



Enrolment Form 2026 – 2027 – 2028

V6.0/Oct-2026

1. Complete all relevant sections of the form using BLOCK LETTERS.
2. Attach all supporting documents, including CERTIFIED copies of passport and academic documents, with your application.
3. An application fee of AUD \$500.00 (non-refundable) is required to process your application.

The applicant is currently: ☐ Onshore ☐ Offshore ** Is the applicant a transfer student? ☐ Yes ☐ No

If YES, did they complete 6 months of their principal course and have valid proof(s), e. g., statement of attainment?

☐ No (The applicant is ineligible) ☐ Yes (The applicant may proceed with the application)

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

Title:	☐ MR	☐ MS	☐ MRS	☐ Other:
Gender:	☐ Male	☐ Female	☐ Other:	
Date of Birth:	/ /		Nationality:	
Surname:				
Given Names:				

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 have a USI yet 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 the section on the USI on page two and at the end of this form for a detailed explanation.

Country of Birth:	
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2. English Language Proficiency

Do you speak a language other than English at home?	☐ No; English only.			
	☐ Yes; Please specify:			
How well do you speak English:	☐ Very well	☐ Well	☐ Not well	☐ Not at all
Was English the language of instruction in your secondary/ tertiary studies?	☐ Yes		☐ No	
Have you taken a language test* in the last two (2) years e.g., IELTS, PTE, TOEFL, or equivalent? (If yes, please indicate details of the test)	Test Name:			
	Test Date:			
	Score Achieved:			
English test NOT required; I am from:	☐ Canada	☐ USA	☐ Ireland	☐ United Kingdom ☐ South Africa
Are you of Aboriginal or Torres Strait Islander origin?	☐ No	☐ Yes, an Aboriginal		☐ Yes, a Torres Strait Islander
DHA Office where you applied*	☐ Onshore		☐ Offshore:	

THE EARLY CHILDHOOD LEARNING COMPANY PTY. LTD. T/A ASTRAL SKILLS INSTITUTE OF AUSTRALIA (ASIA)

ABN: 80 600 951 264

RTO : 41322

CRICOS : 03858C 1 | Page

Head Office: 9/79 George St
Parramatta NSW 2150

1300 480 884

info@asia.edu.au
www.asia.edu.au



for your visa:	NB: Transfer students must complete at least 6 months of study with their previous provider.	
Do you have a Unique Student Identifier (USI) Number?	☐ Yes	☐ No; I will create it myself (visit www.usi.gov.au)
	☐ No; I authorize ASIA to create a USI on my behalf (complete a USI application form)	
Unique Student Identifier (USI)	 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, but 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 obtained a USI yet, you can apply for it directly at: http://www.usi.gov.au/create-your-usi on a computer or mobile device. If you wish ASIA to apply for a USI on your behalf, please complete an USI Application / Verification Form (see Appendix 1).	

3. Contact Details

Address (Home Country)					
Address:					
State/Province:		Postcode:		Country:	
Phone:			Mobile:		
Email:					
Residential Address (Australia)					
Address:					
State/Province:		Postcode:		Country:	
Phone:			Mobile:		
Email:					
Postal Address (Australia)					
Address:					
State/Province:		Postcode:		Country:	
Phone:			Mobile:		
Email:					
Emergency Contact Details					
Name:				Relationship:	
Address:					
Phone:			Mobile:		

Email:					
4. Passport Details					
Passport Number:				Country and Place of Issue:	
Address:					
A certified true copy of your original documents must be provided as part of your application.					
5. Visa Details		NB. If not on visa, tick the Box: ☐ and go to the next section.			
Visa Type:			Visa Subclass:		
Visa Number:			Visa Expiry Date:		
Address:					
6. Education Agent Details: ☐ I have not used an agent ☐ YES, my agent details are appended below.					
Name of the Agent:					
Address:					
Phone		Mobile:		Fax:	
Email:				Contact Name:	
Agent Stamp (if applicable):					
7. Overseas Student Health Cover (OSHC)					
OSHC Arranged?	☐ Yes, complete Part A			☐ No, complete Part B	
Part A – Insurer Details					
Insurer Name:				Membership No:	
Issuance date:				Date of Expiry:	
Part B – General Information					
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 arrange OSHC directly but can provide referral assistance to students. Please contact our admissions team if you need a referral.					
8. Disability Status (Please choose by placing a Tick in the boxes that apply to you)					



Do you consider yourself to have a disability, impairment, or long-term condition?

☐ Yes (Select the area/s in the following list. You may indicate more than one)		☐ No (Go to the next section)
☐ Hearing/Deafness	☐ Intellectual	☐ Acquired Brain Impairment
☐ Physical	☐ Medical Condition	☐ Vision
☐ Learning Difficulties	☐ Mental Illness	☐ Other:

Do you require additional assistance because of this disability or any other support need during your study? ☐ No ☐ YES

If yes, please provide details of what support you will require during you study:

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

NB. As part of the application process, you will be required to complete a Pre-Training Review (PTR), the outcome of which may affect your admission.

Course Code and Name	CRICOS Code	Course Duration with Holidays/Breaks
☐ I am applying for the full qualification ☐ Due to visa restrictions, I am applying for part of it and would accept an SOA for completed units		
☐ CHC301215 Certificate III in Early Childhood Education and Care	119651K	52 Weeks
☐ CHC50125 Diploma of Early Childhood Education and Care	118640K	52 Weeks
☐ CPC30220 Certificate III in Carpentry	117785A	☐ 104 Weeks ☐ 52 Weeks
☐ CPC31920 Certificate III in Joinery	120757A	☐ 104 Weeks ☐ 52 Weeks
☐ CPC32620 Certificate III in Roof Plumbing	120758M	☐ 104 Weeks ☐ 52 Weeks
☐ MSF30322 Certificate III in Cabinet Making and Timber Technology	120759K	☐ 104 Weeks ☐ 52 Weeks
☐ RII60520 Advanced Diploma of Civil Construction Design	109181G	☐ 104 Weeks ☐ 52 Weeks
☐ SIT40521 Certificate IV in Kitchen Management	109584K	☐ 84 Weeks ☐ 52 Weeks
☐ SIT50422 Diploma of Hospitality Management	111552M	☐ 104 Weeks ☐ 20 Weeks (Top up)
☐ SIT60322 Advanced Diploma of Hospitality Management	117784B	☐ 104 Weeks ☐ 26 Weeks (Top up)
☐ CHC30125 Cert III + CHC50125 Diploma of ECEC	Package	104 Weeks
☐ SIT40521 CIV in Kitchen Management + SIT50422 DOHM	Package	104 Weeks
☐ SIT40521 CIV in KM + SIT50422 DOHM + SIT60322 ADOHM	Package	130 Weeks

Please SELECT an Intake Date from the list below:

2026	2027	2028
☐ 05 January 2026	☐ 04 January 2027	☐ 03 January 2028
☐ 09 February 2026	☐ 08 February 2027	☐ 07 February 2028
☐ 16 March 2026	☐ 15 March 2027	☐ 13 March 2028
☐ 06 April 2026	☐ 05 April 2027	☐ 03 April 2028

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☐ 11 May 2026	☐ 10 May 2027	☐ 08 May 2028
☐ 15 June 2026	☐ 14 June 2027	☐ 12 June 2028
☐ 06 July 2026	☐ 05 July 2027	☐ 03 July 2028
☐ 10 August 2026	☐ 09 August 2027	☐ 07 August 2028
☐ 14 September 2026	☐ 13 September 2027	☐ 11 September 2028
☐ 05 October 2026	☐ 04 October 2027	☐ 02 October 2028
☐ 09 November 2026	☐ 08 November 2027	☐ 06 November 2028
☐ 14 December 2026	☐ 13 December 2027	☐ 11 December 2028

Mode of Study:	Blended (face-to-Face and Online) mode and if applicable, work-based training; Minimum 20 hours per week
Campus Locations:	Parramatta (George St), Parramatta (Westfield), Kogarah and Burwood

Please refer to ASIA's Student Handbook for detailed course information. Some qualifications may include compulsory work-based training.

10. Previous Studies/Qualifications Achieved (Please do NOT Leave the Section Blank)

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

☐ Bachelor's degree or Higher	☐ Advanced Diploma or Associate Degree	☐ Diploma
☐ Certificate IV	☐ Certificate III	☐ Certificate II
☐ Certificate I	☐ Year 12 or Equivalent	☐ Year 10 or Equivalent
☐ Not Attended School	☐ Other including overseas qualifications not listed above.	

11. Previous Studies/Qualifications Details (Please do NOT Leave the Section Blank)

Qualification Name	Institution Studied At	Date of Award	Certificate Attached
			☐ YES ☐ No
			☐ YES ☐ No
			☐ YES ☐ No
			☐ YES ☐ No
For 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 notary public or ASIA's representative education agent. 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 proofs (e.g., employer reference, curriculum vitae, etc.)



12. Employment

Which of the following best describes your current employment status?

☐ Employed Full Time	☐ Employed Part Time	☐ Unemployed
☐ Self-employed	☐ Other (Please Specify):	

If employed, which sector are you employed in?

13. Reason(s) for Study

Which of the following best describes your reason(s) for study?

☐ Employment	☐ Professional development	☐ Promotion
☐ To start a business	☐ To try for a different career	☐ Gaining extra skills
☐ To get into another course of study	☐ Other (Please Specify):	

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

14. Recognition of Prior Learning (RPL)/Credit Transfer (CT)

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.

15. Accommodation Requirements

Do you require assistance in finding your accommodation?

☐ YES ☐ No

If yes, please specify below.

What type of accommodation arrangements would you like:	☐ Shared	How many weeks?	
	☐ Individual		

Please note that ASIA student support officers can assist students in finding accommodation by conducting online search, referring to the real estate agents in a particular area and/or suggesting accommodation sites. However, ASIA does not provide accommodation to its students.

Do you require assistance for Airport Pickup?

☐ YES ☐ 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:



16. Marketing

How did you find out about ASIA and the course you are applying for?

☐ Advertisement	☐ Newspaper	☐ Internet
☐ Friends	☐ Search Engine/Google	☐ Education Agent
☐ Other (Please Specify):		

17. Payment Details

☐ Payment by Credit Card (Please fill in the credit authorization form)			
☐ Bank Cheque made payable to THE EARLY CHILDHOOD LEARNING COMPANY PTY. LTD.			
☐ Bank Transfer to be made to the following bank account.			
Account Name:	THE EARLY CHILDHOOD LEARNING COMPANY PTY. LTD		
Account Number:	569765	BSB:	032277
		SWIFT Code:	WPACAU2S
Bank name:	Westpac Bank	Bank Address:	South Parramatta, 126 Church Street, Parramatta, NSW 2150.

18. 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:	

19. Application Checklist

☐ Completed all sections of this application	☐ Read and signed the declaration	☐ Attached certified copies of Passport
☐ Attached certified copies of English Proficiency	☐ Attached certified copies of qualifications	
☐ Attached detailed CV and relevant employment documentation	☐ Attached any other relevant documentation	

NOTE:

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

All prospective students are required to familiarize themselves with the **Pre-enrolment Policy and Associated Procedures** of ASIA. The document is available at ASIA website: www.asia.edu.au.



ASIA
ASTRAL SKILLS INSTITUTE OF AUSTRALIA
RTO Code: 41322 | CRICOS No: 03858C

☐

I have read and understood the **Pre-enrolment Policy and Procedures** of ASIA.

Please visit ASIA website (www.asia.edu.au) to review the following Policies 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 the 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

ASIA has a Privacy Policy that guides the collection, storage, use, and disclosure of information. Our Privacy Policy is provided on our website at www.asia.edu.au and summarised in our Student Handbook which all applicants receive prior to enrolment. This Application 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 ASIA are required by law to protect the information provided on this Application Form.

Precisely, ASIA (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. Personal information may also be disclosed to relevant regulatory 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.

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.

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You may be contacted to participate in a survey conducted by Australian Skills Quality Authority (ASQA), ASIA's regulatory body, relating to your training. If you participate in the survey, you may choose to keep your responses confidential. This provides valuable feedback on the delivery of VET programs at ASIA and in NSW. Please note that you may opt out of the survey at the time of being contacted.

In summary, ASIA may disclose your personal information for the above purposes to several 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;
- 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 authorize ASIA or their representative to obtain Medical Treatment in the event of an emergency. I indemnify ASIA or their representative.

Student's Declaration and Consent

I declare that the information I have provided in this form 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 also declare that I am aware that students are responsible for keeping a copy of the written agreements as supplied by ASIA.**

Student's Signature:

Date:

OFFICE USE ONLY:

☐

New Student

☐

Existing Student

Application Received on:	☐ Offer Issued; Date:	☐ PRISMS Updated
PTR Date:	☐ CoE Issued; Date:	☐ SMS Updated
PTR Outcome:	Proposed Intake Date:	Updated on:
Final Outcome: ☐ Approved ☐ Rejected	Staff Signature:	Date:





Appendix 1: USI Application / Verification Form

USI Application / Verification Form										
<i>If you are completing this form electronically, press Tab on your keyboard to go the next cell. The cell will automatically expand to accommodate your text. If you are writing, please write clearly. If you require help with this form please call 1300480884 for assistance.</i>										
Date:										
Name (Use your Legal Name – it must match the ID you have used or will use to create your USI)										
Title:	☐	Mr	☐	Mrs	☐	Miss	☐	Ms		
Surname:						Given Names:				
Date of Birth					Gender					
Day/Month/Year					☐	Male	☐	Female	☐	Other
What is the address of your usual residence? (NOTE: Physical address where you usually reside not post office box)										
Street Address										
Suburb					State				Post Code	
What is your postal address? (If different from residential address above)										
Street Address										
Suburb					State				Post Code	
Contact Details										
Phone Contact:					Email Contact:					
Unique Student Identifier (USI):										
IMPORTANT: To receive your Qualification or Statement of Attainment on successful completion of your course you will need to hold a valid USI. Select and complete one (1) of the following options.										
Option 1 (Already have USI) – Preferred option										
☐	I already have a USI and I give ASIA permission to verify my USI.				My USI # is:					
OR										
Option 2 (Creating own USI)										
☐	I do not hold a USI. I will create my own USI account and provide my USI to ASIA along with permission to verify my USI prior to my course completion.									
IMPORTANT: To create your own USI visit: http://www.usi.gov.au/Pages/default.aspx										
OR										
Option 3 (ASIA to Create your USI – available only in the event you are unable to create your own USI)										





☐	I am unable to create my own USI and I give permission to ASIA to create a USI Account on my behalf. I am providing ASIA with the document number of the following form of Personal Identification (ID) detailed below.				
☐	Drivers Licence (Australian)	☐	Overseas Passport (Current)	☐	Other (contact ASIA for confirmation)
Document Identification Number:					
Country of Birth				Town / City of Birth	
IMPORTANT: For this service there will be a processing period of 5-10 business days.					

Applicant Declaration This section must be completed. If left blank, my USI Application / Verification will not be processed.	
☐	I have read, understood and agree to ASIA's Privacy Policy. (Link: https://asia.edu.au/policies-procedures/)
Name :	Signature:
Date:	

Once completed, please send your application to ASIA Student Services:	
By post or in person: Level 9, 79 George St, Parramatta NSW 2150 Phone: 1300480884	By email: studentservices@asia.edu.au

=====

ASIA Office Use Only*									
Application Received*:	☐	Yes	Date:		USI Verified:	☐	Yes	Date:	
Verification Confirmation Email Sent to the Applicant:	☐	Yes	Date:		Verification Unsuccessful	☐	Yes	Date:	
ASIA Staff Member:					Date:				
Admin Comments:									

* Complete applicable fields only