



Enrolment Form (Short courses and PDs)

1. Complete all sections using BLOCK LETTERS
2. Attach supporting documents, including CERTIFIED copies of your passport and academic documents.

Course Applying for:

1. Personal Details (Please choose by placing 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.

Country of Birth:	
Unique Student Identifier (USI)	

2. Contact Details

Address (Current)

Address:					
State/Province:		Postcode:		Country:	
Phone:			Mobile:		
Email:					

Postal Address (If different from the above)

Address:					
State/Province:		Postcode:		Country:	
Phone:			Mobile:		
Email:					

Emergency Contact Details

Name:		Relationship:	
Address:			





Phone:		Mobile:	
Email:			

3. 100 Point Identification Documents (One primary and another secondary)

Primary Document:	☐ Passport ☐ Birth Certificate ☐ Citizenship Certificate ☐ Birth Card		
Document Number:		Country and Place of Issue:	
Expiry Date			
Secondary Document:	☐ Driver Licence ☐ State ID ☐ Public Employer ID ☐ Tertiary Student ID		
Secondary Document:	☐ Mortgage Doc ☐ Land Title ☐ Council Rate ☐ Cash Dealer/Credit Ref Document		

4. 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:			

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

If you have you 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 II	☐ Year 12 or Equivalent	☐ Year 10 or Equivalent
☐ Not Attended School	☐ Other including overseas qualifications not listed above.	

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

Qualification Name	Institution Studied At	Date of Award	Certificate Attached
			☐ 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.)

7. 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?

8. Reason(s) for Study

Which of the following best describes your current employment status?

☐ 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.

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 your Passport
☐ Attached certified copies of your English Proficiency	☐ Attached certified copies of your qualifications	
☐ Attached relevant employment documentation	☐ Attached any other relevant documentation	





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 the **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.

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 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

Student ID:	☐ Student ID Activated	☐ Training Scheduled
Staff Name:	Staff Signature:	Date:

