



Enrolment Form

1. Complete all sections using BLOCK LETTERS.
2. Attach supporting documents, including CERTIFIED copies of your passport and academic documents.
3. Students will be charged AUD \$500.00 (non-refundable) Application Fee.

1. Personal Details *(Please choose by placing an X in the boxes that apply to you)*

Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other:
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Date of Birth:	Day/month/year / /
Surname:	
Given Names:	
<p>* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [ASCA] to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.</p>	
Country of Birth:	

2. English Language Proficiency

Do you speak a language other than English at home?	<input type="checkbox"/> No English only <input type="checkbox"/> Yes, other - please specify
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
Was English the language of instruction in your secondary/tertiary studies.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you taken language test in last two (2) years e.g. IELTS, PTE, TOEFL or equivalent (if yes please indicate name of test and score)?	Test name: Score Achieved: Date:
<input type="checkbox"/> Not Required. I am from (please tick) <input type="checkbox"/> United Kingdom <input type="checkbox"/> Ireland <input type="checkbox"/> Canada <input type="checkbox"/> South Africa <input type="checkbox"/> USA	
<p>*Please note all students must undertake a Language, Literacy and Numeracy test before enrolment at ASCA.</p>	
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

Alice Springs College of Australia Pty Ltd T/A Alice Springs College of Australia

ABN: 52 640 959 128 | RTO Code: 45855 | CRICOS Code: 04021G | T: (08) 8952 3221 | Version 1.0

Address: 95 Sadadeen Road, Sadadeen, Alice Springs, NT 0870 | E: info@alicespringscollege.nt.edu.au | web: www.alicespringscollege.nt.edu.au



DHA Office where you applied for your VISA. (please specify the name)	<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore												
Do you have a Unique Student Identifier (USI) Number?	<input type="checkbox"/> Yes, please specify below this below. <input type="checkbox"/> I will create it myself (visit www.usi.gov.au) <input type="checkbox"/> I authorize ASCA to create a USI on my behalf (complete application below)												
Unique Student Identifier (USI):	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table> <p>Please note that from 1 January 2015, ASCA 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 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.</p> <p>If you wish for Alice Springs College of Australia (ASCA) Please complete the Application for USI Form</p>												
3. Contact Details													
Address (Home Country)													
Address:													
State/Province:													
Country:		Post code:											
Phone:		Mobile:											
Email:													
Residential Address (Australia)													
Address:													
State/Province:													
Country:		Post Code:											
Phone:		Mobile:											
Email:													
Postal Address in Australia (If different from Residential)													
Address:													
Suburb:													
State:		Postcode:											

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Emergency Contact Details			
Name of the person:		Relationship to You:	
Address:			
Mobile/phone:		Email:	
4. Passport Details			
Passport Number:		Passport Expiry Date:	
Country and place of Passport Issue:			
A certified true copy of your original documents must be provided as part of your application.			
5. VISA Details (if applicable)			
VISA Type		VISA Subclass	
VISA Number		VISA Expiry Date	
6. Education Agent <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name of Agent:			
Address:			
Phone:		Mobile:	
Email:		Fax:	
Agent Stamp (If applicable)			
7. Overseas Student Health Cover(OSHC)			
OSHC Arranged	Yes (Part A) <input type="checkbox"/>	No (refer to Part B) <input type="checkbox"/>	
Part A – Insurer Details			
Name of Insurer:			
Member Number:			
Date of expiry:			
Part B-General Information			
1. The Australian Government requires all persons entering Australia on a Student Visa to have OSHC. 2. The length of your OSHC MUST cover the total length of your course(s).			



Note: ASCA does not apply for OSHC on behalf of students. Students are required to arrange their own health cover. However, ASCA can assist students in arranging their own OSHC.

8. Disability Status (Please choose by placing an X in the boxes that apply to you)

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"/> Acquired Brain Impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Vision
<input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Other

If Yes, do you require additional assistance because of this disability or any other support need during your study? Yes No

Please provide details of what support you will require during you study:

9. Course Selection (Please choose by placing an X in the boxes that apply to you)

Please be advised that as part of the application process you will be required to do a pre-training review.

	Course Code and Name	CRICOS Code	Course Duration (including holiday breaks)	Intake Date
<input type="checkbox"/>	SIT40516 Certificate IV in Commercial Cookery	110288H	78 weeks (12 weeks holiday break)	
<input type="checkbox"/>	SIT50416 Diploma of Hospitality Management	110289G	104 weeks (24 weeks holiday breaks)	
<input type="checkbox"/>	BSB80120 - Graduate Diploma of Management (Learning)	110416E	78 weeks (18 weeks holiday break)	

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

Course Location (face to face theory component for all courses): 95 Sadadeen Road, Alice Springs, Northern Territory 0870

Work based training Location: as per student's practical placement agreement for both Hospitality and Kitchen management courses.

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Please refer to the student's handbook for detailed course information. These qualifications include compulsory work-based training. Refer to Enrolment Policy for details on entry requirements and work-based training.

Intake Dates:

2022	10/01/2022	21/02/2022	04/04/2022	02/05/2022	13/06/2022	25/07/2022	22/08/2022	03/10/2022	14/11/2022	12/12/2022
2023	09/01/2023	20/02/2023	03/04/2023	01/05/2023	12/06/2023	24/07/2023	21/08/2023	02/10/2023	13/11/2023	15/12/2023
2024	08/01/2024	19/02/2024	01/04/2024	29/04/2024	10/06/2024	22/07/2024	19/08/2024	30/09/2024	11/11/2024	09/12/2024
2025	06/01/2025	17/02/2025	31/03/2025	28/05/2025	09/06/2025	21/07/2025	18/08/2025	03/10/2025	10/11/2025	08/12/2025

10. Previous qualification achieved (PLEASE DO NOT LEAVE THIS SECTION BLANK)

Have you successfully completed any of the following qualifications in Australia or hold any overseas qualification? If yes, tick any of the below boxes:

- Bachelor Degree or higher
 Advanced Diploma or associate degree
 Diploma
 Certificate IV
 Certificate III
 Certificate II
 Certificate I
 Other education (including certificates or overseas qualifications not listed above)

11. Qualification details:

Name of the Institute:

Year Awarded:

In the case of overseas qualification, has the qualification been assessed as equivalent to an Australian qualification?

- YES
 NO

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.)

12. Schooling

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 equivalent
 Year 8 or below
 Never attended school

Are you still enrolled in secondary or senior secondary education? Yes No

13. Employment

Which of the following best describes your current employment status?

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- | | |
|--|--|
| <input type="checkbox"/> Full time employee | <input type="checkbox"/> Part time employee |
| <input type="checkbox"/> Unemployed-seeking full time work | <input type="checkbox"/> Unemployed-seeking part time work |
| <input type="checkbox"/> Self-employed - not employing others | <input type="checkbox"/> Not employed - not seeking employment |
| <input type="checkbox"/> Employed - unpaid worker in a family business | <input type="checkbox"/> Self-employed – employing others |

Which of the best describes your employment sector?

- | | |
|--|--|
| <input type="checkbox"/> A - Agriculture, Forestry and Fishing | <input type="checkbox"/> L - Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> B - Mining | <input type="checkbox"/> M - Professional, Scientific and Technical Services |
| <input type="checkbox"/> C - Manufacturing | <input type="checkbox"/> N - Administrative and Support Services |
| <input type="checkbox"/> D - Electrical, Gas, Water and Waste Services | <input type="checkbox"/> O - Public Administration and Safety |
| <input type="checkbox"/> E - Construction | <input type="checkbox"/> P - Education and Training |
| <input type="checkbox"/> F - Wholesale Trade | <input type="checkbox"/> Q - Health Care and Social Assistances |
| <input type="checkbox"/> G - Retail Trade | <input type="checkbox"/> R - Arts and Recreation Services |
| <input type="checkbox"/> H - Accommodation and Food Services | <input type="checkbox"/> S - Other Services, please specify: |
| <input type="checkbox"/> J - Information Media and Telecommunications | _____ |
| <input type="checkbox"/> K - Financial and Insurance Services | Please specify position: |

14. Reasons for study

- | | |
|--|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To get a better job or promotion |
| <input type="checkbox"/> It was a requirement of my 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 into another course of study | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> Other | |
- In case of Others, please state reason: _____

Note: ASCA does not offer or guarantees any employment or job outcomes.

15. Recognition of Prior Learning /Credit Application

Would you like to make an application for RPL/
Credit transfer: Yes No

If you are seeking credit transfer/recognition of prior learning, you must attach certified translated (English) copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information, etc., so that ASCA can assess your eligibility for credit recognition. Also attach certified copies of previous relevant qualifications or experience. Complete the RPL/CT Form available online at ASCA website or at ASCA reception.

16. Accommodation Requirements

Do you require assistance in finding accommodation options? Yes No

If yes, please specify below.

What type of accommodation arrangements would you like:	<input type="checkbox"/> Shared <input type="checkbox"/> Private	How many Week ?	
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Please note that ASCA student support officers can assist students in finding accommodation by conducting online search, suggesting accommodation sites, real estate agents in particular area, however, ASCA does not provide accommodation to its students.

Do you require assistance for Airport pickup? Yes No

ASCA does not provide airport pick up; however, it can provide information regarding international student help desk at airport and assist students in finding suitable airport pick up services e.g., UBER, Sky Bus, and taxi services.

Any other additional information:

17. Marketing

How did you find out about this course?

- Advertisement Newspaper Internet
 Friends Search engines/Google
 Other, Specify: _____

18. Payment Details

Payment by Credit Card (Please fill in the credit authorization form)

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

Bank Transfer to be made to the following bank account:

Account Name:	Alice Springs College of Australia Pty Ltd	
Account Number:	BSB: 065-900 ACCOUNT NUMBER: 10757704	SWIFT Code: CTBAAU2S
Bank Name:	Commonwealth Bank	
Bank Address:		

19. 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 and the Cancellation and Refund Policy, complaints and appeals procedures, course monitoring and attendance, 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 enrolment.

Name:		
Signature:		Date:

20. Application Checklist

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<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 50% or more for better course progress in each study period and must maintain a minimum of 80% attendance. Students must regularly attend classes to ensure that they maintain satisfactory course progress. ASCA will report to the Department of Home Affairs if student shows unsatisfactory course progress. However, Students will not be reported on the basis of 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 at website www.ASCA.edu.au.

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:

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

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.

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.

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.

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

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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 endeavor 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 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).

Access, correction and complaints

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You have the right to seek access to or correction of your own personal information. You may also complain if you believe that your privacy has been breached.

I also authorise ASCA or their representative to obtain Medical Treatment in the event of an emergency. I indemnify ASCA or their representative.

Emergency Medical Indemnity

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE [or electronic acknowledgement] :

..... Date:

Note: Students are responsible for keeping a copy of the written agreements as supplied by ALICE SPRINGS COLLEGE OF AUSTRALIA PTY LTD

OFFICE USE ONLY			
Staff Member		Student ID Activated	PRISMS Updated
Signature		ID Card Issued	New Student
Date:	Student ID:	SMS Updated	Existing Student
Any support need identified on application form are discussed with student and forwarded to relevant support officer to make arrangement for support			

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