Form

Enrolment Application (International)

1 **COURSE INFORMATION**

Course you are applying for ▶

- ☐ BSB50420 - Diploma of Leadership & Management
- ☐ BSB50820 - Diploma of Project Management
- ☐ BSB60420 - Advanced Diploma of Leadership & Management
- ☐ BSB80120 - Graduate Diploma of Management

2 **INTAKE**

Choose the preferred date for the course ▶

Please consider your circumstances while applying at Sapience College (SC).

Preferred date to start

3 **PERSONAL DETAILS**

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 SC 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.

Title ▶ ☐ Mr. ☐ Mrs. ☐ Miss ☐ Dr. ☐ Other

Family Name ▶

Given Name(s) ▶

Gender ▶ ☐ Male ☐ Female ☐ Other ☐ Don't want to disclose

Date of Birth ▶

4 **CONTACT DETAILS**

Residential Add. ▶

State ▶ **Post Code ▶**

Postal Address *(if different from above)* **▶**

State ▶ **Post Code ▶**

Telephone ▶ **Mobile ▶**

Email ▶

Alternative Email *(Optional)* **▶**

5 **HOME COUNTRY ADDRESS**

Address ▶

Telephone ▶

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6 EMERGENCY CONTACT DETAILS

Name ▶ [_____]

Address ▶ [_____]

Telephone ▶ [_____] **Relationship ▶** [_____]

7 RESIDENCY & VISA INFORMATION

Nationality ▶ [_____] **Passport No. ▶** [_____]

Issue Date ▶ [_____] **Expiry Date ▶** [_____]

Visa type ▶ [_____] **Sub Class ▶** [_____]

Expiry Date ▶ [_____] **Study Rights ▶** *In Australia* ☐ Yes ☐ No

Applied for Australian Permanent Residency ▶ ☐ Yes ☐ No

8 SCHOOLING

Still in School ▶ ☐ Yes ☐ No **Highest School Level completed ▶** [_____]

Year Completed ▶ [_____] **Institute ▶** [_____]

9 PREVIOUS QUALIFICATIONS ACHIEVED

Post-Secondary ▶ ☐ Yes ☐ No **Highest Qualification completed ▶** [_____]

Year Completed ▶ [_____] **Institute ▶** [_____]

Equivalent ▶ A – Australian, E – Australian Equivalent or I – International
(Note: In case you have multiple Prior Education Achievement Recognition Identifiers of any qualification, use the following priority order number to determine which identifier to use:
1: A – Australia, **2: E**- Australian Equivalent, **3: I** – International

A E I		A E I	
☐ ☐ ☐ **Certificate I**		☐ ☐ ☐ **Diploma of Associate Diploma**	
☐ ☐ ☐ **Certificate II**		☐ ☐ ☐ **Advanced Diploma of Associate Degree Level**	
☐ ☐ ☐ **Certificate III or Trade Certificate**		☐ ☐ ☐ **Bachelor Degree or Higher Degree Level**	
☐ ☐ ☐ **Certificate IV or Advanced Certificate/Technician**		☐ ☐ ☐ **Certificates other than the above**	

Please provide certified documents for the courses that you took.

10 LANGUAGE AND CULTURAL DIVERSCY

Birth Country ▶ ☐ Australia ☐ Other, please specify ▶ [_____]

Spoken Language *(at home)* **▶** **Other than English ▶** ☐ No ☐ Yes, please specify [_____]

English Language ▶ **How well do you speak English? ▶** ☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

Origin ▶ ☐ Aboriginal ☐ Torres Strait Islander ☐ Both

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11 DISABILITY

Condition ▶

If you answered 'Yes', you can contact SC for further support services available

Do you consider yourself to have a disability, impairment or long-term condition? ▶ ☐ No   ☐ Yes, please indicate the areas of condition:

☐ Hearing/Deaf   ☐ Physical   ☐ Intellectual
☐ Acquired Brain Impairment   ☐ Mental Illness   ☐ Vision
☐ Medical Condition   ☐ Learning   ☐ Other ▶

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12 EMPLOYMENT

Employment Status ▶

In following categories, which BEST describes your current employment status? ▶

☐ Full-time employee   ☐ Part-time employee
☐ Self-employed - Employing others   ☐ Self-employed - Not employing others
☐ Employed - Unpaid worker   ☐ Unemployed - Seeking Full-time work
☐ Not employed - Not seeking work   ☐ Unemployed - Seeking Part-time work

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13 STUDY REASON

Main Reason ▶

In following categories, which BEST describes your main reason for undertaking the course(s) with SC? ▶

☐ To develop my existing business   ☐ To try for a different career
☐ To get a job   ☐ I wanted extra skills for my job
☐ To get better job or promotion   ☐ It was a requirement of my job
☐ To get into another course of study   ☐ For personal interest & self-development
☐ To start my own business   ☐ To get skills for community/voluntary work
Other reason (please state) ▶

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14 RPL / CREDIT TRANSFER

Requirement ▶

Are you seeking Recognition of Prior Learning or Credit Transfer? ▶
☐ No   ☐ Yes

If '**Yes**', then please contact Admissions for further details about the Recognition of Prior Learning (RPL) / Credit Transfer (CT) process.

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15 TRANSFERRING LEARNING

Are you transferring from another education provider in Australia? ▶

☐ No   ☐ Yes.

Are you currently enrolled in an institute? ▶ ☐ No   ☐ Yes
If '**Yes**', then please provide the name of institute:

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16 USI

Unique Student Identifier ▶

Have you applied for Unique Student Identifier (USI) before?
☐ Yes   ☐ No
If '**Yes**', please provide your USI

If '**No**', you can visit https://www.usi.gov.au/ to create USI. Once created, please provide the same to Admissions Officer. If you want SC to create USI on your behalf, please contact Admissions Officer and fill out the USI Application Form, you can obtain from the SC's website.

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17 VSN

Victorian Student Number ▶

A Victorian Student Number (VSN) is allocated to all school and VET students up to 24 years of age upon their first enrolment in a Victorian school from 2009 or their first enrolment in a VET training provider from 2011. **Do you have VSN?**
☐ Yes   ☐ No
If '**Yes**', please provide your VSN

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18 FEE PAYMENT

Are you paying more than 50% of the tuition fees? ☐ **Yes** ☐ **No**

Applicant / Student can pay full fees if they wish to, but they are not required to pay more than 50% up front before start of the course(s). By ticking yes option above, you acknowledge and agree to pay more than 50% of the tuition fees before start of the course(s). Please refer to Fees, Charges & Refunds Policy.

Payment Method ▶ ☐ Cash ☐ **Direct Deposit in SC's Bank Account** ☐ **Credit Card**

Bank Details ▶

Bank	Commonwealth Bank of Australia
BSB	063108
Account Number	10790271
Swift Code	CTBAAU2S
Account Title	Sapience College Pty Ltd

(Please put your full name in description of direct deposit payment. International students have to use Swift Code for transaction.)

Credit Card ▶ I give permission for fee to be charged to my Credit Card for the selected course.

☐ Visa Card ☐ Master Card **Card Expiry date** [   ]

Card Number [   ]

Card Identification Number (last 3 digits located on back [   ]

Amount to be charged [   ]

Card Holder's Name [   ]

Card Holder's Signature [   ]

19 DOCUMENTATION

Required Documents ▶ Please provide the following documentation along with this Enrolment Application Form, so that your enrolment be processed in accordance with the application requirements.

☐ **Documentation evidence of course admission requirements** (as per the relevant course brochure available from website)
☐ **Student's passport**
☐ **Copy of Student's Visa** (If applicable)
☐ **Relevant employment details** (if applicable)
☐ **Academic certificates, transcripts and/or statement of attainment** (for credit transfer / RPL)

- Copies must be either colour scanned or certified by "originals sighted stamped, dated and signed" by any third person/ SC staff member/agent/ Justice of the Peace or Public Notary / overseas diplomatic mission.
- Note: All certified translations must accompany documents that are not in English.

20 POLISCES & PROCEDURES

Policies & Procedures access ▶ Refer to SC's **Student Handbook (International)**, also available on website for following policies in addition to other information:

- Fee, Charges and Refunds
- Code of Conduct
- Access and Equity
- Recognition of Prior Learning
- Qualification Issuing
- Complaints and Appeals
- Privacy
- Student Support
- Credit Transfer

WHAT'S NEXT!

If you are a successful applicant, Sapience College (SC) will contact you with the acknowledgment of enrolment, which expresses all the information about the course, fees, refund, your enrolment, Language, Literacy, and Numeracy (LLN) test, timetable / training plan, resources and so on.

After LLN test, you will be contacted for a Pre-Training Review which can be via teleconferencing or as a scheduled telephonic interview. Selection for enrolment in our courses will be approved for applicants who meets the course admission requirements as per the course brochures on our website. The applicants are placed in a suitable course by the staff member/agent after reviewing applicants existing knowledge, skills, experience and qualifications that are relevant to the course being applied for. SC staff member / education agent will then review this information and respond to the candidate with the outcome of the review whether to proceed to approve the enrolment or otherwise.

For any query, please contact SC in the first instance using information given below.

Sapience College
A: Suite 109, Level 1, 425 Docklands Dr, Docklands VIC 3008, Australia
P: +61 477 471 631
E: admissions@sapience college.edu.au
W: https://sapiencecollege.edu.au

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 NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

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.

NCVER is authorised to disclose information to the Australian Government 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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how 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 NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/national-vet-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 Sapience College (SC) 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

Please refer to SC's Privacy Policy available at website. You may contact SC to get the copy of Privacy Policy as well.

A: Suite 109, Level 1, 425 Docklands Dr, Docklands VIC 3008, Australia
P: +61 477 471 631   **E**: admissions@sapience college.edu.au   **W**: https://sapiencecollege.edu.au

Declaration

☐ The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.

☐ I understand that any incorrect information or documentation given or the withholding of relevant information or documentation that relates to this application may result in cancellation of an offer letter or enrolment as a consequence. Sapience College (SC) may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.

☐ I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs (https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant)

☐ I agree to allow SC to check my visa entitlements via DHA's Visa Entitlement Verification Online (VEVO) system.

☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

☐ I understand that by completing this application, I am giving written consent to SC to independently verify the information supplied by me in this form and request further documents as required.

☐ I declare that I have access to sufficient funds to cover tuition fee, travel, living costs and OSHC costs for myself and my dependants for the total duration of my stay in Australia. I understand that SC may refuse to issue an offer if it assesses my financial capacity as insufficient.

☐ I understand SC may seek any additional information and documentation/evidence to confirm my financial capacity to funds.

☐ I am aware that I am required to make timely payments of all fees and associated costs failure to pay my fees on time will result in cancellation of enrolment.

☐ I understand that tuition fees do not include admission fees, books and other course materials other than those specifically stated on an offer letter.

☐ I acknowledge that all fees are payable in full on course commencement or the commencement of the term that fees are due.

☐ I agree to undertake a testing requirement (including LLN Test and Pre-Training Review) prior to course entry and training, if deemed necessary by SC, and adhere to any other pre requisite identified.

☐ I have read and understood SC's enrolment policy and procedure, fee payment, fee refunds and Defer, Suspend or Cancel policy and all the Pre-enrolment information referred from the website or SC's Student Handbook or calling SC to obtain copies of these policies and procedures.

☐ I have been informed of my rights and obligations as a student with SC, and agree to abide by all rules and regulations of SC. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that SC can withhold my academic results until my debt is fully paid and any property belonging to SC has been returned.

☐ (Optional) I hereby give my permission to SC to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for SC. I understand that:

- These may be used for publication in film, photographs, in printed materials, electronically and on the internet.
- The above permission will apply for three years from the date of signing this form.
- I will not receive any compensation or payment for the above.
- Once my personal information has been published on the internet, SC has no control over its subsequent use and disclosure.

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

☐ I agree to the Fees Refund Policy and Procedure.

☐ I have read and understood the complaints and appeals processes, my rights as a student, and my right to access Australian Consumer Protection law.

☐ I have also been provided with course information, duration of my course and I understand how to access support services and information I understand that access to academic records is provided free of charge.

☐ I understand that the SC reserves the right to alter any course, unit, entry requirements or fee without prior notice and follow all the responsibilities as an international student prescribed in my visa conditions and follow all the information provided in the monthly emails from SC relating to course progress requirement and attendance requirement.

☐ I understand SC to refuse application of enrolment on the basis of SC's discretion and will / do not provide any further information of refusal.

☐ I understand that course will be delivered as per the sessions plan and the trainer's discretion and amount of theory and practicals will be decided by the trainer and SC management.

☐ I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.

☐ I declare that my signature is true and correct, and matches the signature in my passport.

Applicant's Name	
Applicant's Signature	**Date**

Enrolment Application (International)

FOR OFFICE USE ONLY

PART A:
Document Checklist

- Documents for International Students

Date Received: [   ]   **Checked by:** [   ]

PART B:
This part will be completed once student has completed Pre-Training Review and LLN Test sessions.

Please consider the qualification, the job role, and required level of language, literacy and numeracy that the vocation and industry requires.

Additional Language, Literacy, Numeracy, and / or Digital Literacy assistance required to achieve workplace competency?
☐ Yes   ☐ No

Review deems proposed assessment instruments, learning material and strategies as appropriate.
☐ Yes   ☐ No

Review deems proposed assessment instruments, learning material and strategies require adjustment.
☐ Yes   ☐ No

What is applicant's capacity to benefit?
☐ Poor   ☐ Fair   ☐ Good   ☐ Very Good Excellent

Review identified current competence (list below) (if Mutual Recognition, attach Record of Results)
☐ Yes   ☐ No

Based on the information provided in the Pre-Training review, I believe the course selected is suitable for the student.
☐ Yes   ☐ No

☐ I have assessed this applicant;
☐ I find that the applicant is competent in language, literacy, numeracy and digital literacy.
☐ I find that the applicant is not competent in language, literacy, numeracy and digital literacy.

Comments if any:

Date Received: [   ]   **Date Approved:** [   ]

Approved by: [   ]   **Signature:** [   ]