International 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

Qualification Code	CRICOS Code	Qualification Name	Duration
BSB50120	104973D	Diploma of Business	54 Weeks
BSB60120	104974C	Advanced Diploma of Business	64 Weeks
AUR30620	106462M	Certificate III in Light Vehicle Mechanical Technology	63 Weeks
AUR40216	106463K	Certificate IV in Automotive Mechanical Diagnosis	30 Weeks
SIT30821	111548G	Certificate III in Commercial Cookery	52 Weeks
SIT40516	111549F	Certificate IV in Kitchen Management	78 Weeks
SIT50422	112386A	Diploma of Hospitality Management	65 Weeks

Do you need Airport pickup ☐ Yes ☐ No

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

Personal Details

Title	☐ Mr. ☐ Mrs. ☐ Ms. · Miss ☐ Other:
Gender	☐ Male ☐ Female ☐ 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 *http://www.usi.gov.au/create-your-USI/*

Place and country of Birth			
Date of Birth	/ /	Nationality	
Passport No		Expiry Date	
Visa Type		Visa Subclass	
Visa Number		Visa Expiry Date	

Overseas health Cover:

Do you have Overseas Health Cover (OSHC)? ☐ Yes ☐ No
If Yes, OSHC Provider: _____

If No, I require ☐ Single Cover ☐ Family Cover
Name(s) of the family member(s) _____

Date of Birth: (DD/MM/YYYY) ___/___/_____ Gender: ☐ Male ☐ Female

Are you currently studying in Australia? ☐ Yes ☐ No

If Yes, Name of institute	
Are you Transferring from another education provider in Australia? ☐ Yes ☐ No	

Unique Student Identifier[1]

Do you have a Unique Student Identifier (USI)?   ☐ Yes ☐ No
If YES, please specify your USI _____
If NO, please approach our Admin Department or visit http://usi.gov.au.
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 NCVER. 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 (Home Country)

Address:	
Country:	
Phone:	Email:

Residential Address (Australia)

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 in Australia or Home Country	
Name	
Phone	
Relationship	

English Language Proficiency	

Assessment Type	☐ IELTS ☐ PTE ☐ TOEFL ☐ Others
Score Achieved	Date

☐ Not Required. I am from Level I country. (You will be required to undertake Placement Assessment if you are not from the list of exempted countries. Refer Entry requirement policy)

Previous Qualification Achieved	

Have you successfully completed any of the following qualifications in Australia or hold any recognized overseas qualification   ☐ Yes   ☐ 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?	
· To get a job	· To get a better job or promotion
· Required as part of my job	· To start a new career in a different field
· To start my own business	· To gain new skill
· To gain knowledge in another course	· Others Specify:
· For personal interest or self-development	

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?	
· Full time employee	· Part time employee
· 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

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 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 distribute my personal details as indicated in the statement:

"Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Information collected about you on this form and during your 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

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 VISA	Attached any other relevant documentation
Attached certified true copies of your Passport	Read and signed the declaration
Attached certified true copies of your qualifications	Attached certified true copies of your English Proficiency
Copy of your current OHSC	

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:

- o That I comply with the standards of the ESOS framework (including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- o 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.
- o That I understand Techie International College expects Education Agents to act ethically in dealings with the Overseas Students and their families.
- o That any Enrolment Fees paid to me by the student to support this application will be immediately transferred to Techie International College so that Institute can uphold its commitment to ESOS legislation with regards to enhancing the refund policy where appropriate.
- o 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.
- o I confirm the student has signed this application form.
- o I have provided the student's personal email address and residential address, as disclosed to me by the student

Agent Signature / Stamp	

Office Use Only			
Date Received		Staff Signature	

Application Submission
Please submit your application to: info@techie.edu.au OR Techie International College, Building C, 60 Belfast Street Broadmeadows VIC 3047