

Application for Enrolment

Please complete this form in ENGLISH, attaching additional information if required.

Personal details			
Family name		First name	
Preferred name		Date of birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		First language
Country of birth		Passport country	
Passport No	(International applicants only)		
Residential address		Postcode	
Postal address	<input type="checkbox"/> As above		Postcode
Email address		Phone	
Next of kin/ emergency contact details (friend/ spouse/ parent etc.)			
Name		Relationship	
Email address		Phone	
Address		Postcode	

Personal circumstances	
Are you:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres strait Islander <input type="checkbox"/> Both <input type="checkbox"/> Neither
What is your residence status?	<input type="checkbox"/> I am an Australian citizen <input type="checkbox"/> I have a Student visa <input type="checkbox"/> I have Permanent Residency in Australia <input type="checkbox"/> Other (please specify) <input type="checkbox"/> I have Temporary Residency in Australia
Are you in Australia now?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, location:
Do you have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> Hearing/ deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> No <input type="checkbox"/> Brain <input type="checkbox"/> Vision <input type="checkbox"/> Medical <input type="checkbox"/> Other:
What is your highest COMPLETED school level?	<input type="checkbox"/> 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 The year you finished high school Y Y Y Y
Are you still enrolled in secondary/ senior secondary education?	<input type="checkbox"/> Yes If yes, please give details: <input type="checkbox"/> No
What is your English level?	<input type="checkbox"/> English is my first language <input type="checkbox"/> I have IELTS 5.5 or above or equivalent If neither, please give details:
What is your current employment status? (ONE box only)	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed, employing others <input type="checkbox"/> Self-employed, not employing others <input type="checkbox"/> Unemployed, seeking full-time work <input type="checkbox"/> Unemployed, seeking part-time work <input type="checkbox"/> Not employed, not seeking work
What is the main reason for your study? (ONE box only)	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> For a different career <input type="checkbox"/> For a better job <input type="checkbox"/> Requirement for my job <input type="checkbox"/> Extra skills for my job <input type="checkbox"/> To get into another course <input type="checkbox"/> Personal <input type="checkbox"/> Other
How did you hear about Skills Institute Australia?	<input type="checkbox"/> I am a student here already <input type="checkbox"/> From another student/ friend/ family <input type="checkbox"/> Website <input type="checkbox"/> Agent <input type="checkbox"/> Other: Referral name or Agent stamp:
Do you wish to pay more than 50% of your Tuition Fees before your course starts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for CT or RPL?	<input type="checkbox"/> CT <input type="checkbox"/> RPL <input type="checkbox"/> No

Skilled Services Australia Pty Ltd t/a Skills Institute Australia

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International applicants only. Do not complete this section if you are not an international applicant

Visa type:	Visa expiry:		
Do you need assistance with Overseas Student Health Cover?	<input type="checkbox"/> Yes, I need assistance <input type="checkbox"/> No, I will organise OSHC myself	<input type="checkbox"/> No, I already have OSHC: Provider name, Policy No., expiry date:	
Do you need Airport pickup?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:	
Do you need assistance with accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:	
Are you currently enrolled in another school as an overseas student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of school: Reason for changing school:	
Did you seek advice from a Registered Migration Agent about changing your course / school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you aware of the consequences if you change your current course / school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Notes

- (1) Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of your visa and your 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 (TPS) and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.
- (2) No money is to be paid with this 'application for enrolment' form. Students can access our website for a copy of our Student Handbook, current course information and details about studying with Skills Institute Australia (SIA).
- (3) If your application is accepted, we will send you a detailed 'Letter of Offer' with a section for you to complete and return with your deposit - if paying offshore by bank transfer or direct debit. A signed electronic copy of the 'Acceptance of Offer' must be sent immediately via email/ fax, followed by the original form. No payment/ enrolment can be processed, until a signed 'Acceptance of Offer' form is received.
- (4) The following courses are currently not available in SA: BSB50120, BSB60120, CPC30620, CPC31320, CPC31020, CPC50220
- (5) ENG0317 Comprehensive English is currently not available in QLD. The minimum duration is 4 weeks, and the maximum is 2 years.
- (6) BSB60720 Advanced Diploma of Program Management. The prerequisite for this course is BSB50820 or BSB51415 or two years equivalent full-time relevant workplace experience.
- (7) AUR50216 Diploma of Automotive Technology. The prerequisite for this course is AUR40216 or AUR40816
- (8) Cookery & Hospitality packages are available which may attract discounted fees and shortened durations. Contact us for more information.
- (9) Business, Automotive, and Building & Construction packages are available which may attract discounted fees. Contact us for more information.

