

International Student Application Form *(Please tick the course/s for which you wish to apply)*

Course Code	Course Name	Course Code	Course Name
BSB40520	Certificate IV in Leadership & Management	SIT30616	Certificate III in Hospitality
BSB50420	Diploma of Leadership & Management	SIT40416	Certificate IV in Hospitality
FNS30120	Certificate III in Financial Services	SIT30816	Certificate III in Commercial Cookery
FNS40217	Certificate IV in Accounting & Bookkeeping	SIT40516	Certificate IV in Commercial Cookery
FNS50217	Diploma of Accounting	SIT50416	Diploma of Hospitality Management
SIT60316	Advanced Diploma of Hospitality Management		

Please print neatly in Capital Letters. Where appropriate please provide attachments. Please note application fee (\$250) is payable and non-refundable.

YOUR PERSONAL DETAILS

Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Other: <input type="checkbox"/>			Student Category: Onshore <input type="checkbox"/> Offshore <input type="checkbox"/>					
Single name only <input type="checkbox"/> (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).								
Family name (surname):								
First given name:								
Second given name (middle):								
Gender:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>	Date of Birth	___/___/___
Nationality:				Passport Number:				
Country of Birth:				City of Birth:				

CONTACT DETAILS IN AUSTRALIA

Building/Property Name		Flat/Unit details			
Street or lot Number		Street Name			
Suburb, locality/town		State/territory		Postcode	
Telephone				Email	

POSTAL ADDRESS IF DIFFERENT FROM ABOVE

Building/Property Name		Flat/Unit details			
Street or lot Number		Street Name			
Suburb, locality/town		State/territory		Postcode	

EMERGENCY CONTACT DETAILS IN AUSTRALIA

Emergency Contact (Name):		Relationship:	
Telephone:		Email:	

CONTACT DETAILS IN YOUR HOME COUNTRY

Contact NAME**:					
Address:					
City:		Postal Code:		Country:	
Telephone:				Email:	

** Please list one person to contact in your home country-Parent, Spouse, Sibling, Close family member.
 International student as referred to in this form can include individuals on Dependant Visa, Temporary Resident or Tourist Visa with study rights

UNIQUE STUDENT IDENTIFIER

From 1 January 2015, Australian College of Trade 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 NCVER. You should not have more than one USI.

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 computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one)

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/i-have-forgotten-my-usi/>.

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Unique Student Identifier (USI)
Application for Unique Student Identifier (USI) (if you do not already have one)

If you don't have a USI and would like Australian College of Trade 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/about-us/privacy>.

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** Australian College of Trade to apply pursuant 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) pursuant to the information detailed at <https://www.usi.gov.au/about-us/privacy>.

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.
Please provide details for ONE of the forms of identity below numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is the same as written in the document you provide below.

1. Australian Driver's Licence

State: _____ Licence Number: _____

2. Medicare Card

Medicare card number _____
 Individual reference number (next to your name on Medicare card): ____

Card colour: (select which applies)

Green Yellow Blue Expiry date ____/____ (format MM/YYYY)
 (month/year)

3. Australian Birth Certificate

State/Territory _____
Details vary according to State/Territory. Australian birth certificate: please note that different details are required depending on the jurisdiction of issue. The following website illustrates the different documents as issued by each state or territory jurisdiction in Australia. <https://www.usi.gov.au/about/forms-id/birth-certificate-australian/>

4. Australian Passport Passport number _____

5. Non-Australian Passport (with Australian Visa) Passport number _____

6. Immicard Immicard Number _____

7. Citizenship Certificate

Stock number _____ Acquisition date ____ / ____ / ____

8. Certificate of Registration by Descent	day/month/year)
Acquisition date: ____/____/____ (day/month/year)	
In accordance with section 11 of the <i>Student Identifiers Act 2014</i> , Australian College of Trade 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.	
Under Standard 3.6 (d), we are required to ensure the security of the USI and all related documentation under our control, including information stored in our student management systems.	

Victorian Student Number (VSN) "where applicable" Students under 25 years of age	
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ENGLISH LANGUAGE ABILITY	
<input type="checkbox"/>	English is my first language
<input type="checkbox"/>	I have completed IELTS (International English Language Testing System) overall score 5.5, no less than 5 in any module or equivalent English language test
<input type="checkbox"/>	I have completed an English or academic program in Australia. (Please provide evidence)
<input type="checkbox"/>	I have studied English or completed another qualification in English. (Please provide evidence)

Overseas Student Health Cover (OSHC)

Do you Require Overseas Student Health Cover (OSHC)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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SECTION 6: DISABILITY		
Do you consider yourself to have a Disability? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES please indicate areas of disability, impairment, or long-term condition.		
<input type="checkbox"/> Acquired Brain impairment <input type="checkbox"/> Hearing/ Deaf <input type="checkbox"/> Physical	<input type="checkbox"/> Mental illness <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical condition	<input type="checkbox"/> Vision <input type="checkbox"/> Learning <input type="checkbox"/> Other: _____
<i>(Please refer to the Disability supplement at the back of this form)</i>		
Do you require assistance from the college because of your disability? <input type="checkbox"/> Yes <input type="checkbox"/> No		

PRIOR EDUCATION AND SCHOOLING											
Are you still attending secondary school?				Yes <input type="checkbox"/> No <input type="checkbox"/>							
What is your highest COMPLETED school level?											
Year 12	<input type="checkbox"/>	Year 11	<input type="checkbox"/>	Year 10	<input type="checkbox"/>	Year 9	<input type="checkbox"/>	Year 8 or below	<input type="checkbox"/>	Never attended school	<input type="checkbox"/>
In which year did you complete your highest school level?											
Have you SUCCESSFULLY completed any of the qualifications listed below? <input type="checkbox"/> Yes <input type="checkbox"/> No											
<i>(If YES, please tick any applicable boxes).</i>											
<input type="checkbox"/> Bachelor degree or Higher Degree <input type="checkbox"/> Advanced Diploma or associate degree. <input type="checkbox"/> Diploma (or associate diploma) <input type="checkbox"/> Certificate IV (or advanced certificate/technician) <input type="checkbox"/> Certificate III or (trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) _____											
<i>(Attach official verified transcripts of your programs of study)</i>											

EMPLOYMENT STATUS AND STUDY REASONS

Which option BEST describes your current employment status? (tick one box only)

- Full-time employee
- Part-time employee
- Self-employed – not employing others
- Employer
- Employed – unpaid worker in family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

Which BEST describes your main study reason for undertaking this course. (tick one box only)

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self- development
- Other reasons

COURSE CREDIT

Do you want to apply for academic credit based on other studies, life or work experience?

Yes No

(Please Tick)

If yes, please ensure that you attach your previous study certificates so that we can calculate and grant you course credit where approved.

Agent Details

What is your agent's business name	
Is your agent an approved agent of Australian College of Trade?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, no further details are required. If you answered No, please complete the following details:	
Contact name:	
Address	
Phone number	
Email address	
If applicable, please provide agent's Migration Agents Registration Number (MARN)	

Transfer

I understand that if I wish to transfer from the Australian College of Trade Pty Ltd to any other educational provider prior to completion of 6 months of study of the Principal Course of Study I need written approval from the Australian College of Trade Pty Ltd.

Refund Policy and Procedure

The Australian College of Trade Pty Ltd (ACOT) will ensure that appropriate documentation is retained in relation to each enrolment. To safeguard student funds ACOT will meet all Commonwealth and State legislative requirements including but not limited to the ESOS Act (2018).

Refund Policy and Procedure

- This refund policy applies to all fees paid to the college. Please note that the Enrolment application fee \$250, is non-refundable administration fee.
- Australian College of Trade does not require a student to pay more than 50% of tuition fees before a course commences unless it is for a short course of 25 weeks or less.
- Australian College of Trade can accept more than 50% of tuition fees before the course commences if the student, or person responsible for paying the fees, chooses to pay more.
- Australian College of Trade can request any remaining fees as per the payment agreed between the student and the college.
- Australian College of Trade refund policy ensures that all applications for fees refund will be considered.
- The Australian College of Trade reserves the right to cancel or postpone any course either prior to its scheduled commencement date or during the course. In such circumstances a full refund of all unused prepaid tuition fees will be made if a CRICOS course is cancelled by Australian College of Trade for any reason. A full refund of course tuition fees will be made within 14 days of the date the course ceases to be offered by ACOT.
- Refunds for an unsuccessful initial Visa application will be made within 14 days of the application being received.
- Refunds for any other circumstance will be remitted within 28 days of the application being received.

REFUND TABLE

Unsuccessful Initial Visa Application	100% refund of all unused prepaid tuition fees less \$250 Application fee
Course cancelled by Australian College of Trade (provider default)	100% refund of all unused prepaid tuition fees and course material fees
Cancellation by applicant of enrolment more than 28 days prior to course commencement date	100% refund of all unused prepaid fees less \$250 Application fee
Cancellation by applicant less than 28 days prior to course commencement	50% refund of all unused prepaid fees less \$250 Application fee
Cancellation of enrolment after the course commencement date	No refund
Visa cancelled or refused (for a subsequent visa application) due to the actions of the student	No Refund
Student seeks transfer to another education provider prior to completion of six months study of the principal course enrolled	No Refund
Student enrolment is cancelled due to student breach of visa conditions, or disciplinary infringements.	No Refund. Student will also be liable for unpaid fees at the time of enrolment cancellation

Refund Requests

Application for a refund of fees in accordance with this Refund Policy must be made in writing, using the **Application for Refund, VCID.SMS.06**, (available from reception) stating reasons and relevant details. Any relevant documentary evidenced must be attached to this application for consideration. These documents are to be submitted to:

Australian College of Trade Pty Ltd
859 High Street, Thornbury VIC 3071

By email, with attached support documents to admission@acot.vic.edu.au

Approvals

All refunds must be approved by the Chief Operating Officer or their delegate.

Exemptions to any of the above-mentioned cases may only occur where the student has extenuating, or compassionate grounds as determined by the COO or their delegate.

Payment of Refund

All refunds for which a student is eligible will be forwarded to the person who paid the fees in his or her home country, unless the student is transferring to another institution in Australia (subject to Visa conditions), in which case any refund may be remitted to that institution. The Australian College of Trade Pty Ltd will provide the student with a statement detailing the calculation of the refund.

Complaints and Appeals Policy and Process

Policy

This policy/procedure supports the *Standards for RTO's 2015.v2* in providing a process for complaints and appeals to be heard and actioned. All complaints and appeals received by Australian college of trade will be viewed as an opportunity for improvement.

Despite all efforts of Australian College of Trade to provide satisfactory services to its students, complaints may occasionally arise that require formal resolution. The procedures provide students the opportunity to have any issues relating to a substantiated complaint or appeal resolved and resolutions reached that attempt to satisfy all parties involved. This complaints and appeals process will be at no cost to the student.

Australian College of Trade must have a policy for dealing with complaints about our organisation, third parties, staff or other learners. We must also have an appeals policy, in case Australian College of Trade is requested to review or reconsider a decision it has made (e.g. an assessment decision).

We must make these policies publicly available, for example, by including them on Australian College of Trade's website or displaying them in common areas for staff and learners.

Make the process for lodging a complaint or appeal clear and explain what will happen as a result. Ensure people are not disadvantaged. Allowing learners to easily engage with Australian College of Trade staff about any concerns they have can stop minor issues becoming larger.

Procedure

Informal process

Where possible all non-formal attempts shall be made to resolve the complaint. This may include advice, discussions, and general mediation in relation to the issue. Any staff can be involved in this informal process to resolve issues but once a student has placed a formal complaint / appeal the following procedures must be followed.

Formal process

Any student, potential student, or third party may submit a formal complaint to Australian College of Trade with the reasonable expectation that all complaints will be treated with integrity and privacy. There is no cost for the complaints process unless it is referred to a third party.

A student wishing to submit a formal complaint or appeal can do so by completing the 'Complaints or Appeals Form' **VCID.SMS.05** and state their case providing as many details as possible. This application form can be gained by contacting Student Administration at Australian College of Trade. All formally submitted complaints or appeals are submitted to the CEO. It is their responsibility to deal with the complaint in the first instance. The CEO shall then refer the matter to the appropriate staff to resolve or make a decision on the complaint within 10 working days and keep the complainant informed of any decisions or outcomes concluded, or processes in place to deal with the complaint.

Appeals

All students have the right to appeal decisions made by Australian College of Trade where reasonable grounds can be established.

To activate the appeals, process the student is to complete a 'Complaints or Appeals Form' which is to include a summary of the grounds the appeal is based upon. The reason the student feels the decision is unfair is to be clearly explained and help and support with this process can be gained from student administrations department.

The COO shall then determine the validity of the appeal and organise a meeting with all parties involved in the matter and attempt to seek resolution where appropriate

External Mediators

If a student is still dissatisfied with the decision of Australian College of Trade, a student may wish to refer the matter to an external independent / third party mediator. If they are not satisfied with the outcomes of these processes, they should be referred to the National Training Complaints Hotline.

I understand that this agreement and the availability of Australian College of Trade's complaint and appeals processes do not remove my right to take action under Australia's consumer protection laws.

CHECK LIST
Have you?
(Please respond Yes – Y, No – N, Not Applicable – NA)

Read the course details carefully and understood its contents (see website for details) https://www.acot.vic.edu.au	
Read pre-departure information section on ACOT website	
Completed all relevant spaces on the application form including USI and where required VSN	
Read & understood all issues regarding fee payment and fee reimbursement	
Understood the visa conditions for International Students in Australia	
Attached all relevant documents (Please see documents list below)	
Passport	
Other Immigration Documents (for example Visa)	
High school Certificate and transcripts of results (Minimum Year 11)	
Post-Secondary Academic Qualification documents including certificate and transcript of results (Australian and Overseas)	
English Language results such as ELICOS, IELTS, TOEFL or equivalent	
Release letter/Cancelled COE from previous education provider	
Valid Overseas Student Health Cover	
Offshore applicants - additional documents, where applicable:	
International Student Financial Declaration	
International Student Financial Matrix and Evaluation	
Documentary Evidence of Financial Capacity	
Genuine Student & Genuine Temporary Entrant Statement	

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. If Australian College of Trade cannot collect your personal information, we will not be able to enrol you as a student.

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 NCVET will handle your personal information please refer to the NCVET'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 NVET 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>.

If you cannot access the electronic privacy notice on the Department's website, Australian College of Trade will provide you with a downloaded or hard copy of that notice.]

Surveys

You may receive a student survey which may be run by a government department or an NCVET 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 Australian College of Trade 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

You can contact Australian College of Trade, Tel: 03 9484 8787, Email: : info@acot.vic.edu.au and you can access Australian College of Trade's Privacy Policy at www.acot.vic.edu.au/privacypolicy/

Disclaimer (Mandatory)			
I agree	<input type="checkbox"/>	I/My agent have read, understood, and accept the above conditions. Australian College of Trade reserves the right to cancel my admission in case of any misrepresentation of data and/or fraudulent information submitted by me or my agent.	
I do not agree	<input type="checkbox"/>		
Signature		Date	

Disability Supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

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.