

ENGLISH COURSE ENROLMENT APPLICATION

It is important that you complete all of the details on this enrolment form.

This will be used to enrol you in the qualification you are seeking. Some of the information contained here will be keyed into a student database and used for statistical and other reporting to State/Territory Registering Authorities and the National Centre for Vocational Education Research (NCVER). Please ask your training representative for assistance to fill out this form if you require help.

Privacy Notice

Why we collect your personal information.

As a registered training organisation (RTO) and ELICOS provider, we collect your personal information so we can process and manage your enrolment into and English language or vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver ELICOS and/or 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.

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.

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>.

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 *Alana Kaye* 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 note, Alana Kaye's Privacy Policy is located on our webpage and in your Student handbook.

1. Training required

English Language <input type="checkbox"/> General English Full Time
Campus: <input type="checkbox"/> Gold Coast
Estimated Start Date: <i>**English Language Courses have intake EVERY Monday</i>

2. Personal Details

First Name:		Middle Name:	
Family Name (Surname):		Title: (Dr/Mr/Mrs/Ms/Miss)	
Date of Birth: DD/MM/YYYY		Nationality:	
Passport Number:		Date of issue:	Expiry Date:
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> X (Indeterminate/Intersex/Unspecified)		

Please attach a true copy of your passport with this application form

3. Visa details

Have you held an Australian Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No No If yes, visa subclass _____
--

Please attach a copy of any above-mentioned visa with this application form.

4. Overseas Student Health Cover (OSHC)

Do you have current Overseas Student Health Cover (OSHC)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your OSHC Membership Number? _____

Please attach a copy of your OSHC with this application form.

5. Contact Details

Home phone:		Work email:	
Work phone:		Personal email:	
Mobile:		Town/City of birth:	

6. Home Country Address

Please provide your home country physical address where you usually reside rather than any temporary address at which you reside for training, work or other purposes.

Building/property name					
Flat/unit details		Street or lot number (eg. 205 or Lot 118)			
Street name					
Suburb, locality or town		State / Territory		Postcode	

7. Local address in Australia (if known)

Please provide the physical address where you will be living, or currently reside in Australia.

Building/property name					
Flat/unit details		Street or lot number (eg. 205 or Lot 118)			
Street name					
Suburb, locality or town		State / Territory		Postcode	

8. Postal address (if different from above)

Building/property name					
Flat/unit details		Street or lot number (eg. 205 or Lot 118)			
Street name					
Suburb, locality or town		State / Territory		Postcode	

9. Emergency Contact Details (this person CANNOT be your Education Agent)

Name:					
Relationship:					
Home phone number		Mobile phone			
E-mail					

10. Australian Study Details

<p>Have you studied or are you currently studying in Australia?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If Yes:</p> <p>Please list name of Training Organisation</p> <p>_____</p> <p>Year of study: _____</p> <p>Note: If you are currently studying in Australia and you want to study at Alana Kaye, you may need a Letter of Release from your other Training Provider.</p>
--	--

11. Employment Status

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

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

12. Schooling

What was the highest COMPLETED level of schooling?

- Year 12 or equivalent
 Year 11 or equivalent
 Year 10 or equivalent
 Year 9 or equivalent
 Year 8 or below
 Never attended school

In which year did you complete that level of schooling?

Are you still attending school?

- Yes
 No

13. Disability

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

- Yes
 No – go to next question 16.

Do you require adjustment to your training or assessment due to your disability? Please note that this information is only asked for the purpose to offer support and arrange reasonable adjustment.

- Yes
 No

Please describe:

If yes, please indicate the area(s) of disability, impairment or long-term conditions: (You may indicate more than one area)

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

14. Previous qualifications achieved

Have you successfully completed any of the qualifications listed?

- No
 Yes – select the applicable boxes.

In which country did you complete your qualification?

