Enrolment Form - International Students

Privacy Statement

Australasian International Academy has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at www.tba.edu.au and in our Student Handbook.

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs.

All staff at Australasian International Academy are required by law to protect the information provided on this Enrolment Form.

EMERGENCY CONTACTS

These are people that Australasian International Academy may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Australasian International Academy.

STUDENT BACKGROUND INFORMATION

The Enrolment Form includes questions about your country of birth, cultural background, disabilities, language spoken at home and current occupation. Australasian International Academy is required to collect this information from all students as part of our regulatory registration requirements.

Information from this form will be submitted to government authorities for statistical and research purposes. All of this information is kept strictly confidential and we will not otherwise disclose the information to others without your consent or as required by law.

INTERNATIONAL STUDENT INFORMATION

Australasian International Academy is required to collect personal information and information about course enrolment and course progress for all international students which may be shared with the Australian Government including the Department of Immigration and Border Protection and the Tuition Protection Service as relevant for the purposes of:

- promoting compliance with the ESOS Act and the National Code
- assisting with the regulation of providers
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally
- or facilitating the monitoring and control of immigration.

UPDATING YOUR RECORDS

Please let us know if any of your details change by providing updated information to our office. This is particularly important if you change phone numbers, move home address, or move employers.

ACCESS TO RECORDS HELD BY US

In most circumstances, you can access a copy of the records we hold about you. Please contact our office to arrange this. If you have any concerns about the confidentiality of this information, please contact our Privacy Officer at our office.

SURVEYS

You may be contacted by either the National Centre for Vocational Education Research (NCVER) or Australasian International Academy's registering body, Australian Skills Quality Authority (ASQA), in order to participate in a survey about your experience as a student of Australasian International Academy, course quality and/or vocational outcomes related to your course. If you participate you may choose to keep your responses confidential.

Name and Contact Details

Your Name:			
Home phone:	( )	Work:	( )
Mobile:		Email:	
Title:	Mr/Mrs/Miss/Ms		

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Course Details	
Which course(s) would you like to enroll into?	☐ BSB50215 Diploma of Business ☐ BSB60215 Advanced Diploma of Business ☐ BSB51915 Diploma of Leadership and Management ☐ BSB61015 Advanced Diploma of Leadership and Management ☐ FNS50215 Diploma of Accounting ☐ FNS60215 Advanced Diploma of Accounting ☐ CHC30113 Certificate III in Early Childhood Education and Care ☐ CHC50113 Diploma of Early Childhood Education and Care
Have you ever studied with Australasian International Academy before?	☐ Yes ☐ No
Do you wish to apply for **Credit?** *If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.*	☐ Yes ☐ No ☐ Maybe I'd like more information
Do you wish to apply for **Recognition of Prior Learning?** *If you indicate YES, you will be contacted to discuss this further.*	☐ Yes ☐ No ☐ Maybe I'd like more information
Visa details	
Do you already have an Australian Visa that allows you to study here?	☐ Yes ☐ No
If yes, what type of visa?	☐ Subclass 500 ☐ Other (please specify):

Personal Details				
1.	**Enter your full name**			
	Surname:			
	Given names: *			
	** 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 Australasian International 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.*			
2.	Date of Birth	_ _ / _ _ / _ _ _ _ (dd-mm-yyyy)	3. Gender:	☐ Male ☐ Female
4.	What is the address of your usual residence? *Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.*			
	Building/ property name:			
	Flat/unit details:		Street or Lot Number (*e.g. 205 or Lot 118):*	
	Street name:			

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Personal Details			
Suburb, locality or town:			
State/Territory:		Postcode:	
5. What is your postal address *(if different from above)?*			
Building/ property name:			
Flat/unit details:		Street or Lot Number (*e.g. 205 or Lot 118):*	
Street name:			
Suburb, locality or town:			
State/Territory:		Postcode:	

Language and cultural diversity		
6. Country of Birth:	☐ Australia ☐ Other, please specify: _____ _____	
7. Do you speak a language other than English at home? *If more than one language, indicate the one that is spoken most often.*	☐ No, English only - *Go to question 9* ☐ Yes, other, please specify: _____	
8. How well do you speak English?	☐ Very well	☐ Well ☐ Not well ☐ Not at all
9. 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, Torres Strait Islander	☐ Yes, Aboriginal ☐ Yes, Aboriginal and Torres Strait Islander

Disability		
10. Do you consider yourself to have a disability, impairment or long-term condition?	☐ Yes ☐ No – *go to question 12*	
11. If yes, please indicate the area of disability, impairment or long-term condition (*tick as many as apply)*		
☐ Hearing/deaf	☐ Intellectual	☐ Mental illness
☐ Physical	☐ Learning	☐ Medical condition
☐ Acquired brain impairment	☐ Vision	☐ Other (Please specify): _____

Schooling		
12. 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 – *Go to question 14*
13. In which YEAR did you complete that school level?		
14. Are you still attending secondary school?	☐ Yes ☐ No	

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Previous qualification achieved	
15. Have you SUCCESSFULLY completed any of the following qualifications?	☐ Yes – *indicate below Question 16* ☐ No – *Go to Question 17*

16. If yes, please enter ONE of these Prior Education Achievement Recognition Identifiers for ANY applicable qualification level.

If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: 1. A – Australian 2. E– Australian equivalent 3. I – International

Bachelor Degree or Higher Degree	☐A	☐E	☐I	Certificate III (or Trade Certificate)	☐A	☐E	☐I
Advanced Diploma or Associate Degree	☐A	☐E	☐I	Certificate II	☐A	☐E	☐I
Diploma (or Associate Diploma)	☐A	☐E	☐I	Certificate I	☐A	☐E	☐I
Certificate IV (or Advanced Certificate/Technician)	☐A	☐E	☐I	Certificates other than the above	☐A	☐E	☐I

Employment

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

☐ Full-time employee	☐ Employer	☐ Unemployed – seeking part-time work *go to Question 20*
☐ Part-time employee	☐ Employed – unpaid worker in a family business	☐ Not employed – not seeking employment go *to Question 20*
☐ Self-employed – not employing others	☐ Unemployed – seeking full-time work	*go to Question 20*

Study reason

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

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

Emergency Contact Details

19. **Enter full name*(In Australia)**

Surname:	
Given names:	

** Please provide the contact details of a family member or Friend lives in Australia whom we can contact in an emergency.*

Full Address:	
Phone Number:	
Relationship:	

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Emergency Contact Details	
20. **Enter full name*(In Overseas)**	
Surname:	
Given Name:	
** Please provide the contact details of a family member or Friend lives in your home country whom we can contact in an emergency.*	
Full Address:	
Phone Number:	
Relationship:	

Unique Student Identifier (USI)										
Australasian International Academy 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). 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.										
21. Enter your unique student identifier *If you already have one*										
22. If you do not have a USI, would you like us to apply for a USI on your behalf?	☐ Yes – please provide identification and indicate below ☐ No									

If you answered Yes to Question 22, you must provide a copy of one of the acceptable forms of identification outlined below. Please attach a copy and indicate which form of ID has been provided.

☐ Current Driver's License	☐ Current Medicare Card
☐ Australian Passport	☐ Citizenship Certificate
☐ Certificate of Registration by Descent	☐ Immi Card
☐ Non-Australian Passport (with Australian Visa)	☐ Australian Birth Certificate

In accordance with section 11 of the *Student Identifiers Act 2014*, Australasian International Academy 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, unless we are required by or under any law to retain it.

USI Application Declaration

I authorise Australasian International Academy 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

Student Signature:		Date:	/ /
Printed Name:			

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Application Checklist Provide a copy of the following documents with your application (you will need to bring the originals to your orientation day for verification): Please tick those that you are providing.
☐ Valid passport copy
☐ Valid visa (if you have one)
☐ High School certificate or other relevant certificates
☐ Proof of English Language Proficiency
☐ Any other relevant documents to support your application e.g. resume

Student Enrolment Application Declaration

I declare that the information I have provided is true and correct, to the best of my knowledge and that it is my responsibility to update Australasian International Academy if this information changes during my enrolment.

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 Australasian International Academy.

I understand that Australasian International Academy is required to submit data sourced from this Enrolment Form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my Enrolment Form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- Government departments and authorised agencies
- Researchers.

Student Signature:		Date:	/ /
Printed Name:			