



Enrolment Form

1. Complete all sections using BLOCK LETTERS.
2. Attach supporting documents, including CERTIFIED copies of your passport and academic documents.
3. Students will be charged AUD \$500.00 (non-refundable) Application Fee.

The Applicant is currently: Onshore Offshore

1. Personal Details *(Please choose by placing an X in the boxes that apply to you)*

| | |
|-----------------------|---|
| Title: | <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other: |
| Gender: | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |
| Date of Birth: | Day/month/year / / |
| 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 [ASIA] 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.

Country of Birth:

2. English Language Proficiency

| | |
|--|--|
| Do you speak a language other than English at home? | <input type="checkbox"/> No English only <input type="checkbox"/> Yes, other - please specify |
| 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 |
| Was English the language of instruction in your secondary/tertiary studies. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you taken language test in last two (2) years e.g. IELTS, PTE, TOEFL or equivalent (if yes please indicate name of test and score). | Test name: Score Achieved: Date: |

Not Required. I am from (please tick) United Kingdom Ireland Canada South Africa USA

***Please note all students must undertake a Language, Literacy and Numeracy test before enrolment at ASIA.**

Are you of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

| | | |
|-----------------------------|--|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes, Aboriginal | <input type="checkbox"/> Yes, Torres Strait Islander |
|-----------------------------|--|--|

| | |
|--|---|
| DHA Office where you applied for your VISA. (please specify the name) | <input type="checkbox"/> Onshore <input type="checkbox"/> Offshore |
|--|---|





| | | | | | | | | | | | | | |
|---|--|-----------------------|--|--|--|--|--|--|--|--|--|--|--|
| Do you have a Unique Student Identifier (USI) Number? | <input type="checkbox"/> Yes, please specify below this below. <input type="checkbox"/> I will create it myself (visit www.usi.gov.au) <input type="checkbox"/> I authorize ASIA to create a USI on my behalf (complete application below) | | | | | | | | | | | | |
| Unique Student Identifier(USI) *: | <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> </tr> </table> <p>Please note that from 1 January 2015, ASIA 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 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 for it directly at http://www.usi.gov.au/create-your-USI on a computer or mobile device. If you wish for Astral Skills Institute of Australia (ASIA) Please complete the Application for USI Form</p> | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 3. Contact Details | | | | | | | | | | | | | |
| Address (Home Country) | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | |
| State/Province: | | | | | | | | | | | | | |
| Country: | | Post code: | | | | | | | | | | | |
| Phone: | | Mobile: | | | | | | | | | | | |
| Email: | | | | | | | | | | | | | |
| Residential Address (Australia) | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | |
| State/Province: | | | | | | | | | | | | | |
| Country: | | Post Code: | | | | | | | | | | | |
| Phone: | | Mobile: | | | | | | | | | | | |
| Email: | | | | | | | | | | | | | |
| Postal Address in Australia (If different from Residential) | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | |
| Suburb: | | | | | | | | | | | | | |
| State: | | Postcode: | | | | | | | | | | | |
| Emergency Contact Details | | | | | | | | | | | | | |
| Name of the person: | | Relationship to You: | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | |
| Mobile/phone: | | Email: | | | | | | | | | | | |
| 4. Passport Details | | | | | | | | | | | | | |
| Passport Number: | | Passport Expiry Date: | | | | | | | | | | | |





| | | | |
|---|--|--|---|
| Country and place of Passport Issue: | | | |
| A certified true copy of your original documents must be provided as part of your application. | | | |
| 5. VISA Details (if applicable) | | | |
| VISA Type | | VISA Subclass | |
| VISA Number | | VISA Expiry Date | |
| 6. Education Agent <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| Name of Agent: | | | |
| Address: | | | |
| Phone: | | Mobile: | |
| Email: | | Fax: | |
| Agent Stamp (If applicable) | | | |
| 7. Overseas Student Health Cover(OSHC) | | | |
| OSHC Arranged | Yes (Part A) <input type="checkbox"/> | | No (refer to Part B) <input type="checkbox"/> |
| Part A – Insurer Details | | | |
| Name of Insurer: | | | |
| Member Number: | | | |
| Date of expiry: | | | |
| Part B-General Information | | | |
| <p>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). Note: ASIA does not apply for OSHC on behalf of students. Students are required to arrange their own health cover. However, ASIA can assist students in arranging their own OSHC.</p> | | | |
| 8. Disability Status (Please choose by placing an X in the boxes that apply to you) | | | |
| Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If you indicate the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: You may indicate more than one area: | | | |
| <input type="checkbox"/> Hearing / Deafness | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Acquired Brain Impairment | |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Vision | |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Other | |





