



INTERNATIONAL APPLICANT ENROLMENT FORM

USING THIS FORM

Read this application carefully, complete all sections and ensure that supporting documents are attached.
Instructions to be followed:

1. Form should be filled by the student in ENGLISH using BLOCK LETTERS.
2. Please tick mark wherever applicable.
3. Your name, signature and details must all appear consistent with your passport and other official documents.
4. All dates should be mentioned in (DD/MM/YYYY) format.
5. Please use 'NA' where information is not relevant.

SECTION A: APPLICANT DETAILS

TITLE: Mr. Ms. Mrs. Others: _____ FIRST NAME: _____
(As in your passport)

MIDDLE NAME: _____ FAMILY NAME (SURNAME): _____
(As in your passport)

DATE OF BIRTH: _____ GENDER: Male Female Non Binary

EMAIL: _____ ALTERNATIVE EMAIL: _____

MOBILE NO: _____ PHONE NO: _____

COUNTRY OF BIRTH: _____ NATIONALITY: _____

PASSPORT NUMBER: _____ PASSPORT EXPIRY: _____

DO YOU CURRENTLY HOLD AN AUSTRALIAN VISA? YES NO VISA SUBCLASS: _____

CURRENT LOCATION: ONSHORE (in Australia) OFFSHORE (outside Australia) VISA EXPIRY: _____

SECTION B: COURSE SELECTION

Please refer to the student handbook for detailed information about our courses. You can find the student handbook on our website at www.sits.edu.au

CRICOS CODE	COURSE NAME	COURSE DURATION	SELECT	PREFERRED INTAKE
113078E 113079D 113080M	SIT30821 Certificate III in Commercial Cookery SIT40521 Certificate IV in Kitchen Management SIT50422 Diploma of Hospitality Management	Cookery Package 104 WEEKS	<input type="checkbox"/>	
117536G 105235H	RII50520 Diploma of Civil Construction Design RII60520 Advanced Diploma of Civil Construction Design	Civil Package 54 WEEKS 50 WEEKS	<input type="checkbox"/>	
117536G	RII50520 Diploma of Civil Construction Design	54 WEEKS	<input type="checkbox"/>	
115449M	UEE62122 Advanced Diploma of Engineering Technology - Electrical	104 WEEKS	<input type="checkbox"/>	
113859J	CHC43015 Certificate IV in Ageing Support	52 WEEKS	<input type="checkbox"/>	
113858K	CHC52021 Diploma of Community Services	96 WEEKS	<input type="checkbox"/>	
104869D	CPC30220 Certificate III in Carpentry	54 WEEKS 104 WEEKS	<input type="checkbox"/> <input type="checkbox"/>	
103775G	CPC50220 Diploma of Building and Construction (Building)	54 WEEKS 72 WEEKS	<input type="checkbox"/> <input type="checkbox"/>	
104283H	BSB50420 Diploma of Leadership and Management	60 WEEKS	<input type="checkbox"/>	
107409H	BSB60420 Advanced Diploma of Leadership and Management	78 WEEKS	<input type="checkbox"/>	
114329E	BSB80120 Graduate Diploma of Management (Learning)	96 weeks	<input type="checkbox"/>	
0101574	CPP20218 Certificate II in Security Operations	7 WEEKS	<input type="checkbox"/>	
0101575	CPP31318 Certificate III in Security Operations	7 WEEKS	<input type="checkbox"/>	



SECTION C: ADDRESS DETAILS

CURRENT RESIDENTIAL ADDRESS IN AUSTRALIA (if applicable)

STREET ADDRESS: _____

TOWN/CITY: _____

STATE: _____ POST CODE: _____

PERMANENT ADDRESS IN HOME COUNTRY

STREET ADDRESS: _____

TOWN/CITY: _____ STATE: _____

COUNTRY: _____ POST CODE: _____

CURRENT POSTAL ADDRESS (if different from residential address)

STREET ADDRESS: _____

TOWN/CITY: _____ STATE: _____

COUNTRY: _____ POST CODE: _____

EMERGENCY CONTACT DETAILS

FULL NAME: _____

RELATIONSHIP: _____

MOBILE: _____ PHONE: _____

EMAIL: _____

SECTION D: LANGUAGE & CULTURAL DIVERSITY

SELECT	COURSE NAME
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____
Do you speak language other than English at home? <i>(If more than one language, indicate the one that is spoken most often)</i>	<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
How well do you write English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
Are you of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</i>	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> No

SECTION E: SCHOOLING

What is your highest COMPLETED school level?
(Tick ONE box only. If never completed any primary or secondary level education, go to 'Section F'.)

Year 12 or equivalent
 Year 11 or equivalent
 Year 10 or equivalent
 Year 9 or equivalent
 Year 8 or equivalent
 Never attended school

Are you still enrolled in secondary or senior secondary education?

Yes
 No

SECTION F: PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the qualifications listed below?

Yes
 No

If YES, tick applicable boxes*

Bachelor degree (or higher degree)
 Advanced diploma (or associated degree)
 Diploma (or associated degree)
 Certificate IV (or advanced certificate/technician)
 Certificate III (or trade certificate)
 Certificate II
 Certificate I
 Other education
 (Including certificates or other overseas qualifications not listed)

SECTION G: EMPLOYMENT

Of the following categories, which BEST describes your current employment status?
For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week). (Tick ONE box only)

Full-time
 Part-time
 Self-employed (not employing others)
 Self-employed (employing others)
 Employed (unpaid worker in a family business)
 Unemployed (seeking full-time work)
 Unemployed (seeking part-time work)
 Not employed (not seeking employment)



SECTION H: STUDY REASON

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

- To get a job
- To try for a different career
- It was a requirement of my job
- To develop my existing business
- For personal interest or self-development
- I wanted extra skills for my job
- To start my own business
- To get a better job or promotion
- To get into another course of study
- To get skills for community/voluntary work
- Other reason

SECTION I: DISABILITY

Providing information about a disability or medical condition will not disadvantage your application. However, SITS College needs to assess if we can make any reasonable adjustments to accommodate your disability or medical condition and advise you accordingly. In some cases, there may be a cost.

For further information regarding health matters please refer to: <https://www.immi.gov.au/allforms/health-requirements/meeting-healthreq.html>

Do you consider yourself to have a disability, impairment or long-term medical condition? Yes No

If 'YES', please provide the details below:

- Hearing/Deaf
- Vision
- Physical
- Intellectual
- Learning
- Medical Condition
- Mental Illness
- Acquired Brain Impairment
- Other: _____

Do you have a medical or health related issue that may prevent a student visa being issued? Yes No

If 'YES', please provide the details:

SECTION J: UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, SITS College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (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 <https://www.usi.gov.au/students/get-a-usi> on computer or mobile device or SITS College can apply on your behalf, if you would like SITS to apply the USI on your behalf, please complete and submit the USI application form. Enter your Unique Student Identifier (USI) (if you already have one) You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to Create a new one.

You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

UNIQUE STUDENT IDENTIFIER (USI)

10 empty boxes for entering the USI number.

SECTION K: ENGLISH LANGUAGE PROFICIENCY

Is English your first language? (If 'NO', please specify your first language)

Yes No (please specify): _____

Have you studied at secondary level with English as the language instruction?

Yes No

Have you undertaken an English Language Proficiency Test?

Yes No

TEST NAME

SCORE

TEST DATE

SECTION L: FUNDS REQUIRED

Do you understand the costs associated with studying in Australia and associated policies of SITS College available on our website (www.sits.edu.au)? (Including the cost of tuition, living expenses, overseas student health cover and travelling costs etc.)

Yes No

What is your planned source of funding while studying?

You may choose more than one option given:

- Self-financed
- Family in home country
- Family in Australia
- Bank loan
- Other (please specify): _____

Please refer to the link given below to know more about cost of tuition, living expenses, overseas student health cover and travelling costs etc. while studying in Australia please visit: <https://immi.homeaffairs.gov.au>



SECTION M: OVERSEAS STUDENT HEALTH COVER (OSHC) DETAILS

Do you have a current OSHC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like SITS College to arrange an OSHC on your behalf?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', please select the type of OSHC	<input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family

Please refer to the link below for the current OSHC prices and other information at <https://www.nib.com.au/overseas-students>

SECTION N: RECOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER (CT)

Do you wish to apply for recognition of prior learning?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been employed or gained experience through informal learning in the area covered by the course applied for? (If you have, you may be eligible for Recognition of Prior Learning - contact the Admission Office for further information. You must attach verified copies of documents to support an RPL application.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for credit transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you enrolled in the same or a similar course you have selected above elsewhere? (If you have, you may be eligible for a credit transfer - contact the Admission Office for further information. You must attach verified copies of documents to support a credit transfer application.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION O: TUITION FEE PAYMENT OPTIONS

Kindly choose one of the following methods for settling your ongoing tuition fees:

A. PAY SEMESTER FEE IN FULL

Pay the full semester fee prior to the scheduled due date.
OR

A. PAYMENT PLAN (DIRECT DEBIT)

Pay the full semester fee prior to the scheduled due date.

Establish a structured payment plan, enabling automatic withdrawals from your designated bank account or credit/debit card through EziDebit <https://www.ezidebit.com/en-au>.

- You will be required to complete a Direct Debit Authority Form on the day of your induction
- The student is accountable for covering fees associated with the initiation of the Direct Debit
- A late fee of \$100 will be applied for any payments made after the specified due date

PRIVACY NOTICE

► Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

► How we use your personal information?

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

► How we disclose your personal information?

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVET Act) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVET Act) to disclose your personal information to the relevant state or territory training authority, the Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988.

► How NCVER and other bodies handle your personal information?

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVET Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR). Commonwealth authorities including TPS, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

► Surveys

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

Contact information.

At any time, you may contact SITS College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Contact details of CEO - Email: info@sits.edu.au Phone No: 1300 467 487

SECTION P: STUDENT'S CHECKLIST

Student must make sure that you attaches all the documents (if applicable) as mentioned below. Please note that all the documents must be in English Only.

DOCUMENTS	TICK APPROPRIATE
Passport (Bio data page)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
VISA or VEVO	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Overseas Student Health Cover (copy of OSHC)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
English Proficiency Test Score	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Academic Transcripts (Testamurs, Statement of Attainment, Results obtained overseas and/or in Australia)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Employment Certificates (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you require any language, literacy or numeracy assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you require help organising accommodation or Temporary Accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you require airport pick-up?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



SECTION Q: EDUCATION AGENT DETAILS AND DECLARATION

COMPANY NAME: _____

CONTACT NAME: _____

EMAIL: _____

PHONE: _____

AGENT'S COMMENTS:

AGENT DECLARATION:

- I have assessed the applicant and confirm they are a genuine student who meets eligibility requirements. They plan to complete all courses and have submitted authentic documents. They also appear to have adequate funds for living expenses, tuition, travel, and OSHC. I recommend proceeding with the admission assessment. The applicant's personal email and residential address are provided as disclosed.

AGENT'S SIGNATURE:

AGENT'S NAME:

DATE:

APPLICANT'S DECLARATION

The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.

- SITS College may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I understand that by completing this application, I am giving written consent to SITS College to independently verify the information supplied by me in this form and request further documents as required.
- I agree to undertake a testing requirement prior to course entry, if deemed necessary by SITS College, and adhere to any other pre requisite identified above.
- I have got access to all the relevant policies and procedures of SITS College and also have browsed its website for other pre-enrolment information.
- I have been informed of my rights and obligations as a student with SITS College, and agree to abide by all rules and regulations of SITS College. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that SITS College can withhold my academic results until my debt is fully paid and any property belonging to SITS College has been returned.
- I confirm that I have received and read a copy of SITS College student Handbook and understand the entry requirements of the course and relevant policies and procedures.
- (Optional) I hereby give my permission to SITS College to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for SITS College. I understand that:
 - These may be used for publication in film, photographs, in printed materials, electronically and on the internet.
 - I will not receive any compensation or payment for the above.
 - Once my personal information has been published on the internet, SITS College has no control over its subsequent use and disclosure.
- A student's USI may be used for specific VET purposes including the verification of student data provided by SITS College, the administration and audit of VET providers and program; education-related policy and research purposes, and to assist in determining eligibility for training subsidies.
- I agree to the Fee Charges and Refund Policy and Procedure.
- I have read and understood the complaints and appeals processes, my rights as a student, the Privacy Statement and my right to access Australian Consumer Protection law.
- I have also been provided with information about the college, course information, course fees, entry requirements, work placement requirements (if applicable), appropriate attire to work in kitchen or workshop, delivery location/s, duration of my course, maintaining satisfactory course progress and attendance. I understand how to access support services (first point of contact -student support officer) and information. I understand that access to academic records is provided free of charge. SITS College will not charge for Referral to any legal services or any third party for any service or support. I have been informed about the study load and agree to attend classes as scheduled in timetable.
- I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.
- I acknowledge that all fees are payable in full on course commencement or the commencement of the term that fees are due.

APPLICANT'S SIGNATURE:

APPLICANT'S NAME:

DATE:



FOR OFFICE USE ONLY

APPLICATION APPROVED:

Yes No

STAFF'S COMMENTS:

STAFF NAME:

SIGNATURE:

DATE:

SUBMISSION OF APPLICATION

If you are a successful applicant, SITS College will issue you with an Offer letter and enrolment acceptance agreement expressing the course for which you have been offered a place to study at SITS College. The Offer letter and enrolment acceptance agreement will express all the course points of interest and in addition the charges for the course.

The acknowledgment of the Offer letter and enrolment acceptance agreement is the genuine assertion, which expresses all the information about the course, fees, refund, and other details.

Sign and return the Offer letter and enrolment acceptance agreement to SITS College and retain a copy of the signed Offer letter and enrolment acceptance agreement for your records.

Apply at: apply@sits.edu.au

or hand over your application at our head office:

Level 6, 269 Wickham Street, Fortitude Valley, QLD 4006

CONTACT DETAILS

HCR Constructions Pty Ltd t/a SITS College
RTO No: 91533 | CRICOS Code: 03474G

Office: Level 6, 269 Wickham Street, Fortitude Valley, Queensland 4006

E-mail: info@sits.edu.au

Website: www.sits.edu.au

Phone: 1300-467-487