SITS COLLEGE

INTERNATIONAL APPLICANT ENROLMENT FORM

Instructions

1. Read this form carefully, complete all sections and ensure that supporting documents are attached.
2. Your name, signature, and details must all appear consistent with your passport and other official documents.
3. All fields in the form are mandatory and all dates should be mentioned in (DD/MM/YY) format.
4. Please use 'NA' where information is not relevant.

SECTION A: APPLICANT DETAILS

TITLE: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Others: _____

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

FIRST NAME *(As in your passport)*: _____

MIDDLE NAME *(As in your passport)*: _____

DATE OF BIRTH: _____ GENDER: ☐ Male ☐ Female ☐ Other

EMAIL: _____

ALTERNATIVE EMAIL:(Optional) _____

PHONE: _____ MOBILE: _____

COUNTRY OF BIRTH: _____ NATIONALITY: _____

PASSPORT NUMBER: _____ PASSPORT EXPIRY: _____

DO YOU CURRENTLY HOLD AN AUSTRALIAN VISA? ☐ YES ☐ NO

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

VISA SUBCLASS: _____ VISA EXPIRY: _____

MARITAL STATUS:

☐ SINGLE ☐ NEVER BEEN MARRIED

☐ MARRIED ☐ DE FACTO RELATIONSHIP

☐ WIDOWED ☐ DIVORCED/SEPARATED

HAVE YOU EVER HAD YOUR VISA TO AUSTRALIA OR OTHER COUNTRIES BEEN REJECTED?

☐ NO ☐ YES, PLEASE PROVIDE DETAILS

_____

SECTION B: COURSE SELECTION

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

SELECT	COURSE NAME	CRICOS CODE	COURSE DURATION	PREFERRED INTAKE
☐	**Cookery Package** **SIT30821** Certificate III in Commercial Cookery **SIT40521** Certificate IV in Kitchen Management **SIT50422** Diploma of Hospitality Management	**113078E** **113079D** **113080M**	104 WEEKS	
☐	**SIT30821** Certificate III in Commercial Cookery	**113078E**	52 WEEKS	
☐	**SIT40521** Certificate IV in Kitchen Management	**113079D**	78 WEEKS	
☐	**SIT50422** Diploma of Hospitality Management	**113080M**	104 WEEKS	
☐	**CHC43015** Certificate IV in Ageing Support	**113859J**	52 WEEKS	
☐	**CHC52025** Diploma of Community Services	**118742D**	104 WEEKS	
☐	**UEE62122** Advanced Diploma of Engineering Technology – Electrical	**115449M**	104 WEEKS	
☐	**Civil Package** **RII50520** Diploma of Civil Construction Design **RII60520** Advanced Diploma of Civil Construction Design	**117536G** **105235H**	54 WEEKS 50 WEEKS	
☐	**RII50520** Diploma of Civil Construction Design	**117536G**	54 WEEKS	
☐	**RII60520** Advanced Diploma of Civil Construction Design	**105235H**	50 WEEKS	
☐	**CPC30326** Certificate III in Carpentry	**121457E**	54 WEEKS	
☐	**CPC50220** Diploma of Building and Construction (Building)	**103775G**	52 WEEKS	
☐	**BSB50420** Diploma of Leadership and Management	**104283H**	52 WEEKS	
☐	**BSB60420** Advanced Diploma of Leadership and Management	**107409H**	78 WEEKS	
☐	**CPP20218** Certificate II in Security Operations	**0101574**	7 WEEKS	
☐	**CPP31318** Certificate III in Security Operations	**0101575**	7 WEEKS	

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SECTION C: ADDRESS DETAILS

CURRENT RESIDENTIAL ADDRESS IN AUSTRALIA
(if applicable)

STREET ADDRESS:

TOWN/CITY: _____

STATE: _____ POSTCODE: _____

PERMANENT ADDRESS IN HOME COUNTRY

FULL ADDRESS: _____

CURRENT POSTAL ADDRESS
(If different from residential address)

FULL ADDRESS: _____

EMERGENCY CONTACT DETAILS

FULL NAME: _____

RELATIONSHIP: _____

MOBILE: _____ PHONE: _____

EMAIL: _____

SECTION D: LANGUAGE & CULTURAL DIVERSITY

In which country were you born?	☐ Australia ☐ 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)	☐ No, English only ☐ Yes, other (please specify): _____
How well do you speak English?	☐ Very well ☐ Well ☐ Not well ☐ Not at all
How well do you write English?	☐ Very well ☐ Well ☐ Not well ☐ 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)	☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ 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
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?	☐ No ☐ Yes. If YES, tick applicable boxes below:
	☐ 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)

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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
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 October 2021, 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 College 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 'Find my USI' link on the USI website at https://www.usi.gov.au/students/find-your-usi

UNIQUE STUDENT IDENTIFIER (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 of 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 Department of Home Affairs Website.

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SECTION M: OVERSEAS STUDENT HEALTH COVER (OSHC) DETAILS

Do you have a current OSHC?	☐ Yes ☐ No
Would you like SITS College to arrange an OSHC on your behalf?	☐ Yes ☐ No
If 'YES', please select the type of OSHC	☐ Single ☐ Couple ☐ Family

Please refer to the link below for the current OSHC prices and other information at https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

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

Do you wish to apply for recognition of prior learning?	☐ Yes ☐ 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.)	☐ Yes ☐ No
Do you wish to apply for credit transfer?	☐ Yes ☐ 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)	☐ Yes ☐ 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

☐ **B. PAYMENT PLAN (DIRECT DEBIT)**

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).

Note:

- 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) (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, 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 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.

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 NVETR 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

ENROLMENT 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's 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:

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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)	☐ Yes ☐ No ☐ N/A
VISA or VEVO	☐ Yes ☐ No ☐ N/A
Overseas Student Health Cover (copy of OSHC)	☐ Yes ☐ No ☐ N/A
English Proficiency Test	☐ Yes ☐ No ☐ N/A
Academic Transcripts (Testamurs, Statement of Attainment, Results obtained overseas and/or in Australia)	☐ Yes ☐ No ☐ N/A
Employment Certificates (if applicable)	☐ Yes ☐ No ☐ N/A
Do you require any language, literacy or numeracy assistance?	☐ Yes ☐ No ☐ N/A

SECTION Q: EDUCATION AGENT DETAILS

COMPANY NAME: _____

CONTACT NAME: _____

CONTACT NUMBER: _____

EMAIL: _____

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

FOR OFFICE USE ONLY

APPLICATION APPROVED:

☐ **Yes** ☐ **No**

STAFF'S COMMENTS:

STAFF NAME:

SIGNATURE:

DATE: