



# Hays International College

CRICOS Number: 02790D Provider Number: 21838

## INTERNATIONAL STUDENT ENROLMENT APPLICATION FORM

(Please complete this form in **BLOCK LETTERS** and attach supporting documents;  
Please **DO NOT** attach original documents)

SURNAME (LEGAL FAMILY NAME)	GIVEN NAMES (LEGAL GIVEN NAME)	MIDDLE NAME										
<p>From 1 January 2015, Hays International College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a> on computer or mobile device.</p> <p style="text-align: center;"><b>ENTER YOUR UNIQUE STUDENT IDENTIFIER (IF YOU ALREADY HAVE ONE):-</b></p> <table style="margin: auto; border: 1px solid black;"> <tr> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> </tr> </table>												
Gender	Date of Birth (DD/MM/YYYY)	Passport Number										
[ ] Male [ ] Female [ ] Indeterminate/Intersex/Unspecified	...../...../.....											
Nationality	Town / City of Birth	Country of Birth	Passport Expiry Date									
<b>Do you currently hold an Australia Visa:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes												
Visa Number:		Visa Expiry Date:	Visa Type:									
<b>Overseas Student Health Cover:</b> <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> No, I will buy my own												
<b>Home Country Contact Details:-</b>												
Building/Property Name: _____		Flat/Unit Number: _____										
Street Number: _____		Street Name: _____										
Suburb, locality or town: _____		State/Territory: _____										
Postcode: _____		Country: _____										
Telephone _____		Mobile _____										
Fax _____		Email _____										
<b>Contact Details in Australia:-</b>												
Building/Property Name: _____		Flat/Unit Number: _____										
Street Number: _____		Street Name: _____										
Suburb, locality or town: _____		State/Territory: _____										
Postcode: _____		Country: _____										
Telephone _____		Mobile _____										
Fax _____		Email _____										
<b>Preferred Contact Method ( tick one )</b>												
[ ] Email    [ ] Mobile    [ ] Mail												
<b>COURSE INFORMATION:- Please tick course/s you are applying for</b>												
SELECT COURSES	COURSES	COURSE DURATION	TOTAL COURSE FEES									



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{ }	CHC33015 Certificate III in Individual Support	51 weeks	\$15,000
{ }	CHC43015 Certificate IV in Ageing Support	75 weeks	\$22,000
{ }	CHC43415 Certificate IV in Leisure & Health	80 weeks	\$23,000
{ }	CHC53415 Diploma of Leisure & Health	105 weeks	\$30,000

**FEES:** Include administration fee \$250 (non refundable), Tuition Fee, Books & Materials \$150-\$1,000 depending on course,  
**Additional Costs:** OSHC \$650 \* (14 months), RPL application fee \$300 per unit, Re-assessment fee \$50, Fee for changing enrolment after commencement \$100 \*subject to change without prior notice

**Note:** OSHC is required for the duration of your visa please refer to <http://www.privatehealth.gov.au/healthinsurance/overseas/oshc.htm>

Do you wish to pay only the initial deposit before the start of the course?  Yes  No

Do you wish to pay an initial deposit and additional tuition fees before the start of the course?  Yes  No

### INDICATE WHICH INTAKE YOU ARE APPLYING TO START YOUR COURSE (insert X)

JANUARY  APRIL  JULY  OCTOBER YEAR: \_\_\_\_\_

**Entry requirements:** Please refer to Hays International College STUD001 Assessing student's qualifications, Experience and English proficiency Pre - Enrolment Policy and Procedure for all entry requirements; including but not limited to Fees and Charges; Refund; Deferral, Suspension or Cancellation; policies located at <http://hic.vic.edu.au/documents/forms-policies-international/>

### Please read the Education Services for Overseas Students(ESOS) framework

<https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>

The above document outlines the legislative framework, including the security for overseas students and consumer protection if the need should arise; What you need to know about being an international student in Australia; Your responsibilities as an international student in Australia; Using an education agent; Written agreements or contracts between the student and provider; Transferring between education providers; Support for international students; Tuition protection; Making complaints and getting help; More about Australia.

