



STUDENT APPLICATION FORM

If handwriting your application, please write clearly and in **BLOCK LETTERS**.

Personal Details:				
First Name (Given name):		Family Name (surname):		
Date of Birth (dd/mm/yyyy):				
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Indeterminate	
Nationality:		Passport Number:		
Visa Type (Please tick):	<input type="checkbox"/> Student	<input type="checkbox"/> Tourist	<input type="checkbox"/> Working holiday	<input type="checkbox"/> Other Specify:
Do you have an Overseas Student Health Cover (OSHC)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, who is your provider?				
Membership Number:		Expiry: / / (Please attach a copy of your membership details)		
If not, would you like SCM to apply on your behalf?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Contact Details:				
Home Phone:		Work Phone:		Mobile Phone:
Email Address:				
Address:				
Address in home country:				
Address in Australia:				
Postal address (if different from above):				
Emergency Contact Details: (LOCAL or INTERNATIONAL)				
Name:		Relationship:		
Contact Number:		Address:		
Language and Cultural Diversity:				
In which country were you born?				
Do you speak a language other than English at home?		<input type="checkbox"/> No	<input type="checkbox"/> Yes please specify :	
English Language proficiency Result (if available) _____	<input type="checkbox"/> IELTS	<input type="checkbox"/> PTE	<input type="checkbox"/> CAE	<input type="checkbox"/> TOEFL



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Disability:				
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:				
<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Learning	<input type="checkbox"/> Vision
<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Medical condition	<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Other (Specify)	
Schooling:				
What is your highest COMPLETED school level? (Tick ONE box only)				
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent		<input type="checkbox"/> Year 10 or equivalent	
<input type="checkbox"/> Year 9 or below	<input type="checkbox"/> Never attended school			
Previous Qualifications Achieved:				
Which of the qualifications listed below have you SUCCESSFULLY completed? (Please tick below)				
<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)				
Recognition of Prior Learning & Credit Transfer:				
I wish to apply for RPL			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have attached my RPL Application Form			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I wish to apply for Credit Transfer:			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have attached my Credit Transfer Application Form:			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Choose Your Course				
<i>Please note that application fees and material fees for all courses are non-refundable.</i>				
Food And Hospitality				
Tick	Course Name	CRICOS Code	Course Duration	Total Tuition Fees
<input type="checkbox"/>	SIT30816 Certificate III in Commercial Cookery	094137A	52 weeks	\$13,000.00
Tuition Fees include Material and Application Fees (\$250 Application fee + \$1000 Material Fee)				
<input type="checkbox"/> Payment as per study periods* {\$2,937.50 (x4) + (\$250 Application fee + \$1000 Material Fee)				
<input type="checkbox"/>	SIT40516 Certificate IV in Commercial Cookery	094138M	80 weeks	\$18,000.00
Tuition Fees include Material and Application Fees (\$250 Application fee + \$1000 Material Fee)				
<input type="checkbox"/> Payment as per study periods* {\$3000 (x5) + \$1750 (x1) + (\$250 Application fee + \$1000 Material Fee)				



