

INTERNATIONAL ENROLMENT FORM

Please complete all sections of this form. If you have any questions, please contact our friendly staff.

Section 1 – Referring Agent’s Details (if applicable)

Agency Name			
Counsellor’s Name		Country	
Email Address		Phone Number (Include Country & Area Code)	

Section 2 – Personal Details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other – please specify:		
Given Name		Surname	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth (Day/Month/Year)	
Country of Birth		Nationality	

Section 3 – Contact Details

Are you currently living in Australia?	<input type="checkbox"/> Yes – Complete the ‘Australian Contact Details’ section below <input type="checkbox"/> No – Complete the ‘Overseas Contact Details’ section below		
Australian Contact Details (if yes)			
Residential Address			
Suburb		State	
Postcode		Country	
Email Address		Phone Number (Include Country & Area Code)	
Overseas Contact Details (if no)			
Residential Address			
Suburb		State	
Postcode		Country	
Email Address		Phone Number (Include Country & Area Code)	

Section 4 – Emergency Contact Details

Contact Name		Relationship	
Currently Living In	<input type="checkbox"/> Australia <input type="checkbox"/> Overseas	Please specify:	
Email Address		Phone Number (Include Country & Area Code)	

Section 5 – Passport and Visa Details

Passport Number		Country Issued	
Issue Date (Day/Month/Year)		Expiry Date (Day/Month/Year)	
Have you ever held an Australia student visa?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had an Australian visa refused or cancelled?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes - specify the visa type, provide the reason and include a copy of the decision record letter:			
Do you currently hold an Australian visa?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes			
Visa Type		Visa Number	
Issue Date (Day/Month/Year)		Expiry Date (Day/Month/Year)	
If no			
Where will you lodge your visa application?	<input type="checkbox"/> Australia <input type="checkbox"/> Overseas Please specify:		
Do you require an airport pickup, or assistance with accommodation?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 6 – Unique Student Identifier (USI)

From 1 January 2015, RTOs are 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 www.usi.gov.au/students/create-your-usi on computer or mobile device, otherwise, this RTO can apply for one on your behalf. To allow us to apply for one for you, please provide authorisation below, and include at least one form of ID information.

If you already have a unique student identifier (USI), write it here:	
Do you give permission to this RTO to search for your USI on your behalf?	
I authorise this RTO to apply, pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.	
In accordance with section 11 of the Student Identifiers Act 2014, the RTO will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.	

Section 7 – Overseas Student Health Cover (OSHC)

Under the Australian Government Department of Home Affairs' student visa conditions, you must maintain an adequate OSHC for the duration of your studies in Australia.

Do you wish for this RTO to arrange OSHC for you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify the level of cover:	<input type="checkbox"/> Individual <input type="checkbox"/> Couple <input type="checkbox"/> Family

Section 8 – Education Details

Have you completed any other courses or qualifications in Australia		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently enrolled in a course or qualification in Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do you intend to transfer during the initial six months of your primary course?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the release letter from your previous provider. Please note that this RTO will not accept students who do not meet the obligations of their primary Confirmation of Enrolment (CoE).		
What is your highest level of high school education completed?		
<input type="checkbox"/> Did not go to school <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 10 or Equivalent		
<input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent		Month/Year Completed:
Have you attached certified copies?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you SUCCESSFULLY completed any of the following qualifications?		
<input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate IV <input type="checkbox"/> Diploma		
<input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Postgraduate <input type="checkbox"/> Masters/Doctorate <input type="checkbox"/> Other		
Qualification/Course Name		
Institute		
State/Country		
Date Started (Day/Month/Year)		Date Completed (Day/Month/Year)
If offshore, have you attached certified copies?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you attached certified work experience documents?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 9 – English Requirements

Is English your first language?		<input type="checkbox"/> Yes <input type="checkbox"/> No
		If no, what is your first language?
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
How well do you write and read in English?		<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all
I have completed one of the following English tests within the past 2 years:		
<input type="checkbox"/> IELTS <input type="checkbox"/> Pearson Test of English (PTE) <input type="checkbox"/> TOEFL IBT (Internet Based)		
<input type="checkbox"/> Other (Specify):		
Test Date (Day/Month/Year)		Overall Score
If offshore, have you attached certified copies?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Note: if you don't meet the English Language Proficiency requirements, you are required to enrol in an approved English course in Australia. We can facilitate your admission to that course if you wish.		

Section 10 – Course Choice

Have you completed a course with this RTO previously?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what was the name of your previous course?				
Please tick the campus below you would like to enrol in:				
<input type="checkbox"/>	Brisbane: 433 Boundary Street, SPRING HILL QLD 4000			
<input type="checkbox"/>	Gold Coast: 13 Nerang Street, SOUTHPORT QLD 4215			
Tick the course(s) below that you want to enrol in. If you are enrolling in a package, ensure you tick all the courses which are included in the package.				
✓	Course Code	Course Name	CRICOS Course Code	Duration
<input type="checkbox"/>	RII60520	Advanced Diploma of Civil Construction Design	110128B	94 Weeks
If enrolling in a trade course, do you hold a current White Card?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide a copy of your White Card and Statement of Attainment at the time of enrolment.</i>		
Do you want to apply for RPL?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you want to apply for Credit Transfer?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you require any special learning support?		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 11 – Personal Information

Disability Status*				
Do you consider yourself to have a disability, impairment or long-term condition?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please select the area(s) in the following list:				
<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"/> Acquired brain impairment
<input type="checkbox"/> Vision		<input type="checkbox"/> Medical condition		<input type="checkbox"/> Other - please specify:
Employment Status - which of the following best describes your employment status?				
<input type="checkbox"/> Full-time employee			<input type="checkbox"/> Part-time employee	
<input type="checkbox"/> Self employed - not employing others			<input type="checkbox"/> Self employed - 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 – Personal Information

Reason for study - Which of the following statements best describes your reason for enrolling in this course?

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

Section 12 – Genuine Student Requirements

Genuine Student (GS) requirement, set by the Department of Home Affairs (DHA) as part of the student visa application process to ensure that the applicants on the student visa are a genuine student and they must stay as a student and be able to show an understanding that studying in Australia is the primary reason of their student visa.

Before we begin assessing your eligibility for entry into this RTO, you will undergo an initial screening process based on your Genuine Student (GS) requirement which will help us determine whether you would potentially satisfy DHA Genuine Student criteria. The screening may include speaking with the RTO's representative.

For more information about the Genuine Student (GS) requirement, please refer to the DHA website at immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement

This RTO reserves the right to request a new Genuine Student (GS) Requirement form for all the deferred applications if there has been a change in your circumstances.

If your student visa is refused by DHA, you will not be eligible for admission to the RTO for a period of 2 years (at the RTO's discretion) from the date of the DHA refusal.

Genuine Student (GS) Criteria

Answers must be written in English, with a maximum of 150 words per question.

Question 1	Provide details of your current circumstances, including ties to family, community, employment and economic circumstances.
Response	
Question 2	Explain the reason you wish to study this course in Australia with this RTO?
Response	

Section 12 – Genuine Student Requirements

Question 3	What is your understanding of the requirements of the intended course and studying and living in Australia.
Response	
Question 4	Explain how completing the course will be of benefit to you.
Response	
Question 5	Details of your study history in Australia (if any).
Response	
Question 6	Do you currently hold an Australian Visa? If so, please explain the reasons for applying for a student visa?
Response	
Question 7	Details of any other relevant information you would like to include.
Response	

Section 13 – Application Checklist

If offshore, provide certified colour copies of the documents, or the original sighted by a representative.

- Passport
- Evidence of English proficiency
- High school Education
- Tertiary qualifications from home country
- Tertiary qualifications from Australia
- Demonstrated work experience (CV and references to be provided) (if applicable)
- Financial document (if applicable)

Section 14 – How did you hear about us?

- Our website Word of mouth Social media
- Agent Other - please specify:

PRIVACY NOTICE

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

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 NCVER and other bodies handle your personal information.

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.

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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how 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 your RTO 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 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>.

