

STUDENT APPLICATION FORM

Please complete all details on this application form. This will be used to enrol you in the qualification you are seeking. Some of the information contained herein will be keyed into a database and used for statistical and other reporting purposes. Please ask your agent for assistance; or contact Elite Institute for any help that you may require.

Personal Information

Title:		Gender:	
Given Name:		Family Name:	
Date of Birth:	DD / MM / YYYY	Nationality:	
Place of Birth (City):		Country of Birth:	
Passport No:		Passport Expiry date:	DD / MM / YYYY
Visa Status:		Visa Number:	
Visa Expiry Date:	DD / MM / YYYY		

Student Contact Details

Address in Australia		Address in Home Country	
Building Name:		Flat/unit Details:	
Flat/unit Details:		Street Number:	
Street Number:		Street Name:	
Street Name:		City/Town/Suburb:	
State:		State:	
Home/Mobile Phone:		Country:	
Alternative: Phone:		Home/Mobile Phone:	
Email Address:		Alternative Email Address:	

Emergency Contact Details

Contact Name:		Relationships:	
Address:			
Phone:		Email:	

Education Agent Details

Are you using an education agent?	☐ YES - complete agent details below	☐ NO - go to next section
Agency Name:		Contact Person Name:
Contact Number:		Email:

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Course Details

Select the course/s you wish to enrol

Preferred course/s start date

☐	Certificate III in Individual Support	Preferred Start Date: (Refer to our website for intake dates)	DD / MM / YYYY
☐	Certificate IV in Ageing Support	Preferred Start Date: (Refer to our website for intake dates)	DD / MM / YYYY
☐	Certificate IV in Disability Support	Preferred Start Date: (Refer to our website for intake dates)	DD / MM / YYYY

Campus Location: Level 3, 14 Railway Parade, BURWOOD NSW 2134

Recognition of Prior Learning (RPL) or Credit Transfer

Are you applying for RPL or Credit Transfer for your previous studies?	☐	YES - we will send RPL/ Credit transfer application form.	☐	NO - go to next section
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Overseas Student Health Cover (OSHC)

Do you need the college to arrange this for you?	☐	YES - we will send details	☐	NO - go to next section
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Language and Cultural Diversity

Australian Aboriginal or Torres Strait Islander origin	☐	Aboriginal	☐	Torres Strait Islander	☐	None	
Is English your main language?	☐	Yes	☐	No	If no, what is your main language?		
Was English the language of instruction in previous secondary or tertiary studies?	☐		Yes	☐		No	
Have you completed a test of English Language Proficiency	☐		Yes	☐		No	
If Yes, What test did you sit?		Score:	L	/R	/W	/S	Overall

Highest Level of Secondary Education Achieved

☐	12 or equivalent	☐	11 or equivalent	☐	10 or equivalent
☐	9 or equivalent	☐	8 or below	☐	Did not go to school

Previous Qualifications Achieved

☐	Bachelor's degree or higher	☐	Advanced diplomas or associate degree	☐	Diploma level		
☐	Certificate IV	☐	Certificate III	☐	Certificate II	☐	Certificate I
Qualification name:							
School/Institution name:							
State/Country:		Year Completed:		YYYY			

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Employment Status

☐	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	☐	Unemployed – not seeking employment
Employer:		Occupation:	

Accommodation and Airport Pick-up

Do you require accommodation to be organised?	☐ Yes	☐ No
Do you require airport pick-up on arrival?	☐ Yes	☐ No

Disability

Do you consider yourself to have a disability, impairment or long-term condition?		☐ Yes	☐ No - go to next section
☐ Hearing/Deaf	☐ Physical	☐ Intellectual	☐ Learning
☐ Vision	☐ Medical condition	☐ Other (please specify: _____)	☐ Mental illness
Would you like to receive advice on support services, equipment and facilities which may assist you?		☐ No	☐ Yes, please specify _____

Student Self-Assessment

This self-assessment checklist will help Elite Institute to determine if the course you wish to enrol is the most suitable one for you based on your educational history, existing skills and capabilities, aspirations, interests and career goals. The information you provide in this form will also assist Elite Institute to identify any learning needs you have and provide the support services to meet those needs.

Academic Suitability

All prospective students must meet Elite Institute course entry requirements to establish their suitability into the course. Tick the options that best applies to you and attach evidence of meeting the course entry requirements.

☐	I have successfully completed minimum of the Australian HSC or an equivalent or higher.
☐	I have minimum IELTS score of 6.0 or equivalent

1. How do you think this course will assist you to achieve your career goals?

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2. Have you ever worked or volunteered in an area relevant to the course you wish to enrol? (existing skills)

3. Do you hold any formal qualifications relevant to the course you wish to enrol? (knowledge)

4. What do you hope to achieve from undertaking this course/pathway?

5. Do you have any special needs that may make it difficult for you to successfully complete this course?

6. How do you learn best? (you can select more than one option)

- | | |
|--------------------------|--|
| ☐ | Attending face to face classes and interacting with the trainer and other students |
| ☐ | Researching, reading and discussing |
| ☐ | Completing self-paced learning activities in my own time |

7. Are there any aspects of a learning environment that makes you uncomfortable?

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Computer Skills Capability

All courses at Elite Institute require students to work on computers to research, prepare documents and present information. Tick appropriate option:

Skills	Competent	Need Support	No experience
Computer operation (switch on/off, using USB disks, file and folders management, saving documents etc.)	☐	☐	☐
Using programs such as Word, Excel, Power Point	☐	☐	☐
Using internet to search and access information	☐	☐	☐
Download and save/print materials from the internet	☐	☐	☐
Upload documents onto a website on the internet	☐	☐	☐
Using emails for correspondence	☐	☐	☐
Attach files to emails, open attachments store/print attachments	☐	☐	☐

Privacy Statement and Student Declaration

I agree and declare:

- That the information I have provided on this form is true, correct and complete to the best of my knowledge.
- That I have been provided with appropriate and sufficient information via student handbook and course guide available on Elite Institute website to make an informed decision about my enrolment.
- That I have been provided with detailed information about the fees and charges associated with my course enrolment including information on tuition fees, enrolment fees, materials fees, payment terms and the applicable refund policy.
- To provide Elite Institute with up to date and accurate contacts details and notify them if anything changes.
- To be bound by Elite Institute's Student Code of Conduct, and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.
- I will follow the instructions of my trainers and assessors as well as other staff and contractors engaged by Elite Institute.
- I release and hold harmless Elite Institute, its directors, staffs and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.
- That Elite Institute is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement.
- The information contained on my application form may be used by Elite Institute or the third parties such as employers (if training paid by an employer), Government departments and authorised agencies, NCVER, organizations conducting student surveys and/or researchers.
- That I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. (I understand that I may opt out of the survey at the time of being contacted).
- NCVER will use, disclose, and retain my data in accordance with the VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au)

Student Name:

Student's Signature

Date:

DD / MM / YYYY