If Yes, do you require additional assistance because of this disability or any other support need during your study? Yes No
Please provide details of what support you will require during you study:

9. Course Selection (Please choose by placing an X in the boxes that apply to you)

Please be advised that as part of the application process you will be required to do a pre-training review.

| | Course Code and Name | CRICOS Code | Course Duration (including holiday breaks) | Intake Date |
|--------------------------|--|-------------|--|-------------|
| <input type="checkbox"/> | SIT40516 Certificate IV in Commercial Cookery | 102511F | 84 weeks (11 weeks holiday break) | |
| <input type="checkbox"/> | SIT50416 Diploma of Hospitality Management | 102512E | 102 weeks (22 weeks holiday breaks) | |
| <input type="checkbox"/> | CHC50113 - Diploma of Early Childhood Education and Care | 102513D | 103 weeks (15 weeks holiday break) | |
| <input type="checkbox"/> | BSB80615 - Graduate Diploma of Management (Learning) | 102992F | 78 weeks (18 weeks holiday break) | |

Mode of Study: Face to Face mode and work-based training, Minimum 20 hours per week

Course Location (face to face theory component for all courses): **Level-6, Suite 6.01/138 Queen Street, Campbelltown, New South Wales 2560, Australia / Campus 2: Suite 1/6 Derby St, Kogarah NSW 2217**

Work based training Location: as per student's practical placement agreement for both Hospitality and Early Childhood Education and Care.

Please refer to the student's handbook for detailed course information. These qualifications include compulsory work-based training. Refer to Enrolment Policy for details on entry requirements and work based training.

10. Previous qualification achieved (PLEASE DO NOT LEAVE THIS SECTION BLANK)

Have you successfully completed any of the following qualifications in Australia or hold any overseas qualification? If yes, tick any of the below boxes:

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

11. Qualification details:

Name of the Institute:

Year Awarded:

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 ASIA’s education agent representative. Academic records that are 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

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

Which of the following best describes your current employment status?

- Full time employee
- Part 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

Which of the best describes your employment sector?

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electrical, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F - Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Food Services <input type="checkbox"/> J - Information Media and Telecommunications <input type="checkbox"/> K - Financial and Insurance Services | <ul style="list-style-type: none"> <input type="checkbox"/> L - Rental, Hiring and Real Estate Services <input type="checkbox"/> M - Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P - Education and Training <input type="checkbox"/> Q - Health Care and Social Assurances <input type="checkbox"/> R - Arts and Recreation Services <input type="checkbox"/> S - Other Services, please specify: _____ <p>Please specify position: _____</p> |
|---|---|

14. Reasons for study

- 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
- In case of Others, please state reason: _____

Note: ASIA does not offer or guarantees any employment or job outcomes.

15. Recognition of Prior Learning /Credit Application

Would you like to make an application for RPL/ Credit transfer: Yes No

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 ASIA can assess your eligibility for credit recognition. Also attach certified copies of previous relevant qualifications or experience. Complete the RPL/CT Form available online at ASIA website or at ASIA reception.

16. Accommodation Requirements





| | | | |
|---|--|--|-----------------|
| Do you require assistance in finding accommodation options? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, please specify below. | | | |
| What type of accommodation arrangements would you like: | | <input type="checkbox"/> Shared <input type="checkbox"/> Private | How many Week ? |
| Please note that ASIA student support officers can assist students in finding accommodation by conducting online search, suggesting accommodation sites, real estate agents in particular area, however, ASIA does not provide accommodation to its students. | | | |
| Do you require assistance for Airport pickup? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| ASIA does not provide airport pick up; however, it can provide information regarding international student help desk at airport and assist students in finding suitable airport pick up services e.g. UBER, Sky Bus and taxi services. | | | |
| Any other additional information: | | | |
| 17. Marketing | | | |
| How did you find out about this course? | | | |
| <input type="checkbox"/> Advertisement | | <input type="checkbox"/> Newspaper | |
| <input type="checkbox"/> Friends | | <input type="checkbox"/> Internet | |
| <input type="checkbox"/> Search engines/Google | | | |
| <input type="checkbox"/> Other, Specify: _____ | | | |
| 18. Payment Details | | | |
| <input type="checkbox"/> Payment by Credit Card (Please fill in the credit authorization form) | | | |
| <input type="checkbox"/> Bank Cheque made payable to THE EARLY CHILDHOOD LEARNING COMPANY PTY. LTD. | | | |
| <input type="checkbox"/> Bank Transfer to be made to the following bank account: | | | |
| Account Name: | THE EARLY CHILDHOOD LEARNING COMPANY PTY. LTD. | | |
| Account Number: | BSB: 032277 ACCOUNT NUMBER: 569765 | SWIFT Code: WPACAU2S | |
| Bank Name: | Westpac Bank | | |
| Bank Address: | South Parramatta, 126 Church Street, Parramatta, NSW 2150. | | |
| 19. Declaration | | | |
| I declare that the information on this form and supporting documentation is true and correct. I have read and understood the student handbook with details including the Entry Requirements, Privacy Policy and the Cancellation and Refund Policy, complaints and appeals procedures, course monitoring and attendance, policies and procedures of Astral Skills Institute of Australia provided to me along with this application. I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at ASIA. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment. | | | |
| Name: | | | |
| Signature: | | Date: | |
| 20. Application Checklist | | | |
| <input type="checkbox"/> Completed all sections of this application | | <input type="checkbox"/> Attached certified copies of your English Proficiency | |





| | |
|---|--|
| <input type="checkbox"/> Attached relevant employment documentation | <input type="checkbox"/> Attached any other relevant documentation |
| <input type="checkbox"/> Attached certified copies of your Passport | <input type="checkbox"/> Read and signed the declaration |
| <input type="checkbox"/> Attached certified copies of your qualifications | |

NOTE: ASIA will regularly monitor attendance. Students must maintain 50% or more for better course progress in each study period and must maintain a minimum of 80% attendance. Students must regularly attend classes to ensure that they maintain satisfactory course progress. ASIA will report to the Department of Home Affairs if student shows unsatisfactory course progress. However, Students will not be reported on the basis of attendance. Refer to *Course Monitoring and Attendance policy* for more details.

All prospective students are required to familiarize themselves with the Recruitment and Enrolment policy and procedures of ASIA. This is available at website www.asia.edu.au.

I have read and understood Recruitment and Enrolment policy and procedures of ASIA.

Please visit ASIA website (www.asia.edu.au) to review the following Policy and Procedures:

- Course Progress and Attendance Requirements
- Fee Payment and Refund of Tuition fees
- Complaints and Appeals Policy

Media Consent

From time to time, ASIA staff may request to take photographs/videos or verbal/written interviews/testimonials of students at ASIA or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job work activities or could be published by ASIA in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times, request students to provide any of the above of the students' own creation for the same purposes.

I do consent to the use of my photos / videos / testimonials / interviews to be used in ASIA's promotional materials prepared for marketing purposes in Australia and overseas.

Media Consent withdrawal option

You have a right to refuse the use of your image or work. You may also decline the media consent by ticking no consent option below or withdraw your consent any time by sending an email or contacting ASIA's administration department.

I do not consent to the use of my photos/videos/testimonials/interviews to be used in ASIA's promotional materials prepared for marketing purposes in Australia and overseas.

Privacy Notice

Personal information may be collected and disclosed to relevant bodies which may include verification of a student's previous qualifications, Commonwealth and State Agencies and Department of Home affairs regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress. Astral Skills Institute of Australia (ASIA) will endeavor to take all reasonable steps to protect personal information from misuse, loss or unauthorized access, modification or disclosure.

Astral Skills Institute of Australia stores and uses personal information only for the purposes of administering Student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.

Information is collected on this form and during your enrolment in order to meet the obligations of institute under the ESOS Act 2000 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 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 Tuition Protection Scheme and the TPS Director. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.



Under the Data Provision Requirements 2012, ASIA 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, USI and your training activity data) may be used or disclosed by ASIA for statistical, administrative, regulatory and research purposes.

ASIA 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 that has to be disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage

Student Declaration and Consent

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.

STUDENT SIGNATURE [or electronic acknowledgement]

..... Date:

Note: Students are responsible for keeping a copy of the written agreements as supplied by Astral Skills

| OFFICE USE ONLY | | | |
|--|-------------|----------------------|------------------|
| Staff Member | | Student ID Activated | PRISMS Updated |
| Signature | | ID Card Issued | New Student |
| Date: | Student ID: | SMS Updated | Existing Student |
| Any support need identified on application form are discussed with student and forwarded to relevant support officer to make arrangement for support | | | |

- pre-populating ASIA’s student enrolment forms
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

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

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).

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe that your privacy has been breached.

Emergency Medical Indemnity

I also authorize ASIA or their representative to obtain Medical Treatment in the event of an emergency. I indemnify ASIA or their representative.



ASTRAL SKILLS
INSTITUTE OF AUSTRALIA

ABN : 80 600 951 264

RTO : 41322

CRICOS : 03858C



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