

**2017 INTERNATIONAL STUDENT ENROLMENT FORM**

**PRINT YOUR NAME IN BLOCK LETTERS AS IT APPEARS ON YOUR PASSPORT TO AVOID DELAYS IN YOUR APPLICATION**

**1. PERSONAL DETAILS**

Date of Birth: \_\_\_/\_\_\_/\_\_\_\_\_ Gender: Male [ ] Female [ ] Indeterminate/Intersex/Unspecified [ ]

Title: Mr. [ ] Miss [ ] Mrs. [ ] Ms. [ ] Please Specify .....

Family Name.....First Given Name.....Middle Names.....

**2. STUDENT CONTACT DETAILS**

**Usual Residential Address:** \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: .....

**Postal Address (if different):** \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email Address: (compulsory) .....

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Contact number \_\_\_\_\_

SKYPE Address .....

Your preferred method of contact. Email [ ] Mobile Phone [ ] Mail [ ]

**3. OTHER DETAILS**

Are you of Aboriginal and/or Torres Strait Islander Origin? Yes [ ] No [ ]

If YES, please specify: Aboriginal [ ] Torres Strait Islander [ ] Both [ ]

What is your highest COMPLETED school level? (tick one box only) Year 12 [ ] Year 11 [ ] Year 10 [ ] Year 9 or equivalent [ ]  
Year 8 or below [ ] Did not go to school [ ] What YEAR did you finish school? .....

Which BEST describes your current employment status? (tick one box only)

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

Unemployed–seeking full time work [ ]

Name of employer: ..... Start Date: \_\_\_/\_\_\_/\_\_\_

**OCCUPATION (tick one box only)**

Managers [ ] Professionals [ ] Technicians and Trade Workers [ ] Community and Personal Service Workers [ ] Clerical and  
Administrative Workers [ ] Sales Workers [ ] Machinery Operators and Drivers [ ] Labourers [ ] Other [ ]

**INDUSTRY of EMPLOYMENT (tick one box only)**

Agriculture, Forestry and Fishing [ ] Mining [ ] Manufacturing [ ] Electricity, Gas, Water and Waste Services [ ] Construction  
[ ] Wholesale Trade [ ] Retail Trade [ ] Accommodation and Food Services [ ] Transport, Postal and Warehousing [ ]  
Information Media and Telecommunications [ ] Financial and Insurance Services [ ] Rental, Hiring and Real Estate Services [ ]  
Professional, Scientific and Technical Services [ ] Administrative and Support Services [ ] Public  
Administration and Safety [ ] Education and Training [ ] Health Care and Social Assistance [ ] Arts and Recreation Services [ ]  
Other Services [ ]

**Do you consider yourself to have a Disability?** Yes  No  If YES, please indicate areas of disability, impairment or long-term condition. Acquired Brain Impairment  Mental Illness  Hearing/Deaf  Intellectual  Physical  Learning  Vision  Medical Condition  Other  ..... (Please attach details)

**Which BEST describes your main reason for doing this training?** (tick one box only)  
 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 was a requirement of my job  I wanted extra skills for my job   
 To get into another course of study  For personal interest/self-development  Other reasons

**Victorian Student Number (Under 25's):**  
 Do you have a Victorian Student Number? **Yes**  (insert) ..... **or**  
**Yes** – but my VSN is unknown  **or No** – I am new to the Victorian education system and I have never been issued a VSN.

**Were you born in Australia?** Yes  No  **If NO**, in which Country were you born? \_\_\_\_\_  
**If NO**, are you an Australian Citizen? Yes  No  **Do you speak a language OTHER THAN English at home?** Yes  No   
**If YES**, which language do you usually speak? \_\_\_\_\_

**Do you have a Unique Student Identification Number (USI)?** Yes  No   
**If Yes** what is your **USI #**:.....  
**If NO**, you will need to apply for a USI number yourself directly on the **Student Identifiers Registrar** website <http://www.usi.gov.au> and provide it to AGB at the time of enrolment. (If you do not have internet access please talk to your PACE AGB enrolment officer who will assist you to get a USI prior to enrolment.)  
**If you have an objection to being assigned a Unique Student Identification Number (USI), you are able to apply for an exemption, directly to the Student Identifiers Registrar. <http://www.usi.gov.au> Please be advised that we will be unable to enrol you in any training without a USI.**  
**Please see the Student Identifiers Registrar <http://www.usi.gov.au> website for the privacy policy in regards to the USI.**

**How did you hear about PACE AGB?**  
 Facebook  Website  Other internet  Newspaper  Radio/TV  Word of mouth  JSA/DES Agency   
 I am a current/returning student  Bus  Expo  Gumtree  Other  .....

**4. COURSE PREFERENCES**

List VET courses in order of preference in the table below, including preferred pathways

Course Name	Course Code	CRICOS Code	Course Start Date	Course End Date	Campus
<i>Example: Qualification 1: Diploma of Leadership and Management</i>					Lonsdale Street
<b>Qualification 1:</b>					Lonsdale Street
<b>Qualification 2:</b>					Lonsdale Street
<b>Qualification 3:</b>					Lonsdale Street
<b>Qualification 4:</b>					Lonsdale Street

## English Course Selection

Please tick	Course Title and CRICOS Code	Weeks:
<input type="checkbox"/>	General English (Elementary to Advanced) 5 – 50 weeks CRICOS Code: 073626F	_____ Morning or Evening class: _____ Start Date: ____ / ____ / ____
<input type="checkbox"/>	English for Academic Purposes (Intermediate to Advanced) 5 – 30 weeks CRICOS Code: 069591B	_____ Start Date: ____ / ____ / ____
<input type="checkbox"/>	IELTS Preparation (Intermediary to Advanced) 5 – 30 weeks CRICOS Code: 069592A	_____ Start Date: ____ / ____ / ____
<input type="checkbox"/>	Business English (Upper Intermediate to Advanced) 5 – 20 weeks CRICOS Code: 080600B	_____ Start Date: ____ / ____ / ____
<input type="checkbox"/>	Occupational English Test (OET) Preparation 5 – 20 weeks	_____ Morning or Evening class: _____ Start Date: ____ / ____ / ____

## Study Plan for Student (please complete the table below if the student requires a holiday between terms)

Week (numbers)	Start Date (dd/mm/yy)	End Date (dd/mm/yy)	Note
			Study Period 1
			Holiday
			Study Period 2
			Holiday
			Study Period 3
			Holiday
			Study Period 4
			Holiday
			Study Period 5

**Note: Primus English compulsory holiday for 2017 Christmas Holiday is 25 December 2017 to 07 January 2018. We return on 08 January 2018**



**5. Are you currently in Australia? Yes [ ] No [ ] (If no, go to section 6)**

**If you are in Australia, please tell us whether you have one of these visas or visa exemptions:**

Partner Visa [ ] Visitor Visa [ ] Student Visa [ ] Temporary Resident [ ] Tourist/Working Holiday Visa [ ] Other [ ] .....

Country of Citizenship..... Issuing Country of Passport.....

Passport Number..... You must attach a copy of your ID page from your passport

Visa Number..... Visa Start date?..... Visa Expiry date?.....

**6. PASSPORT DETAILS**

Country of Citizenship..... Issuing Country of Passport.....

Passport Number..... You must attach a copy of your ID page from your passport

**7. PREVIOUS VISA HISTORY**

**Have you been denied entry to Australia or any other Country? No [ ] Yes [ ] (if yes, attach official correspondence)**

**Have you breached the conditions of a Visa in Australia or any other Country? No [ ] Yes [ ] (if yes, attach official correspondence)**

**8. OVERSEAS STUDENT HEALTH COVER**

**Do you want PACE AGB to arrange OSHC for the duration of your Visa in Australia? No [ ] Yes [ ]**

**If yes indicate which type to cover? Single [ ] Couples [ ] Family [ ]**

If no, reason for not commencing a new OSHC BUPA membership .....

You already have current OSHC membership for the duration of your Visa [ ] (Please add details below)

**Health Care Provider..... Start date.....**

**Membership Number..... Expiry date.....**

You will organise OSHC membership on your own [ ]

**9. ENGLISH LANGAUGE PROFFICIENCY**

How well do you speak English? **Very Well [ ] Well [ ] Not Well [ ] Not at all [ ]**

Are you intending to enrol with PACE AGB in an English program? Yes [ ] No [ ] (If no, indicate English test undertaken below)

**IELTS [ ] TOEFL [ ] PACE AGB LLN [ ] Other [ ] .....** Date of Test..... Score .....

**10. APPROVED REFERRING EDUCATION AGENT – IF USED**

**Name of Person..... Contact Number.....**

**Name of Agency..... Email .....**

**Address ..... Suburb/Town.....**

**Postcode/Zip..... Country.....**

**Skype.....**

## 11A. PRIVACY - TO BE READ BY STUDENTS

### ALL Students – Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

#### Collection of your data

PACE AGB is required to provide the Department with student and training activity data. This includes personal information collected in the [RTO] enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

PACE AGB provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

#### Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by PACE AGB; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

#### Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

#### Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

#### Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

#### Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

#### Access, correction and complaints

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

For further information, please contact PACE's Privacy Officer in the first instance by phoning +61 3 9909 0320 or emailing [info@pace.vic.edu.au](mailto:info@pace.vic.edu.au).

#### Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints go to: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.	Yes [ ]
I allow PACE AGB to use photographic images taken of me for assessment materials.	Yes [ ] No [ ]
I allow PACE AGB to use photographic images taken of me for marketing materials.	Yes [ ] No [ ]
I allow PACE AGB to send current and future course information via my supplied email.	Yes [ ] No [ ]

## Privacy Statement

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. 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 2007. 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 (TPS). In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

### REFUND POLICY

**Provider Default** Provider default is considered when:

- 1) The course does not commence on the agreed starting date, which is notified in the Letter of Offer
- 2) The course stops being provided after commencement and before it is completed
- 3) The course is not provided fully to the student because Primus has a sanction imposed by a government regulator; or
- 4) An offer of a place is withdrawn by Primus English and no incorrect or incomplete information has been provided to the student.

In the unlikely event that Primus English is unable to deliver a course in full, the student will in the first instance be offered an alternative course in which the entry requirements are met and which is acceptable to the student. If a suitable course is not offered, then a refund of an amount of unexpended pre-paid tuition fees will be made by the Tuition Protection Services Director (TPS Director).

The student has the right to choose whether he/she would prefer a refund equivalent to the unexpended pre-paid tuition fees, or to accept a place in another course.

If the student chooses placement in another course, the Institute will ask the student to sign a document to indicate acceptance of the placement. Where the student agrees to this arrangement,

Primus English will not be liable to refund the money owed for the original enrolment. If Primus English is unable to provide a refund or place a student in an alternative course, then the TPS Director will place the student or provide refund in accordance with the TPS.

### Visa Rejection

A full refund of all tuition fees except any administration fees charged will be provided where the student is unable to obtain a student visa. Documentary evidence of visa rejection must be provided. Fees will be refunded within 28 days.

### Student Withdrawal

- a) Withdrawal from a course more than 10 weeks before commencement: all tuition fees are refunded, less any application and fees
- b) Withdrawal from a course, more than 4 weeks and up to 10 weeks: 70% of tuition fees are refunded, less any application and administration fees
- c) Withdrawal after the course starts: no refund
- d) Withdrawal of course 28 days before commencement: no refund

Student Default in the event that:

- a) A student breaches a condition of their student visa; or
  - b) The student misbehaves and whose enrolment is cancelled due to misbehavior; or
  - c) Does not commence on time, without permission.
  - d) Does not pay due fees
- No Refund

### Overseas Health Cover

All applications for refunds must be made directly to the medical insurance company with which the student is a member

## Student Declaration

I declare that I have read the Prospectus for International Students and the instructions on this application form and that the information provided by me is true and correct. I understand and acknowledge that I have received information about:

1. The minimum level of English language proficiency required for acceptance into my preferred course/s;
2. The structure, course content, progression rules, duration, modes of study and assessment methods for my preferred course/s;
3. The qualifications obtained at the end of my preferred course/s;
4. The campus locations, facilities, equipment and learning and library resources available at the Institute for my preferred course/s;
5. Details of arrangements with other registered providers, persons or businesses to provide the course or part of my preferred course/s;
6. The course related fees payable for my preferred course/s and the applicable Refund Policy of the Institute;
7. Withdrawing from courses, deferring and cancelling my enrolment from my preferred course/s;
8. The ESOS framework; and
9. Living in Australia, including: indicative costs of living; accommodation options; the need for school aged dependents to be enrolled to attend at school and my liability to pay their fees for their education.
10. The attendance requirements of The Department of Immigration and Border Protection (DIBP), which is 20 hours per week.
11. The Institute's reporting obligations for attendance which is less than 80% of my course.
12. The course progress requirements.

I understand, acknowledge and agree to:

1. Information provided by me being made available to Australian and State Government agencies pursuant to obligations under ESOS Act 2000 and the National Code 2007;
2. Make timely payments of any fees or associated costs for which I am liable. I have the necessary financial capacity to meet all costs for the duration of my course. I recognize that it is my responsibility to provide all necessary documentation to support my application and I authorised the Institute to obtain further relevant documentation where necessary either directly or through the Institute's accredited education agent or representative.

I acknowledge that:

1. The provision of incorrect information or withholding of relevant information relating to my application might invalidate my application and that the Institute may withdraw an offer of a place or cancel my enrolment in consequence.
2. I am fully responsible for my educational and living expenses while studying at Primus English.
3. I have read and understand the Schedule of Fees, Application Procedure and Refund Policy.
4. I have read and understand the Privacy Policy.
5. I have read and understand the Complaints and Appeals Policy.
6. I have read and understand the Transfer Policy.
7. I have read and understand the grounds for Deferment, Suspension and Cancellation.

VEVO status Check: Visa Entitlement Verification Online (VEVO) Education provider's use VEVO to check on your entitlement to live, work and study in Australia for Primus English to obtain this information we require your permission for us to conduct a VEVO check on yourself I permit Primus English to conduct a VEVO check

### STUDENT SIGNATURE:

\_\_\_\_\_

Date: / / (dd/mm/yy)

### CHECKLIST: Make sure before submitting that:

- All the fields are completed.
- The application is signed and dated by the student.
- A certified copy of a valid passport is attached.
- Homestay Application Form is completed and attached (if applicable).
- Other English certificate is completed and attached (if applicable)

**12. VET CHECKLIST**

Please note all documents must be certified or signed by a recognised authority (i.e. School, University or PACE AGB Representative)

- Passport copy obtained..... Yes [ ]
- Visa number, Date and Place of Issue obtained..... Yes [ ] (On shore) No [ ] (Off shore)
- OSHC card or Certificate copy obtained..... Yes [ ]
- English Proficiency score obtained ..... Yes [ ]
- Direct Debit form has been completed..... Yes [ ] No [ ] (Paid required fees in advance)
- Documents have been certified or signed by recognised authority..... Yes [ ]

**13. STUDENT DECLARATION**

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by PACE AGB.

Signed \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**14. OFFICE USE ONLY**

**Fees and Charges**

	Qualification 1	Qualification 2	Qualification 3	Qualification 4
Application fee Upfront amount				
Administration fee Upfront amount				
Amenities fee Upfront amount				
Resource fee Upfront amount				
Tuition fee Upfront amount				
Tuition Fee on payment plan total amount (see below)				
Total course fees				

Instalments are processed on the 14 <sup>th</sup> and the 28 <sup>th</sup> of each calendar month - Start Date	Payment plan Schedule	Amount per instalment	No of instalments _____
	Qualification 1		
	Qualification 2		
	Qualification 3		
	Qualification 4		

Please ensure direct debit form has been completed accurately and provided to accounts department



Based on discussion with the student, the above evidence I have sighted (and retained a copy of) and the information provided to me by the student in this form, I believe that the above individual satisfies the Training Eligibility Criteria. In addition the student has demonstrated that they are a Genuine Temporary Entrant.

**Authorised RTO delegate**

**Name:** .....

**Position** .....

**Signature** .....

**Date** \_\_\_/\_\_\_/\_\_\_

**Notes**

Use this section to record additional, relevant eligibility information, including information used by the Training Provider to verify the individual's eligibility that is not captured elsewhere on this form.