

# International Student Application Form



## PRIVACY STATEMENT

### Privacy Notice

Under the Data Provision Requirements 2012, Axis Institute 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), may be used or disclosed by Axis Institute for statistical, administrative, regulatory and research purposes. Axis Institute may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## APPLICANT INFORMATION

Title Mr.    Mrs.    Ms.	Existing student number:
First Name:	Last Name:
Date of birth (dd/mm/yyyy): ____ / ____ / _____	Gender: Male    Female

**Age Requirement: At the time of application, international students must be 18 years and older to be admitted into the Institute programs. If you are under 18 years of age, do not complete this form.**

From 1 January 2015, we [Axis 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 NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. You may already have a USI if you have done any nationally recognised training. 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/>.

## CONTACT DETAILS

Current Address:	Suburb:
Postcode:	State:
Home phone:	Mobile phone:
Email address:	

## EMERGENCY CONTACT DETAILS

Name:	Relationship:
Address:	Email:
Home Phone:	Mobile Number:

## LANGUAGE AND ENGLISH PROFICIENCY

Country of birth:	Citizenship:
Is English your first language? Yes    No    If not, what is your first Language?:	
If not, please indicate the English test you completed.    IELTS    TOEFL    PTE(A)    CAE(A)    (Attach evidence)	
Registration number:	Date: ____ / ____ / _____
Average score:	Listening:    Reading:    Writing:    Speaking:

## DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?    Yes    No    If no- go to next question
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. Please refer to the Disability Supplement on page 6 for an explanation of the following disabilities)
Hearing/deaf    Physical    Intellectual    Learning    Mental illness    Acquired brain impairment    Vision
Medical condition    Other

### BRISBANE

Level 6, 359 Queen Street    +61 7 2102 3553  
Brisbane QLD 4000 Australia    [info@axisinstitute.edu.au](mailto:info@axisinstitute.edu.au)

Axis Institute is the trading name of Manigram Pty Ltd

ABN 37134396320 | RTO 41228 | CRICOS 03640K

Reference:02022022

v1.9

## EDUCATION

Please fill out below your highest level of education achieved.

Qualification name:	Qualification name:
Name of institution:	Name of institution:
Country:	Country:
Year completed:	Year completed:
Language of instruction: English Other	Language of instruction: English Other
Are you currently enrolled with another CRICOS provider? Yes No <i>If not, skip to the next section</i>	
If so, do you have a Letter of Release? Yes No	
Do you require a Letter of Offer to be released by your current provider? Yes No	
Why are you leaving your current course provider?	
Do you owe fees to your previous provider? Yes No	
Did you abide by the conditions of your student visa with your previous provider? ( <i>Attendance and course progress</i> ) Yes No	

**When did you complete your course with your previous provider in Australia? (Attach evidence)**

## EMPLOYMENT

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

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

**Please attach a copy of your resume.** Ensure you provide your employment history starting with the latest on the top.

## PASSPORT AND VISA DETAILS

Passport No:	Country of Passport:
Student Visa, subclass Other, please specify:	Visitor Visa Working Holiday Visa
If applying for student visa, where will you apply:	In Australia Outside Australia
Have you been refused entry into Australia?	Yes No Have you ever breached any VISA conditions? Yes No
Have you ever had a visa application rejected including countries such as UK, USA, Canada and New Zealand?	Yes No Have you been convicted of any crime or offence in any country? Yes No
Have you been issued a protection visa in any country to date?	Yes No Are you aware of work restrictions while studying in Australia? Yes No
Are you planning to stay back in Australia after completion of your study?	Yes No Are you bringing parent(s)/spouse/guardian with you while studying in Australia? Yes No

## COURSE AND CAMPUS SELECTION

Diploma of Leadership and Management BSB50420 (CRICOS 104345K)	Diploma of Hospitality Management SIT50416 (CRICOS 097645E)
Campus: Brisbane	Course Commencement Year: Month:

## RECOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER

Are you seeking to access RPL or Credit Transfer? (Tick ONE box only): RPL Credit Transfer

## STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course (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 or self-development
To get skills for community/voluntary work	Other reasons:	

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## APPLICANT AND FAMILY BACKGROUND

Please list your immediate family members (e.g. parents, siblings) and their current country of residence below.

Name	Relationship	Country of Residence	Occupation

Is your family supportive of your study in Australia? Yes No

Do you have any relatives in Australia? Yes No

What is their relationship to you?

What is their occupation?

In which city/state do they live?

City:

State:

Have you previously travelled or studied overseas? Yes No

If yes, which countries?

What is your relationship status? Single Engaged Married De Facto Separated/Divorced Widowed

If relevant, will your partner/ spouse/ children accompany you to Australia? Yes No

Do you have any dependants? Yes No If yes, what are their ages?

Are you currently pregnant? Yes No

Will any dependants: Travel to Australia Remain at home

Have your dependants (if any) had a student visa rejected from Australia or other countries in the past. Yes No  
*If yes, please provide a copy of the Visa Refusal Letter.*

## FINANCIAL DECLARATION

What are the expected tuition fees for the duration of your chosen course? (AUD) \$

Do you wish to pay more than 50% of the course/s tuition fee? Yes No

Who will be funding your study and living expenses while in Australia?

*And please provide an estimate of the sponsor's annual income in Australian Dollars. (AUD) \$*

**Please provide evidence of your sponsors fund/ employment statement to this document.**

How will you organise and access these funds?

