

**INTERNATIONAL STUDENT**
**ENROLMENT APPLICATION FORM**

<b>PERSONAL DETAILS</b>				
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Other
Given Name:				
Middle Name:				
Family Name:				
Single Name Only (Tick <input type="checkbox"/> box if you have only one name that cannot be written in the following format. Write your name in the "Family Name section)				<input type="checkbox"/>
Date of Birth				
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	
<b>CONTACT DETAILS</b>				
Address (Home Country):				
Address (Australia):				
Address:				
Suburb:		State:		Postcode:
City:		Country:		
Email:				
Alternate Email Address:				
Home Phone:				
Mobile:				
<b>EMERGENCY CONTACT DETAILS:</b>				
Name:				
Relationship:				
Contact Number:				
Email:				
<b>PASSPORT AND VISA DETAILS</b>				
Country of Passport				
Passport Number:				
Do you have an Australian Visa?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If Yes, Via Type:	<input type="checkbox"/> Student	<input type="checkbox"/> Visitor	<input type="checkbox"/> Others	

Valley International College is a trading name of Valley International Pty Ltd

RTO No: 41413 | CRICOS 03989C | ABN: 54 608 933 357

National Office: 433 Boundary Street, Spring Hill, Qld 4000

Campus Locations

QLD (Brisbane): 433 Boundary Street, Spring Hill, Qld 4000 | QLD Regional (Gold Coast): 13 Nerang Street, Southport 4215

SA (Adelaide): Level 2 / 117 King William St, Adelaide SA 5000

If No, where will you apply for a visa?	<input type="checkbox"/> In Australia	<input type="checkbox"/> Outside Australia
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### LANGUAGE AND CULTURAL DIVERSITY

Country of Birth:			
Town/City of Birth:			
Citizenship:			
Is English your first language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If not, what is your first language?			
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Not Well	<input type="checkbox"/> Well <input type="checkbox"/> Not at all	
Please indicate the English test you have completed?	<input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOEFL <input type="checkbox"/> Other		
Date of Test?			
Overall Score:			
Have you completed any qualifications within the last two years in Australia	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify: _____	

### HOW DID YOU LEARN ABOUT VALLEY INTERNATIONAL COLLEGE?

Agent     
  Internet     
  Friend/ Relative     
  Newspaper     
  Other

### AGENT INFORMATION (IF APPLICABLE)

If you are applying through an agent, you should ensure that your agent is an authorised representative of Valley International College. A list of Authorised agents has been provided on the website.

Agent Name:	
Assessing Officer Name:	

### INDIVIDUAL NEEDS

Do you require assistance with Reading, Writing or Math? <small>*If yes, VIC will conduct your LLN Test so that additional support can be provided accordingly</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you consider yourself to have a disability, impairment or a long-term health condition:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate the areas of disability, impairment, or long-term health conditions:		
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Mental illness	<input type="checkbox"/> Learning
		<input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition
Other:		

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## EDUCATION

What is your highest completed school level?

*Tick ONE box only*

- Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent  
 Year 8 or below  
 Never attended school

Have you successfully completed any of the qualifications listed below?

- Yes, if yes, tick any applicable boxes below  
 No, If not, go to the next section.

Type	Name of Qualification	Type	Name of Qualification
<input type="checkbox"/> Certificate I		<input type="checkbox"/> Diploma	
<input type="checkbox"/> Certificate II		<input type="checkbox"/> Adv Diploma	
<input type="checkbox"/> Certificate III		<input type="checkbox"/> Bachelor's Degree or Higher Degree Level	
<input type="checkbox"/> Certificate IV		<input type="checkbox"/> Other qualification	

## HIGHEST LEVEL OF EDUCATION ACHIEVED

Qualification Name:	
Institute Name:	
Country:	
Year Completed:	
Language of Instruction:	<input type="checkbox"/> English <input type="checkbox"/> Other

Note: We may require certified copies of your academic qualifications attached to this application. If your qualifications are in a language other than English, you are to supply certified translated copies.

## CURRENT EDUCATION PROVIDER

Are you transferring within the first 6 months of your principal course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, an original copy of a letter of release is required from your provider.		
Are you submitting a letter of release from your current education provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you want to study this course as your concurrent	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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study? <small>*Please note that we do not accept students who do not wish to meet the obligations of their primary Confirmation of Enrolment (CoE), and their enrolment can be cancelled if they are found to be in breach of their Statutory Declaration.</small>		
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**UNIQUE STUDENT IDENTIFIER**

Do you have USI?	<input type="checkbox"/> Yes, Unique Student Identifier (USI)  <input type="checkbox"/> No, If no, please complete the next section.
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*If No, please complete the below section for further process.*  
 From 1 January 2015, we Valley International 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 NCVET. 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/faqs/ihave-forgotten-my-usi/>.

If you would like Valley International 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 Valley International 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>.

**CAMPUS SELECTION**

Campus:	<input type="checkbox"/> Adelaide	<input type="checkbox"/> Brisbane	<input type="checkbox"/> Gold Coast
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**COURSE SELECTION**

Course Code	Course Name	CRICOS Course Code	Duration	Intake
<input type="checkbox"/>	CPC30220	Certificate III in Carpentry	110130H	94 Weeks
<input type="checkbox"/>	CPC30620	Certificate III in Painting and Decorating	110129A	94 Weeks
<input type="checkbox"/>	CPC40120	Certificate IV in Building and Construction	108985A	52 Weeks

<input type="checkbox"/>	RII60520	Advanced Diploma of Civil Construction Design	110128B	94 Weeks	
<input type="checkbox"/>	ICT60220	Advanced Diploma of Information Technology	110127C	94 Weeks	

### REASON FOR STUDIES

Which BEST 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	

### EMPLOYMENT

Of the following categories, which BEST 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

### FEES

Do you wish to pay more than 50% of the course/s tuition fee?  Yes  No

### CREDIT TRANSFER/RPL

Do you wish to apply for credit transfer or Recognition of Prior Learning?  Yes  No

If you indicate Yes, Credit/RPL application fee applies, you will be contacted to discuss this further.

### 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:	

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If No, do you want Valley International 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)

## PRE-TRAINING REVIEW

Why do you want to enrol in this course and what do you hope to achieve from participating in this course?

What are your career/further study goals?

Do you require any support to participate in this course? If so, please outline.

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## PRIVACY NOTICE

### Why we collect your personal information

As a registered training organisation (RTO), we (Valley International 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 an 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

Valley International 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 this 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 Valley International College and are separate to any surveys that Valley International 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 Valley International College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled

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- ask a question about this Privacy Notice

### IMPORTANT – APPLICATION CHECKLIST

Please check that you have:

- |   |  |
|---|--|
| <input type="checkbox"/> Completed Application Form           | <input type="checkbox"/> OSHC details (if applicable)        |
| <input type="checkbox"/> Academic certificates                | <input type="checkbox"/> Evidence of Release (if applicable) |
| <input type="checkbox"/> Evidence of English (IELTS/PTE etc.) | <input type="checkbox"/> SOP (only offshore students)        |
| <input type="checkbox"/> Copy of Passport                     | <input type="checkbox"/> Other                               |
| <input type="checkbox"/> Copy of Visa (if applicable)         |  |

### STUDENT DECLARATION

- I have read, understood and agree to be bound by the Terms and Conditions as outlined by Valley International College.
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of 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 understand that if I have applied through an approved Valley International College agent, all correspondence relating to my application will be forwarded to that agent.
- I understand that all Valley International 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 any vocational placement undertaken as a part of any of the courses offered at Valley International 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 Valley International College.
- 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).

**Tick here to confirm you have declared and consented to the above mentioned.**

Note: Valley International College does not enrol any students under the age of 18.

### SIGNATURE

<b>Signature of the Applicant:</b>	
<b>Date:</b>	

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