

## INTERNATIONAL STUDENT

# ENROLMENT APPLICATION FORM

### PERSONAL DETAILS

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Other

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Single Name Only ☐ (Tick this box if you have only one name that cannot be written in the following format. Write your name in the "Family Name section").

Gender (Tick one box only): ☐ Male ☐ Female ☐ Other

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### CONTACT DETAILS

**Address (Home country)**

**Current Address (in Australia)**

\_\_\_\_\_

Flat/unit details: \_\_\_\_\_

Street / Lot no: \_\_\_\_\_

\_\_\_\_\_

Street name: \_\_\_\_\_

Suburb: \_\_\_\_\_

\_\_\_\_\_

State/territory: \_\_\_\_\_

Postcode: \_\_\_\_\_

Postal Address (If different from above): \_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternative Email Address: \_\_\_\_\_

### EMERGENCY CONTACT DETAILS

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### PASSPORT AND VISA DETAILS

Country of Passport: _____	Passport Number: _____
Do you have an Australian Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(If Yes) Visa Type: <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Others	(If Yes) Visa Expiry Date: ____ / ____ / ____
(if No) Where will you apply for a visa? <input type="checkbox"/> Outside Australia <input type="checkbox"/> In Australia	
<b>LANGUAGE AND CULTURAL DIVERSITY</b>	
Country of Birth: _____	Town/City of Birth: _____      Citizenship: _____
Is English your first language? <input type="checkbox"/> Yes <input type="checkbox"/> No, if not, what is your first language, _____	
Are you of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <div style="text-align: center;"><input type="checkbox"/> Yes, Torres Strait Islander</div>	
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	
Please indicate the English test you have completed <input type="checkbox"/> PTE <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <div style="text-align: center;"><input type="checkbox"/> Other (Attach Evidence)</div>	
Date of Test: ____ / ____ / ____	Average Score _____ <div style="text-align: center;">Listening ____   Reading ____   Writing ____   Speaking ____</div>
Have you completed any qualifications within the last two years in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	
if yes, please specify; _____	
<b>HOW DID YOU LEARN ABOUT BRIGHTON COLLEGE?</b>	
<input type="checkbox"/> Agent <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Exhibition <input type="checkbox"/> Other	
<b>AGENT INFORMATION (IF APPLICABLE)</b>	
If you are applying through an agent, you should ensure that your agent is an authorised representative of Brighton College. A list of Authorised agents has been provided on the website.	
Agency Name: _____      Assessing Officer Name: _____	
Signature of Assessing Officer: _____      Date: ____ / ____ / ____	
<b>DISABILITY</b>	
Do you consider yourself to have a disability, impairment, or long-term condition? <div style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No <i>if not, go to the next section.</i></div>	

If yes, please select the area(s) in the following list: (You may indicate more than one area) Please refer to the Disability supplement on the last page for an explanation of the following disabilities.

- ☐ Hearing/deaf      ☐ Physical      ☐ Intellectual      ☐ Learning      ☐ Vision  
☐ Mental illness      ☐ Medical condition      ☐ Acquired brain impairment      ☐ Other

## SCHOOLING

What is your highest completed school level (Tick one box only)?

Level	Year of completion	Name of Institution
<input type="checkbox"/> Year 12 or equivalent	_____	_____
<input type="checkbox"/> Year 11 or equivalent	_____	_____
<input type="checkbox"/> Year 10 or equivalent	_____	_____
<input type="checkbox"/> Never attended school	_____	_____

## PREVIOUS QUALIFICATION ACHIEVED

Have you completed any of the qualifications listed below?

- ☐ Yes, *if yes, tick any applicable boxes below.*    ☐ No, if not, go to the next section.  
☐ Bachelor or higher degree    ☐ Advanced diploma    ☐ Diploma    ☐ Certificate IV  
☐ Certificate III    ☐ Certificate II    ☐ Certificate I    ☐ Other Education

## HIGHEST LEVEL OF EDUCATION ACHIEVED

Qualification name: _____		Name of institution: _____
Country: _____	Year completed: _____	Language of instruction: <input type="checkbox"/> English <input type="checkbox"/> Other

## UNIQUE STUDENT IDENTIFIER

- Do you have USI?      ☐ Yes, Unique Student Identifier (USI) \_\_\_\_\_  
☐ No, If no, please complete the next section.

*If No, please complete the below section for further process.*

From 1 January 2015, Brighton 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/create-your-usi> on a computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

You must 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/>.

If you would like Brighton College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .....authorise Brighton College to apply according to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ I have read and I consent to the collection, use, and disclosure of my personal information (which may include sensitive information) under the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

## COURSE SELECTION

Campus ☐ Brisbane ☐ Melbourne ☐ Hobart ☐ Sydney

Course Code	Course Name	CRICOS Course Code	Duration	Intake/Term
<b>BUSINESS &amp; MANAGEMENT</b>				
<input type="checkbox"/> BSB50120	Diploma of Business	104718H	52 weeks	_____
<input type="checkbox"/> BSB60120	Advanced Diploma of Business	105065K	52 weeks	_____
<input type="checkbox"/> BSB80120	Graduate Diploma of Management (Learning)	105059H	52 weeks	_____
<b>INFORMATION TECHNOLOGY</b>				
<input type="checkbox"/> ICT50220	Diploma of Information Technology	105308G	65 weeks	_____
<input type="checkbox"/> ICT60220	Advanced Diploma of Information Technology	105309F	52 weeks	_____
<b>HOSPITALITY MANAGEMENT</b>				
<input type="checkbox"/> SIT40521	Certificate IV in Kitchen Management	109545F	78* weeks	_____
<input type="checkbox"/> SIT50422	Diploma of Hospitality Management	111093M	78* weeks	_____
<input type="checkbox"/> SIT60322	Advanced Diploma of Hospitality Management	111092A	104* weeks	_____
<b>COMMUNITY SERVICES</b>				
<input type="checkbox"/> CHC33015	Certificate III in Individual Support	102357M	39 weeks	_____

<input type="checkbox"/>	CHC43015	Certificate IV in Ageing Support	102358K	52* weeks	_____
<input type="checkbox"/>	CHC52015	Diploma of Community Services	102359J	78 weeks	_____

\*Course duration may be reduced when packaged with other courses.

## English Language Courses (ELICOS)

Campus ☐ Brisbane ☐ Melbourne ☐ Sydney

	Course Name	CRICOS Course Code	Study Options	Intake Date	Course Duration
<input type="checkbox"/>	*General English (Beginner to Advanced)	111959K	<input type="checkbox"/> 2..5 Days per week	_____	_____
			<input type="checkbox"/> 4 days per week	_____	_____
			5 days per week (Evening Classes only)	_____	_____
<input type="checkbox"/>	English for Academic Purposes	111960F	2.5 Days per week	_____	_____

## REASON FOR STUDIES

Of the following categories, select the one which BEST describes the main reason you are undertaking this course.

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

## EMPLOYMENT

Of the following categories, which BEST describes your current employment status?

- ☐ Full-time employee                      ☐ Part-time employee  
☐ Self-employed–employing others                      ☐ Self-employed–not employing others  
☐ Unemployed – seeking full-time work                      ☐ Employed-Unpaid worker in a family business  
☐ Unemployed–Seeking part-time work                      ☐ Not employed–not seeking employment

## FEE PAYMENT

Do you wish to pay more than 50% of the course/s tuition fee? ☐ Yes ☐ No

How would you like to pay your tuition fee?

- ☐ Electric Fund Transfer                      ☐ Direct Debit

## CREDIT TRANSFER/RPL

Do you wish to apply for credit transfer or Recognition of Prior Learning? ☐ Yes ☐ No

If you indicate Yes, Credit/RPL application fee applies, you will be contacted to discuss this further.

## OVERSEAS STUDENT HEALTH COVER, ACCOMMODATION AND AIRPORT PICKUP

Do you currently hold Overseas Student Health Cover (OSHC)? ☐ Yes ☐ No

Name of the provider: \_\_\_\_\_ Membership Number: \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If No, do you want Brighton college to organise OSHC for you?

☐ No ☐ Yes, ☐ Single ☐ Couple ☐ Family

Do you require airport pickup? ☐ Yes ☐ No

*if yes, airport pickup fee of \$ 150*

Do you require accommodation assistance? ☐ Yes ☐ No

*If yes, an accommodation placement fee of \$150 applies*

## PRIVACY NOTICE

### **Why do 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 Employment and Workplace Relations (DEWR). 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 your RTO using the contact details listed below.

DESE 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 the 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 Brighton 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

## **IMPORTANT – APPLICATION CHECKLIST**

Please check that you have:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Completed Application Form          | <input type="checkbox"/> Academic certificates        | <input type="checkbox"/> Evidence of English (IELTS/PTE etc.) |
| <input type="checkbox"/> Copy of Passport                    | <input type="checkbox"/> Copy of Visa (if applicable) | <input type="checkbox"/> OSHC details (if applicable)         |
| <input type="checkbox"/> Evidence of Release (if applicable) | <input type="checkbox"/> SOP                          | <input type="checkbox"/> Other                                |

## **STUDENT DECLARATION**

- I have read, understood and agree to be bound by the Terms and Conditions as outlined by Brighton College.
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.
- I declare that the information I have provided 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 understand that if I have applied through an approved Brighton College agent, all correspondence relating to my application will be forwarded to that agent.
- I understand that all Brighton College courses are offered based on full-time study and that I am required to attend a minimum of 20 scheduled course contact hours per week.
- I understand that any vocational placement undertaken as a part of any of the courses offered at Brighton College will be unpaid.
- I confirm I have been informed about the training and assessment and support services to be provided and about my rights and obligations as a student at Brighton College.

- I understand that I must attend orientation since it is a legal requirement and falls within my study plan. Failing to do so is reportable to DHA. A rescheduling fee shall apply if the students are unable to attend the orientation on the scheduled date. (Your Orientation date and time will be emailed to you before the orientation and course commencement).

☐ ***Tick here to confirm you have declared and consented to the above-mentioned.***

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Note: Brighton College does not enrol any students under the age of 18.*

## SUBMITTING AN APPLICATION



## Disability supplement

### Introduction

**The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.**

**If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

#### 11 — Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

#### 12 — Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

#### 13 — Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

#### 14 — Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

#### 15 — Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

#### 16 — Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

#### 17 — Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

#### 18 — Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

#### 19 — Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.