Will you be using a bank loan to fund your studies? Yes No

If yes, have you researched the availability of funding from an approved financial institution in your home country? Yes No

Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your Student Visa? Yes No

What type of accommodation will you be seeking in Queensland/Soth Australia/New South Wales?  
*(E.g. shared housing, institute accommodation, homestay etc.)*

Are you aware about Australian Student Visa conditions? Yes No

Do you understand the Axis Institute Fees and Refunds policy? Yes No

Have you read the student handbook in Axis Institute and understand the conditions? Yes No

**\*International Student Handbook and Refund Policy can be under on our website at: [www.axisinstitute.edu.au/downloads](http://www.axisinstitute.edu.au/downloads)**

## OSHC

Do you currently hold Overseas Student Health Cover (OSHC)? Yes No

Do you want Axis Institute to organise the Overseas Student Health Cover (OSHC) for you? Yes No

If yes, please specify your cover status: Single Couple Family

Name of OSHC provider:

Membership no:

Expiration date (dd/mm/yyyy):

Do you require airport pickup? Yes No **If yes, airport pick up fee of \$180 applies**

Do you require accommodation assistance? Yes No **If yes, accommodation placement fee of \$200 applies**

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**STUDENT DECLARATION AND SIGNATURE**

- 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 on page 1.
- I understand that giving false or incomplete information may lead to refusal of my application or cancellation of enrolment.
- I give Axis Institute permission to obtain official records from an educational institution that I have attended.
- I understand that Axis Institute collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements.
- I understand that if I have applied through an approved Axis Institute agent, all correspondence relating to my application will be forwarded to that agent.
- I understand that any vocational placement undertaken as a part of any of the courses offered at Axis Institute will be unpaid for.
- I have read, understood and agree to abide by Institute Refund Policy found in the Student Handbook on the website of the Institute; www.axisinstitute.edu.au.
- As an Overseas VET Student (International Student), I understand I am required to attend a minimum of 20 scheduled course contact hours per week.
- As an International Student, I understand I must participate in scheduled classes in accordance with course timetables to make satisfactorily progress, and if I don't satisfactorily progress in my course, I will be in breach of a condition of my visa
- I understand that if I don't attend scheduled classes, Axis Institute may need to review my course duration, and Axis Institute may shorten my course duration.
- I understand that ASQA may, at any time, required Axis Institute to implement policies and procedures to monitor minimum attendance requirements and if I do not meet those requirements, I will be in breach of a condition in my visa.
- I understand that the Department of Home Affairs (DHA) may cancel my visa if I fail to maintain my enrolment.
- I have read, understood and agree to abide by the Student Code of Conduct as found in the Student Academic and General Code of Conduct Policy and Procedure and Student Handbook on the website of the Institute; www.axisinstitute.edu.au.
- I understand that by signing this application form, I will be sent a letter(s) of offer for Axis Institute if all admission requirements are met.
- I agree that on acceptance of enrolment by Axis Institute, I must sign and return an Acceptance to my Letter of Offer which will be the contract of Enrolment.
- I agree that I may choose to pay more than 50% of the total tuition fees up front for the course before I commence the course that is more than 25 weeks. Axis Institute can request 100% of the total tuition fees for short courses of 25 weeks or less.

**Student Declaration and Consent**

Tick here to confirm you have declared and consented to the above mentioned.

Signature of Applicant: .....

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

## AGENT'S INFORMATION

Agent's Name:

Principal Place of Business Address:

If the agent is a body corporate—the address of the body corporate's registered office:

Postal Address *(if different from the address mentioned above)*

Phone Number:

Email Address:

Website Address:

ABN *(if any)*:

ACN *(if any)*:

Trading Name or Names *(if any)*:

If the Agent is a Body Corporate—the Names of the Body Corporate's Directors:

If the Agent is a Registered Migration Agent—the Agent's Migration Agents Registration Number:

**PLEASE ENSURE THAT YOU PROVIDE THE NAMES, CONTACT TELEPHONE NUMBERS AND E-MAIL ADDRESSES OF TWO REFEREES FROM INTERNATIONAL OFFICES OF OTHER AUSTRALIAN INSTITUTIONS THAT YOU CURRENTLY REPRESENT THAT WE MAY CONTACT.**

Name of Australian institution:

Name of contact person:

Tel.:

Fax:

E-mail:

Name of Australian institution:

Name of contact person:

Tel.:

Fax:

E-mail:

## EDUCATION AGENT DECLARATION AND SIGNATURE

As a result of an interview and counselling session undertaken at \_\_\_\_\_, I hereby declare that;

- The applicant, to the best of my knowledge, has a full and clear understanding of the Genuine Temporary Entrant (GTE) requirements to undertake study in Australia
- All information and documentation to support this application has been sighted and verified to be true and genuine

I hereby recommend Axis Institute proceeds with the assessment of this application **AUTHORISED SIGNATORY ON BEHALF OF**

### EDUCATION AGENT

Name of the assessing officer:

Education Agent Business Details

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Assessing Officer: .....

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

### Application Checklist

Completed Application Form	Academic certificate(s)	Resume	Proof of Immigration History
Copy of Passport	TOEFL/IELTS Certificate	Personal Statement	Letter of Release (if applicable)
Copy of Visa	English Course Certificate (where applicable)	Proof of Finances	OSHC Details (if applicable)

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