



INTERNATIONAL STUDENT APPLICATION FORM

1. APPLICATION TYPE:

☐

ONSHORE

☐

OFFSHORE

2. CAMPUS LOCATION:

☐

SYDNEY CAMPUS

☐

ALICE SPRINGS CAMPUS

3. COURSE SELECTION:

☐

CPC33020

Certificate III in Bricklaying and Blocklaying
CRICOS CODE - 119799A DURATION - 52 WEEKS

☐

CPC31020

Certificate III in Solid Plastering
CRICOS CODE - 119797C DURATION - 52 WEEKS

☐

CPC31320

Certificate III in Wall and Floor Tiling
CRICOS CODE - 119798B DURATION - 52 WEEKS

☐

SIT40521

Certificate IV in Kitchen Management
CRICOS CODE - 110639A DURATION - 78 WEEKS

☐

BSB40820

Certificate IV in Marketing and Communication
CRICOS CODE - 114478C DURATION - 52 WEEKS

☐

CPC50220

Diploma of Building and Construction (Building)
CRICOS CODE - 119800B DURATION - 104 WEEKS

☐

SIT50422

Diploma of Hospitality Management
CRICOS CODE - 114477D DURATION - 104 WEEKS

☐

BSB50620

Diploma of Marketing and Communication
CRICOS CODE - 114479B DURATION - 52 WEEKS

☐

SIT60322

Advanced Diploma of Hospitality Management
CRICOS CODE - 117686D DURATION - 104 WEEKS

☐

BSB60520

Advanced Diploma of Marketing and Communication
CRICOS CODE - 114480J DURATION - 78 WEEKS

☐

BSB80120

Graduate Diploma of Management (Learning)
CRICOS CODE - 110416E DURATION - 104 WEEKS

4. PREFERRED INTAKE

YEAR

☐

January

☐

February

☐

March

☐

April

☐

May

☐

June

☐

July

☐

August

☐

September

☐

October

☐

November

☐

December

Mode of Study: Face to Face mode and work-based training, Minimum 20 hours per week

Work based training: Work-based training/placement applies only to the qualifications where it is required in the Training and Assessment Strategy and as outlined in the Student Handbook or Course Schedule (e.g., Hospitality/Kitchen).
Refer to Enrolment Policy for details on entry requirements and work-based training.

5. EDUCATION AGENT

☐

Yes

☐

No

NAME OF AGENT:

COMPANY NAME:

PHONE:

EMAIL:

ALICE SPRINGS COLLEGE OF AUSTRALIA PTY LTD

ABN: 52 640 959 128 | **RTO CODE:** 45855 | **CRICOS CODE:** 04021G

(08) 89523221 info@asca.edu.au www.asca.edu.au

SYDNEY CAMPUS - LEVEL 15, 7 DEANE STREET, BURWOOD NSW 2134

ALICE SPRINGS CAMPUS - 40 GAP ROAD, ALICE SPRINGS, NT 0870



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6. PERSONAL DETAILS:

TITLE: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss. ☐ Other **GENDER:** ☐ Male ☐ Female ☐ Other

GIVEN NAME(S):

FAMILY NAME:

CONTACT NUMBER: **EMAIL:**

COUNTRY OF BIRTH: **NATIONALITY:**

DATE OF BIRTH (DD/MM/YYYY): / / **VISA TYPE:**

PASSPORT NUMBER: **VISA SUBCLASS:**

COUNTRY OF ISSUE: **VISA NUMBER:**

PASSPORT EXPIRY DATE: / / **VISA EXPIRY DATE:** / /

HOME COUNTRY ADDRESS **AUSTRALIAN ADDRESS (IF APPLICABLE)**

CITY: **COUNTRY:** **SUBURB:** **STATE:** **POSTCODE:**

EMERGENCY CONTACT

FULL NAME: **CONTACT NUMBER:**

RELATIONSHIP: **EMAIL:**

DO YOU HAVE A UNIQUE STUDENT IDENTIFIER (USI) NUMBER?

☐ I have a USI: ☐ I will create one myself (www.usi.gov.au)

Please note that from 1st January 2015, ASCA can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a 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 <https://www.usi.gov.au/students/create-your-usi> on a computer or mobile device.

7. ENGLISH LANGUAGE PROFICIENCY

Please note: All students must undertake a Language, Literacy and Numeracy (LLN) test before enrolment at ASCA.

Do you speak a language other than English at home? ☐ No, English only ☐ Yes — Please specify:

How well do you speak English? ☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

Was English the language of instruction in your secondary/tertiary studies. ☐ Yes ☐ No

Have you taken an English language test within the last two (2) years? ☐ No ☐ Yes — Please provide details:
Test Name
Score Achieved
Test Date



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COUNTRY OF ORIGIN
(for English - speaking exemptions):

☐ United Kingdom ☐ Ireland ☐ Canada
☐ South Africa ☐ Vietnam ☐ Other

Are you of Aboriginal or
Torres Strait Islander origin?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

8. PREVIOUS QUALIFICATION ACHIEVED

Have you successfully completed any of the following qualifications in Australia or hold any overseas qualification?

If Yes, tick an of the below boxes:

☐ Year 12 or Equivalent ☐ Certificate I ☐ Certificate II ☐ Certificate III ☐ Certificate IV
☐ Bachelor's degree ☐ Advanced Diploma or associate degree ☐ Diploma
☐ Other Education

INSTITUTION / SCHOOL	NAME OF QUALIFICATION	LOCATION	YEAR COMPLETED

Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary or ASCA's education agent representative. Academic records that are not in English must also be accompanied by a certified translated copy. If you believe you have relevant work experience, attach details and documentation (e.g., employer reference, curriculum vitae, etc.)

9. RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFER

WOULD YOU LIKE TO APPLY FOR: ☐ Credit Transfer (CT) ☐ Recognition of Prior Learning (RPL)

If you are seeking Recognition of Prior Learning (RPL) or Credit Transfer (CT), you must complete the appropriate form and submit supporting documentation such as verified transcripts and/or employment evidence at the time of application. Incomplete applications may not be processed.

10. OVERSEAS STUDENT HEALTH COVER (OSHC)

It is a requirement that all overseas students in Australia purchase health cover during their studying in Australia

Do you want ASCA to arrange OSHC? ☐ Yes ☐ Single ☐ Couple ☐ Family

☐ No: Provider: Policy Number: EXPIRY: / /

11. ACCOMMODATION REQUIREMENTS

Do you require help finding accommodation? ☐ Yes ☐ No (If Yes) Duration: Weeks

Do you require airport pickup? ☐ Yes ☐ No (If Yes, please provide arrival details below)

Arrival Airport: Airline Name: Flight Number:

Arrival Date: Arrival Time (Local Time):



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12. MARKETING

How did you find out about ASCA?

☐ Agent ☐ Facebook ☐ Instagram ☐ Google ☐ LinkedIn ☐ Friends ☐ Other

13. REASONS FOR STUDY

What is your main reason for undertaking this course? (Tick all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To develop my existing business |
| <input type="checkbox"/> To try a different career | <input type="checkbox"/> To get into another course of study | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> To gain skills for community / Voluntary work |
| <input type="checkbox"/> Other <input type="text"/> | | |

14. SUPPORT SERVICES

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

If you indicate the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list: You may indicate more than one area:

- | | | | |
|---|---------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Hearing / Deafness | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Physical | <input type="checkbox"/> Acquired Brain Impairment |
| <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Learning | <input type="checkbox"/> Vision | <input type="checkbox"/> Mental Illness |

If yes, please describe any support or assistance needed while studying.

15. APPLICATION CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Completed all sections of this application | <input type="checkbox"/> Attached certified copies of your English Proficiency |
| <input type="checkbox"/> Attached relevant employment documentation | <input type="checkbox"/> Attached any other relevant documentation |
| <input type="checkbox"/> Attached certified copies of your Passport | <input type="checkbox"/> Read and signed the declaration |
| <input type="checkbox"/> Attached certified copies of your qualifications | |

NOTE: ASCA will regularly monitor attendance. Students must maintain 80% or more for better course progress in each study. Students must regularly attend classes to ensure that they maintain satisfactory course progress.

ASCA will report to the Department of Home Affairs if a student shows unsatisfactory course progress.

However, Students will not be reported based on attendance.

Refer to Course Monitoring and Attendance policy for more details.

All prospective students are required to familiarize themselves with the Recruitment and Enrolment policy and procedures of ASCA. This is available on the website www.asca.edu.au.



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16. HOW TO APPLY

1. COMPLETE THE APPLICATION FORM

Offshore international students may apply through **an authorised ASCA education agent**.

To request an application form or find an approved agent, **Please contact: info@asca.edu.au**

Students may be requested to complete a **Genuine Student (GS) Requirement Form** as part of their application.

2. PROVIDE CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS:*

- Academic transcripts and certificates translated into English (if applicable)
- Evidence of English language proficiency
- Passport
- Visa (if applicable)

*Documents can be certified by an ASCA representative, authorised agent, Justice of the Peace, Public Notary, Australian Embassy or Consulate.

3. SUBMIT YOUR APPLICATION

through an authorised education agent or directly to us by **email to: admissions@asca.edu.au** or contact our Sydney or NT campus for mailing address)

4. ASCA WILL ASSESS YOUR APPLICATION

Then notify you of the outcome. Successful applicants will receive a Letter of Offer and Written Agreement.

5. ACCEPT THE OFFER

By signing the Letter of Offer and Written Agreement as well as submitting the payment as outlined.

6. YOU WILL RECEIVE A CONFIRMATION OF ENROLMENT (COE)

Use this then to support your student visa application.

TUITION FEES NOTICE

For information on fees, please contact our accounts department: **accounts@asca.edu.au**

ENROLMENT FEE NOTICE

A \$500 enrolment fee is to be paid at the time of acceptance (non-refundable)

17. PAYMENT DETAILS

☐

Credit Card (Request form from ASCA credit authorization form)

☐

Bank Cheque or made payable to ALICE SPRINGS COLLEGE OF AUSTRALIA PTY LTD

☐

Bank transfer to be made to:

Account Name: Alice Springs College of Australia PTY LTD

Bank: Commonwealth Bank

BSB: 062190

Account Number: 10657934

SWIFT Code: CTBAAU2S

IMPORTANT:

- Include your full name as the payment reference.
- Do not send cash via mail.

- International students must pay in Australian Dollars (AUD).
- Keep a copy of your transaction receipt

☐

I HAVE READ AND UNDERSTOOD RECRUITMENT AND ENROLMENT POLICY AND PROCEDURES OF ASCA.

Please visit ASCA website (www.asca.edu.au) to review the following Policy and Procedures:

- Fee Payment and Refund of Tuition fees
- Course Progress and Attendance Requirements
- Complaints and Appeals Policy



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MEDIA CONSENT

From time to time, ASCA staff may request to take photographs / videos or verbal/written interviews/testimonials of students at ASCA or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job work activities or could be published by ASCA in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times, request students to provide any of the above of the students' own creation for the same purposes.

☐ I do consent to the use of my photos / videos / testimonials / interviews to be used in ASCA's promotional materials prepared for marketing purposes in Australia and overseas.

☐ I do not consent to the use of my photos / videos / testimonials/interviews to be used in ASCA's promotional materials prepared for marketing purposes in Australia and overseas.

MEDIA CONSENT WITHDRAWAL OPTION

You have a right to refuse the use of your image or work. You may also decline the media consent by ticking no consent option below or withdraw your consent any time by sending an email or contacting ASCA's administration department.

PRIVACY NOTICE

Personal information may be collected and disclosed to relevant bodies which may include verification of a student's previous qualifications, Commonwealth and State Agencies and Department of Home Affairs regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress. Alice Springs College of Australia (ASCA) will endeavour to take all reasonable steps to protect personal information from misuse, loss or unauthorized access, modification, or disclosure.

Alice Springs College of Australia stores and uses personal information only for the purposes of administering Student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.

Information is collected on this form and during your enrolment in order to meet the obligations of the institute under the ESOS Act 2000 and the National Code 2018; and 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 2019 and the National Code of Practice for 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 Scheme 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.

Under the Data Provision Requirements 2012, ASCA 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, USI and your training activity data) may be used or disclosed by ASCA for statistical, administrative, regulatory and research purposes.

ASCA may disclose your personal information for these purposes to third parties, including:

- » Commonwealth and State or Territory government departments and authorized agencies.
- » NCVER
- » Organizations conducting student surveys; and
- » Researchers.

Personal information that has to be disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- » Issuing statements of attainment or qualification and populating authenticated VET transcripts.
- » Facilitating statistics and research relating to education, including surveys and data linkage
- » Pre-populating ASCA's 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 an NCVER student survey, which may be administered by a government department or an NCVER employee, agent, or third-party contractor. Please note that 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)

DECLARATION

☐ I declare that the information on this form and supporting documentation is true and correct. I have read and understood the student handbook with details including the entry requirements, privacy policy, the cancellation and refund policy, complaints and appeals procedures, course monitoring and attendance, and policies and procedures of Alice Springs College of Australia provided to me along with this application.

☐ I confirm that I have been fully advised of the fees, cancellation, and refund conditions, and I agree to be a student at ASCA. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrollment.

FULL NAME:

SIGNATURE:

DATE:

/ /