SPENCER COLLEGE

+ 61 7 3217 3313

EMAIL: admin@spencercollege.edu.au
WEB: www.spencercollege.edu.au
BRISBANE CAMPUS: Level 1, 344 Queen St. Brisbane City Q4000

International Student Enrolment Form

Enrolment Details	Are you applying for Credit Transfer or RPL? ☐ Y ☐ N (if yes, please discuss with college's enrolment department)

Student Details:						Student ID Number: (if applicable) _____
Title:	Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐		Gender:	☐ Male ☐ Female ☐ Unspecified		
Given Name:			Family Name:			
Other Names:			Former Name:	(If applicable)		
Date of Birth:			Country of Birth:		State:	

Passport Details:	
Passport Number:	Nationality:

Address in Home Country:			
	State:	Country:	

Address in Australia:					
Address:					
		Suburb/ State:		Post Code:	
Postal Address: (if different to Home address)					
Phone:		Mobile:			
Email:		Labour Force Status:	☐ **Full Time** ☐ **Part Time** ☐ **Casual** ☐ **Self Employed** ☐ **Unemployed** **Other:**_____		

Emergency Contact:					
Name:		Relationship:		Mobile:	

Reason to study:

❒ To get a job ❒ To develop my existing business ❒To try for a different career
❒To start my own business ❒ To get a better job or promotion ❒It was a requirement of my job
❒I wanted extra skills for my job ❒ Personal interest or self-development ❒ To get skills for community/voluntary work
❒Other reasons (Please Specify): _____

Cultural Background:	☐ Born in Australia ☐ If not, which country where you born: _____ ☐ Aboriginal ☐ Torres Strait Islander ☐ Other _____
Language Spoken at Home:	❒ English ❒ Other please explain
Have you passed English Language Test?	❒ Yes ❒ No (if yes, provide details below) Test Name_____ Score Achieved_____ (attach copy of results)
How well do you speak English?	☐ Very Well ☐ Well ☐ Not well ☐ Not at all

Support Required:

Do you have any disability? ❒Yes ❒No if Yes – please specify

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

Highest Level of Secondary Education Achieved:	8 or Lower ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ Other: _____	Year: _____

Have you Successfully completed any of the following qualification? ❒Yes ❒No

❒ Bachelor or Higher Degree ❒ Advanced Diploma or Associate Degree ❒ Diploma or Associate Diploma
❒ Certificate I ❒ Certificate II ❒ Certificate III
❒ Certificate IV ❒ Certificate other than the above (or Advanced Certificate/Technician)

Education Agent Details (if applicable)

Agency Name	Contact Person	Contact Details

Reason for Study - Please give a brief explanation

Reason for study in chosen course

What experience or association do you have in the industry related to your chosen course/s?

USI Information:

Unique Student Identifier (USI)
As part of efforts to provide a centralised, life-long record of your training & education, all students studying in Australia are required to have a Unique Student Identifier.
You will need a USI when you enrol or re-enrol if you are a:
• student enrolling in nationally recognised training for the first time, for example if you are studying with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course
• school student completing nationally recognised training;
• or a student continuing with nationally recognised training

What is a Unique Student Identifier (USI)?
A USI is simply an ID number, issued through the government website www.usi.gov.au

What does it give me?
Your USI is like an educational fingerprint. Being able to identify learners this way allows for the development of a centralised recording system for all of your future education & training. Should you lose your copy of an education transcript, this system will allow you to recover it simply and easily. You can also use the system to print or share your qualification records when applying for jobs.

Do I have to apply for a USI?
Yes. The Federal Government is asking all training organisations to ensure that their students have a USI. Once this scheme becomes enforceable, access to your course may become temporarily suspended if a USI is not provided.

Exemptions for individuals
Exemptions are provided for an individual where:
• the individual is an offshore international student studying outside of Australia
-this means that international students who are enrolled with an Australian training organisation but are not in Australia while undertaking their training do not require a USI in order to receive a VET qualification or statement of attainment. However, training organisations will still be required to submit AVETMISS compliant data in respect of their offshore international students.

In addition, individuals who have a genuine personal objection to being assigned a student identifier will be able to apply for an exemption to the Student Identifiers Registrar (https://www.usi.gov.au/training-organisations/training-organisation-requirements/exemptions-individuals/how-apply)

Exemptions for RTOs
Training organisations may be exempted by their Regulator from the need to collect and submit AVETMISS compliant data on nationally recognised training activities on the grounds that submission of such data would conflict with defence or national security legislation and/or could jeopardise the security or safety of defence, border protection, customs, national security or police personnel.
Should any of the above exemptions apply to Spencer College, students will be notified in writing prior to either the completion of enrolment or commencement of training and assessment, whichever comes first, of this exemption and that results will not be available through the USI scheme and will not be appear on any authenticated VET transcript prepared by the Student Identifiers Registrar.

How do I get a USI?
Go to this page and fill out the online form: https://www.usi.gov.au/students/create-your-usi
You will need a form of valid ID, such as Driver's Licence or a Passport.
If you need more information about Unique Student Identifiers, please visit the government website pertaining to this initiative:
http://usi.gov.au
Put your Unique Student Identifier here _____ or
If you want Spencer College to create USI on your behalf: Please fill in the details below:

❒ I hereby authorise Spencer College to apply for Unique Student Identifier (USI) on my behalf. I agree to provide them with original or certified copies one of the following forms for verification purposes.

❒ Driver's License ❒ Australian Birth Certificate ❒ Citizenship Certificate
❒ Medicare Card ❒ Australian Passport ❒ Visa (Non-Australian Passport)
❒ Immi Card ❒ Certificate of Registration by Descent

Course Information:		
Tick the box for selected qualification	**CRICOS Course Code**	**Course Duration**
☐ BSB10120 Certificate I in Workplace Skills	108023G	28 weeks
☐ BSB20120 Certificate II in Workplace Skills	108024F	40 weeks
☐ BSB30120 Certificate III in Business	108027C	52 weeks
☐ BSB40120 Certificate IV in Business	108030H	52 weeks
☐ BSB50120 Diploma of Business	108033E	52 weeks
☐ BSB60120 Advanced Diploma of Business	108018D	80 weeks
☐ BSB50820 Diploma of Project Management	104044A	52 weeks
☐ BSB60720 Advanced Diploma of Program Management	111947C	52 Weeks
☐ BSB50420 Diploma of Leadership and Management	104215J	52 weeks
☐ BSB60420 Advanced Diploma of Leadership and Management	108020K	80 weeks
☐ BSB40820 Certificate IV in Marketing and Communication	108031G	52 weeks
☐ BSB50620 Diploma of Marketing and Communication	108034D	52 weeks
☐ BSB60520 Advanced Diploma of Marketing and Communication	108021J	52 weeks
☐ SIT30821 Certificate III in Commercial Cookery	109817J	52 weeks
☐ SIT40521Certificate IV in Kitchen Management	109692F	68 weeks
☐ SIT50422 Diploma of Hospitality Management	111948B	68 weeks
☐ SIT60322 Advanced Diploma of Hospitality Management	111949A	90 weeks

Intake Date

Write down the preferred month and year for course intake

Month_____ Year_____

Overseas Student Health Cover (OSHC)

Do you have Overseas Student Health Cover (OSHC)? ☐ Yes ☐ No

If Yes, who is your provider_____

Membership No _____

Expiry _____

If you answered "No", do you want Spencer College to arrange OSHC on your behalf? ☐ Yes ☐ No

OSHC if arranged through Spencer College

(Tick the cover you want) ☐ Single ____ Year
☐ Dual Family _____ Year
☐ Multi Family _____Year
(Fees are charged by Allianz and may change without notice.)
If you require more or less than one (1) year's cover from Allianz provide details.
OSHC Disclaimer: It is a requirement of your student visa approval that you show evidence of current OSHC for the duration of the student visa. Any quote or advice provided by the Spencer college does not take into account your objectives, financial situation or needs, which you should consider before acting on any of our recommendations. To decide if this product is right for you, please carefully read the product disclosure statement which is available on the Allianz website. Spencer college accepts no liability for the selected OSHC.

Privacy Statement:

Under the Data Provision Requirements 2012, Spencer College 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 Spencer College for statistical, regulatory and research purposes. Spencer College 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 www.ncver.edu.au)

Privacy Disclaimer:

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager (superseded by the Tuition Protection Service). In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. The College is required, under the ESOS Act 2000 and the National Code to tell the Department about: changes to the student's contact details, enrolment; and any breach by the student of a Student Visa condition relating to course progress or disciplinary action taken by the College.

Refund Policy:

Refer to the Refund Policy in your International Student Handbook or on spencer college website: www.spencercollege.edu.au. Refunds are requested using the Fees Refund Application form and will be paid under the conditions below within 10 working days of the events mentioned. Refunds are paid in Australian dollars.