## EDUCATION AND EXPERIENCE

### ENGLISH LANGUAGE PROFICIENCY

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  Yes, other - Please specify \_\_\_\_\_

How well do you speak English?  Very Well  Well  Not Well  Not at All

Do you hold a Current Certificate of English Proficiency?  Yes  No

If 'Yes' please tick the appropriate:  IELTS  TOEFL  PTE  CAE  OET

Score \_\_\_\_\_ Test Date \_\_\_\_\_ Test Reference No \_\_\_\_\_

### If you do not hold a Current Certificate of English Proficiency

Have you completed a Qualification in Australia which is higher than Certificate IV within the last 2 years?

Yes  No



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I understand that If I am assessed to have not met the required level of English Proficiency for the courses I am seeking to enrol in, I will be required to enrol in an English Language Intensive Course for Overseas Students (ELICOS) which is the equivalent of IELTS 5.5 before I can commence my vocational course/s.

I confirm the understanding of this English Proficiency requirement. [ ] Yes

Are you of Aboriginal or Torres Strait Islander origin? (for persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes

[ ] No [ ] Yes, Aboriginal [ ] Yes, Torres Strait Islander

### SCHOOLING

What is your highest COMPLETED school level (Please tick below) :

- |  |   |
|--|---|
| <input type="checkbox"/> Completed Year 12 | <input type="checkbox"/> Completed Year 9 or equivalent |
| <input type="checkbox"/> Completed Year 11 | <input type="checkbox"/> Completed Year 8 or Lower      |
| <input type="checkbox"/> Completed Year 10 | <input type="checkbox"/> Never attended school          |

YEAR Completed \_\_\_\_\_ Where completed \_\_\_\_\_

Are you still attending secondary school? [ ] No [ ] Yes

### PREVIOUS QUALIFICATION ACHIEVED

Have you successfully completed any of the following qualifications? [ ] Yes [ ] No

Please tick **one** of these Prior Education Achievement Recognition Identifiers if it applies to the qualification level achieved.

**A** – Australian **E**– Australian equivalent **I** – International

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <b>A</b>                 | <b>E</b>                 | <b>I</b>                 |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 008 Bachelor Degree or Higher Degree                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 410 Advanced Diploma or Associate Degree                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 420 Diploma (or Associate Diploma)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 511 Certificate IV (or Advanced Certificate/Technician) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 514 Certificate III (or Trade Certificate)              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 521 Certificate II                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 524 Certificate I                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 990 Certificates other than the above                   |

Highest Qualification Achieved	Institution/College/School	Date Completed

### DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? [ ] Yes [ ] No

If Yes, please indicate the areas of disability, impairment or long-term condition:

- |  |  |
|--|--|
| <input type="checkbox"/> Hearing/deaf          | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Physical Intellectual | <input type="checkbox"/> Vision                    |
| <input type="checkbox"/> Learning              | <input type="checkbox"/> Medical condition         |
| <input type="checkbox"/> Mental illness        | <input type="checkbox"/> Other                     |

### EXPERIENCE/EMPLOYMENT

Have you ever been employed? [ ] Yes (If yes please fill below) [ ] No

Of the following categories, which BEST describes your current employment status? ( tick ONE box only)



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- 01 Full-time employee
- 02 Part-time employee
- 03 Self-employed- not employing others
- 04 Self-employed-employing others
- 05 Employed- unpaid worker in a family business
- 06 Unemployed-seeking full-time work
- 07 Unemployed-seeking part-time work
- 08 Not employed-not seeking employment

Which of the following classifications BEST describes the Industry of your current or previous Employer?

- A - Agriculture, Forestry and Fishing
- B - Mining
- C - Manufacturing
- D - Electricity, Gas, Water and Waste Services
- E - Construction
- F - Wholesale Trade
- G - Retail Trade
- H - Accommodation and Feed Services
- I - Transport, Postal and Warehousing
- J - Information Media and telecommunications
- K - Financial and Insurance Services
- L - Rental, Hiring and Real Estate Services
- M - Professional, Scientific and Technical Services
- N - Administrative and Support Services
- O - Public Administration and Safety
- P - Education and Training
- Q - Health Care and Social Assistance
- R - Arts and Recreation Services
- S - Other Services

Which of the following classifications BEST describes your current or recent occupation?

- 1. Managers
- 2. Professionals
- 3. Technicians and Trade workers
- 4. Community and personal service workers
- 5. Clerical and administrative workers
- 6. Sales workers
- 7. Machinery Operators and drivers
- 8. Labourers
- 9. Other

### STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this program/traineeship/apprenticeship? (tick ONE box only)

- 01 To get a job
- 02 To develop my existing business
- 03 To start my own business
- 04 To try for a different career
- 05 To get a better job or promotion
- 06 It was a requirement of my job
- 07 I wanted extra skills for my job
- 08 To get into another program of study
- 12 For personal interest or self-development



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- 13 To get skills for community/voluntary work  
 11 Other reasons

### VICTORIAN STUDENT NUMBER To be completed by all students aged up to 24 years

Since 2009 in schools and since 2011, for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years. Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form. Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Enter your Victorian Student Number

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No more questions if you provided your VSN.

### Have you attended any Victorian school since 2009, or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

- [ ] No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

No more questions if you answer No above.

- [ ] Yes - I have attended a Victorian school since 2009:

Most recent Victorian school attended : \_\_\_\_\_

- [ ] Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011.

List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### RECOGNITION OF PRIOR LEARNING

In line with Standards for Registered Training Organisation (RTO'S) 2015, I understand that Hays International College must take into account any of my prior learning in determining the amount of training they will provide to me with regards to my existing skills, knowledge and experience.

Please tick the appropriate boxes:

**Formal learning** [ ] Yes [ ] Not applicable

Acquired through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (for example, a Certificate or Diploma)

**Non-formal learning** [ ] Yes [ ] Not applicable

Acquired through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business)

**Informal learning** [ ] Yes [ ] Not applicable

Acquired through the experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative)

### PRIVACY NOTICE



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### **Why we collect your personal information**

As a registered training organisation (RTO), Hays International College collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Failure to provide your personal information may mean that it is not possible to enrol you as a student.

### **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 NVETR 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 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.

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.

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](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact Hays International College (HIC) at [admin@hic.vic.edu.au](mailto:admin@hic.vic.edu.au).

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>. If the privacy notice on the Department's website cannot be accessed electronically HIC will provide a downloaded or hard copy of that notice upon request.



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Hays International College is required to provide the Victorian Department of Education and Training with student and training activity data. This includes personal information collected in the Hays International College enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Hays International College 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>.

### Surveys

You may receive a student survey which may be run by a government department or an NCVET 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 Hays International College 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

693 Station Street, Box Hill 3128  
Melbourne, Victoria  
Phone: +61 3 9898 7222  
Website: [www.hic.vic.edu.au](http://www.hic.vic.edu.au)  
Email: [admin@hic.vic.edu.au](mailto:admin@hic.vic.edu.au)

### **DECLARATION: This must be signed and dated by the applicant**

**I declare that the information supplied by me on this form is the best of my understanding and belief, to be complete and correct.**

- I have read, understood and agree to all terms and conditions in regards to Course Enrolment.
- Hays International College has explained Recognition of Prior Learning (RPL) so that I can make an informed decision whether or not to proceed with the RPL process.
  - If RPL is granted this will alter the course duration of my enrolment/s which will be recorded against my e CoE's.
  - I will make payment for RPL - Non-Formal or Informal Learning at the time I submit evidence for assessment. I am agreeing that the payment of this RPL - Non-Formal or Informal will be made by me irrespective of whether RPL is granted or not granted.
- I have read, understood and agree to the terms and conditions Education Services for Overseas Students (ESOS) framework located at <https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets.aspx>
- I have read, understood and agree to all entry requirements; including but not limited to Fees and Charges; Refund; Deferment, Suspension or Cancellation; policies located at <http://hic.vic.edu.au/documents/forms-policies-international/>
- I acknowledge that Hays International College reserves the right to vary or reverse any decision regarding admission based on incorrect or incomplete information that I may have provided.
- I hereby authorise Hays International College or its Educational Agents to confirm any information contained in this form; obtain details of my enrolment, academic records, examination results from other educational institutions & other relevant authorities.
- I acknowledge I have read and understood the Privacy Notice

Applicant's Full Name	Signature	Dated (DD/MM/YYYY)



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### APPLICATION CHECKLIST

Please ensure that you have attached/submitted the following documents in order to avoid delays in processing:-

	Completed, signed AND dated Application Form
	Copy of Passport
	Copy of Visa notification letter (where applicable)
	Copies of Academic certificates and transcripts
	English language proficiency test results
	Release Letter from previous education provider (where applicable)
	Evidence of Employment (where applicable)

### FOR OFFICE USE ONLY

Form Received by :	Date:
Offer Letter issued by:	Date: