



INTERNATIONAL STUDENT

ENROLMENT APPLICATION FORM

PERSONAL DETAILS				
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms/Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Other
Given Name:				
Middle Name:				
Family Name*:				
Single Name Only	Tick the box if you have only one name that cannot be written in the above format and enter your single name in the 'Family Name' section*			<input type="checkbox"/>
Date of Birth				
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	
CONTACT DETAILS				
Full Address (Home Country):				
In Australia				
Address:				
Suburb:		State:		Postcode:
City:		Country:		
Email:				
Alternate Email				
Home Phone:				
Mobile:				
EMERGENCY CONTACT DETAILS:				
Name:				
Relationship:				
Contact Number:				
Email:				
PASSPORT AND VISA DETAILS				
Country of Passport:				
Details:	Number:	Expiry Date:		
Australian Study Visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		



Visa Type:	<input type="checkbox"/> Student/Study	<input type="checkbox"/> Other
Subclass	<input type="checkbox"/> 500	<input type="checkbox"/> 485
Details:	Number:	Expiry Date:

LANGUAGE AND CULTURAL DIVERSITY

Country of Birth:	
Town/City of Birth:	
Citizenship:	
Is English your first language?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, what is your first language?	
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
Please indicate the English test you have completed:	<input type="checkbox"/> IELTS (6.0 or above) <input type="checkbox"/> Cambridge English Advanced - C1 (169) <input type="checkbox"/> PTE (50) <input type="checkbox"/> Other
Date of Test?	
Overall Score:	
Have you completed any qualifications within the last two years in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: _____

HOW DID YOU LEARN ABOUT SOUTHEAST COLLEGE?

Agent Internet Friend/ Relative Newspaper Other

AGENT INFORMATION (IF APPLICABLE)

If you are applying through an agent, you should ensure that your agent is an authorised representative of Southeast College. A list of Authorised agents is provided on the website.

Agent Name:	
Assessing Officer Name:	

INDIVIDUAL NEEDS

Do you require assistance with English Language, Reading, Writing or Mathematics? <i>*If yes, SEC will conduct an LLN Test to ensure additional support can be provided accordingly</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you consider yourself to have a disability, impairment, or long-term health condition?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate the areas of disability, impairment, or long-term health condition:				
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Vision	
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Mental illness	<input type="checkbox"/> Learning	<input type="checkbox"/> Medical Condition	

EDUCATION			
What is your highest completed school level? <i>Tick ONE box only.</i>		<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"/> Year 8 or below <input type="checkbox"/> Never attended school	
Have you successfully completed any of the qualifications listed below?		<input type="checkbox"/> Yes, if yes, tick any applicable boxes below <input type="checkbox"/> No, if not, go to the next section.	
Type	Name of Qualification	Type	Name of Qualification
<input type="checkbox"/> Certificate I		<input type="checkbox"/> Diploma	
<input type="checkbox"/> Certificate II		<input type="checkbox"/> Adv Diploma	
<input type="checkbox"/> Certificate III		<input type="checkbox"/> Bachelor or Higher Degree	
<input type="checkbox"/> Certificate IV		<input type="checkbox"/> Other qualification	

HIGHEST LEVEL OF EDUCATION ACHIEVED	
Qualification Name:	
Institute Name:	
Country:	
Year Completed:	
Language of Instruction:	<input type="checkbox"/> English <input type="checkbox"/> Other _____



Note: We will require certified copies of your academic qualifications attached to this application. If your qualifications are in a language other than English, you **must** supply certified translated copies.

CURRENT EDUCATION PROVIDER

Are you transferring within the first six (6) months of your principal course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please confirm that your current education provider's original or certified copy of the 'Release Letter' is attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide your current CoE (if applicable)
*Please note that we do not accept students who do not wish to meet the obligations of their primary Confirmation of Enrolment (CoE). Their enrolment can be cancelled if they are found to be in breach of their Statutory Declaration.		
Other		

UNIQUE STUDENT IDENTIFIER

Do you have a Unique Student Identifier (USI)?	<input type="checkbox"/> Yes, (USI Number) _____ <input type="checkbox"/> No, please complete the next section.
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If not, please complete the section below for further processing.

From 1 January 2015, Southeast College can be prevented from issuing you a nationally 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 NCVET. If you have not yet obtained a USI, you can apply directly at <https://www.usi.gov.au/students/create-your-usi> on a 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.

You **must** try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the "Forgotten USI" Link on the USI Website at <https://www.usi.gov.au/faqs/ihave-forgotten-my-usi/>.