If yes, select the applicable boxes

- Bachelor's degree or higher
 Advanced Diploma or associate degree
 Diploma or associate diploma
 Certificate IV or advanced certificate/technician
 Certificate III or trade certificate
 Certificate II
 Certificate I
 Certificate other than above

15. Study reason

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

- | | |
|---|--|
| <input type="checkbox"/> 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"/> Other reasons – Please explain: |
| <input type="checkbox"/> To get a better job or promotion | |
| <input type="checkbox"/> It was a requirement of my job | |

16. Education Agent

Is an education agent assisting you with your application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details below:
Counsellor's name:		
Agency's name:		
Email address:		
Phone number:		

17. Applicant Declaration and signature

Please tick	By ticking these boxes below, I confirm the following:
	I wish to be considered for admission to the course(s) I have shown on this application form. I declare that to the best of my knowledge the information supplied within this application and the documentation supporting it is correct and complete.
	I acknowledge that I have read and understood the information provided above and certify that the details are accurate and complete
	I acknowledge that I have read and understood Alana Kaye's International Student Handbook and information available on www.alanakaye.edu.au/international and the requirements of the course including Student Fee Refund information.
	I acknowledge that the provision of false or misleading information may result in non-acceptance of the application and forfeiture of any tuition fees paid to Alana Kaye
	I declare that I am aware of and understand my financial obligations relating to studying in Australia, and certify that I have access to the total funds required to cover all cost associated with my study at Alana Kaye
	I authorise Alana Kaye, where necessary to obtain from any other educational institution evidence of my academic records or seek other corroborating evidence with respect to my application
	I also understand that Alana Kaye is required under Section 19 of the ESOS Act 2000, to inform the Department of Home Affairs about changes to my course enrolment and any breach of my student visa conditions relating to satisfactory attendance and academic performance. I also understand that under the provision of the ESOS Act 2000 Alana Kaye may release my information to Commonwealth and State agencies and as required under the ESOS Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students, Tuition Assurance Fund Manager and ESOS Fund Manager. For more information, visit https://international.education.gov.au
	Alana Kaye is bound by the Australian Privacy Principles. It collects and uses any personal information you provide us in accordance with those Principles. The type of information it collects, the use made of the information and the disclosure of that information without your prior approval is set out in the detailed privacy Policy which can be found at the www.alanakaye.edu.au/international webpage. By signing this application I acknowledge that I have read the Privacy Policy and consent to the use and disclosure of my personal information as set out in the Privacy Policy.
	By ticking this box, I give permission to Alana Kaye to use any photos/videos of me taken at Alana Kaye for their website or any marketing purposes.
Signature:	Date:

18. How did you hear about Alana Kaye?

- Alana Kaye staff Education Agent Conference or event
 Internet Employer or manager Friend or family Social media
 LinkedIn Newspaper TV, radio or other media

19. Application Checklist

Have you:

- completed all sections of this Application?
 attached a true copy of your passport?
 attached a copy of your visa, if available?
 read and understood Terms and Conditions of Enrolment including Refund Policy?

20. Supporting documents

Thank you for completing your application form. Please submit the completed form along with the supporting documents listed below to international@alanakaye.edu.au

1. PASSPORT – Your photo ID page
2. TRANSCRIPTS – All education transcripts and certificates equivalent to Australia Year 12 or higher (translated)
3. GTE FORM
4. RESUME/CURRICULUM VITAE
5. EVIDENCE OF FINANCIAL CAPACITY (may apply for some offshore applicants)

If you are applying from within Australia, you will also need to provide copies of the following documents:

6. VISA – a copy of your Australian visa grant letter
7. OSHC – If you have Overseas Student Health Cover (OSHC), proof of insurance such as a copy of your insurance card or receipt of payment for coverage.

Once your complete application has been received (form and supporting documents) it will be processed by our admission team. You/your agent will receive notification of your application status and outcome by email. If you have any questions regarding this form or the application process, please contact our international programs division at international@alanakaye.edu.au

Office Use Only

Date Application Received

Received by:

Decision on Application: Accepted/Rejected

Staff member name:

Staff member signature: