



INTERNATIONAL STUDENT ENROLMENT APPLICATION FORM

The information requested below ensures consistent and accurate reporting of student information in line with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). Please complete all fields using BLOCK lettering.

Personal Details			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Surname			
Given Name/s			
Date of Birth	[DD/MM/YYYY]		
Passport Number		Expiry Date	[DD/MM/YYYY]
Country of Issue			
Contact Details			
Email Address			
Home Phone			
Mobile Phone			
Preferred Contact	<input type="checkbox"/> Email <input type="checkbox"/> Home Phone <input type="checkbox"/> Mobile		
Home Address (As per Passport)			
Street Address			
Suburb		Postcode	
State / Territory		Country	
Postal Address			
Same as Residential	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Street Address			
Suburb		Postcode	
State / Territory		Country	
Emergency Contact Details			
Name			
Relationship			
Home Phone			
Mobile Phone			
Qualification			
Course Code	<input type="checkbox"/>		
Course Name	<input type="checkbox"/>		
Intake Date			
English Language Proficiency and Cultural Diversity			



Level of English	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper Intermediate <input type="checkbox"/> Advanced		
Proof of English Language	Do you have any English Language Proficiency Scores?		
	<input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOEFL <input type="checkbox"/> Other, specify:		
Score (Overall)			
Date and Year of Test	[DD/MM/YYYY]		
Do you speak any language other than English?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify:		
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both		
Educational Background			
Highest completed school level	<input type="checkbox"/> Year 8 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> Did not go to school		
Year you completed school?			
Have you completed any of the below qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Bachelor's degree or higher degree	<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Certificate II	
<input type="checkbox"/> Advanced Diploma or Associate degree	<input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/> Certificate I	
<input type="checkbox"/> Diploma or Associated Diploma	<input type="checkbox"/> Certificates - Other		
Disability and Support			
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> 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"/> Acquired Brain Impairment	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Other (Specify)			
Do you have any special needs that we should plan support for?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, provide some details			
Reason for study / Enrolment (Tick one box only)			
<input type="checkbox"/> Get a job	<input type="checkbox"/> Develop my existing business	<input type="checkbox"/> Start my own business	
<input type="checkbox"/> Get a better job or promotion	<input type="checkbox"/> Requirement of my job	<input type="checkbox"/> Wanted extra skills for my job	
<input type="checkbox"/> Get into another course of study	<input type="checkbox"/> Personal interest / Self-development	<input type="checkbox"/> Other reasons	
Visa, Travel and Accommodation Details			
Have you studied in Australia before?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
	If yes, provide details _____		

Have you ever had a visa application refused or cancelled for Australia or any other country?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide details _____										
Have you ever been reported to Australia's Department of Home Affairs for failing to meet visa conditions?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide details _____										
Do you want an Airport Pickup Service?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide details _____										
Do you need assistance with information about accommodation options in the local area?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide details _____										
Unique Student Identifier (USI)											
You must have a Unique Student Identifier (USI) if you are a student undertaking nationally recognise training.											
Do you have a USI Number? <input type="checkbox"/> Yes <input type="checkbox"/> No, you can create your USI – www.usi.gov.au Or											
<input type="checkbox"/> I hereby authorise Australian Institute of Career Education (AICE) to create a USI on my behalf.											
<table border="1" style="width:100%; height:40px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											

Payment Details (All fees are in Australian Dollars)

Note: Australian Institute of Career Education (AICE) cannot require students to pay more than 50 percent of their tuition fees before they commence their course (if courses are longer than 26 weeks in duration). Students can choose to pay more than 50 percent of their tuition fees if they wish to.

I wish to pay more than 50 percent of tuition fees prior to the course commencement.

Privacy Notice

Under the *Data Provision Requirements 2012*, Australian Institute of Career Education (AICE) 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), may be used, or disclosed by Australian Institute of Career Education (AICE) for statistical, regulatory and research purposes. AICE may disclose your personal information for these purposes to third parties, including

- Commonwealth and State or Territory government departments and authorised agencies;
- National Centre for Vocational Education Research Ltd (NCVER);
- Employer (if you are enrolled in training paid by your employer);
- School (if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship);
- Organisations conducting student surveys; and researchers.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au). For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Student Declaration and Consent

I hereby declare that all information provided in this form is true, accurate and to the best of my knowledge. I further declare that:

- I have reviewed and understood relevant course information and policies and details within the Student Handbook (Available at <https://www.aice.edu.au>).
- I have reviewed and accept the Schedule of Fees and Payments and have been informed of the refund policy.
- I agree to abide by Australian Institute of Career Education (AICE) and acknowledge that facilities made available for my learning will be used only in accordance with the Institute's policies.
- I understand that Australian Institute of Career Education (AICE) may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- By submitting this form, I agree that Australian Institute of Career Education (AICE) will independently verify the information supplied by me in this form and request further information or documents as required.
- I authorise my booking agent to act on my behalf in all matters relating to this application and associated visa application.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice Above.

Do you give permission for classroom photographs to be uploaded to social media or other marketing? Yes No

Verified copies of documents to attach with your application:

- Passport including photo page and signature page
- Evidence of English Language Proficiency
- Academic Certificates / Transcripts (Translation need in English if not in English).

Please submit your application to info@aice.edu.au. You will receive a response within two business days. Please not that Australian Institute of Career Education (AICE) may request additional information in support of your application.

Student Signature

Print Name

Date

Office Use Only	Yes	No	Notes
All documents and ID received	<input type="checkbox"/>	<input type="checkbox"/>	
Signature Authorised Staff / RTO Manager			
Print Name			
Date			