

Application Form

International Student

This form is for international students with a student visa.

Please fill it in using **CAPITAL/BLOCK LETTERS** and tick (✓) relevant option.

Personal details

1. Enter your full name *

Title: ☐ Miss ☐ Mrs. ☐ Ms. ☐ Mr. ☐ Other _____

Family name (surname) _____

Given names _____

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

2. Enter your birth date

Day/month/year | | |

3. Gender (Tick ONE box only)

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Other	<input type="checkbox"/>

4. Enter your contact details

a. Australian Contact Details (If available)

Home phone _____ Work phone _____
Mobile _____ Email address _____
Alternative email address (optional) _____

b. International Contact Details: (Home Country)

Home phone _____ Work phone _____
Mobile _____ Email address _____
Alternative email address (optional) _____

5. What is the address of your usual residence?

a. Australian Address:

Building/property name _____
Flat/unit details _____
Street or lot number (e.g. 205 or Lot 118) _____
Street name _____
Suburb, locality or town _____
State/territory _____
Postcode _____

b. International Address:

Address

State/Province/Region

Postcode

Country

6. What is your postal address (if different from above)?

a. Australian postal address

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Postal delivery information (e.g. PO Box 254)

Suburb, locality or town

State/territory

Postcode

b. International Postal Address:

Address

State/Province/Region

Postcode

Country

7. Emergency Contact Details

a. In Australia

Name:				Relationship:	
Address:					
Suburb:		State/Territory:		Postcode:	
Phone/Mobile:		Email Address:			

b. Outside Australia

Name:				Relationship:	
Address:					
State/Province/Region:					
Postcode:		Country:			
Phone/Mobile:		Email Address:			

Language and cultural diversity

8. In which country were you born?

Australia

☐

Other – please specify

9. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only ☐

Yes, other – please specify _____

10. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No ☐

Yes, Aboriginal ☐

Yes, Torres Strait Islander ☐

11. Nationality Details:

Nationality: _____ Passport No: _____

Passport Expiry Date: _____ Passport Issuing Country: _____

Do you hold a current Australian Visa? ☐ Yes ☐ No Visa Number: _____ Visa Granted Date: _____

Visa Type: _____ Visa Expiry Date: _____

12. Are you currently in Australia? ☐ Yes ☐ No

13. English Proficiency

Do you hold a current certificate of English proficiency (e.g. IELTS)? ☐ Yes ☐ No

English Test Type (e.g.

IELTS) _____ English Test Score: _____

If you have not yet sat your exam, please indicate the exam date: _____

Disability

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

Yes ☐

No ☐ **No – Go to question 16**

15. If you indicated 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)

Hearing/deaf ☐

Physical ☐

Intellectual ☐

Learning ☐

Mental illness ☐

Acquired brain impairment ☐

Vision ☐

Medical condition ☐

Other ☐

If you require special support, please contact 03 9629 3693

Schooling

16. What is your highest **COMPLETED** school level? (Tick ONE box only)

Completed Year 12	<input type="checkbox"/>	
Completed Year 11	<input type="checkbox"/>	
Completed Year 10	<input type="checkbox"/>	
Completed Year 9 or equivalent	<input type="checkbox"/>	
Year 8 or Lower	<input type="checkbox"/>	
Never attended school	<input type="checkbox"/>	Never attended school – Go to Question 18

17. Are you still enrolled in secondary or senior secondary education?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Previous qualifications achieved

18. Have you **SUCCESSFULLY** completed any of the qualifications listed in question 19?

Yes	<input type="checkbox"/>	Yes – go to question 19
No	<input type="checkbox"/>	No – go to question 20

19. If Yes, please enter one of these Prior Education Achievement Recognition Identifiers for any applicable qualification level.

- A - Australian
- E - Australian equivalent
- I - International

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

- A - Australian
- E - Australian equivalent
- I - International

A	E	I	
			008 - Bachelor Degree or Higher Degree
			410 - Advanced Diploma or Associate Degree
			420 - Diploma (or Associate Diploma)
			511 - Certificate IV (or Advanced Certificate/Technician)
			514 - Certificate III (or Trade Certificate)
			521 - Certificate II
			524 - Certificate I
			990 - Certificates other than the above

Employment

20. Of the following categories, which **BEST** describes your current employment status? (Tick ONE box only)

01 - Full-time employee	<input type="checkbox"/>
02 - Part-time employee	<input type="checkbox"/>
03 - Self-employed - not employing others	<input type="checkbox"/>
04 - Self-employed - employing others	<input type="checkbox"/>
05 - Employed - unpaid worker in a family business	<input type="checkbox"/>
06 - Unemployed - seeking full-time work	<input type="checkbox"/>
07 - Unemployed - seeking part-time work	<input type="checkbox"/>
08 - Not employed - not seeking employment	<input type="checkbox"/>

21. Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only) If never employed go to Question 20.

