

## International Student Application Form

### Intended Course

- BSB40520 Certificate IV in Leadership and Management
- BSB50420 Diploma of Leadership and Management
- BSB60420 Advanced Diploma of Leadership and Management
- SIT30816 Certificate III in Commercial Cookery
- SIT40516 Certificate IV in Commercial Cookery
- SIT50416 Diploma of hospitality
- SIT60316 Advanced Diploma of Hospitality Management

Proposed Start Date

End Date

### Personal Details

Title:  Mr.  Mrs.  Ms.  Dr.  Other

Gender:  Male  Female

Family name (as in passport):

Given name(s):

Date of Birth (dd/mm/yy):

Nationality (as per passport):

### Contact Details in Home country

Address:  Country:  Post Code:

Telephone/ Mobile:  Email:

### Contact Details in Australia

Address:  State:  Post Code:

Telephone/ Mobile:  Email:

### Emergency Contact Details

Name:  Phone Number:

Address:  Relationship to Applicant:

### Visa Information

Passport Number:  Expiry Date:

Visa Type:  Subclass:  Expiry Date:

What type of visa will you be holding when you commence your studies?

Student  Working Holiday  Tourist  Other

Have you applied to become a permanent residence of Australia?  Yes  No

If yes, date of application (dd/mm/yy):

### USI Information (Unique Student Identifier)

USI Number:

If you do not have USI yet, please go to [www.usi.gov.au](http://www.usi.gov.au) to apply for it. If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment.

### Language and Cultural Diversity

In which country were you born?     Australia     Other – Please specify:  
 Do you speak a language other than English at home?     No     Yes – Please specify:   
 How well do you speak English?     Very well     Well     Not well     Not at all  
 Are you of Aboriginal or Torres Strait Islander origin?     No     Yes – Please specify:

### Previous Education

Have you done your schooling?     Yes     No  
 Highest Qualification:   
 Name of Institute:  Completed Year:

### Disability

Do you have any of the following disabilities, impairments or long-term conditions?     Yes     No  
 If 'Yes', then please indicate the areas of disability, impairment or long-term condition:  
 Hearing/Deaf     Physical     Intellectual     Acquired Brain Impairment  
 Mental Illness     Vision     Medical Condition     Other

### Employment

Of the following categories, which BEST describes your current employment status?  
 Full-time employee     Part-time employee     Self-employed     Employer  
 Employed in a family business     Unemployed - seeking work     Not employed - not seeking employment

### Study Reason

Of the following categories, which BEST describes your main reason for 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  
 To get into another course of study     For personal interest or self-development  
 Other reasons

### RPL/Credit

Are you seeking recognition of prior learning (RPL) or course credit transfer?     Yes     No  
 If 'Yes', then please contact training manager for further details about the RPL/CT process

### Transferring student information: (if applicable)

Are you transferring from another education provider in Australia?     Yes     No  
 If 'Yes', then have you completed the first 6 months of your principal course?     Yes     No  
 Name of Institute:  
 If you currently enrolled in another institute in Australia please provide release letter.

### Education Agent Details

If you were referred by an Education Agent, please provide details below.

**Agent Name/Business Name:**

As an approved agent of NC, I am also certifying that I have verified all the original documents of the student.

**Signature** \_\_\_\_\_

### Privacy Notice

Please be noticed that the Privacy Notice on application form has been updated on 1st Jan 2021, based on the suggestions from National Centre for Vocational Education Research and Australian Government Department of Education, Skills and Employment. VET Data Policy, Part B, Clause 7.2: states: Where personal information is collected from a student, RTOs must make students aware of the purposes for which their information may be collected, used or disclosed. RTOs must give the student a copy of the Privacy Notice at Schedule 1 of this Policy. This can be achieved by including the 'Privacy Notice' during the student's enrolment process. The minimum mandatory content for inclusion in a

Privacy Notice as at Schedule 1 of the VET Data Policy is provided below and is to be used from 1 January 2021. This content is also available on the Department of Education, Skills and Employment's website: – <https://www.dese.gov.au/>. 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 your RTO using the contact details listed below. 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. Contact information. At any time, you may contact RTO 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

### **Student Declaration and Consent**

I \_\_\_\_\_, Declare that the information I have provided to the to the best of my knowledge is true and correct. I further declare that I have gone through the following policies and procedures available on [www.sarryinstitute.edu.au](http://www.sarryinstitute.edu.au):

- Admissions Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Course Progress Policy and Procedure
- Deferring, Suspending and Cancelling Overseas Student Enrolment Policy and Procedure
- Refund Policy and Procedure *(All refunds will be in accordance with the policy and refund arrangements defined in Agreement)*
- RPL and Credit Transfer Policy and Procedure
- Student Support Policy and Procedure
- Transfer Between Registered Providers Policy and Procedure

**I Consent to the collection use and discloser of my personal information in accordance with the Privacy Notice Above.**

Applicant Name

Applicant Signature

Date..... / ..... / .....

**Document Checklist**

- Admission requirement as per the Boucher
- Passport bio-data pages
- IELTS (or other English Language test) Results (if applicable)
- Evidence of highest academic qualifications
- Copy of current Australian Visa (if applicable)
- OSHC Certificate (if applicable)

**FOR OFFICE USE ONLY**

DATE 

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 APPROVED

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_