



International Student Enrolment Application

Student Details:				Application Date:	
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you have a USI please refer to the USI section of the form for information on how to apply for a USI. You must write your name, including middle names, exactly as written in the identity document you choose to use for applying for a USI.					
First Name:		Last Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Home Address:				Date of Birth (DD/MM/YY):	
Suburb:		State:	Post Code:	Age Declaration:	
Postal Address:				<input type="checkbox"/> I am at least 18 years of age	
Suburb:		State:	Post Code:	Note: Melvic College Australia does not enrol students below 18 years of age. Please contact Student Support Services if	
Primary Phone:		Work Phone:		Mobile #:	
Email Address:					
Emergency Contact Details					
Emergency Contact name:			Relationship:		
Phone No:		Email Address:			
Language and Cultural Diversity					
Country of Birth:			City of Birth:		
Language Spoken:					
Do you speak a language other than English at home? <input type="checkbox"/> No <input type="checkbox"/> Yes, other:					
How well do you speak English? <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all					
Are you Aboriginal and/or Torres Strait Islander? (please tick all that applies)					
<input type="checkbox"/> No		<input type="checkbox"/> Yes, Aboriginal		<input type="checkbox"/> Yes, Torres Strait Islander	



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Disability: Please see Disability Supplement section (page 8)

Do you have any disability, impairment, or long-term condition which may affect your course?

Yes No

Do you live with any physical/mental disability that may affect your participation in the course?

Hearing/Deaf Physical Intellect Medical Condition Acquired brain impairment

Mental Illness Vision Learning Other:

Do you require additional support?

No Yes (please specify):

Education and Training Details:

Have you completed LLN test?

Yes No

Have you taken English Language test in the last 2 years? Yes No

IELTS OET PTE TOEIC

Test date

Test score in overall & each individual modules

What if your highest COMPLETED school level? (tick one only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10, the Highest school level completed is Year 9.

Year 12 or equivalent

Year 10 or equivalent

Year 9 or below

Year 11 or equivalent

Year 9 or equivalent

Never attended school

Are you still enrolled in secondary or senior secondary education?

Yes No

In which YEAR did you complete that school level?

Have you successfully completed any of the following qualifications? (please select all that apply)

Certificate I

Certificate IV (Advance Cert)

Bachelor's degree or higher

Certificate II

Diploma

Other

Certificate III (Trade Cert)

Advance Diploma/Associate Degree

None



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Employment Details:		
Employer Business Name:	Employer Contact:	
Employer Address:		
Employment Status:	<input type="checkbox"/> Self-employed - not seeking employment	<input type="checkbox"/> Unemployed - seeking full-time work
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Self-employed - employing others	<input type="checkbox"/> Unemployed - seeking part-time work
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Employed - unpaid worker in a family business	<input type="checkbox"/> Unemployed - not seeking employment
Current or recent occupation:		
<input type="checkbox"/> Managers	<input type="checkbox"/> Technicians and Trade Workers	<input type="checkbox"/> Sales Workers
<input type="checkbox"/> Professionals	<input type="checkbox"/> Community and Personal Service Workers	<input type="checkbox"/> Machinery Operators and Drivers
<input type="checkbox"/> Labourers	<input type="checkbox"/> Clerical and Administrative Workers	<input type="checkbox"/> Others
Industry of your current or previous Employer		
<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Mining	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Wholesale Trade	<input type="checkbox"/> Transport, Postal and Warehousing
<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Construction	<input type="checkbox"/> Accommodation and Food Services
<input type="checkbox"/> Financial and Insurance Services	<input type="checkbox"/> Education and Training	<input type="checkbox"/> Information Media and telecommunications
<input type="checkbox"/> Administrative and Support Services	<input type="checkbox"/> Rental, Hiring and real Estate Services	<input type="checkbox"/> Public Administration and Safety
<input type="checkbox"/> Health Care and Social Assistance	<input type="checkbox"/> Professional, Scientific and Technical Services	<input type="checkbox"/> Arts and recreation Services
<input type="checkbox"/> Other Services		
Reason for Study:		
Of the following categories, which BEST describes your main reason for undertaking this course?		
<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement for my job

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<input type="checkbox"/> I wanted extra skills for my job	<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 develop my existing business	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get skills for community/voluntary work	<input type="checkbox"/> Other reasons:	

Existing Skills and Knowledge:

Please describe any related work or industry experience (job role, description of responsibilities, inclusive dates, etc.) you have, if any:

Please list down any related qualifications you currently hold, if any:

Qualification Title and Code	Provider/College/ University Name	Country / Date Of Completion

Course Enrolment Details: (See Course Outline for delivery mode and available durations)

Tick	Course Code	Course Name	CRICOS Code	Course Delivery	Course duration	Course start date
<input type="checkbox"/>	CHC33021	Certificate III in Individual Support (Ageing and Disability)	116287E	Blended (Face to Face + Online Distance)	65 weeks	
<input type="checkbox"/>	CHC43015	Certificate IV In Ageing Support	116288D	Blended (Face to Face + Online Distance)	78 weeks	
<input type="checkbox"/>	BSB50420	Diploma of Leadership and Management	116289C	Blended (Face to Face + Online Distance)	65 weeks	



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Do you want to apply for RPL?

Yes (Fill the credit form) No

Please briefly explain/outline the skills and experience you believe you have that relates to the course in which you are enrolling:

Agent Information Details

Company Name (If Applicable):

Agent Name:

Email ID:

Phone:

Agent Address:

Mara Agent No:

Additional Information: (please answer all questions)

Do you have access to a computer and the internet? Yes No

What level of computer literacy do you have?

Excellent Good Basic Poor

How do you rate your numeracy skills?

Excellent Good Basic Poor



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Do you require additional support?	<input type="checkbox"/> No <input type="checkbox"/> Yes (<i>please specify</i>)
Overseas Student Health Cover (OSHC) is required throughout your visa duration. Do you require assistance for OSHC? <input type="checkbox"/> Yes (proceed to next question) <input type="checkbox"/> No (submit a copy of valid OSHC to student services)	
Specify your OSHC plan: <input type="checkbox"/> Single <input type="checkbox"/> Family <input type="checkbox"/> Multi-family	
Do you require any of the following? <input type="checkbox"/> Pick-up from Airport <input type="checkbox"/> Homestay Accommodation	
How is your study funded? <input type="checkbox"/> Self-Funded <input type="checkbox"/> Private Sponsor <input type="checkbox"/> Government Sponsor <input type="checkbox"/> Others <i>Please be advised that Melvic College Australia reserves the right to ask for additional evidence of financial capacity.</i>	
Are you aware of the Genuine Student (GS) requirements provided by the Department of Home Affairs? https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been refused a visa for any country? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you applying for your visa Offshore /outside or Onshore/Inside Australia? <input type="checkbox"/> Offshore /outside or <input type="checkbox"/> Onshore/Inside	
Are you travelling with family members? If Yes (Please provide details below)	

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IMPORTANT NOTE:

Melvic College Australia will provide access to additional support services where required, as described in the Additional Support Policy and Procedures. However, where a student is unable to meet minimum course entry requirements such as corresponding Learning, Literacy and Numeracy Skills and/or Physical Fitness requirements of a course, Melvic College Australia reserves the right to defer/terminate enrolment. If you are in doubt, please ask us about it.

Unique Student Identifier

From 1 January 2015, we Melvic College Australia 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/your-usi/create-usi> on computer or mobile device.

For more details, please refer to “Unique Student Identifier (USI)” www.usi.gov.au

1. Enter your Unique Student Identifier (if you already have one)
- 2.

Unique Student Identifier (10 digits):

3. If you don't have a USI number, you can apply for one by going to the USI website: www.usi.gov.au and follow the steps here: <https://www.usi.gov.au/your-usi/create-usi>

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 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/find-your-usi>

If you have an objection to being assigned a Unique Student Identification Number (USI), you are able to apply for an exemption, directly to the Student Identifiers Registrar at www.usi.gov.au. Where the USI exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript.

Privacy Notice

As a registered training organisation (RTO), Melvic College Australia will collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Melvic College Australia will not be able to enrol students who fail or refuse to provide 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.

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.

Melvic College Australia is also authorised by law (under the NVET Act) to disclose your personal information to the relevant state or territory training authority.

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 NVET Act. Your personal information may be used and disclosed by NCVER for purposes that include

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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 Employment and Workplace Relations (DEWR), 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 www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact Melvic College Australia using the contact details listed below.

DEWR 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 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>.

If for any reason you cannot access the privacy notice electronically on the Department's website, please get in touch with us at info@melvic.edu.au to obtain a copy of the 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 Melvic College Australia 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

Understanding the ESOS Framework

The Australian Government wants international students to have a rewarding, enjoyable and safe experience when they come to Australia to study. Australia's education and training system offers high quality services and protection for international students to ensure they make the most of their time here. The laws that protect international students form the Education Services for Overseas Students (ESOS) framework. They include the Education Services for Overseas Students Act 2000 and the ESOS National Code 2018. Please read a summary of the ESOS Framework including your rights, responsibilities, requirements, support services, and other information about studying in Australia on the AEI website here: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

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Refund Policy

Details of the Melvic College Australia Fees and Charges / Refund Policy can be found in the International Student Agreement Form, Fee Administration and Refund Policy, Student Handbook, and Melvic College Australia website.

Application Checklist

- Received and understood information on the requirements, costs, and campus locations for my course through the course brochure
- Completed the Enrolment Application Form
- Attached current passport
- Attached current Australian Visa (if applicable)
- Attached relevant employment evidence (if applicable)
- Attached English Language Qualification (IELTS or others)
- Attached Highest Qualification Certificate and Transcript (Australia and/or Overseas)
- Attached Letter of Release (or any document authorising your transfer if currently enrolled in another education provider in Australia)
- Attached Genuine Student (GS) Assessment Form
- Complete student VISA application
- Overseas Student Health Cover (OSHC)



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Declaration

I,

of

with date of birth:

Would like to apply for enrolment in the above course with Melvic College Australia (RTO ##46232, CRICOS# 04258H). I have read and understood the entry and course requirements and other course information on the Melvic College Australia website. I have read the Melvic College Australia Student Handbook including the Privacy Policy, Fee Administration and Refund Policy, and other policies and procedures prior to enrolling.

I understand that I will be required to supply a USI to Melvic College Australia in accordance with national legislation. I declare that I have answered all questions truthfully to the best of my knowledge. I understand that all my personal details including my USI, are confidential and are protected by relevant privacy laws. I give my consent to Melvic College Australia to release my name, date of birth, contact details and statistical information, including my USI, to the relevant Federal government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

I have read and consent to the collection, use and disclosure of my personal information pursuant to the information detailed at Privacy Policy.

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

I declare that I am aware and understand my financial obligations relating to studying in Australia and I confirm that I have access to sufficient funds to cover my living expenses and all course-related costs and fees during my study in Australia.

Printed Name:	Date:

Student Signature (attach eSignature or print the form and sign):

Once this form is completed, please return to Melvic College Australia:

Email: info@melvic.edu.au | Phone: 0433 446 282

International Enrolment Form V2.0

Phone: 0433 446 282

Website: www.melvic.edu.au

Email: info@melvic.edu.au

Address: Level 11, 461 Bourke Street, Melbourne VIC 3000



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Payment Options

Initial deposit: \$_____

Remaining balance to be paid in payment plan contact admin

Payment Options:

Do you wish to pay more than 50% of your tuition fee in advance?

Pay **more than 50%** Pay in **full amount** Pay only the required deposit / fees prior commencement

Note: Students are **not** required to pay more than 50% of the tuition fees before commencement of study. Students must submit the **signed International Student Agreement Form prior** to arranging any payment (electronic or via other means) to Melvic College Australia.

Payment Details: (Select ONE Payment Method)

Cheque Direct Debit Credit Card Electronic Transfer

Account Name: Melvic College Australia Pty Ltd

BSB: 033-137

Bank: Westpac

Account Number: 696011

Swift Code (International) - WPACAU2SXXX

Credit Card Authorisation

I, _____ authorise Melvic College Australia to debit _____ from the following credit card for the purpose of enrolling into training. For both upfront payments and payment plan amounts, please debit my card as per the selected payment option above according to the following details:

Card Type: (tick one only)	<input type="checkbox"/> VISA	<input type="checkbox"/> Mastercard
Card Number:		
Expiry:		
Card Holders Name:		
Signature:	Date:	
Office Use Only:	Student #:	Enrolment #:
<input type="checkbox"/> Entered	<input type="checkbox"/> Receipt	<input type="checkbox"/> Access Granted
<input type="checkbox"/> Invoice	<input type="checkbox"/> Upload Form	<input type="checkbox"/> Welcome Pack Sent: Date
Student Services:	<input type="checkbox"/> VP Checklist	

Disability Supplement

Introduction:

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe, or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional, or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

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VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
30/07/2024	Document creation	Melvic College	v. 2.0	21/11/2024	30/06/2025

RTO INFORMATION

RTO INFORMATION	
Document Name	International Enrolment Form V2.0
RTO/Company Name	Melvic College Australia
ABN	50 650 740 668
RTO Code	#46232
CRICOS Code	04258H
Phone	0433 446 282
Email	info@melvic.edu.au
Manager	Manager
Website	www.melvic.edu.au
Address	Level 11, 461 Bourke Street, Melbourne VIC 3000