1 - Managers	<input type="checkbox"/>
2 - Professionals	<input type="checkbox"/>
3 - Technicians and Trade Workers	<input type="checkbox"/>
4 - Community and Personal Service Workers	<input type="checkbox"/>
5 - Clerical and Administrative Workers	<input type="checkbox"/>
6 - Sales Workers	<input type="checkbox"/>
7 - Machinery Operators and Drivers	<input type="checkbox"/>
8 - Labourers	<input type="checkbox"/>
9 - Other	<input type="checkbox"/>

22. Which of the following classifications BEST describes the Industry of your current or previous Employer?

A - Agriculture, Forestry and Fishing	<input type="checkbox"/>
B - Mining	<input type="checkbox"/>
C - Manufacturing	<input type="checkbox"/>
D - Electricity, 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"/>
I - Transport, Postal and Warehousing	<input type="checkbox"/>
J - Information Media and telecommunications	<input type="checkbox"/>
K - Financial and Insurance Services	<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 Assistance	<input type="checkbox"/>
R - Arts and recreation Services	<input type="checkbox"/>
S - Other Services	<input type="checkbox"/>

Study reason

23. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

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

Agent Details

24. Agent Details:

Please stamp (if applicable)

Which country are you in when completing this form?

Australian Visa Processing Centre where you will apply for your visa

Counselor/

Employee Name:

Country:

City:

Employee's Email

Employee's Migration Agents Registration Number: (if the employee is a registered migration agent)

Where should we send the notification of your application result?

☐ My Australian Contact Details
☐ My International Contact Details
☐ Agent

Enrolment Details

 25. Have you been enrolled at Einstein College of Australia previously? ☐ Yes ☐ No Student No. (If known):

 26. Are you currently enrolled with any other Education Provider? ☐ Yes ☐ No. If Yes, please include a copy of all eCoEs with your application

 27. Do you have a Unique Student Identifier Number (USI)? ☐ Yes ☐ No USI No. (if Yes)

 Note - If No, you can create your own USI at the USI website www.usi.gov.au or fill out the [College USI Application Form](#).

 If you are a student undertaking nationally recognised training you **must** have a Unique Student Identifier (USI)

28. COURSE DETAILS

Please indicate the course(s) you are applying for:

CRICOS Code	Course	Course Duration	Tuition Fee AUD	Enrolment Fee AUD (Non-refundable)	Material & Services Fee AUD	Course Start Date (If you are not sure provide month/year)	Tuition Fees You Wish to Pay Before Course Commencement
<input type="checkbox"/> 097526A	General English	1-52 Weeks	\$295/week	\$300	Max. \$500 (Min. \$100 per course level)		If enrolled more than 25 weeks <input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/> 097527M	English for Academic Purposes (EAP)	5-20 Weeks	\$295/week	\$300	Max. \$500 (Min. \$250 per course level)		
<input type="checkbox"/> 114187C	CHC33021 Certificate III in Individual Support + <input type="checkbox"/> HLTAID011 Provide First Aid	52 Weeks	\$11,000	\$300	\$500		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/> 092083G	CHC43015 Certificate IV in Ageing Support + <input type="checkbox"/> HLTAID011 Provide First Aid	76 Weeks	\$14,500	\$300	\$1,000		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/> 114188B	CHC43121 Certificate IV in Disability Support + <input type="checkbox"/> HLTAID011 Provide First Aid	52 Weeks	\$11,000	\$300	\$500		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%

<input type="checkbox"/>	108228E	BSB50120 Diploma of Business	52 Weeks	\$9,750	\$300	\$500		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/>	108229D	BSB60120 Advanced Diploma of Business	52 Weeks	\$9,750	\$300	\$500		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%
<input type="checkbox"/>	109987B	FNS40222 Certificate IV in Accounting and Bookkeeping	46 Weeks	\$9,750	\$300	\$500		<input type="checkbox"/> Only 50% <input type="checkbox"/> More than 50%

Note : Overseas Student Health Cover (OSHC) Fees will apply if you do not supply evidence of a current insurance certificate

29. ENTRY REQUIREMENTS, PRIOR LEARNING & CAREER GOALS

- a. Why did you choose to enrol at ECA?

- b. Why do you wish to undertake the course?

- c. Do you meet the course entry requirements? ☐ Yes ☐ No. Please provide details below.

Previous qualifications achieved:

Qualifications (Highest Qualification First)	Institution	Country	Date of Completion

Work History

Do you have any experience that is relevant to your chosen course? ☐ Yes ☐ No. If yes, please specify your experience.

Company _____ Years of Service _____

Position Title _____

Language, Literacy and Numeracy (LLN)

Are you willing to complete a Language, Literacy and Numeracy (LLN) assessment by the College if required? ☐ Yes ☐ No

Do you intend to request for a Credit Transfer of Recognition of Prior Learning (RPL)? ☐ Yes ☐ No. If yes, please fill in a Credit Transfer or Recognition of Prior Learning Application Form. This is available from Student Services.

Do you have digital capability to participate in online training? ☐ Yes ☐ No

Do you have access to a laptop or desktop computer, relevant software and technology and understand the minimum IT requirements to enable you to participate in online training? ☐ Yes ☐ No

- d. What do you expect to achieve after completion of the course? _____
- e. What is your career plan? _____

30. Overseas Student Health Cover (OSHC) Insurance Details

Do you hold any current Health Insurance? ☐ Yes ☐ No If No, do you want the College to organise this for you? ☐ Yes ☐ No
☐ Single cover ☐ Couple Cover ☐ Family Cover

If you require accommodation or airport pick up arranged, please speak to the Student Services Department.

Payment

A request for payment or tuition and other fees will be made if you receive a letter of Offer. Please make your payment by bank cheque, credit card, telegraphic transfer or direct deposit into our account of Einstein College of Australia. Einstein College of Australia has no obligation until funds are cleared and an official receipt is issued.

- Tuition fees are fees directly related to provision of a course.
- A student can pay full fees if the student wishes to, but the student is not required to pay more than 50% of the total tuition fees up front for the course before the student commences the course that are more than 25 weeks. The College can require 100% of the total tuition fees for short courses of 25 weeks or less.

Photographs and Testimonials Consent and Release

Please read the following statements:

Einstein College of Australia has the right to take or use my photographs and testimonials and to use them in any and all media worldwide including online, now and hereafter known, for Marketing purposes.

I hereby release to Einstein College of Australia all rights to exhibit my photographs and testimonials in print and electronic forms publicly or privately. I waive any rights, claims or interest I may have to control the use of my identity in the photographs and testimonials and agree that any use described herein may be made without compensation or my additional consideration.

Please tick (✓) the relevant box in relation to the above statements.

I, the undersigned,

☐ consent to and agree with the above statements.

☐ **do not** consent to and agree with the above statements.

Privacy Statement & Applicant Declaration

Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your data

Einstein College of Australia is required to provide the Department with student and training activity data. This includes personal information collected in the Einstein College of Australia enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Einstein College of Australia provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at DET website.

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

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 your privacy has been breached. For further information, please contact Einstein College of Australia's Privacy Officer in the first instance by phone [03-9629 3693] or email [contact@einsteincollege.vic.edu.au].

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to Victorian State Government Education and Training website. For further information about Unique Student Identifiers, including access, correction and complaints, go to Australian Government USI website.

Additional Privacy Notice

Under the *Data Provision Requirements 2012*, **Einstein College of Australia** 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 and your training activity data) may be used or disclosed by **Einstein College of Australia** for statistical, regulatory and research purposes. **Einstein College of Australia** may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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).

Additional Statements

The information collected in this form is for the purpose of processing your application with the Einstein College of Australia. The information will be held by the College in accordance with its Privacy Policy and Procedures and may be accessed and used by people employed/ engaged by the College.

The information may be made available to government departments and agencies in relation to the College's obligations under law including the Australian Skills Quality Authority (ASQA) reported under the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS).

You have a right to access and correct your personal information in accordance with privacy legislation and the College's Privacy Policy and Procedures. For more information in relation to how student information may be used or disclosed please access the College's Privacy Policy at: <https://www.einsteincollege.vic.edu.au/pdfs/Privacy.pdf>

Applicant Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I declare that the information provided by me in this Application Form, is correct. I confirm that I have read, fully understand, and accept the College's TERMS AND CONDITIONS and Policies and Procedures available on the College Website, and agree to be bound by them including the Fee and Refund Policy, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notices above.

APPLICANT SIGNATURE: [or electronic acknowledgement] _____

APPLICANT NAME: _____

DATE: _____

Provider Offer (College Use Only)			
1. Applicant's ID is sighted and the copy is attached: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate 2. Applicants Education Certificate is attached (if applicable): <input type="checkbox"/> Yes 3. Applicants IELTS or equivalent Certificate is attached (if applicable): <input type="checkbox"/> Yes Note: Documents that are not in English language must be accompanied by their English translations. Copies of documents must be certified.			
Pre-Enrolment Review			
Please: 1. review the Application Form especially the student's comments in questions 14, 15 and 29 of the Application Form and the student's LLN Test result if applicable; and assess the student's suitability to the course and advise the student about the training product appropriate to meeting the student's needs, taking into account each student's existing skills and competency.			
Assessment Decision: <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Enrolment Offered</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>		Enrolment Offered	<input type="checkbox"/> Yes <input type="checkbox"/> No
Enrolment Offered	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate course(s) to be offered below			
<input type="checkbox"/> General English <input type="checkbox"/> English for Academic Purposes (EAP) <input type="checkbox"/> CHC33021 Certificate III in Individual Support + <input type="checkbox"/> HLTAID011 Provide First Aid <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support + <input type="checkbox"/> HLTAID011 Provide First Aid	<input type="checkbox"/> CHC43121 Certificate IV in Disability Support + <input type="checkbox"/> HLTAID011 Provide First Aid <input type="checkbox"/> BSB50120 Diploma of Business <input type="checkbox"/> BSB60120 Advanced Diploma of Business <input type="checkbox"/> FNS40222 Certificate IV in Accounting and Bookkeeping		
Authorised Staff Name: _____	Signature: _____ Date: ____ / ____ / ____		