NATIONALLY RECOGNISED TRAINING

ACADEMIQUE

INTERNATIONAL STUDENT APPLICATION FORM

The student handbook and this application form are both part of the enrolment process.

** All sections of this application form MUST be completed**

PERSONAL DETAILS * (Please read terms & conditions on reverse)

Family Name:

Given Names:

Where will you lodge your visa application: ☐ Onshore ☐ Offshore

Date of Birth (DD/MM/YY) / / **Town of Birth:**

Nationality: **Country of Birth:**

Language at Home: **Gender:** ☐ Male ☐ Female ☐ Other

Home Address (Home Country):

Address in Australia: (If known, not P.O Box) **Postcode:**

Email: **Second Email:** (if any)

Phone Contact Number: (Home Country) **Phone Contact Number:** (Australia if known)

Passport Number: **Issued on:** **Expires on:**

Type of Australian Visa held: (If any) **Issued on:** **Expires on:**

Previous studies conducted in English: **Uni/College/TAFE** ☐ Y ☐ N **English Certificate** ☐ Y ☐ N **Level:**

English Test & Result (if applicable) **Test Type:** **Result:**

Work Status:

- ☐ Part time
- ☐ Full time
- ☐ Self-employed – not employing others.
- ☐ Self-employed – employing others
- ☐ Employed – unpaid worker in a family business.
- ☐ No occupation – seeking full time job.
- ☐ No occupation – seeking part time job.
- ☐ Not employed – not seeking employment

Reason to Study the Course(s): (Choose 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 or self-development
- ☐ To get skills for community/voluntary work
- ☐ Other

Please supply your Unique Student Identifier (USI)

USI NUMBER ☐☐☐☐☐☐☐☐☐☐

Academique 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 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 computer or mobile device.

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/.

Do you have any medical condition or disability?

18 Medical condition: ☐ No ☐ Yes: _____ ☐ 11 Hearing/deaf ☐ 12 Physical ☐ 13 Intellectual

☐ 14 Learning ☐ 15 Mental illness ☐ 16 Acquired brain impairment ☐ 17 Vision ☐ 19 Other:_____

*Please search: "NCVER disability supplement" for further information. Please provide details if appropriate.

OVERSEAS EMERGENCY CONTACT DETAILS

Contact Name: **Contact Number:** **Relationship:**

AUSTRALIAN EMERGENCY CONTACT DETAILS

Contact Name: **Contact Number:** **Relationship:**

COURSE APPLICATION AND PAYMENT INFORMATION

Course Name/s: **Course Code/s:** (if known)

Study Mode: **Full Time** **Preferred Start Date:** / /

Request ACADEMIQUE to organise OSHC **No** ☐ **Yes** ☐

ONLY FOR APPLICATIONS TO CIIIPD, CIIIC, AND CIIIIS, Compulsory:

I, _____ (full name), declare that I can safely participate in a course that requires physical effort, good communication skills, bending over, and lifting heavy items. I also confirm that I can safely complete the course. **INITIAL:** _____

PAST EDUCATION INFORMATION (COMPULSORY SECTION)

Are you currently enrolled in high school? ☐ **Yes** ☐ **No** **Did you graduate from High School?** ☐ **Yes** ☐ **No**

Highest Completed School Level (Or Australian equivalent)
☐ **Year 12** ☐ **Year 11** ☐ **Year 10**
☐ **Year 9** ☐ **Year** ☐ **Other** _____

Highest Level of Education Completed ☐ **School** ☐ **College** ☐ **Technical Institute** ☐ **University** ☐ **Other** _____

Highest Degree Awarded ☐ **Certificate** _____ ☐ **Diploma** ☐ **Advanced Diploma** ☐ **Bachelor**
☐ **Honours** ☐ **Masters** ☐ **Other** _____

WORK HISTORY (COMPULSORY SECTION)

Work History * Required field

Employer	**Position**	**Dates** -
Employer	**Position**	**Dates** -

STUDENT DECLARATION

I _____ understand and agree to the following:

a. I have read and understood and will follow all College Rules, Regulations, Policies and Procedures as outlined in the Student Handbook.
b. I release and hold harmless ACADEMIQUE, its principal, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course or attending the College, however caused.
c. I understand that this course will run subject to minimum student numbers.
d. I understand additional fees (bank and currency exchange) incurred through the transfer of monies from overseas is my responsibility. The college will invoice me, and I will pay as specified.
e. I understand that I can opt out of surveys at the time of contact.
f. I understand that providing a USI number upon arrival is a condition of my enrolment at Academique.

Student's Signature as per Passport: _____ Date: ____/____/____

Student's Full Name as per Passport: _____

AGENT DECLARATION

I confirm that the information given on the form and via documentation is true, complete and accurate. The applicant has no negative immigration record, will not be a 'concurrent' student, and has advised they intend to complete the course (s).

Print Agent's Name: _____ **Application to be lodged Onshore or Offshore:** _____

Agency: _____ **Signature:** _____ **Date:** _____

RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFER

Do you wish to apply for Recognition of Prior Learning or Credit Transfer? (Please see policy in the Student Handbook)	☐ **No** ☐ **Yes**
How did you hear about the college?	

DIGITAL LITERACY TEST (COMPULSORY SECTION)

I _____ agree that the work below is my own.

Student's Signature _____

Academique has a zero-tolerance policy for plagiarism, cheating and collusion.

Applicants are expected to act honestly and only submit a test that is their own work.

No dictionary, no computers/ internet/ smart phones or assistance is allowed

If you are found to have copied, cheated or colluded your future enrolment could be amended, suspended, or cancelled.

Q1. Jackson uses Microsoft Office PowerPoint to make a business presentation. He saves the file with the name "BusinessPresentation.ppt". Later, he opens the file to make changes and wants to save it under a new name. Which File menu option should Jackson use to save the file with a new name?

☐ A. Save ☐ B. Save As ☐ C. Send To ☐ D. Page Setup

Q2. You received an email that seems to be from your company's IT expert, asking you to reset your password through a link. It looks official but wrong. What should you do to protect your personal and company info?

☐ A. Reset your password using the link in the email.
☐ B. Ignore the message, delete the email, and keep your password.
☐ C. Contact your IT expert to check if the email is real before doing anything.
☐ D. Forward it to your coworkers or friends to see if they got the same email.

Q3. Here are two statements. Statement 1: A .doc file is a common format for text documents. Statement 2: A .jpeg file is commonly used for videos and photos. Choose the correct answer:

☐ A. Both statements are true.
☐ B. Both statements are false.
☐ C. Statement 1 is true; Statement 2 is false.
☐ D. Statement 1 is false; Statement 2 is true.

Q4. You find a website offering free downloads of paid software. How can you tell if it's safe to download from there?

☐A. Try downloading the software to check if it's real.
☐B. Check reviews and user comments about the site on tech forums and review websites.
☐C. Click on the flashing pop-up that appears on the website.
☐D. Install the software and then scan it with antivirus to check for viruses.

Q5. You've found an article you might use for your coursework, but you're unsure about the reliability of the author. What's the first step you should take?

☐A. See if the website looks good with pictures, colours, and lots of links.
☐B. Choose the article if many people share it on blogs and social media.
☐C. Check the author's qualifications, when it was published, and what sources are cited.
☐D. See if the writing sounds confident and persuasive.

RESULT _____ /5 _____ % **Marker's Signature:** _____

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

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.

How we disclose your personal information

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.

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

How the NCVER and other bodies handle your personal information

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 NCVER 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.

The NCVER is authorised to disclose information to the Department of Employment and Workplace Relations (DEWR), 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.

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.

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.

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

DEWR is authorised by law, including the Privacy Act and the NCVER 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 DEWR VET Privacy Notice at https://www.dewr.gov.au/vet-activity-data/vet-privacy-notice

Surveys

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.

Contact information

At any time, you may contact Academique 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

ENROLMENT PROCEDURE FOR INTERNATIONAL STUDENTS

- You select a course in which you are interested in studying. If you wish to visit the college or require further information, please contact us for an appointment. We are more than happy to assist.
- If you are from a Non-English-Speaking Background, you need to establish your competence in accordance with current Home Affairs rules and policies.
- After reading the application form and the student handbook (available at the college and on our website or can be emailed to you) please complete the application form. Once we have received your completed application form (and if your application is approved) we will issue you with a Letter of Offer.
- The application documentation that must be returned includes:
    - Completed and signed application form
    - Signed Letter of Offer
    - Other documentation as requested in your Offer including current visa
- We must also sight your passport and take a copy for the file. Your passport information is required for your confirmation of enrolment.
- Once we have received these completed documents and your initial payment (see Offer Letter) we will issue your Confirmation of Enrolment (CoE) if approved. You use your CoE to apply for your student visa.
- If you are enrolling through an agent, it is important you notify us immediately. Your agent is there to assist where possible.
- Return the application form, and the necessary documents to:
- ACADEMIQUE
- Office L2-01, Paradise Avenue, 3173 Surfers Paradise Boulevard SURFERS PARADISE 4217

  PO Box 2585, Southport BC QLD 4215 or email enrol@academique.qld.edu.au
- Any fees charged by the bank/Agent for transfer of fees and currency exchanges are the responsibility of the student. Further information is outlined in the International Student Handbook.

Overseas Student Health Cover (OSHC)

All international students are required to organise Overseas Student Health Cover (OSHC) to apply for a visa. It is the student's responsibility to check the conditions of this health cover and to understand what is and isn't covered in the policy.

If you have any questions, please contact the College for assistance. We are happy to help and welcome your calls or emails. THANK YOU FOR YOUR ENQUIRY AND APPLICATION

REFUND POLICY

The College has, in line with government requirements, a fair, reasonable and equitable refund policy guaranteeing refund of students' fees where applicable.

