



APPLICATION FOR ENROLMENT

Please complete this form and return Skyline Institute of Technology with any supporting documents required.

Note: Enrolment will not be processed unless this form is **completed fully**. You must sign the declaration to indicate understanding and agreement of the enrolment conditions.

1. **Enter your full name** * Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).

Family name (surname)

First given name

Second given name (middle)

* 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 Skyline Institute of Technology (SLIT) 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.

2. **Enter your birth date**

| | | | |
|----------------|--|--|--|
| Day/month/year | | | |
|----------------|--|--|--|

3. **Gender (Tick ONE box only)** : Male Female Other

4. **Enter your contact details.**

Home phone _____ Work phone _____

Mobile _____ Email Address _____

Alternative email address optional) _____

5. **What is the address of your usual residence?**

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name _____ Flat/unit details _____

Street or lot number (e.g. 205 or Lot 118) _____ Street name _____

Suburb, locality or town _____

State/territory _____ Postcode _____

6. **What is your postal address (if different from above)?**

Building/property name _____ Flat/unit details _____

Street or lot number (e.g. 205 or Lot 118) _____ Street name _____

Suburb, locality or town _____

State/territory _____ Postcode _____

PERSONAL DETAIL



PERSONAL DETAIL

7. In which country were you born?

Australia 1101

Other – please specify _____

8. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only 1201

Yes, other – please specify _____

9. Are you of Aboriginal or Torres Strait Islander origin?

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

No 4

Yes, Aboriginal 3 (yes to

Yes, Torres Strait Islander both)

10. Do you consider yourself to have a disability, impairment or long-term condition?

Yes Y

No N No – Go to question 12

11. If you indicated 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) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf 11

Physical 12

Intellectual 13

Learning 14

Mental illness 15

Acquired brain impairment 16

Vision 17

Medical condition 18

Other 19

12. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9

Year 12 or equivalent 12

Year 11 or equivalent 11

Year 10 or equivalent 10

Year 9 or equivalent 09

Year 8 or below 08

Never attended school 02

Never completed any primary or secondary level education – go to question 14

13. Are you still enrolled in secondary or senior secondary education?

Yes

No

SCHOOLING



PREVIOUS QUALIFICATIONS

14. Have you **SUCCESSFULLY** completed any of the qualifications listed in question 15?

- Yes Y
No N **No – go to question 16**

15. If **YES**, tick **ANY** applicable boxes.

| | |
|--|------------------------------|
| Bachelor degree or higher degree | <input type="checkbox"/> 008 |
| Advanced diploma or associate degree | <input type="checkbox"/> 410 |
| Diploma (or associate diploma) | <input type="checkbox"/> 420 |
| Certificate IV (or advanced certificate/technician) | <input type="checkbox"/> 511 |
| Certificate III (or trade certificate) | <input type="checkbox"/> 514 |
| Certificate II | <input type="checkbox"/> 521 |
| Certificate I | <input type="checkbox"/> 524 |
| Other education (including certificates or overseas qualifications not listed above) | <input type="checkbox"/> 990 |

EMPLOYMENT

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

(Tick **ONE** box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

| | |
|---|-----------------------------|
| Full-time employee | <input type="checkbox"/> 01 |
| Part-time employee | <input type="checkbox"/> 02 |
| Self employed – not employing others | <input type="checkbox"/> 03 |
| Self employed – employing others | <input type="checkbox"/> 04 |
| Employed – unpaid worker in a family business | <input type="checkbox"/> 05 |
| Unemployed – seeking full-time work | <input type="checkbox"/> 06 |
| Unemployed – seeking part-time work | <input type="checkbox"/> 07 |
| Not employed – not seeking employment | <input type="checkbox"/> 08 |

STUDY REASON

17. Of the following categories, select the one which **BEST** describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick **ONE** box only)

| | |
|--|-----------------------------|
| To get a job | <input type="checkbox"/> 01 |
| To develop my existing business | <input type="checkbox"/> 02 |
| To start my own business | <input type="checkbox"/> 03 |
| To try for a different career | <input type="checkbox"/> 04 |
| To get a better job or promotion | <input type="checkbox"/> 05 |
| It was a requirement of my job | <input type="checkbox"/> 06 |
| I wanted extra skills for my job | <input type="checkbox"/> 07 |
| To get into another course of study | <input type="checkbox"/> 08 |
| For personal interest or self-development | <input type="checkbox"/> 12 |
| To get skills for community/voluntary work | <input type="checkbox"/> 13 |
| Other reasons | <input type="checkbox"/> 11 |



From 1 January 2015, we [insert RTO name] 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 <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

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

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

USI application through your RTO (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like SLIT to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise SLIT to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>

Town/City of Birth _____ (please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. **Australian Driver's Licence** State: _____ Licence Number: _____

2. **Medicare Card** Medicare card number _____

Individual reference number (next to your name on Medicare card): _____

Card colour: (select which applies) Green Expiry date ____/____ (MM/YYYY)

Yellow Blue Expiry date ____/____/____ DD/MM/YYYY

3. **Australian Birth Certificate:** Document No _____ State/Territory _____

4. **Australian Passport:** Passport number _____

5. **Non-Australian Passport: (with Australian Visa)** Passport number _____

6. **Immicard:** Immicard Number _____

7. **Citizenship Certificate:** Stock number _____ Acquisition date ____/____/____
(day/month/year)

8. **Certificate of Registration by Descent:** _____ Acquisition date ____/____/____
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, SLIT will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

UNIQUE STUDENT IDENTIFIER (USI)



19. Vocational Education Course(s):

Please tick the course you wish to enrol in:

| CRICOS Code | Course code and Name | Duration | Please tick |
|-------------|---|-----------|--------------------------|
| 112741J | BSB50120 - Diploma of Business | 52 Weeks | <input type="checkbox"/> |
| 113459C | BSB80120 - Graduate Diploma of Management (Learning) | 52 Weeks | <input type="checkbox"/> |
| 112739C | AUR30620 - Certificate III in Light Vehicle Mechanical Technology | 66 Weeks | <input type="checkbox"/> |
| 112740K | AUR40216 - Certificate IV in Automotive Mechanical Diagnosis | 36 Weeks | <input type="checkbox"/> |
| 115521H | RII60520 - Advanced Diploma of Civil Construction Design | 104 Weeks | <input type="checkbox"/> |
| 115522G | ICT60220 - Advanced Diploma of Information Technology | 104 Weeks | <input type="checkbox"/> |

| | |
|--|---|
| Are you an Offshore Student <input type="checkbox"/> | Are you an Onshore Student <input type="checkbox"/> |
|--|---|

Preferred Intake: Month _____ Year _____

PROPOSED COURSE DETAILS

HEALTH COVER

20. Do you require SLIT to obtain Overseas Student Health Cover on your behalf? (please Select)

Yes (please specify below) No Already have Provider: _____ Expiry Date ____/____/____

Single Couple Family`

Single Membership – covers the student only. Couple Membership – covers the student and his/her spouse/partner as listed on the student’s visa as dependent. Family Membership – covers the student and their dependents (such as their spouse/partner and any dependent children)

CREDITS/RPL

21. Do you wish to apply for Recognition of Prior Learning (RPL)?

Yes No

(If yes, Please complete the RPL application form from your chosen qualification, along with all supplementary evidence to support your application)

22. Do you wish to apply for Credit Transfer?

Yes No

(If yes, Please complete Credit transfer application form and provide supporting documents to support your application)

AGENT DETAILS

23. Agent/Agency Details:

Agency Name: _____

Agent staff member name: _____

Contact Details: _____



24. Please make sure the following are attached (if applicable), documents which are not in English must translated in English

CHECKLIST

Certified Passport biodata page(s)

Copy of Overseas or Australian qualification and transcripts (as applicable)

Certified English Language Evidence (IELTS or another equivalent test)

Applicants apply for vocational education courses are required to have an IELTS or equivalent test with a minimum score 5.5 to study at SLIT and subject to sit for Language Literacy Numeracy Placement Test.

Certified copy of year 12 certificate

Related work experience (if any)

Copy of current Australian Visa (if applicable)

Course codes or unit outline/syllabus if you are applying for exemptions (credit transfer) or Statement of attainment. (Student must apply within 28 days of their enrolment)

For offshore applicants: A GTE - Statement of Purpose explaining the reason to studying the course, relevance to previous study / work experience and future goals, reason for choosing SLIT for study and study in Australia rather than home country.

Do you require any language, literacy, or numeracy assistance? Yes No

If yes Please explain _____

Please note that in the absence of any of the above documents, application may be deemed as invalid or can amount in a conditional offer letter. Provide complete application to avoid any delays.

I, _____ (Agent / Applicant) hereby declare that I have checked the validity of above documents and information provided herewith, as true to the best of my knowledge. I understand that any inaccurate or misleading information can lead to delay / rejection of the application and cancellation of enrolment in the event of any offer / COE issuance.

Signature: _____ Date: _____



25. Payment of fees:

- 25.1 Fees cannot be accepted from potential students unless they have signed a written agreement with SLIT.
- 25.2 Students must pay the overseas student health cover (where applicable), enrolment & admin fee and material fees in full before the course commencement.
- 25.3 Students will be required to pay for the remaining of the tuition fee 1 week before the start of the next study period. Please refer to your letter of offer for your payment schedule according to the study period of the course/s you have enrolled.
- 25.4 Payments can be in the form of bank transfer or EFTPOS.

Payment via bank deposit should be forwarded to:

| | |
|---------------|--------------------------------|
| Bank: | Commonwealth Bank Of Australia |
| Account Name: | Indopacific Global Pty Ltd |
| BSB: | 063622 |
| Account No: | 11165161 |

*Please write your name and student ID in description while making payments.

- 25.5 Students will not be issued a Qualification or Statement of Attainment while fees are still outstanding.
- 25.6 SLIT reserves the right to cancel any course prior to the commencement date of the course or during the course, should it deem it necessary.
- 25.7 For fees / payment schedule, please refer to "Payment of Fees" in the offer letter.
- 25.8 SLIT reserves the right to accept or reject any application for enrolment at its discretion.

26. General Refund Policy

- 26.1 If the student is refused a visa offshore, SLIT will provide a refund of all fees paid excluding the non-refundable enrolment fee and agent's commission.
- 26.2 If the student is refused a visa while onshore after the initial visa grant, SLIT will provide a refund of unused tuition fees as follows: The refund amount = weekly tuition fee × weeks in default period.
- 26.3 If the seats in the course are full or the course is cancelled, a full refund of fees will be made without the non-refundable part of the enrolment fee.
- 26.4 No refunds apply after the visa is granted for a course or a package of courses offered by SLIT (except in the event of applicant's demise)
- 26.5 OHSC Refunds will be done as per health cover provider policies.
- 26.6 All refunds will be paid within 28 working days.

Refund of student tuition fees may be given in the following circumstances:

- 26.7 If the enrolment is withdrawn more than 28 days prior to the agreed starting day, all fees paid all fees paid excluding the non-refundable enrolment fee and agent's commission.
- 26.8 If the enrolment is withdrawn less than 28 days prior to the agreed starting day, 50% of the fees paid excluding enrolment fee and agent's commission shall be retained by SLIT.
- 26.9 No refunds will be given after your studies have commenced.
- 26.10 If an onshore student's visa is not granted, but the student has commenced the course, only the unused portion of tuition fee for the terms not enrolled will be refunded. If the student chooses to go for AAT appeal and complete the course COE in the time frame, no refunds apply. In this case, any refund request will apply to the prepaid unused tuition fee for following terms (not commenced till date of refund request).
- 26.11 If student requests for release after the visa grant and obtain an approved withdrawal from course, no refunds apply.
- 26.12 For a refund of tuition fees, you must give written request by filling a form in person. No email requests will be accepted.
- 26.13 Any changes to management structure or name of institution or campus location, change of fee structures, change of mind, does not constitute towards a reason for refund. Any such requests will be refused.
- 26.14 All approved refunds are made payable to and sent to student or to the account of the legally authorised and duly consented by the student in Australian dollars in order to maintain transparency in transaction(s).

27. Authorization to arrange Medical Treatment

- 27.1. The student agrees to authorize SLIT to call for medical treatment in emergency circumstances where SLIT staff deems it necessary. SLIT will not be held liable for any expense, loss or damage for such medical intervention. Students are liable for their own OSHC cover maintenance for this purpose.



28. Complaints & Appeals

28.1. If you have any problems or concerns with the college during your studies, you need to follow Complaints and appeals Procedure as described in the student handbook

28.2. If you are still not satisfied you have the right to appeal to Overseas Students Ombudsman (www.oso.gov.au), an independent external party and advise the institute within a stipulated timeframe.

29. Course Cancellation by SLIT - Provider Default

- 29.1. If SLIT is unable to provide any courses on the agreed starting date, students will be offered a refund of the unused portion of all pre-paid tuition fees. Alternatively, students may be offered enrolment in alternative courses of SLIT at no extra administrative cost.
- 29.2. Refunds due to provider default will be paid within 14 working days & as per the Tuition Protection Services (TPS) guidelines Changing Courses.
- 29.3. If you are thinking about changing your course of study to a lower level AQF course would be a breach of visa conditions and might result in the Student Visa being cancelled.
- 29.4. To change to a lower level AQF course you must apply to DHA of a new visa and to be granted a new visa before changing.

30. Transfer of provider (Issue of a release letter approving the transfer)

- 30.1. Release cannot be provided prior to completion of 6 months of the principal course & will not be issued in case any due tuition fee is unpaid.
- 30.2. The requests for the same will be considered in accordance with the Transfer of Provider and Release policy (see student handbook).

31. Course Progression and Attendance

- 31.1. Regular attendance is a requirement for all students. International students must attend a minimum of 80% of classes for the duration of their course.
- 31.2. If students fail to meet this requirement their enrolment with SLIT will be cancelled and the student will be reported to DHA and their visa may be cancelled.
- 31.3. If students do not make satisfactory course progress (more than 50%) they will have to attend counselling with Student Support.
- 31.4. If the student fails to meet the progress subsequently, they will be reported to DHA and their visa may be cancelled.
- 31.5. More detail please see SLIT_Monitoring Attendance and Course Progress Policy and Procedures.

32. Disclaimer

- 32.1. SLIT accepts no liability for any unexpected interruption in services through events such as electrical failure, floods and similar natural disaster which cause cancellation of classes. Fee refunds will not be provided for classes missed due to such events.

33. Living Costs and Financial availability

- 33.1. Please access to our International Student Information Kit for a guide to living costs and tuition fees and all policies including our Refund policy.
- 33.2. Applicant to note that the transfer between providers the National Code standard 7 applies.
- 33.3. Understand the costs associated with studying in Australia and associated financial policies (fee, refund, transfer etc.) of SLIT & confirm that you have enough financials to cover the same. (Including tuition / related fees*, living expenses, overseas student health cover and return airfares etc.)



34. Why we collect your personal information

34.1. As a registered training organisation (Indopacific Global Pty Ltd T/A Skyline Institute of Technology (SLIT)), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

35. How we use your personal information

35.1 We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO

36. How we disclose your personal information

36.1 We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

36.2 We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

37. How the NCVER and other bodies handle your personal information

37.1 The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

37.2 The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

37.3 The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients

37.4 For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy

37.5 If you would like to seek access to or correct your information, in the first instance, please contact your SLIT using the contact details listed below.

37.6 DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

38. Surveys

38.1 You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

39. Contact information

At any time, you may contact SLIT to:

- Request access to your personal information
- Correct your personal information
- Make a complaint about how your personal information has been handled
- Ask a question about this privacy notice



40. Student Declaration

By signing and submitting this 'Student Application for Enrolment' the applicant acknowledges

- 40.1 I declare that the information submitted with this application is true and complete.
- 40.2 I acknowledge that failure to provide any document or disclose my academic record may result in SLIT revoking an offer or terminating my studies at any stage.
- 40.3 I authorise SLIT to seek verification of my academic and professional qualifications, and work experience. I understand that SLIT reserves the right to inform other tertiary institutions and regulatory agencies and right to cancel the enrolment if any of the material presented to support my application is found to be false.
- 40.4 I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
- 40.5 I acknowledge that SLIT reserves the right to alter any course, subject, admission requirement or fee without prior notice.
- 40.6 I understand that the personal information I have provided may be released to government agencies as required by law.
- 40.7 I further understand that it may be disclosed to third parties for the purpose of this application. I also undertake to update about any address / contact detail change within 5 working days in writing to the college.
- 40.8 I acknowledge that I have read and understand the description of the courses(s) that I am applying for on SLIT's website.
- 40.9 I agree to pay the applicable tuition fees prior to COE Issuance, term commencement and subsequent instalments of nominated studies set out on the letter of offer and I agree to be personally liable to the debt arising from fees owing. I understand that SLIT may seek the services of external debt collection agencies for the collection purpose. I will be liable to pay for any legal or linked charges for any such agencies.
- 40.10 I have read and understand SLIT's fees and refund policy and requirements as set out within the Student Handbook.
- 40.11 I authorised SLIT to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
- 40.12 I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on <https://www.homeaffairs.gov.au>
- 40.13 I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
- 40.14 I have read and understand the description of the ESOS framework made available at: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>
- 40.15 I declare that the information provided in this application and the documentation supporting it is true and complete

I acknowledge and agree to the terms in the student declaration.

Name: _____ Passport No: _____

Signature: _____ Date: _____

DECLARATION