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 the RTO 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

For the RTO's privacy policy, please refer to the Privacy and Personal Information Policy and Procedure at www.empower.edu.au/forms-policies

Section 15 – Student Declaration

- I declare the information on this form and any supporting documentation is true and correct.
- I declare I am a genuine student as defined by the Department of Home Affairs
immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement
- I authorise this RTO to obtain other details relating to my academic record.
- I understand that completing and signing this form gives this RTO written consent to verify the above information – including but not limited to requesting additional evidence and/or conducting an interview.
- In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading, or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by this RTO.
- I further acknowledge this RTO reserves the right to change its fees and conditions, cancel or defer courses, and to alter course timetables at any time.
- I understand that the information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018 and for the purpose of operating as a Registered Training Organisation under the Australian Skills Quality Authority; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The authority to collect this information is contained in the ESOS Act, the ESOS Regulations 2001, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the National VET Provider Collection and the Data Provision Requirements 2020. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government Departments, Agencies, and designated authorities and, if relevant, the Tuition Assurance Scheme/TPS and the TPS Director. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.
- I understand that the personal information collected as a result of my enrolment will be used by this RTO for general student administration and vocational education and training administration and regulation, as well as planning, reporting, communication, research, evaluation, financial administration, auditing and marketing. Only authorised officers of this RTO and other authorised persons (e.g., service providers) have access to this information.
- I understand that it is a requirement of AQF that students can access personal information held by this RTO and may request corrections to information that is incorrect or out of date. This agreement is made in accordance with the ESOS Act 2000 and the National Code 2018. This agreement and the availability of complaints and appeals processes does not remove the right of the student to act under Australia's consumer protection laws.
- I understand that this RTO is required, under s19 of the ESOS Act, to report certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.
- I understand that this RTO may use the email address supplied by the student as a point of contact for any information it deems necessary.
- I authorise this RTO to access Visa Entitlement Verification Online (VEVO) services at any time to confirm their visa status, work and study rights.
- I authorise the collection, use and disclosure of my personal information in accordance with the Privacy Policy
- I understand this RTO is 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 verified Unique Student Identifier (USI).
- I authorise this RTO to release information pertaining to my enrolment (excluding academic records), attendance and account details to my education agent.
- I understand that all students on student visas must maintain satisfactory course progress at all times (attending at least 80% of their course whilst on a formal Intervention Strategy). Failure to do so may result in a cancellation of enrolment and the student being reported to the Department of Home Affairs.
- I understand that student visa holders must keep this RTO informed regarding their current residential address and contact phone numbers at all times.
- I understand that I must adhere to this RTO's code of conduct, policies, rules and regulations. Details are available in the Student Handbook that can be downloaded from the RTO's website.

- It is a condition of enrolment that I must read, understand and follow this RTO's rules and code of conduct. Aggressive behaviour, bullying, racism, vandalism and/or conduct that threaten others is not tolerated. Failure to follow this RTO's Code of Conduct may result in the student being: asked to leave the campus; reported to appropriate authorities; required to pay for any damages; suspended from this RTO for a specific period without refund of fees; or expelled for serious breaches. It is the student's responsibility to read and understand the information provided in the Student Handbook. The Student Handbook and other relevant information is publicly available on the RTO's website.
- I understand that this application applies only to the course ticked in section 10 of this Form.
- I have read and understand this RTO's services and I have sought clarification from this RTO where I did not understand any of the information presented.
- I have received all course details, including any fee payment and other student incidental expenses (where relevant to the course), have been provided to me and explained through my initial Letter of Offer.
- I have received information and understand my rights, such as how to lodge a complaint or appeal, how to request a fee refund and the privacy of my personal information as well as my responsibilities as a student of this RTO.
- I declare that I have read and understand all this RTO's policies and procedures.

Student Name		Date (Day/Month/Year)	
Student Signature			
For students under 18 years of age, this form must be signed by a parent or legal guardian.			
Guardian Name		Date (Day/Month/Year)	
Guardian Signature			
<i>Please complete the details and return the form to the RTO by email at admin@empower.edu.au</i>			

Office Use Only			
Application Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please provide reason:			
LoA Issue Date (Day/Month/Year)		USI Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No

*DISABILITY SUPPLEMENT

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.

'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.	'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.
'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.	'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.
'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.	'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.
'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.	'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.
'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.	