If you would like Southeast College 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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You **must** also provide additional information, as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise Southeast College to apply according to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and consent to the collection, use and disclosure of my personal information (which may include sensitive information) under the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

CAMPUS SELECTION

Campus:	<input type="checkbox"/> Brisbane
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COURSE SELECTION					
Course Code		Course Name	CRICOS Course Code	Duration	Intake
<input type="checkbox"/>	CPP20218	Certificate II in Security Operations	112323E	7 Weeks	
<input type="checkbox"/>	SIT60322	Advanced Diploma of Hospitality Management	110857B	104 Weeks	
<input type="checkbox"/>	FBP30521	Certificate III in Baking	112321G	52 Weeks	
<input type="checkbox"/>	SIT40521	Certificate IV in Kitchen Management	109617F	78 Weeks	
<input type="checkbox"/>	SIT50422	Diploma of Hospitality Management	110856C	104 Weeks	
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management (Learning)	112322F	52 Weeks	

REASON FOR STUDIES

Which BEST describes your main reason for undertaking this course? (Tick ONE box only)

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

EMPLOYMENT

Which BEST describes your current employment status in the following categories?

<input type="checkbox"/> Full-time Employee	<input type="checkbox"/> Part-time Employee
<input type="checkbox"/> Self-employed—employing others	<input type="checkbox"/> Self-employed—not employing others
<input type="checkbox"/> Employed-Unpaid worker in a family business	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Unemployed—Seeking part-time work	<input type="checkbox"/> Not employed—not seeking employment <input type="checkbox"/>



FEES	
Do you wish to pay more than 50% of the course/s tuition fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CREDIT TRANSFER/RPL	
Do you wish to apply for Credit Transfer or Recognition of Prior Learning? (This will affect the length of your CoE)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you indicate Yes, the Credit/RPL application fee applies, and you will be contacted to discuss this further.	
OVERSEAS STUDENT HEALTH COVER, ACCOMMODATION AND AIRPORT PICKUP	
Do you currently hold Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of the provider:	
Membership Number:	
Expiry Date:	
If No,	You MUST organise appropriate OSHC with your agent for the entire duration of your study.
Do you require airport pickup?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, please fill out the Airport Pickup Form, which can be found on our website. (Please note: Charges Apply)





PRE-TRAINING REVIEW

Why do you want to enroll in this course, and what do you hope to achieve from participating?

What are your career and further study goals?

Do you require any support to participate in this course? If so, please outline.





PRIVACY NOTICE

Why do we collect your personal information?

As a registered training organisation (RTO), we (Southeast College) collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

We are required to collect the information on this form, and as such, we cannot enrol you as a student if this form is incomplete.

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 manage 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, administering VET, facilitating 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, 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; and
- 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 manage your personal information, please refer to the NCVER's Privacy Policy at

<https://www.ncver.edu.au/privacy>

If you would like to seek access to or correct your information, in the first instance, contact your RTO 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 the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

International Student Information

Southeast College 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 Education, Skills and Employment and the Department of Home Affairs, as well as the Tuition Protection Service as relevant for:

- 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.

Surveys

You may receive a student survey, which may be run by a government department or an NCVET employee, agent, third-party contractor, or another authorised agency. Please note that you may opt out of these surveys at the time of contact.

You may also be contacted by or on behalf of our regulatory body, the Australian Quality Skills Authority (ASQA), regarding a survey about the training and assessment services you have been provided with.

These survey responses do not belong to Southeast College. They are separate from any surveys that Southeast College asks you to complete, which are intended to improve the courses and services it provides.

Contact information

At any time, you may contact Southeast College at:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been managed
- ask a question about this Privacy Notice





IMPORTANT – APPLICATION CHECKLIST

Please check that you have the following:

- | | |
|---|--|
| <input type="checkbox"/> Completed Application Form | <input type="checkbox"/> OSHC details (if applicable) |
| <input type="checkbox"/> Academic certificates | <input type="checkbox"/> Evidence of Release (if applicable) |
| <input type="checkbox"/> Evidence of English (IELTS/PTE etc.) | <input type="checkbox"/> SOP (only offshore students) |
| <input type="checkbox"/> Copy of Passport | <input type="checkbox"/> Other |
| <input type="checkbox"/> Copy of Visa (if applicable) | |

STUDENT DECLARATION

- I have read, understood, and agree to be bound by the Terms and Conditions as outlined by Southeast College.
- I can access Southeast College’s website and have read the Student Handbook and associated Policies.
- I understand that providing false or incomplete information may result in the refusal of my application or the cancellation of my enrolment.
- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I understand that if I have applied through an approved Southeast College agent, all correspondence relating to my application will be forwarded to that agent.
- I understand that all Southeast College courses are offered based on full-time study and that I **must** attend at least twenty (20) scheduled course contact hours per week.
- I understand that any vocational placement undertaken as a part of any of the courses offered at Southeast College will be unpaid.
- I understand I **must** attend orientation since it is a legal requirement and within my study plan. Failing to do so is reportable to DHA. A rescheduling fee shall apply if the students are unable to attend the orientation on the scheduled date. (Your Orientation date and time will be emailed to you before the orientation and course commencement).
- I confirm that I am NOT on a visitor/tourist visa and that doing so would breach Southeast College policies. Under these circumstances, no refund of fees would be allowed.
- I confirm I have been informed about the training, assessment, and support services to be provided and about my rights and obligations as a student at Southeast College.

Tick here to confirm you have declared and consented to those mentioned above.

Note: Southeast College does not enroll any students under the age of eighteen (18).

SIGNATURE

Signature of the Applicant:	
Date:	