- Refunds are not available to students who simply change their plans, unless evidenced Compassionate and Compelling circumstances are provided.
- Refunds are not available if misleading or non-genuine information is supplied to the college or the Department of Home Affairs
- Should ACADEMIQUE cancel a course prior to commencement, participants are entitled to a full refund as per the ESOS Act 2000 and amendments within 7 working days.
- If your visa is refused or evidenced compassionate or compelling circumstances arise before you start your course, you are entitled to a full refund of your course fees less an administration fee of no more than 5% or $500 (whichever is the smaller amount). A refund will be granted only upon receipt of proof of this rejection/ evidence.
- If you commenced your course under a bridging visa or other visa and your student visa is refused, a refund might not be available if you have been in a position to complete any unit/s in your course. If your visa is refused after you start your course, you are entitled to a refund of the fees paid for the part of your course you have not commenced, calculated from the date the college receives an actionable, signed withdrawal request, with calculations based on the registered study weeks of the course.
- If a refund is requested 28 calendar days or more prior to course commencement, a full refund of the course fees paid at enrolment will be refunded within 7 working days if evidenced Compassionate and Compelling circumstances are provided. (The college is closed for up to 4 weeks over the Christmas/New Year period.)
- If a refund is requested between 14 - 27 calendar days prior to course commencement, a refund of the total course fee paid less $200 for administration costs will be refunded within 7 working days if evidenced Compassionate and Compelling circumstances are provided.
- If a refund is requested between 1 - 13 days prior to course commencement, there is no refund of any course fees paid.
- Once training has commenced in the enrolled course, no refund is available to students who leave before finalising the course. The student remains liable for any units commenced if the monthly "Payment Plan" fees have not covered all costs. Payment by the student of outstanding fees must be made in full in Australian currency within 7 working days of the student notifying the college of their intention to leave the course. Please note: the Department of Home Affairs must be notified in writing when the college is notified of your intention to leave. Please report to your closest Department of Home Affairs office immediately regarding your visa.
- All approved refunds will be paid within 7 working days of receipt of the written application and appropriate evidence.
- Pre-paid fees will not be refunded to students who are expelled from the college (following the appeals process) for stealing, cheating, damaging property or persons on college premises or falsifying documents.
- ACADEMIQUE will pay the refund amount to the person who entered into the contract with ACADEMIQUE, unless that person gives a written direction to ACADEMIQUE to pay the refund to someone else. This applies whether an education agent is involved or not.
- ACADEMIQUE will pay the refund amount in Australian dollars. Any additional currency exchanges will be at the cost of the student.
- To claim a refund, please email your request to finance@academique.com.au
- Please refer to the following website for the International Education framework https://www.education.gov.au/international-education
- In the unlikely event the college is unable to deliver your course in full after you have commenced you may be offered enrolment in an alternative course at no extra cost to you. If we are unable to provide you with an alternative course the Federal Government TPS will place you in a suitable alternative course. This college has been operating in various forms since the 1970's and registered since 1981. This event has not occurred during over 30 years of operation. (From handbook)

TRANSFERRING FROM ONE COLLEGE TO ANOTHER COLLEGE BEFORE FINISHING YOUR COURSE

Academique will not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of his or her principal course unless the following circumstances exist:

- The original provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
- The original provider has a sanction imposed on that program.
- The original provider agrees to the release.

Academique will grant a transfer release if the transfer is evidenced to be in the student's best interests. Our definition of a student's 'best interests' are:

- The student's visa status at Home Affairs won't be damaged by the new program being very different in field, level and length from their visa grant.
- The new plan has an outcome that is realistic and suitable for the student.
- Whether the student will need to apply for a new visa and would the student (in the opinion of a registered expert) be likely to receive it.
- If the student is unable to achieve satisfactory course progress in his or her program, even after engaging with Academique's intervention strategy to assist him or her.
- If there is evidence of compassionate and/or compelling circumstances.
- If Academique is unable to deliver the course as outlined in the written agreement.
- If the student's reasonable expectations about their current course are not being met.
- If there is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course, and the course is therefore unsuitable to their needs and/or study objectives.

Academique will release a student once the following actions have occurred:

- The student has provided a Letter of Offer from another registered college confirming a valid enrolment offer has been made and include details on the new course including course code, commencement and conclusion date.
- Current course fees for any units commenced are paid whether the unit is successfully completed or not.
- Current course fees are paid up to date.
- The Letter of Release is issued for no charge.
- If the registered college does not issue a Letter of Release, we must provide you (the student) with a letter outlining why we have refused your request within 20 working days. We will inform you of your right to appeal our decision in accordance with standard 8 of the National Code for International Students.
- If the release is granted, the student will be advised to contact Home Affairs to seek advice on whether a new student visa is required.