



APPLICATION FORM

Complete all sections in (BLOCK LETTERS ONLY) and ensure that all supporting documents are attached.

Personal Details <input type="checkbox"/> Checked by admissions					
Title (please circle):	Mr Mrs Miss Ms	Gender (please circle):	M F Other	Date of Birth:	
Surname:			Given Name:		
Preferred Name:					
Email Address:					
Street Address:					
Suburb Town:		State:		Post Code:	
Country:			Phone No (ISD code):		
Postal Address (if different from above):					
In which country were you born?			Town/City of Birth:		
Do you have a valid Australian Visa?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Passport number: _____		
	If Yes, Visa Subclass: _____		Expiry Date: _____		
Emergency Contact Details <input type="checkbox"/> Checked by admissions					
Contact Name:			Relationship to you:		
Contact Number:					
Language and Cultural Diversity <input type="checkbox"/> Checked by admissions					
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	No English only <input type="checkbox"/>	Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)	No <input type="checkbox"/>		
	Yes (please specify) <input type="checkbox"/> _____		Yes, Aboriginal <input type="checkbox"/>		
Do you consider yourself to have a permanent or significant disability and/or learning difficulties? (This is for Ashton College to provide support and will not affect the outcome of application)	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, please indicate Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> mental illness <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other, please specify <input type="checkbox"/> _____				
Have you undertaken an English Language Test?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Test Type: _____ Test Score: _____ Date Undertaken: _____				
Overseas Student Health Cover <input type="checkbox"/> Checked by admissions					
Do you require Overseas Student Health Cover (OSHC)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If "No", Membership No. _____ OSHC expiry Date: _____ If "Yes", what type of OSHC will you require? Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/>				
For more information, please visit https://oshcaustralia.com.au					



Education and Experience Checked by admissions

Evidence of qualifications must be attached. Documents not in English must be accompanied by certified translations.

<p>What is your highest COMPLETED school level? (Tick ONE box only)</p>	<p>Year 12 eq <input type="checkbox"/> Year 11 eq <input type="checkbox"/> Year 10 eq or below <input type="checkbox"/></p> <p>Never attended school <input type="checkbox"/></p> <p>Year Completed _____ Country Completed _____</p>
<p>Have you successfully completed any of the listed qualifications?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, tick any applicable boxes</p> <p>Bachelor degree or higher degree <input type="checkbox"/> Advanced Diploma or associate degree <input type="checkbox"/></p> <p>Diploma (or associate Diploma) <input type="checkbox"/> Certificate IV <input type="checkbox"/></p> <p>Certificate III(or trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/></p> <p>Certificate I <input type="checkbox"/> Other education <input type="checkbox"/></p>
<p>Select one category which best describes the main reason you are undertaking this course</p>	<p>To get a Job <input type="checkbox"/> To start my own business <input type="checkbox"/></p> <p>To develop my existing business <input type="checkbox"/> To try a different career <input type="checkbox"/></p> <p>I want extra skills for my job <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/></p> <p>Other reasons <input type="checkbox"/></p>
<p>Which best describes your current employment status?</p>	<p>Full time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/></p> <p>Self employed <input type="checkbox"/> Employer <input type="checkbox"/></p> <p>Unemployed <input type="checkbox"/> Not employed <input type="checkbox"/></p>

Course Information Checked by admissions

Please tick the course/s you wish to enrol in. Prefferd Course Start Month/year _____

No of weeks for ELICOS only: _____

Course Code and Course Name	Duration (Weeks)	Course Code and Course Name	Duration (Weeks)
<input type="checkbox"/> 081502G - General English	10 – 50 Weeks	<input type="checkbox"/> 081503F - English for Academic Purposes	10 -30 Weeks
<input type="checkbox"/> SIT30816 - Certificate III in Commercial Cookery	52 Weeks	<input type="checkbox"/> SIT40516 - Certificate IV in Commercial Cookery	26 Weeks *
<input type="checkbox"/> SIT50416 - Diploma of Hospitality Management	26 Weeks*	<input type="checkbox"/> SIT60216 - Advanced Diploma of Event Management	72 Weeks
<input type="checkbox"/> AUR30616 - Certificate III in Light Vehicle Mechanical Technology	82 Weeks	<input type="checkbox"/> AUR31516 - Certificate III in Automotive Diesel Engine Technology	72 Weeks
<input type="checkbox"/> AUR40216 - Certificate IV in Automotive Mechanical Diagnosis	30 Weeks	<input type="checkbox"/> BSB40215 - Certificate IV in Business	26 Weeks
<input type="checkbox"/> BSB42015 - Certificate IV in Leadership and Management	26 Weeks	<input type="checkbox"/> BSB51915 - Diploma of Leadership and Management	52 Weeks

*Certificate IV in Commercial Cookery and Diploma of Hospitality Management are offered in 26 week durations based on an applicant already having completed a Certificate III in Coomercial Cookery. Credit transfers will be granted between Certificate III in Commercial Cookery, Certificate IV in Commercial Cookery and Diploma of Hospitality Management which reduces the duration down to 26 weeks due to the high number of common units.

