

# INTERNATIONAL APPLICANT ENROLMENT FORM



**SITS**  
COLLEGE

## 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 ☐ Other

EMAIL: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

COUNTRY OF BIRTH: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

PASSPORT NUMBER: \_\_\_\_\_ PASSPORT EXPIRY: \_\_\_\_\_

DO YOU CURRENTLY HOLD AN AUSTRALIAN VISA? ☐ YES ☐ NO (go to Section B)

CURRENT LOCATION: ☐ ONSHORE (in Australia) ☐ OFFSHORE (outside Australia)

VISA SUBCLASS: \_\_\_\_\_ VISA EXPIRY: \_\_\_\_\_

### MARITAL STATUS:

☐ SINGLE ☐ MARRIED  
☐ NEVER BEEN MARRIED ☐ DE FACTO RELATIONSHIP

### HAVE YOUR VISA TO AUSTRALIA OR OTHER COUNTRIES BEEN REJECTED:

☐ NO ☐ YES, PLEASE PROVIDE DETAILS: \_\_\_\_\_

## 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](http://www.sits.edu.au)

SELECT	CRICOS CODE	COURSE NAME	COURSE DURATION	PREFERRED INTAKE
<input type="checkbox"/>	113078E 113079D 113080M	<b>Cookery Package</b> <b>SIT30821</b> Certificate III in Commercial Cookery <b>SIT40521</b> Certificate IV in Kitchen Management <b>SIT50422</b> Diploma of Hospitality Management	104 WEEKS	
<input type="checkbox"/>	113078E	<b>SIT30821</b> Certificate III in Commercial Cookery	52 WEEKS	
<input type="checkbox"/>	113079D	<b>SIT40521</b> Certificate IV in Kitchen Management	68 WEEKS	
<input type="checkbox"/>	113080M	<b>SIT50422</b> Diploma of Hospitality Management	62 WEEKS	
<input type="checkbox"/>	113859J	<b>CHC43015</b> Certificate IV in Ageing Support	52 WEEKS	
<input type="checkbox"/>	113858K	<b>CHC52021</b> Diploma of Community Services	96 WEEKS	
<input type="checkbox"/>	105235H	<b>RII60520</b> Advanced Diploma of Civil Construction Design	104 WEEKS	
<input type="checkbox"/>	104869D	<b>CPC30220</b> Certificate III in Carpentry	104 WEEKS	
<input type="checkbox"/>	103775G	<b>CPC50220</b> Diploma of Building and Construction (Building)	72 WEEKS	
<input type="checkbox"/>	104283H	<b>BSB50420</b> Diploma of Leadership and Management	60 WEEKS	
<input type="checkbox"/>	107409H	<b>BSB60420</b> Advanced Diploma of Leadership and Management	78 WEEKS	
<input type="checkbox"/>	0101574	<b>CPP20218</b> Certificate II in Security Operations	7 WEEKS	
<input type="checkbox"/>	0101575	<b>CPP31318</b> Certificate III in Security Operations	7 WEEKS	

## 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? (If more than one language, indicate the one that is spoken most often)	<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? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)	<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

### Month & Year completed

\_\_\_\_\_

### Where completed

\_\_\_\_\_

### 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.htm>

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

- ☐ Yes
- ☐ No

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 below:

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

If 'YES', please provide the details:

### UNIQUE STUDENT IDENTIFIER (USI)

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## 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 NCVER. 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/>.

## 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](http://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
<p>Have you been employed or gained experience through informal learning in the area covered by the course applied for?</p> <p>(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.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for credit transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have you enrolled in the same or a similar course you have selected above elsewhere?</p> <p>(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)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require any language, literacy or numeracy assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require help organising accommodation or Temporary Accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require airport pick-up?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SECTION O: 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	TICKS
Passport (Bio data page)	<input type="checkbox"/> Yes <input type="checkbox"/> No
VISA or VEVO	<input type="checkbox"/> Yes <input type="checkbox"/> No
Overseas Student Health Cover (copy of OSHC)	<input type="checkbox"/> Yes <input type="checkbox"/> No
English Proficiency Test Score	<input type="checkbox"/> Yes <input type="checkbox"/> No
Academic Transcripts (Testamurs, Statement of Attainment, Results obtained overseas and/or in Australia)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employment Certificates (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unique Student Identifier	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 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) (NVETR 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 NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### How the NCVER and other bodies handle your personal information

The 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 NVETR 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.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, 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.
- The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.
- The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact:

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.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.



**I have read, understood and agree to the following:**

- ☐ I declare that the information provided on this form and supporting documents are true and correct
- ☐ I understand that SITS College may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- ☐ 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 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 the course 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 declare that I am a Genuine Temporary Entrant and a Genuine Student. Please refer to the Department of Home Affairs website for details: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student500/genuine-temporary-entrant>
- ☐ I agree to undertake a testing requirement prior to any course entry, if deemed necessary by SITS College, and adhere to any other prerequisite identified above.
- ☐ I have read and understood SITS College's Enrolment Policy and procedure, fee payment, fee refunds and Defer, Suspend or Cancel policy and all the Pre-enrolment information referred from the website: [www.sits.edu.au](http://www.sits.edu.au).
- ☐ I understand that the availability of complaints and appeals process at SITS College do not remove my rights to take action under Australia's consumer protection laws.
- ☐ I confirm that I have received and read International Student Handbook available on [www.sits.edu.au](http://www.sits.edu.au) and fully understand the 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.
  - The above permission will apply for three years from the date of signing this form.
  - 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 also been provided with course information, duration of my course and I understand how to access support services, information and I understand that access to academic records is provided free of charge.

**I understand that at any reasonable time, I may contact SITS College to:**

- ☐ Request access to my personal information
- ☐ Correct my personal information
- ☐ Make a complaint
- ☐ Ask a question about this Privacy Notice
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above

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APPLICANT'S NAME:

DATE: \_\_\_\_\_

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## SECTION P: EDUCATION AGENT DETAILS & DECLARATION

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

**AGENT'S COMMENTS ON THIS APPLICATION:**[illegible]**AGENT DECLARATION:**

- I have assessed the applicant and to the best of my knowledge the applicant is a genuine student and meets the eligibility requirements.
- To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all courses listed in the application.
- The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).
- I recommend SITS College to proceed with the assessment for admission of this applicant.
- I have provided the student's personal email address and residential address, as disclosed to me by the student.

## AGENT'S SIGNATURE:

\_\_\_\_\_

AGENT'S NAME:

DATE:

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If you are a successful applicant, SITS College will issue you with an Offer Letter and Enrolment Acceptance Agreement expressing the course of which you have been acknowledged. The Offer Letter will express all the course points of interest and in addition the charges for the course.

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

Return the copies of the Offer Letter and Enrolment Acceptance Agreement with your signature and the date to SITS College and your course will commence as agreed.

**Email it to:**  
**apply@sits.edu.au**

**or hand over your application at our head office:**  
Level 6, 269 Wickham Street, Fortitude Valley QLD 4006

#### BANK ACCOUNT

ACCOUNT NAME	HCR Constructions Pty Ltd		
BANK NAME	ANZ	SWIFT CODE	ANZBAU3M
BSB	013915	ACCOUNT NO.	4722 51289
IF PAYING BY CREDIT CARD	Please complete your credit card details: Credit card type: <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard		
CARD DETAILS	Card Number: _____ Expiry Date: ____/____ CVV: _____ Amount: _____ Card Holder Name: _____ Card Holder Signature: _____		

#### FOR OFFICE USE ONLY

##### APPLICATION APPROVED:

☐ **Yes** ☐ **No**

##### STAFF'S COMMENTS:

##### STAFF NAME:

##### SIGNATURE:

##### DATE: