



## Application Form – International Student

### Personal Details

**1. Enter your full name**

Family Name (surname) \_\_\_\_\_

Given names \_\_\_\_\_

**2. Date of Birth** \_\_\_/\_\_\_/\_\_\_ **Gender**  M  F  Indeterminate

**3. Nationality:** \_\_\_\_\_ **Passport Number:** \_\_\_\_\_

**Visa: (Please tick):**  Student  Tourist  Working holiday  Other \_\_\_\_\_

**Do you have Overseas Student Health Cover (OSHC)?**  No  Yes

**If yes, who is your provider?** \_\_\_\_\_ **Membership No:** \_\_\_\_\_

**Expiry:** \_\_\_/\_\_\_/\_\_\_ (Please attach a copy of your membership details)

**If no would you like SCM to apply on your behalf**  No  Yes

**4. Contact details**

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_

**5. Address**

Address in home country: \_\_\_\_\_

Address in Australia: \_\_\_\_\_

Postal address (if different from above): \_\_\_\_\_

**Emergency Contact Details:  
(LOCAL or INTERNATIONAL)**

**Name:** \_\_\_\_\_ **Contact No:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

### Language and cultural diversity

**6. In which country were you born?** \_\_\_\_\_

**7. Do you speak a language other than English at home?**  No  Yes please specify \_\_\_\_\_

**8. English Language proficiency (if available) Result** \_\_\_\_\_  IELTS  PTE  CAE  TOEFL  OTHER

### Disability

**9. Do you consider yourself to have a disability, impairment or long-term condition?**  Yes  No

**If yes please select the area/s:**  Hearing/deaf  Physical  Intellectual  Learning  Mental Illness  Acquired brain impairment  Vision  Medical condition  Other \_\_\_\_\_

### Schooling

**10. 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 below  Never attended school

### Previous qualifications achieved

**11. Have you SUCCESSFULLY completed any of the qualifications listed below**

No  Yes (please tick below)

Bachelor degree or higher degree

Advanced diploma or associate degree

Diploma (or associate diploma)

Certificate IV (or advanced certificate/technician)

Certificate III (or trade certificate)

Certificate II

Certificate I

Other education (including certificates or overseas qualifications not listed above)



## Recognition of Prior Learning & Credit Transfer

12. I wish to apply for RPL: No Yes ----- I have attached my RPL Application Form  
 13. I wish to apply for Credit Transfer No Yes ----- I have attached my Credit Transfer Application Form

## 14. Choose you Qualification CRICOS Code Course Duration Total Fees

### Business

<input type="checkbox"/> <b>BSB50215 Diploma Of Business</b>	<b>087202D</b>	51weeks	<b>\$11,000.00</b>
Tuition Fees include Material and Application Fees (\$200 Application fee + \$300 Materials Fee <b>non-refundable</b> ) <input type="checkbox"/> Payment as per study periods* {\$2,625 (x4) + (\$200 Application fee + \$300 Materials Fee <b>non-refundable</b> )			
<input type="checkbox"/> <b>BSB60215 Advanced Diploma Of Business</b>	<b>087485K</b>	52 weeks	<b>\$19,000.00</b>
Tuition Fees include Material and Application Fees (\$200 Application fee + \$300 Materials Fee <b>non-refundable</b> ) <input type="checkbox"/> Payment as per study periods* {\$4625 x4) +(\$200 Application fee + \$300 Materials Fee <b>non-refundable</b> )			

### Hospitality

<input type="checkbox"/> <b>SIT30816 Certificate III in Commercial Cookery</b>	<b>094137A</b>	52 weeks	<b>\$13,000.00</b>
Tuition Fees include Material and Application Fees (\$200 Application fee + \$800 Materials Fee <b>non-refundable</b> ) <input type="checkbox"/> Payment as per study periods* {\$3,000 (x4) + (\$200 Application fee + \$800 Materials Fee <b>non-refundable</b> )			
<input type="checkbox"/> <input type="checkbox"/> <b>SIT40516 Certificate IV in Commercial Cookery</b>	<b>094138M</b>	80 Weeks	<b>\$18,000.00</b>
Tuition Fees include Material and Application Fees (\$200 Application fee + \$800 Materials Fee <b>non-refundable</b> ) <input type="checkbox"/> Payment as per study periods* {\$3,000 (x5)+ \$2000 + (\$200 Application fee + \$800 Materials Fee <b>non-refundable</b> )			
<input type="checkbox"/> <b>SIT50416 - Diploma of Hospitality Management</b>	<b>091031F</b>	75 weeks	<b>\$19,500.00</b>
Tuition Fees include Material and Application Fees (\$200 Application fee + \$800 Materials Fee <b>non-refundable</b> ) <input type="checkbox"/> Payment as per study periods* {\$3,084 (x5) + \$3080 + (\$200 Application fee + \$800 Materials Fee <b>non-refundable</b> )			
<input type="checkbox"/> <b>SIT60316 Advanced Diploma of Hospitality Management</b>	<b>091111F</b>	94 weeks	<b>\$21,500.00</b>
Tuition Fees include Material and Application Fees (\$200 Application fee + \$800 Materials Fee <b>non-refundable</b> ) <input type="checkbox"/> Payment as per study periods* {\$2,929 (x6) + \$2926 + (\$200 Application fee + \$800 Materials Fee <b>non-refundable</b> )			

\*Please note: Course duration include scheduled holiday periods.

Please note: Application and Material fees are non-refundable

Payment Options prior to commencement: In full Half Study period (see chosen qualification/s) Payment plan

Preferable intake: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2018 2019 2020

## Study reason

15. Of the following categories, select the one which BEST describes the main reason you are undertaking this course

- 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 is a requirement of my current job I wanted extra skills for my job To get into another course of study For personal interest or self-development Other reasons

## Employment

16. Of the following categories, which BEST describes your current employment status?

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



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## Unique Student Identifier (USI)

17. 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on 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.

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

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*If you do not have a USI, you can apply at [www.usi.gov.au](http://www.usi.gov.au) Sunshine College of Management Pty Ltd can apply to the Student Identifiers registrar on your behalf for a USI. You will be required to complete Unique Student Identifier Application Form*

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## 18. Additional Fees and Charges

- 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)

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## Privacy Statement & Student Declaration

### Privacy Notice

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 application form and your training activity data) may be used or disclosed by Sunshine College of Management Pty Ltd for statistical, regulatory and research purposes.

Sunshine College of Management Pty Ltd may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training paid by your employer;
  - Commonwealth and State or Territory government departments and authorised agencies;
  - NCVER;
  - Organisations conducting student surveys; and
  - Researchers.
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
  - facilitating statistics and research relating to education, including surveys;
  - understanding how the VET market operates, for policy, workforce planning and consumer information; and
  - administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered - the registering authority. Personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition pursuant to obligations under the ESOS Act and the National Code

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act 2000 and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and



during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

**Student Declaration and Consent**

In signing this Application Form,

- 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
- 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.
- I understand that I can pay full fees if I wish to, but I am not required to pay more than 50 per cent up front. I also agree to pay tuition fees as they become due.
- I understand that the application fee is payable at the time of lodging the application form and is non-refundable.
- I understand that the material fee is payable upon commencement and is non-refundable.
- I can view current policies and procedures online at [www.scm.vic.edu.au](http://www.scm.vic.edu.au)
- The college has permission to use any photographic image on which you may appear on marketing and advertising materials;
- 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;
- I understand that SCM has access to my personal information for the purpose of verifying the USI number.
- As an overseas student or intending overseas student, while in Australia and studying, I must notify SCM 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
- I declare that the information I have provided to the best of my knowledge is true and correct.
- 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
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name: .....

Student Signature [or electronic acknowledgement] .....

Date .....

OFFICE USE ONLY		
Documents attached:		
Passport and Visa	YES <input type="checkbox"/> NO <input type="checkbox"/>	STAFF INITIAL: _____
IELTS or Equivalent <small>(or Australian AQF Qualification IV or above)</small>	YES <input type="checkbox"/> NO <input type="checkbox"/>	STAFF INITIAL: _____
High School Certificate	YES <input type="checkbox"/> NO <input type="checkbox"/>	STAFF INITIAL: _____