

International Student Application Form

Business Course (BSB Package)

BSB40120 Certificate IV in Business (CRICOS Code 114063D)
BSB50120 Diploma of Business (CRICOS Code 114064C)
BSB60120 Advanced Diploma of Business (CRICOS Code 114066A)
BSB50420 Diploma of Leadership and Management (CRICOS Code 114065B)
BSB80120 Graduate Diploma of Management(Learning)(CRICOS Code 116311K)

Construction Course (CPC Package)

CPC30220 Certificate III in Carpentry (CRICOS Code 114715F)
CPC30620 Certificate III in Painting and Decorating (CRICOS Code 114716E)
CPC50220 Diploma of Building and Construction(Building)(CRICOS Code 114717D)
CPC30320 Certificate III in Concreting (CRICOS Code 116275J)
CPC33020 Certificate III in Bricklaying and Blocklaying (CRICOS Code 116274K)
MSF30322 Certificate III in Cabinet Making and Timber Technology (CRICOS Code 114718C)
RII60520 Advanced Diploma of Civil Construction Design (CRICOS Code 114719B)

ELICOS COURSES

English for Academic Purposes (CRICOS Code 114962B)
General English (CRICOS Code 114961C)

Aged Care & Community Services

CHC33021 – Certificate III in Individual Support (CRICOS Code 115337H)
CHC43015 – Certificate IV in Ageing Support (CRICOS Code 115365D)
CHC52021 – Diploma of Community Services (CRICOS Code 115338G)

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 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 Edinburgh Institute, I am also certifying that I have verified all the original documents of the student.

Signature _____

Privacy Notice

Under the Data Provision Requirements 2012, Edinburgh Institute Pty Ltd 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 enrollment form and your training activity data) may be used or disclosed by Edinburgh Institute for statistical, regulatory and research purposes. Edinburgh Institute may disclose your personal information for these purposes to third parties. This practice is also required by the ESOS Act and the ESOS National Code 2018. including:

- School: if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- Employer: if you are enrolled in training paid by your employer
- Commonwealth and State or Territory government departments and authorized agencies
- NCVER
- 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 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.edinburgh.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

- 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

Approved by:

Signature:
