

Enrolment Form 2025 - 2026 - 2027

- 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 AOD \$500.00 (non-retundable) is required to process your application.											
The applicant	is currently: 🗌	Onshore	Offshor	e ** I	s the applic	ant a transfer student?	Yes No				
If YES, did the	y complete 6 mor	ths of their pr	incipal co	urse ai	nd have valid	d proof(s), e.g., statement of	attainment?				
No	(The applicant	is ineligible)	Yes	(The a	pplicant ma	ay proceed with the applica	ition)				
1. Personal Do	e <mark>tails</mark> (Please ch	oose by plac	ing a tick	/an X	in the boxe	s that apply to you)					
Title:	☐ MR ☐	MS 🔲	MRS		Other:						
Gender:	☐ Male	☐ Female	e [Oth	ner:						
Date of Birth:	/ /		National	ity:							
Surname:											
Given Names:											
not have a USI ye	t and want ASIA to a	apply for a USI o	n your bel	alf, you	must write ye	entifier (USI), including any middle noun name, including any middle noun on the USI on page two and at	ames, exactly as				
Country of Birth:											
2. English Lan	guage Proficien	су									
Do you speak a lan English at home?	guage other than	No; English only. Yes; Please specify:									
How well do you	ı speak English:	☐ Very we									
your secondary/ t	<u> </u>	n in	Yes			□ No					
Have you taken a the last two (2) ye		Test Name:	Test Name:								
PTE, TOEFL, or equ	uivalent? (If yes,	Test Date:									
please indicate de	tails of the test)	Score Achieve	ed:								
English test NOT r	equired; I am	Canada	USA		Ireland	United Kingdom	South Africa				
Are you an Abor Straight Islander	_	☐ No	Yes,	an Abo	original	Yes, a Torres Straight Isl	ander				
DHA Office whe	re you applied*	Onshore			Offshore:						

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

ABN: 80 600 951 264 Head Office: 9/79 George St

1300 480 884

RTO: 41322

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

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for your visa:		NB: Transfer	r students mus	t complete at le	east 6 mor	nths of study	with their previous provide	ır.			
Do you have a Un	-	Yes		☐ No; I v	vill create	e it myself (v	visit www.usi.gov.au)				
Identifier (USI) Nu	imber?	No; I authorize ASIA to create a USI on my behalf (complete a USI application form)									
Unique Stud		Please note that from 1 January 2015, ASIA can be prevented from issuing you with a nationally									
		do not have If you have i your-USI on	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 NCVER. 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 Deta	ails										
Address (Home Cou	ntry)										
Address:											
State/Province:			Postcode:			Country:					
Phone:				Mobile:							
Email:											
Residential Address	(Australia)										
Address:											
State/Province:			Postcode:			Country:					
Phone:				Mobile:							
Email:											
Postal Address (Aus	tralia)										
Address:											
State/Province:			Postcode:			Country:					
Phone:				Mobile:							
Email:											
Emergency Contact	Details										
Name:					R	Relationship:					
Address:											
Phone:				Mobile:				· ·			

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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 Exp	iry Da	ite:						
Address:											
6. Education Ager	nt Details: 🗌 I have n	ot used an	agent 🗆 YES	S, my	agent de	tails are appended below.					
Name of the Agent:	e of the Agent:										
Address:											
Phone	Mobile: Fax:										
Email:	Contact Name:										
Agent Stamp (if applicable):											
аррисаме).											
7. Overseas Stude	ent Health Cover (OSH	C)									
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 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											
	s (Please choose by pl	acing a Tic	k in the boxes	that	apply to	you)					

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Do you consider yourself to have a disal	oility, impairment, or long-term condi	tion?					
Yes (Select the area/s in the follow	ring 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	O	ther:				
Do you require additional assistance b	ecause of this disability or any other s	upport ne	eed during your	study? No YES			
If yes, please provide details of what su	pport you will require during you stu	dy:					
9. Course Selection (Please o	hoose by placing a Tick in t	ne boxe	es that appl	v to vou)			
Please be advised that as part of the ap							
	e and Name		RICOS Code	Course Duration			
SIT40521 Certificate IV in Kitch			109584K	84 Weeks including Holidays/Breaks			
SIT50422 Diploma of Hospitali		:	111552M	104 Weeks including Holidays/Breaks			
	ly Childhood Education and Care		111555H	52 Weeks including Holidays/Breaks			
CHC50121 Diploma of Early Ch	ildhood Education and Care		111553K	52 Weeks including Holidays/Breaks			
BSB80120 Graduate Diploma	of Management (Learning)		106790F	104 Weeks including Holidays/Breaks			
RII60520 Advanced Diploma o	f Civil Construction Design		109181G	104 Weeks including Holidays/Breaks			
CPC30220 Certificate III in Carp	pentry	:	117785A	104 Weeks including Holidays/Breaks			
SIT60322 Advanced Diploma	of Hospitality Management	:	117784B	104 Weeks including Holidays/Breaks			
Packag	e Courses	CI	RICOS Code	Course Duration			
CHC30121 Certificate III in Ear CHC50121 Diploma of Early Ch	ly Childhood Education and Care + ildhood Education and Care			104 Weeks including Holidays/Breaks			
SIT40521 Certificate IV in Kitch Hospitality Management	en Management + SIT50422 Diploma	of		Weeks including Holidays/Breaks			
SIT40521 Cert IV in KM + SIT50 + SIT60322 Advanced Diploma	0422 Diploma of Hospitality Managen	nent		130 Weeks including Holidays/Breaks			
Please SELCET an Intake Date from the	<u> </u>						
2025	2026			2027			
☐ 06 January 2025	05 January 2026			04 January 2027			
10 February 2025	09 February 2026			08 February 2027			
17 March 2025	16 March 2026			15 March 2027			
☐ 07 April 2025	06 April 2026			05 April 2027			

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12 May 2025	5		11 May 2026		10 May 2027						
16 June 202	5		15 June 2026		14 June 2027						
07 July 2025			06 July 2026	05 July 2027							
11 August 20	025		10 August 2026		09 August 2	027					
☐ 15 Septemb	er 2025		14 September 2026		13 September 2027						
06 October 2	2025		05 October 2026	04 October 2027							
☐ 10 Novembe	er 2025		09 November 2026	08 Novembe	er 2027						
15 December	er 2025		14 December 2026	er 2027							
Mode of Study:	Blended (face-to-l	Face a	nd Online) mode and if applicable, work-bas	sed train	ning; Minimum 20) hours per week					
Campus Locations:	Parramatta (Geor	rge St)	St)/Westfiled (Parramatta)/Kogarah/ Burwood								
Please refer to ASIA's Stud	lent Handbook for de	tailed o	course information. Some qualifications may incl	ude com	pulsory work-base	d training.					
10. Previous Stud	ies/Qualificati	ons A	Achieved (Please do NOT Leave	the Se	ction Blank)						
If you have you successfully	completed any of the	e follow	ing qualifications in Australia or hold any oversea	s qualific	ation, tick the appr	opriate boxes below:					
Bachelor's degree of	or Higher		Advanced Diploma or Associate Degree	a							
Certificate IV			Certificate III	Certific	tificate II						
Certificate I			Year 12 or Equivalent	0 or Equivalent							
Not Attended Scho	ol		Other including overseas qualifications not listed above.								
11. Previous Stud	ies/Qualificati	ons [Details (Please do NOT Leave the	e Sect	ion Blank)						
Qualification Name			Institution Studied At	C	Pate of Award	Certificate Attached					
						☐ YES ☐ No					
						☐ YES ☐ No					
						☐ YES ☐ No					
						☐ YES ☐ No					
For overseas qualification	n, has the qualificat	ion be	en assessed as equivalent to an Austra	alian qu	alification?	☐ YES ☐ No					
Attach documentation	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.)

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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:										
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 youreligibility 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 Requirement	s									
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?										
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:										

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16. Marketing										
How did you find out about ASIA and the course you are applying for?										
Advertisement	ent Newspaper Internet									
Friends		S S	earch Engine/	Google				Education Agent		
Other (Please Specify):										
17. Payment Details										
Payment by Credit	: Card (Please fill in the	e credit a	authorization f	form)						
Bank Cheque mad	e payable to THE EARI	LY CHILD	HOOD LEARNI	NG COMPA	ANY PTY.	LTD.				
Bank Transfer to b	e made to the followi	ng bank	account.							
Account Name:	THE EARLY CHILDHO	OD LEAR	RNING COMPA	NY PTY. LTI	D					
Account Number:	569765	BSB:	032277			SWIFT Code	: WP.	ACAU2S		
Bank name:	Westpac Bank	Bank Ad	ldress:	South Par	Parramatta, 126 Church Street, Parramatta, NSW 2150.					
18. Declaration										
handbook with details in procedures, course mon application. I confirm that I have been the provision of incorrect	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 Ch	necklist									
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.										

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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 fo
ш	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 atwww.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 Decla	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 Signatur	Student's Signature: Date:											
OFFICE USE ONLY:												
Application Received on:			Offer Issued;	Dat	e:		PRISMS Updated					
PTR Date:			CoE Issued; D	ate:			SMS U	pdated				
PTR Outcome:			Proposed Intake Dat	e:		Upda	ated on:					
Final Outcome:	Ap	proved Rejected	Staff Signature:				Date:					

ASIA Student Application Form V4/2025

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Appendix 1: USI Application / Verification Form

USI Application / Verification Form														
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.														
Date:														
Name (Use your Legal Name – it must match the ID you have used or will use to create your USI)														
Title:	Title:													Ms
Surname: Given Names:														
Date of Birth Gender														
Day/Month/Year														
What is the address of your usual residence? (NOTE: Physical address where you usually reside not post office box)														
Street	Street Address													
Suburb State Post Code														
What is your postal address? (If different from residential address above)														
Street Address														
Subu	Suburb State Post Code													
Conta	Contact Details													
Phone	e Contact:					En	nail Co	ntact:						
Unic	յ <mark>սе Stude</mark> r	nt Identif	fier (USI)):										
	RTANT: To i	_											-	n 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.														
IMPO	IMPORTANT: To create your own USI visit: http://www.usi.gov.au/Pages/default.aspx													
						OR								
Optio	n 3 (ASIA to	Create yo	our USI –	available o	only in	the	event	you	are	unak	ole to crea	te yo	ur ow	n USI)

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	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)			Overs	Overseas Passport (Current			Other	(contact	ASIA for confirmation)
Document Identification Number:							•	1		
Coun	try 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, George St, Parramatta NSW 2150 Phone: 1300480884					By email: studentservices@asia.edu.au					
·										
ASIA Office Use Only*										
Appl	ication Received*:		Yes	Date:			USI Verit	fied:	Yes	Date:
	ication Confirmation il Sent to the Applicant:		Yes	Date:			Verificati Unsucce		Yes	Date:
ASIA	Staff Member:						Date:		•	
Adm	in Comments:						<u>'</u>			

* Complete applicable fields only

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