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Enter your start date and your preferred location:

Preferred start date:	Study location	<input type="checkbox"/> Brisbane	<input type="checkbox"/> Perth	<input type="checkbox"/> Adelaide
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Select the course(s) you wish to study in your preferred location:

Course code	Course name	CRICOS	Duration	Brisbane	Perth	Adelaide	See Note
Business and IT							
BSB50120	Diploma of Business	110901C	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	N/A	(4,9)
BSB60120	Advanced Diploma of Business	106586K	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	N/A	(4,9)
BSB50820	Diploma of Project Management	104052A	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)
BSB60720	Advanced Diploma of Program Management	104445F	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6,9)
BSB80120	Graduate Diploma of Management (Learning)	110902B	52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)
ICT60220	Advanced Diploma of Information Technology	113843F	104 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)
Hospitality and cookery							
SIT40521	Certificate IV in Kitchen Management	109710J	70 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)
SIT50422	Diploma of Hospitality Management	110903A	62 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)
SIT60322	Advanced Diploma of Hospitality Management	110904M	96 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)
Automotive							
AUR30320	Certificate III in Automotive Electrical Technology	113842G	70 weeks	<input type="checkbox"/>	N/A	<input type="checkbox"/>	(9)
AUR30620	Certificate III in Light Vehicle Mechanical Technology	103632M	70 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)
AUR31520	Certificate III in Automotive Diesel Engine Technology	103596K	70 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)
AUR40216	Certificate IV in Automotive Mechanical Diagnosis	113845D	26 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)
AUR40820	Certificate IV in Automotive Mechanical Overhauling	103582E	26 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)
AUR50216	Diploma of Automotive Technology	095324E	26 weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7,9)
Building and Construction							
CPC30620	Certificate III in Painting and Decorating	109267A	104 weeks	<input type="checkbox"/>	N/A	N/A	(9)
CPC31320	Certificate III in Wall and Floor Tiling	109266B	104 weeks	<input type="checkbox"/>	<input type="checkbox"/>	N/A	(9)
CPC31020	Certificate III in Solid Plastering	109268M	104 weeks	<input type="checkbox"/>	<input type="checkbox"/>	N/A	(9)
CPC50220	Diploma of Building and Construction (Building)	109269K	78 weeks	<input type="checkbox"/>	<input type="checkbox"/>	N/A	(9)
RII60520	Advanced Diploma of Civil Construction Design	113844E	104 weeks	<input type="checkbox"/>	<input type="checkbox"/>	N/A	(9)
English							

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Course code	Course name	CRICOS	Duration	Brisbane	Perth	Adelaide	See Note
ENG0317	Comprehensive English	095325D	5-104 weeks	N/A	<input type="checkbox"/>	<input type="checkbox"/>	(5)
English duration		How long do you want to study English?					weeks

Declaration: all applicants

All applicants, both international and non-international must sign and date below

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

I understand that Skills Institute Australia (SIA) is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my application form may be used by my RTO for administrative, regulatory and/or research purposes.

I accept the course fees and durations as specified on the official SIA website.

I agree to pay all the course fees by the due dates given me.

I understand that it is my responsibility to apply for course credit if I wish to do so.

I agree to notify SIA if I change my address or contact details.

I accept the rights and responsibilities outlined in the Student Handbook available on the SIA website.

I accept the Refund Policy available on the SIA website.

I declare that the information in this application is true and correct.

Name

Signed

Date

Declaration: international applicants only

All international applicants must sign and date below

I agree to abide by the conditions of my visa at all times.

I understand that I can only work 48 hours per fortnight during school study periods.

I understand that I must attend full-time study, or my visa may be affected.

I understand that I must stay with SIA for at least 6 months of my primary course.

I understand that I must maintain Overseas Health Cover (OSHC) while in Australia.

Name

Signed

Date

Note: Parental/ guardian consent is required for all students under the age of 18. Agents must not sign on behalf of an applicant

Documents attached

<input type="checkbox"/>	Copy of passport/ identity document	<input type="checkbox"/>	Copy of previous qualifications from Year 12 and above
<input type="checkbox"/>	Copy of OSHC if applicable	<input type="checkbox"/>	Copy of IELTS/ other English proficiency evidence

OFFICE USE ONLY

Please ensure all information has been supplied. Scan and attach this form to the student's records.

Received by Name Date

VEVO: visa held ☐ None ☐ Student ☐ Bridging ☐ Other:

Authorised by Name Date

Letter of Offer sent Name Date

Notes

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