

SECTION 1 – Personal Details

Title Mr Mrs Ms Other

Given Name (s)*

Middle Name

Family Name*

Gender* Male Female Others

Date of Birth*

Passport Number

Nationality

Do you currently hold an Australian Visa? Yes No

Type of visa (eg Student, Temporary Resident):

Have you ever had a visa refused, cancelled or overstayed your visa? Yes No
If yes, please provide the decision record or correspondence.

Have you ever been excluded from an Australian CRICOS registered institution before? Yes No

Do you have a disability or long term illness? Yes No

Do you require support service? Yes No

**** If you are currently living outside Australia, please provide both domestic and current overseas address.
If you are already living in Australia, please provide your Australian address.**

Section 2 – Contact details (Mandatory)

Permanent Address
(Home Country):

Address (Current Address)

Number

Street / Suburb

Town / City

Postal / Zip Code

Country

Home Phone Number

Mobile Phone Number

Email

Emergency Contact Details

Name

Relationship

Contact Number

Email address

Section 3 – Academic Qualifications (including Australian Qualification if any)

Please provide certified copies of your qualifications and academic transcripts. **Please do no send original documents**

Name of course / award	Name of School / institution	Country	Language of Instruction

Section 4 – Language and Cultural Diversity

Is English your first language? Yes No

If not, what is your first language?

How well do you speak English? Very Well Well Not Well Not at all

Do you have a valid English Test Yes No

Please indicate the English test you have completed? IELTS PTE TOEFL Other

Date of Test (DD/MM/YYYY)

Overall Score

Are you of Aboriginal or Torres Strait Islander origin? Yes, Aboriginal
 Yes, Torres Strait Islander No

Section 5 – Credit / Advanced standing

Do you wish to have any completed studies for credit / advanced standing ? Yes No

If yes, you must attach detailed syllabuses (curriculum) of courses you have completed. Credit/Advanced standing cannot be assessed without this information

Section 6 – Agent Details

You can apply directly to the college or via one of our Education Agents. A full list of College’s agents is at: unisa.edu.au/agent I nominate the following agent and authorize Spring Hill College to release personal information relevant to my application and visa documentation to this agent.

Name of agent:
stamp

Representative / Agent

Section 7 – Unique Student Identifier

Do you have USI?

Yes, Unique Student Identifier (USI) _____

No ☒

If no, please complete the next section.

If No, please complete the below section for further process.

From 1 January 2015, we Spring Hill 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 NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on a 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.

You must 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 “Forgotten USI” Link on the USI Website at <https://www.usi.gov.au/students/find-your-usi>

If you would like Spring Hill College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise Spring Hill College to apply according to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) under the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Section 8 - Course Selection

Course:

	Course Code	Course Name	CRICOS Course Code	Duration	Intake
<input type="checkbox"/>	SIT30821	Certificate III in Commercial Cookery	111258F	65	
<input type="checkbox"/>	SIT40521	Certificate IV in Kitchen Management	111254K	84	
<input type="checkbox"/>	SIT50422	Diploma of Hospitality Management	114167G	84	
<input type="checkbox"/>	BSB50420	Diploma of Leadership and Management	104404B	60	
<input type="checkbox"/>	BSB60420	Advanced Diploma of Leadership and Management	114199K	52	
<input type="checkbox"/>	RII60520	Advanced Diploma of Civil Construction Design	114198M	94	
<input type="checkbox"/>	ICT60220	Advanced Diploma of Information Technology	114200M	94	
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management (Learning)	114201K	62	

Cookery Package

	Course Code	Course Name	CRICOS Course Code	Duration	
<input type="checkbox"/>	SIT30821 SIT40521 SIT50422	Certificate III in Commercial Cookery Certificate IV in Kitchen Management Diploma of Hospitality Management	111258F 111254K 114167G	104	

Section 9 - Reason For Studies

What describes your main reason for undertaking this course? (Tick ONE box only)

<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get a better job or a promotion	<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> Other reasons
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> To get skills for community/voluntary work	

Section 10 – Employment

Select that describes your current employment status

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee
<input type="checkbox"/> Self-employed–employing others	<input type="checkbox"/> Self-employed–not 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

Section 11 – Overseas Student Health Cover, Accommodation and Airport Pickup	
Do you currently hold Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of the provider:	
Membership Number:	
Expiry Date:	
If No, do you want Spring Hill College to organise OSHC for you?	<input type="checkbox"/> No <input type="checkbox"/> Yes, <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family
Do you require airport pickup?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please fill up Airport Pickup Form which can be located on our website. (Please Note: Charges Apply)

Section 12 – Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we (Spring Hill College) collect your personal information so we can process and manage your enrolment in a Vocational Education and Training (VET) course with us.

We are required to collect the information on this form, and as such cannot enrol you as a student if this form is incomplete.

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 a 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

<https://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>

International Student Information

Spring Hill College is required to collect personal information and information about course enrolment and course progress for all international students which may be shared with the Australian Government including the Department of Education, Skills and Employment and the Department of Home Affairs as well as the Tuition Protection Service as relevant for the purposes of:

- promoting compliance with the ESOS Act and the National Code
- assisting with the regulation of providers
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally
- or facilitating the monitoring and control of immigration.

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 these surveys at the time of being contacted.

You may also be contacted by or on behalf of our regulatory body, the Australian Quality Skills Authority (ASQA) in relation to a survey about the training and assessment services that you have been provided with.

These survey responses do not belong to Spring Hill College and are separate to any surveys that Spring Hill College asks you to complete which are to contribute to improving the courses and services it provides.

Contact information.

At any time, you may contact Spring Hill 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.

Section 13 – Student Declaration

- I have read, understood and agree to be bound by the Terms and Conditions set out in the letter of offer and Agreement and/or Student Handbook as outlined by Spring Hill College.
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.
- I have been adequately informed of the requirements and expectations of the course prior to enrolment.
- 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 received and understand the entry requirements for my course. For example, English test, LLN assessment and any other individual requirements for my chosen qualification.
- I understand any additional non- tuition fees or any other requirements I need to purchase for my course, prior to my enrolment.
- I understand that if I have applied through an approved Spring Hill College agent, all correspondence relating to my application will be forwarded to that agent.
- I understand that any vocational placement undertaken as a part of any of the courses offered at Spring Hill College will be unpaid.
- I confirm I have been informed about the training and assessment and support services to be provided and about my rights and obligations as a student at Spring Hill College.
- I must attend orientation and classes as scheduled in my timetable and submit all assessment tasks on time.

International Students:

- I understand that all Spring Hill College courses are offered based on full-time study and that I am required to attend a minimum of 20 scheduled course contact hours per week.
- I understand that I must attend orientation since it is a legal requirement and falls within my study plan. Failing to do so is reportable to DHA. A rescheduling fee shall apply if the students are unable to attend the orientation on the scheduled date. (Your Orientation date and time will be emailed to you before the orientation and course commencement).

Note: Spring Hill College does not enrol any students under the age of 18.

- I understand that I am required to have my own laptop for my course and required to bring the laptop to each training session.
- Tick here to confirm you have declared and consented to the above mentioned.
- I understand the additional requirements (that may occur additional costs) for my course e.g. PPE

Section 14 – Signature

Signature of the Applicant:	
Date	