

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

SELECT	COURSE NAME	CRICOS CODE	COURSE DURATION	PREFERRED INTAKE
<input type="checkbox"/>	MSF30422 Certificate III in Glass and Glazing	118281F	52 Weeks	
<input type="checkbox"/>	CPC30620 Certificate III in Painting and Decorating	118282E	52 Weeks	
<input type="checkbox"/>	CPC50220 Diploma of Building and Construction (Building)	119174A	52 Weeks	
<input type="checkbox"/>	BSB50420 Diploma of Leadership and Management	110286K	52 Weeks	
<input type="checkbox"/>	BSB60420 Advanced Diploma of Leadership and Management	110287J	78 Weeks	
<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning) Package	119175M	52 Weeks	
<input type="checkbox"/>	MSF30422 Certificate III in Glass and Glazing	118281F	52 Weeks	
<input type="checkbox"/>	CPC50220 Diploma of Building and Construction (Building)	119174A	52 Weeks	
<input type="checkbox"/>	CPC30620 Certificate III in Painting and Decorating	118282E	52 Weeks	
<input type="checkbox"/>	CPC50220 Diploma of Building and Construction (Building)	119174A	52 Weeks	

**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**

<b>In which country were you born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____
<b>Do you speak language other than English at home?</b> (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): _____
<b>How well do you speak English?</b>	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
<b>How well do you write English?</b>	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
<b>Are you of Aboriginal or Torres Strait Islander origin?</b> (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**

<b>What is your highest COMPLETED school level?</b> (Tick ONE box only. If never completed any primary or secondary level education, go to 'Section F'.)	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or equivalent <input type="checkbox"/> Never attended school
<b>Are you still enrolled in secondary or senior secondary education?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION F: PREVIOUS QUALIFICATIONS ACHIEVED**

<b>Have you SUCCESSFULLY completed any of the qualifications listed below?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes. If YES, tick applicable boxes below:
	<input type="checkbox"/> Bachelor degree (or higher degree) <input type="checkbox"/> Advanced diploma (or associated degree) <input type="checkbox"/> Diploma (or associated degree) <input type="checkbox"/> Certificate IV (or advanced certificate/technician) <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other education (Including certificates or other overseas qualifications not listed)

**SECTION G: EMPLOYMENT**

<b>Of the following categories, which BEST describes your current employment status?</b> 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)	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed (not employing others) <input type="checkbox"/> Self-employed (employing others) <input type="checkbox"/> Employed (unpaid worker in a family business) <input type="checkbox"/> Unemployed (seeking full-time work) <input type="checkbox"/> Unemployed (seeking part-time work) <input type="checkbox"/> 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 J: UNIQUE STUDENT IDENTIFIER (USI)**

From June 2022, Accord 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 Accord College can apply on your behalf, if you would like Accord 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)

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**SECTION I: DISABILITY**

Providing information about a disability or medical condition will not disadvantage your application. However, Accord 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 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 Accord College available on our website ([www.accord.edu.au](http://www.accord.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](#).

### SECTION M: OVERSEAS STUDENT HEALTH COVER (OSHC) DETAILS

<b>Do you have a current OSHC?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Would you like Accord College to arrange an OSHC on your behalf?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If 'YES', please select the type of OSHC</b>	<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.privatehealth.gov.au/health\\_insurance/overseas/overseas\\_student\\_health\\_cover.htm](https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm)

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

<b>Do you wish to apply for recognition of prior learning?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you been employed or gained experience through informal learning in the area covered by the course applied for?</b> (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
<b>Do you wish to apply for credit transfer?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you enrolled in the same or a similar course you have selected above elsewhere?</b> (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

**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) (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](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.

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 Accord 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@accord.edu.au](mailto:info@accord.edu.au) Phone No: (03) 8676 1899

### ENROLMENT DECLARATION

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

- Accord 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 Accord 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 Accord College, and adhere to any other pre requisite identified above.
- I have got access to all the relevant policies and procedures of Accord 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 Accord College, and agree to abide by all rules and regulations of Accord College. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that Accord College can withhold my academic results until my debt is fully paid and any property belonging to Accord College has been returned.
- I confirm that I have received and read a copy of Accord College's student Handbook and understand the entry requirements of the course and relevant policies and procedures.
- (Optional) I hereby give my permission to Accord College to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for Accord 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, Accord 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 Accord 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. Accord 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:**

**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	<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

**FOR OFFICE USE ONLY**

**APPLICATION APPROVED:**

Yes  No

**STAFF'S COMMENTS:**

**SECTION Q: EDUCATION AGENT DETAILS**

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

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

CONTACT NUMBER: \_\_\_\_\_

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

**SUBMISSION OF APPLICATION**

If you are a successful applicant, Accord 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 Accord 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 Accord College and retain a copy of the signed Offer letter and enrolment acceptance agreement for your records.

**Apply at :** [apply@accord.edu.au](mailto:apply@accord.edu.au)

**or hand over your application at our head office:**  
Unit 19 2-14 Station Pl Werribee VIC 3030

**CONTACT DETAILS**

**Accord College Pty Ltd**  
RTO No: 45849 | CRICOS Code: 04019A

**Office:** Unit 19 2-14 Station Pl Werribee VIC 3030  
**E-mail:** [info@accord.edu.au](mailto:info@accord.edu.au)  
**Website:** [www.accord.edu.au](http://www.accord.edu.au)  
**Phone:** (03) 8676 1899

**STAFF NAME:**

**SIGNATURE:**

**DATE:**