COMPLETED school level?

Year 12 or equivalent	<input type="checkbox"/> 12
Year 11 or equivalent	<input type="checkbox"/> 11
Year 10 or equivalent	<input type="checkbox"/> 10
Year 9 or equivalent	<input type="checkbox"/> 09
Year 8 or equivalent	<input type="checkbox"/> 08
Never attended school	<input type="checkbox"/> 02

Are you still enrolled in secondary or senior secondary education?

☐ Yes ☐ No



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### Overseas Address

Post Code:	

### Overseas Student Health Cover

The Australian Government requires all persons entering in Australia on a Student Visa to have Overseas Student Health Cover (OSHC). Do you require VACTS to arrange OSHC for you?

☐ Yes ☐ No

### Aboriginal or Torres Strait Islander

Are you of Aboriginal or Torres Strait Islander origin?

☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ No

### Employment

Which category best describes your current employment status?

- |   |                             |
|---|-----------------------------|
| Full-Time Employee                            | <input type="checkbox"/> 01 |
| Part-Time Employee                            | <input type="checkbox"/> 02 |
| Self employed - not employing others          | <input type="checkbox"/> 03 |
| Self employed - employing others              | <input type="checkbox"/> 04 |
| Employed - unpaid worker in a family business | <input type="checkbox"/> 05 |
| Unemployed - seeking full-time work           | <input type="checkbox"/> 06 |
| Unemployed - seeking part-time work           | <input type="checkbox"/> 07 |
| Not Employed -not seeking employment          | <input type="checkbox"/> 08 |

### Study Reason

Which category best describes the main reason you are undertaking this course?

- |   |                             |                         |                             |
|---|-----------------------------|-------------------------|-----------------------------|
| To get a job                              | <input type="checkbox"/> 01 | To develop my business  | <input type="checkbox"/> 02 |
| To start a business                       | <input type="checkbox"/> 03 | For a different career  | <input type="checkbox"/> 04 |
| To get a better job                       | <input type="checkbox"/> 05 | Required for my job     | <input type="checkbox"/> 06 |
| Extra skills for my job                   | <input type="checkbox"/> 07 | Get into another course | <input type="checkbox"/> 08 |
| For personal interest of self-development | <input type="checkbox"/> 12 |                         |                             |
| Other reasons                             | <input type="checkbox"/> 11 |                         |                             |

### Credit Transfer / Recognition of Prior Learning

Are you applying for a Credit Transfer or Recognition of prior Learning?

☐ Yes ☐ No

If Yes, please attach a completed copy of the VACTS Application for Credit Transfer or Application for RPL, and relevant translated documents that have been certified.

### Previous Qualification Achieved

Have you **SUCCESSFULLY** completed any of the qualifications listed below?

- |  |                              |
|--|------------------------------|
| Bachelor degree or higher degree         | <input type="checkbox"/> 008 |
| Advanced diploma or associate degree     | <input type="checkbox"/> 410 |
| Diploma (or associate diploma)           | <input type="checkbox"/> 420 |
| Certificate IV (or advanced certificate) | <input type="checkbox"/> 511 |
| Certificate III (or trade certificate)   | <input type="checkbox"/> 514 |
| Certificate III (or trade certificate)   | <input type="checkbox"/> 521 |
| Certificate I                            | <input type="checkbox"/> 524 |
| Other qualification                      | <input type="checkbox"/> 990 |

*I authorise this agent to receive information applicable to my studies at VACTS*

Agent:



## Enrolment Application Form

### Unique Student Identifier (USI)

From January 2015, we from VACTS can be prevented from issuing you with a nationality 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 at [www.usi.gov.au/creator-your-USI](http://www.usi.gov.au/creator-your-USI) on computer or mobile device. Please note that if you would like to specify your gender as 'other', you will need to contact the USI Office for assistance.

**Enter your Unique Student Identifier (USI), if you already have one:**

Unique Student Identifier (USI)

### Application for Unique Student Identifier (USI)

If you would like us 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 [www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf](http://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf). 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, \_\_\_\_\_ authorise VACTS 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 (which may include sensitive information) pursuant to the information detailed at: [www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf](http://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf)

Town/City of Birth \_\_\_\_\_

### We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below (numbered 1 to 8):

#### 1. Australian Driver's License

State   
License Number

#### 2. Medicare Card

Card Number   
Individual Reference   
Expiry Date   
Card Colour ☐ Green ☐ Yellow ☐ Blue

#### 3. Australian Birth Certificate

State/Territory

#### 4. Australian Passport

Passport Number

#### 5. Non Australian Passport (with Australian Visa)

Passport Number   
Country of Issue

#### 6. Immicard

Immicard Number   
Country of Issue

#### 7. Citizenship Certificate

Stock Number   
Acquisition Date

#### 8. Certificate of Registration by Descent

Acquisition Date

In accordance with section 11 of the Student Identifiers Act 2014, VACTS will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.



## Enrolment Application Form

### Terms and Conditions

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Director of the Tuition Protection Service. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

**I have read and understood the pre-enrolment conditions before signing the applicant declaration. By signing I understand and agree to abide by the pre-enrolment conditions.**

1. I have read and understood VACTS's fees and charges policy, the student deferral, suspension and cancellation policy and the student refund policy provided in the VACTS pre-enrolment information for intending overseas students;
2. I have read and understood the information about course content and vocational outcomes on VACTS's website and in the VACTS pre-enrolment information for intending overseas students;
3. I have read and understood the application procedure for recognition of prior learning and credit transfer which is provided in the VACTS pre-enrolment information for intending overseas students;
4. I am aware that I am required to sign VACTS's offer acceptance agreement prior to commencement and concurrently with or prior to payment of the agreed initial fees;
5. I acknowledge that it is my responsibility to seek independent advice prior to signing this application;
6. I give permission to the VET coordinator at VACTS to make an application to register to obtain an USI or verify my USI.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

You must supply with this application form certified copies of original documents. These documents include a certified copy of an IELTS certificate (or equivalent), plus certified evidence of completion in Australia of an Upper-Intermediate level from a NEAS accredited RTO, or an Australian Year 12 certificate or equivalent.

Please refer to the document entitled "Pre-enrolment information for intending overseas students" for more information about the entry requirements for a course at VACTS.

If you have completed the equivalent of Australian Year 12 in another country, you must provide certified copies of original documents which provide evidence of having done so.

When you have completed all parts of this enrolment application form, you should return it to:

VACTS Admissions

171 Sydney Road, Coburg, 3058 - Australia

Email: [info@vacts.edu.au](mailto:info@vacts.edu.au)

Should your application be successful, you will be sent an enrolment offer and acceptance agreement, signed by VACTS, and an invoice. You can accept your offer from VACTS by completing and signing the enrolment agreement and making payment of the fees according to the invoice.