Withdrawal Reason Amount Refunded	Amount Refunded
Visa refused prior to course commencement	Full refund (less enrolment application fee & $300 admin charge)
Visa refused after course commencement	Full refund (less enrolment application fee and any pro rata tuition fees if the student has commenced training)
Withdrawal at least 28 days prior to agreed start date	Full refund (less $1000 admin fee)
Withdrawal less than 28 days prior to agreed start date	No refund
Withdrawal after the agreed start date	No refund
Enrolment cancelled due to actions of the student	No refund
CT or RPL awarded after course commencement	No refund
Spencer College is unable to provide the course	Full refund
Visa extension is refused	Return unused tuition fees

Important Enrolment Information:

Prior to Enrolment we need to provide you with certain information.

As an RTO, we are required to provide you, prior to enrolment, information on the following:

Training Services

Information on training services provided by Spencer College is available from the college's website www.spencercollege.edu.au, via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. If you have not seen or read information regarding the requirements of the courses, you should not submit this form until you have done so.

Assessment

To complete this course/s, you are required to successfully complete all the required assessments. Assessments of units will be conducted at various times throughout the course and will include both theoretical and practical components. Additional assessment processes will be explained to you during the course or can be provided to you by the Spencer College. Should you have any additional questions regarding your assessment process or have any concerns please discussed these with the College.

RPL is offered by the Spencer College. Should you wish to undertake RPL please speak to the college prior to enrolment.

Support Services and Special Needs

Spencer College will take every possible action to ensure it support you throughout your training and assessment process. If at any point throughout your course you require assistance or support, please discuss these needs with the college or your Trainer and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake the course, please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect your learning, we will not be able to assist you if the need arises. This may impact on your ability to finish the course.

Your Rights

As part of your training and assessment, you have various rights. Please refer to the Student Handbook for more information. Spencer college wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the PEO of the college immediately either face to face, via phone or in writing. If you feel you need to complain about any aspect of service or training and assessment you may do so in writing. Appeals on any decision made by the college may be lodged with the PEO and must be done so in writing. If required, you can gain access to your records by contacting the PEO of the college.

Code of conduct

At all times students' conduct whilst studying and training with Spencer College must not inhibit other students from learning in a safe and suitable environment. Cheating of any kind is prohibited and could result in expulsion from the course. DHA maintains that all overseas students must maintain satisfactory attendance and progress levels and failure to do so may result in the termination of study and loss of your Student Visa. Any student found to be involved in activities that contravene Australian Law would automatically be dismissed from their study. Students must pay all due fees as agreed and failing to pay will result termination of studies.

Media Release

At times during the course, staff / contractors of the Spencer college may take photos/video for use in promotional activity. These photos / videos will remain the property of the Spencer College and will **not be** sold to any third party. Some of the media may be used for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance in participating in such activities. Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the PEO.

Rules and Regulations

To graduate from your enrolled course, you must be able to fulfil the following obligations:

- Demonstrate to the trainer and assessor through attendance and assessment, both formal training, theory and practical assessment that academic and professional skills have been obtained to a satisfactory level.
- Satisfy all academic, administrative and financial obligations to the organisation.

You must promptly notify the Spencer college of any change of name, address and contact details and notify the PEO of anything that may stop you from completing the course. You may be suspended or expelled from the college at the PEO's discretion for:

- failure to uphold or maintain any of the Spencer College's Policies and Procedures
- Serious misconduct or breach of legislation

Student Declaration

Do not sign this form if you have not understood the above requirements and those outlined in the Student Handbook. If required, please ask Spencer College to explain or provide further written information on any of the above before enrolling and signing below.

I, _____ have read, understand and agree to the following:

a) I will follow all Information and Rules and Regulations as outlined on this form as well as all Policies and Procedures of Spencer College.

b) I will follow the instructions of my Trainers and Assessors as well as other staff and contractors engaged by the Spencer College.

c) I release and hold harmless Spencer College, its Directors, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.

I declare truly and solemnly that's the information provided on this Application for Enrolment form is true and correct.

Student's Signature _____ Date: ____/____/_____

You Must Provide the Following Supporting Documents:

Certified Copies of:

❒ Passport ❒ Academic Qualifications ❒ English Language Test Result

❒ Current Visa (if applicable) ❒ OSHC Evidence ❒ Release Letter (if applicable)