



# ENROLMENT FORM

## Personal Details

### 1. Enter your full name

Family Name ( Surname)	
Given Name	

### 2. Enter your birth date

Day/month/year	
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### 3. Gender

Male  Female  Other

### 4. Enter your contact details

Home phone		Work phone	
Mobile		Email	

### 5. Passport Number

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### 6. Postal address

Suburb, locality or town	
State/territory Postcode	
Country	

### Home address (as per passport)

Suburb, locality or town	
State/territory Postcode	
Country	

### 7. Citizenship (as per passport)

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### 8. Residency or Visa details

Australian resident/ citizen   
 Tourist/ Visitor visa   
 Working visa   
 Student visa  
 485 or Bridging visa   
 I don't have a visa yet   
 Other (please specify )

### 9. Have you ever undertaken any of the following English tests?

(IELTS, TOEFL, TOEIC, Cambridge, ISLPR)     Yes     No

Name of test		Year of test		Score (overall)	
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### 10. Next of Kin/ Emergency Contact details

Full Name		Relationship	
Home phone		Work phone	
Mobile		Email address	

**11. In which country were you born?**

Australia  Other  - Please Specify

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

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

No  Yes  - Please Specify

**13. Are you of Aboriginal or Torres Strait Islander origin?**

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

Aboriginal

Both

Torres Strait Islander

No

**Disability**

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

Yes  NO  - Go to question 16

**15. 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)

Hearing/deaf

Acquired brain impairment

Physical

Vision

Intellectual

Medical condition

Learning

Other

Mental illness

**16. Do you require any special learning support?**

Yes  NO

**Schooling and previous qualifications**

**17. 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 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

Year 9 or equivalent

Year 11 or equivalent

Year 8 or below

Year 10 or equivalent

Never attended school  - Go to question 18

**18. Are you still enrolled in secondary or senior secondary education?**

Yes  NO

**19. Have you SUCCESSFULLY completed any of the qualifications listed in question 20 below?**

Yes  NO  - Go to question 21

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

Bachelor degree or higher degree	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>	Certificate I	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>	Medical condition	<input type="checkbox"/>
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>	Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>		

### Employment

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

### Study reason

**22. 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"/>	I wanted extra skills for my job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>	To get skills for community/voluntary work	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>	Other reasons	<input type="checkbox"/>
It was a requirement of my job	<input type="checkbox"/>		

### Program Selection

**23. Please select the course/s you wish to enroll in (you can select more than one course)**

BSB30120 Certificate III in Business	<input type="checkbox"/>	BSB50420 Diploma of Leadership and Management	<input type="checkbox"/>
BSB40120 Certificate IV in Business	<input type="checkbox"/>	BSB60120 Advanced Diploma of Business	<input type="checkbox"/>
FNS41820 Certificate IV in Financial Services	<input type="checkbox"/>	BSB60420 Advanced Diploma of Leadership & Management	<input type="checkbox"/>
BSB50120 Diploma of Business	<input type="checkbox"/>	SIT30816 Certificate III in Commercial Cookery	<input type="checkbox"/>
BSB80120 Graduate Diploma of Management (Learning)	<input type="checkbox"/>	SIT40516 Certificate IV in Commercial Cookery	<input type="checkbox"/>

SIT50416 Diploma of Hospitality Management	<input type="checkbox"/>	SIT60316 Advanced Diploma of Hospitality Management	<input type="checkbox"/>
AUR30620 Certificate III in Light Vehicle Mechanical Technology	<input type="checkbox"/>	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	<input type="checkbox"/>
AUR50116 Diploma of Automotive Management	<input type="checkbox"/>	CHC52015 Diploma of Community Services	<input type="checkbox"/>

24. What is your preferred intake date?

25. Do you need us to organize any of the following service for you?

Homestay	<input type="checkbox"/>	Overseas Student Health Cover (single)	<input type="checkbox"/>
Airport Pick up	<input type="checkbox"/>	Overseas Student Health Cover (family)	<input type="checkbox"/>

26. **Fee payment option:** Applies to courses longer than 25 weeks' duration. Students can choose to pay more than 50 per cent of their tuition fees before they start their course. Providers cannot require students to pay more than 50 per cent of their tuition fees before they start the course (if courses are longer than 25 weeks in duration)

I wish to pay the full fee in advance for courses longer than 25 weeks in duration.

27. How did you find out about our College?

Friend  Website  Internet  Brochure  Advertisement

Agent/ Lawyer (Please complete agent's details) Agent's name

**Unique Student Identifier (USI)**

From 1 January 2015, we at Aventia Institute 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.

28. 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/faws/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

Please read this document carefully before signing.

### Privacy Notice

Under the *Data Provision Requirements 2012*, Aventia Institute (RTO No. 41418) 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 and your training activity data) may be used or disclosed by Aventia Institute for statistical, regulatory and research purposes. Aventia Institute may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. 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 <https://www.ncver.edu.au/>).

1. 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
2. I understand that Aventia Institute reserves the right to withdraw the Offer or terminate my enrolment where false or misleading information has been provided.
3. I confirm that I have received, read and accept the course details and assessment information related to the course for which I have enrolled at Aventia Institute. I agree to comply with the terms and conditions related to the course and the Aventia Institute policies (available online at [aventia.edu.au](http://aventia.edu.au))
4. I give permission to Aventia Institute to use, for official marketing and promotional purposes, any official photos, images, recordings and testimonials taken during my participation in Aventia Institute programs.
5. I understand that *'this written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the right of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies'*.

<b>NAME</b> _____	<b>DATE:</b> _____
<b>SIGNATURE:</b> _____	
<i>For students under 18 years of age (if applicable):</i>	
<b>PARENT/ LEGAL GUARDIAN NAME</b> _____	<b>DATE:</b> _____
<b>PARENT/ LEGAL GUARDIAN SIGNATURE:</b> _____	

**Next Steps**

1. Complete and sign the above form.
2. The documents listed below will be assessed by the Aventura Institute Enrolment team as part of the enrolment process and before formal offer is made to you:
  - A. International Students
    - I. Copy of your last completed qualification and copies of your academic results from your homecountry
    - II. Copy of your last completed qualification and copies of your academic results from Australia, if relevant
    - III. Proof of date of birth (Copy of Date of Birth certificate or copy of passport)
    - IV. Results from any internationally recognised English language test (e.g. IELTS/ TOEFL etc.) if you are an international student)
  - B. Domestic Students
    - I. Proof of identity (with photograph), e.g. Driver’s Licence, passport
    - II. Certificate and transcript of the last completed academic qualification (e.g. High School Certificate, bachelor’s degree etc.)
3. Submit your signed application with the above documents to our enrolment staff or to: [admissions@aventia.edu.au](mailto:admissions@aventia.edu.au).
4. Once we receive your application, we will assess it against the entry criteria. If your application is successful, you will receive an Offer Letter and Enrolment Agreement and invoice for payment within **2 working days**. You must sign the “Enrolment Agreement” and return to us with proof of payment as soon as possible.
5. After we receive your payment and acceptance, we will issue a ‘Confirmation of Enrolment’ (COE). (If other conditions have been noted on your offer letter, you will be required to meet the conditions before a COE can be issued)
6. Send us your arrival details if you need us to arrange airport meet and greet and/or homestay. Otherwise, come to the college on the first day of your course. We look forward to welcoming you.

For office use only

<b>STAFF NAME</b> _____	<b>DATE:</b> _____
<b>SIGNATURE:</b> _____	