



## Domestic Enrolment Application Form

1. Complete all section using BLOCK LETTERS
2. Attach supporting documents, including certified copies of your passport and Academic Documents

Course Selection		
TICK box	Qualification Code	Qualification Name
<input type="checkbox"/>	BSB50120	Diploma of Business
<input type="checkbox"/>	BSB60120	Advanced Diploma of Business
<input type="checkbox"/>	AUR30620	Certificate III in Light Vehicle Mechanical Technology
<input type="checkbox"/>	AUR40216	Certificate IV in Automotive Mechanical Diagnosis

Note: for updated fees and charges, refunds and cancellations please refer to our student handbook or contact to college's reception.

Personal Details			
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other:		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
Family Name*			
Middle Name			
Given Name*			
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want us to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a>			
Place and country of Birth			
Date of Birth	/ /	Nationality	
Are you currently studying in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, Name of institute			
Unique Student Identifier <sup>1</sup>			
Do you have a Unique Student Identifier (USI)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES, please specify your USI _____			
If NO, please approach our Admin Department or visit <a href="http://usi.gov.au">http://usi.gov.au</a> .			
USI verified by Techie International College:			
Staff Name	Signature	Date:	/ /

\*From 1 January 2015, we 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 <http://www.usi.gov.au/create-your-USI/> on 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



**Contact Details**

**Residential Address**

Building/Property Name			
Flat/Unit Details		Street No	
Street Name		Suburb	
State / territory		Postcode	
Telephone		Mobile	

**Postal Address (if different from residential Address)**

Building/Property Name			
Flat/Unit Details		Street No	
Street Name		Suburb	
State / territory		Postcode	

PO Box or roadside delivery box:			
Preferred Contact Method	Email:	Phone:	

**Emergency Contact**

Name			
Phone			
Relationship			

**English Language Proficiency**

Assessment Type	<input type="checkbox"/> IELTS	<input type="checkbox"/> PTE	<input type="checkbox"/> TOEFL	<input type="checkbox"/> Others
Score Achieved		Date		

**Previous Qualification Achieved**

Have you successfully completed any of the following qualifications in Australia or hold any recognized overseas qualification		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Bachelor or Above	• Degree		
• Advanced Diploma	• Diploma		
• Year 12	• Certificate IV		
• Certificate III	• Certificate II		



In case of overseas qualification, has the qualification been skill assessed in Australia  Yes  No

### Most recent or current Qualifications

Name of Qualification:	
School/ Institution:	
Country:	
Year was/to be completed:	

Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary. Academic records not in English must also be accompanied by a certified translated copy

### Recognition of Prior Learning/ Credit Transfer

Do you want to apply for RPL/Credit Transfer  Yes  No

If Yes, you must attach certified translated (English) copies of your supporting documents (e.g. employment letter, position descriptions, Statement of Attainment, etc.) so that Techie International College can assess your eligibility for RPL/Credit Transfer  
Complete RPL/CT form available at Techie International College 's reception.

### Reason for Study Which of the following best describes your reason for undertaking this course?

<ul style="list-style-type: none"><li>To get a job</li></ul>	<ul style="list-style-type: none"><li>To get a better job or promotion</li></ul>
<ul style="list-style-type: none"><li>Required as part of my job</li></ul>	<ul style="list-style-type: none"><li>To start a new career in a different field</li></ul>
<ul style="list-style-type: none"><li>To start my own business</li></ul>	<ul style="list-style-type: none"><li>To gain new skill</li></ul>
<ul style="list-style-type: none"><li>To gain knowledge in another course</li></ul>	<ul style="list-style-type: none"><li>Others</li></ul>
<ul style="list-style-type: none"><li>For personal interest or self-development</li></ul>	Specify:

### Special Needs

Do you need any special support such as Language, Literacy and Numeracy  Yes  No

Do you suffer from any physical / mental disability that may affect your participation in the course?  
 Yes  No

Any Other Special Need?  Yes  No  
If Yes, direct it to our administration Department who will assist you on the support option available to you

### Employment

Which of the following best describes your current employment status?

<ul style="list-style-type: none"><li>Full time employee</li></ul>	<ul style="list-style-type: none"><li>Part time employee</li></ul>
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▪ Unemployed- seeking full time work	▪ Unemployed- seeking part time work
▪ Self-employed - not employing others	▪ Not employed - not looking for work
▪ Employed - unpaid worker in a family business	▪ Employer

## Privacy Notice

Under the *Data Provision Requirements 2012*, Techie International College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Techie International College for statistical, regulatory and research purposes. Techie International College may disclose your personal information for these purposes to third parties, including:

Employer – if you are enrolled in training paid by your employer.

Commonwealth and State or Territory government departments and authorised agencies.

NCVER, Organisations conducting student surveys; and Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts; facilitating statistics and research relating to education, including surveys;

understanding how the VET market operates, for policy, workforce planning and consumer information; and

administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))

## Student Declaration and consent:

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 have read and understood Techie International College's relevant policies and procedures and the terms and conditions of enrolment, fee payment, fee refunds, deferment, suspension or cancellation. I also understand that all pre-enrolment information can be requested by emailing [info@techie.edu.au](mailto:info@techie.edu.au) or calling Techie International College.

I confirm that I am fully aware of the fees, cancellation and refund conditions and I agree to be a student at Techie International College. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

## Use of personal information:



I understand that Techie International College may Information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected on this form or during your Enrolment can be disclosed without your consent where authorized or required by law."

Student Name: .....

Student signature: ..... Date: .....

Please either: Email an electronic copy (Scanned copy) to [info@techie.edu.au](mailto:info@techie.edu.au)

*Print out this form and mail the hard copy of the document to: Building C, 60 Belfast Street Broadmeadows VIC, 3074*

**Application Checklist**

Completed all sections of this application	Attached relevant employment documentation
Attached certified true copies of your qualifications	Attached any other relevant documentation
Attached certified true copies of your identity	Read and signed the declaration
Attached certified true copies of your English Proficiency	

**Education Agent Details** (If applicable)

Agency Name		Agent Name	
Email Id			

**Agent declaration:** (Please tick all the circles to indicate your agreement)

As the Education Agent of this student seeking to apply for enrolment at Techie International College, I confirm:

- That the information contained within this application form is accurate, and that the supporting documentation including, but not limited to the "certified copy" of the applicant's academic record is correct and has not been altered in any way.
- That I understand Techie International College expects Education Agents to act ethically in dealings with the students and their families.
- That any Enrolment Fees paid to me by the student to support this application will be immediately transferred to Techie International College.
- That I understand Techie International College expects Education Agents to ensure that each student applying for entry to Techie International College is familiar with the information contained in: The Application Form, Student Pre-Enrolment Information, and the student Handbook.
- I confirm the student has signed this application form.
- I have provided the student's personal email address and residential address, as disclosed to me by the student

Agent Signature / Stamp	
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**Office Use Only**

Date Received		Staff Signature	
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<b>Application Submission</b>			
Please submit your application to: <a href="mailto:info@techie.edu.au">info@techie.edu.au</a> OR Techie International College, Building C, 60 Belfast Street Broadmeadows VIC 3047			