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Business And Management											
Tick	Course Name				CRICOS Code	Course Duration	Total Tuition Fees				
<input type="checkbox"/>	BSB50215 Diploma Of Business				087202D	41 weeks	\$11,000.00				
Tuition Fees include Material and Application Fees (\$250 Application fee + \$1000 Material Fee) <input type="checkbox"/> Payment as per study periods* {\$2,437.50 (x4) + (\$250 Application fee + \$1000 Material Fee)											
<input type="checkbox"/>	BSB60215 Advanced Diploma Of Business				087485K	52 weeks	\$19,000.00				
Tuition Fees include Material and Application Fees (\$250 Application fee + \$1000 Material Fee) <input type="checkbox"/> Payment as per study periods* {\$4,437.50 (x4) + (\$250 Application fee + \$1000 Material Fee)											
<input type="checkbox"/>	SIT50416 Diploma of Hospitality Management				091031F	75 weeks	\$19,500.00				
Tuition Fees include Material and Application Fees (\$250 Application fee + \$1000 Material Fee) <input type="checkbox"/> Payment as per study periods* {\$3000 (x5) + \$3250 (x1) + (\$250 Application fee + \$1000 Material Fee)											
<input type="checkbox"/>	SIT60316 Advanced Diploma of Hospitality Management				091111F	94 weeks	\$21,500.00				
Tuition Fees include Material and Application Fees (\$250 Application fee + \$1000 Material Fee) <input type="checkbox"/> Payment as per study periods* {\$4,437.50 (x4) + (\$250 Application fee + \$1000 Material Fee)											
Payment Details											
Payment Options prior to commencement:											
<input type="checkbox"/> In full		<input type="checkbox"/> Half		<input type="checkbox"/> Study period* (qualification/s details)			<input type="checkbox"/> Payment plan				
*Please note: Study period refers to the number of terms within the delivery of a course. If you have chosen this option, payment is due at the commencement of the study period.											
Preferred Intake											
<input type="checkbox"/> Jan	<input type="checkbox"/> Feb	<input type="checkbox"/> Mar	<input type="checkbox"/> Apr	<input type="checkbox"/> May	<input type="checkbox"/> Jun	<input type="checkbox"/> Jul	<input type="checkbox"/> Aug	<input type="checkbox"/> Sep	<input type="checkbox"/> Oct	<input type="checkbox"/> Nov	<input type="checkbox"/> Dec
<input type="checkbox"/> 2021				<input type="checkbox"/> 2022				<input type="checkbox"/> 2023			
Reason of Study:											
Of the following categories, select the one which BEST describes the main reason you are undertaking this course:											
<input type="checkbox"/> To get a Job					<input type="checkbox"/> It is a requirement of my current job						
<input type="checkbox"/> To develop my existing business					<input type="checkbox"/> I wanted extra skills for my job						
<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"/> For personal interest or self-development						
<input type="checkbox"/> To get a better Job or Promotion					<input type="checkbox"/> Other reasons						
Employment:											
Of the following categories, which BEST describes your current employment status?											
<input type="checkbox"/> Full-time employee					<input type="checkbox"/> Employed – unpaid worker in a family business						
<input type="checkbox"/> Part-time employee					<input type="checkbox"/> Unemployed – seeking full-time work						
<input type="checkbox"/> Self-employed – not employing others					<input type="checkbox"/> Unemployed – seeking part-time work						
<input type="checkbox"/> Self-employed – employing others					<input type="checkbox"/> Not employed – not seeking employment						



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Unique Student Identifier (USI):

From 1 January 2015, we - Sunshine College of Management Pty Ltd, 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. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/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.

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

If you do not have a USI, you can apply at www.usi.gov.au Sunshine College of Management can apply to the Student Identifiers registrar on your behalf for a USI. You will be required to complete the Unique Student Identifier Application Form

Other Payable Fees

Document	Cost
Re-Issue of Testamurs / Statements of attainment	\$50 each copy
Reassessment Fee	\$220.00 (after third attempt)
RPL Fee	\$250.00 per unit
Re-Issue of Student Card	\$20.00
Late payment of semester fees	\$250.00 per instalment
Course Cancellation	\$200.00
Change to CoE	\$200 Not applicable where support has been provided to achieve learning outcomes.
Unit re-enrolment fee	\$500.00 (for students who exceed the maximum duration period)

Privacy Statement

Under the *Data Provision Requirements 2012*, **Sunshine College of Management Pty Ltd** 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 **Sunshine College of Management Pty Ltd** for statistical, administrative, regulatory and research purposes. **Sunshine College of Management Pty Ltd** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

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).



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Student Agreement and Declaration

In signing this Application Form,

1. I confirm I have been provided the necessary information to make an informed choice into the qualification/s for which I am applying including, entry requirements, course duration, modes of study and assessment requirements
2. I have a genuine interest in studying the course, and I have the financial capacity to meet tuition fees, living expenses, travel expenses, Overseas Student Health Cover for the duration of my studies.
3. I understand that I can pay full fees if I wish to, but I am not required to pay more than 50 percent up front. I also agree to pay tuition fees as they become due.
4. I understand that the application fee is payable at the time of lodging the application form and is non-refundable.
5. I understand that the material fee is payable upon commencement and is non-refundable.
6. I can view current policies and procedures online at www.scm.vic.edu.au
7. The college has permission to use any photographic image on which you may appear on marketing and advertising materials;
8. Sunshine College of Management Pty Ltd is required, under s19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic performance;
9. I understand that Sunshine College of Management Pty Ltd has access to my personal information for the purpose of verifying the USI number.
10. As an overseas student or intending overseas student, while in Australia and studying, I must notify Sunshine College of Management Pty Ltd within 7 days of any changes to my contact details including:
 - my current residential address, mobile number (if any) and email address (if any)
 - who to contact in emergency situations
 - any changes to those details, within 7 days of the change being made
11. I declare that the information I have provided to the best of my knowledge is true and correct.
12. I acknowledge that providing false information and /or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application form may result in the withdrawal of any offer
13. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name

Date:

**Student Signature
[or electronic acknowledgement]:**