<p>Are you applying for Credit transfers from previous studies?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Are you applying for Recognition of Prior Learning (RPL)?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Airport Pickup and Accommodation Checked by admissions

(If you ticked "yes", please fill Airport Pick Up and Homestay Placement Application Form online.) (additional charges apply)

<p>Do you require an airport pickup?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you require assistance with accommodation?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>



Unique Student Identifier (USI)

Checked by admissions

As of January 1st 2015, all students undertaking VET training in Australia must have a Unique Student Identifier (USI).

DO you have or have you ever been issued a USI?

If answered "No/Not Sure", you must complete the details of ONE of the following listed forms of identification in order for Ashton College to apply for a USI on your behalf.

Yes. Please specify _____

Yes, but I don't know it No, Not Sure (please provide one ID)

Passport No: _____ Australian Driving Licence No: _____

Privacy Statement

Ashton College respects its client's rights and operate in compliance with the Australian Privacy Principles (APPs). Ashton College treats all client personal information confidentially and will not disclose any details to a third party without client's prior written consent. Ashton College is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by Ashton College or the following third parties for administrative, regulatory and/or research purposes: Government departments and authorised agencies & Researchers.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

Ashton College's Privacy Policy is also available in our Student Handbook, at each Ashton College office location and provided on request. This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint. In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

Applicant's Declaration

- I confirm that by signing this declaration, I am applying for a place in the course/s as outlined within this enrolment form.
- I declare that information provided to Ashton College in application for study is to the best of my knowledge true, correct and complete at the time of my enrolment/application.
- I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to fully complete an enrolment form may result in the delay in processing my application.
- I have read Ashton College's pre-enrolment documentation including the refund policy along with information on credit transfer, recognition or prior learning (RPL) and living in Melbourne.
- I understand the conditions for deferring, suspending and cancelling my enrolment and the impact these actions may have on my student visa.
- I understand the conditions enabling me to change provider and the impact this action may have on my student visa.
- I understand that an ELICOS course has 20 hours of face-to-face tuition per week.
- I understand that I must maintain satisfactory course progress and attendance during my studies at Ashton College and the impact of not doing so may have on my enrolment and student visa.
- I agree to inform the College if I change my address during the period of enrolment.
- I agree to maintain Overseas Student Health Cover for the entire duration of my enrolment.
- I have disclosed to Ashton College any special needs which may affect my learning.
- I have read and understood the privacy statement above. This agreement, and the availability of the College complaints and appeals process, does not alter my right to action under Australia's consumer protection laws.
- I agree to complete my studies in accordance with Ashton College policies and procedures and Code of Conduct when studying at Ashton College.
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
- I understand that if I do not comply with the College policies and procedures and Code of Conduct, my enrolment and student visa may be affected.
- I understand that Ashton College takes pictures and videos of classes and students from time to time for use in newsletters, our website, social media sites and marketing material to promote and celebrate achievement. I will inform the college in writing if I do not wish for my picture/image to be included in any of the above.



Applicant Checklist <input type="checkbox"/> Checked by admissions			
Before submitting this application to Ashton College, please attached the following documents (if applicable):			
Certified Copies of Passport	<input type="checkbox"/>	Certified copies of your academic qualifications	<input type="checkbox"/>
Evidence of your English Language ability	<input type="checkbox"/>	Evidence of OSHC (if already purchased)	<input type="checkbox"/>

Student Name:	
Student Signature:	
Date:	

Education Agent Details (if applicable) <input type="checkbox"/> Checked by admissions	
Agent Name:	
Agent Email Address:	
Agent Declaration: As the Education Agent of the student seeking to apply for enrolment at Ashton College, I confirm: <ul style="list-style-type: none"> • That I comply with the standards of the ESOS Framework (including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code. • 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 any Enrolment Fees paid to me by the student to support this application will be immediately transferred to Ashton College so that Ashton College can uphold its commitment to ESOS legislation with regards to enhancing the refund policy where appropriate. • That I understand Ashton College expects Education Agents to act ethically in dealings with the Overseas Students and their families. • That I understand Ashton College expects Education Agents to ensure that each student applying for entry to Ashton College is familiar with the information contained in: the Application Form, Overseas Student Pre-Enrolment Information and the Client Information Handbook. 	
Agent Signature/Stamp:	

Office Use Only:

Date Received: _____

Staff Signature: _____