

International Student Application for Enrolment Form

SECTION A Personal Details					
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Surname*					
Given names*					
Nationality*					
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Indeterminate/Neutral		
Date of Birth*				Australian USI	
I will be Under 18 on Commencement Day	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Under 18 Form completed and attached	<input type="checkbox"/> Yes	

Home country contact details (required)	
Address*	Street
	Suburb
	Country
	Postcode
Home phone	Mobile/cell phone*
Email*	

Australian contact details (if applicable)	
Address	Street
	Suburb
	Postcode
Home phone	Work phone
Mobile/cell phone	Fax
Email	

Emergency contact details (required)	
Full Name*	Relationship to Student*
Address*	Street
	Suburb
	Country
	Postcode
Home phone	Mobile/cell phone*
Email*	

Postal address	
Which address would like letters sent to *	<input type="checkbox"/> Home country address
	<input type="checkbox"/> Australian address
	<input type="checkbox"/> Agent address

Effective date	Review by date	Version	Page number	RTO number	CRICOS number
28/12/2020	28/12/2021	1.9	1	1749	01941B
Phone	Email	Head Office address			
+61 7 40513822	admin@studyingld.com.au	132 Grafton Street, Cairns QUEENSLAND AUSTRALIA 4870			
Application for Enrolment Form_V1.9 ICQ WEBSITE EMBEDDED FORM					

SECTION B Education Agent Details			
Are you using an Education Agent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Education Agent (If Yes* above, please complete this section)			
Name*			
Company name*			
Address*	Street		
	Suburb		
	Country		
	Postcode		
Mobile/cell phone*		Work phone	
Email*		Fax	

SECTION C Passport , Visa and Insurance Details			
Passport details*			
Passport status	<input type="checkbox"/> Issued	<input type="checkbox"/> Pending	
Passport issued by			
Passport number			
Passport expiry date			
A certified copy of your original document/s must be provided as a part of your application.			
Certified Copies of Documents ATTACHED: <input type="checkbox"/> Yes			

Visa Details			
Current Visa type (if applicable)	<input type="checkbox"/> Student	<input type="checkbox"/> Working Holiday	
	<input type="checkbox"/> Visitor	<input type="checkbox"/> Bridging	
	<input type="checkbox"/> Holiday		
Visa status	<input type="checkbox"/> Issued (attach copy of Visa)		
Visa number			
Visa expiry date			
Are you in Australia now?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Overseas Student Health Cover (OSHC)	
1. The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC).	
2. The length of your OSHC MUST cover the total length of your course.	
Would you like OSHC arranged?*	<input type="checkbox"/> Yes Complete Part B below and note that fees are associated <input type="checkbox"/> No Provide a copy of your OSHC at or prior to your orientation
Part B – Date you plan to arrive in Australia or start your student VISA	
Date	/ /

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SECTION D Course details and Start Date

	WHICH COURSE or COURSES do you wish to study?*	START DATE* (select from the drop down menu)
<input type="checkbox"/>	SHB50115 Diploma of Beauty Therapy (CRICOS 089043J)	Month: Please Select Year: Please Select
<input type="checkbox"/>	CUA51015 Diploma of Screen and Media (CRICOS 093591B)	Month: Please Select Year: Please Select
<input type="checkbox"/>	HLT52015 Diploma of Remedial Massage (CRICOS 096008J)	Month: Please Select Year: Please Select
<input type="checkbox"/>	SHB50216 Diploma of Salon Management (CRICOS 097554G)	Month: Please Select Year: Please Select
<input type="checkbox"/>	SHB30416 Certificate III in Hairdressing (CRICOS 102336E)	Month: Please Select Year: Please Select
<input type="checkbox"/>	SHB30516 Certificate III in Barbering (CRICOS 102337D)	Month: Please Select Year: Please Select
<input type="checkbox"/>	527922WA Advanced Diploma of Holistic Classical Yoga Practices (CRICOS 102423F)	Month: Please Select Year: Please Select

Campus – Which campus do you wish to study at?*

<input type="checkbox"/> Cairns Campus CNS	<input type="checkbox"/> Maroochydore Campus (Sunshine Coast) MAR	<input type="checkbox"/> Mermaid Beach (Gold Coast Campus) GC <i>Only Certificate III in Hairdressing and Certificate III in Barbering are offered at this campus</i>	<input type="checkbox"/> Brisbane Campus BNE
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SECTION E Education and English language proficiency

Is English your first language?*

Yes No (Please complete below)

Students wishing to study with International College of Qld (ICQ) must hold a 5.5 IELTS score, or higher, with no band less than 5.0; or equivalent.

English language level*	Assessment type	Score	Date achieved
	IELTS		
	TOEFL		
	Other:		
Extra assistance*	Do you believe that you will need additional language support? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Would you like ICQ to arrange an English Preparation Course with one of our partners? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If Yes, where would you prefer to study English? <input type="checkbox"/> Cairns <input type="checkbox"/> Maroochydore, Sunshine Coast <input type="checkbox"/> Mermaid Beach, Gold Coast		

Education details

What is the last school/college/university you attended?

What is the highest education level completed?

Please ATTACH a copy of your current resume with your application.

Resume Attached: Yes

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SECTION F: Payment of Tuition Fees

After Payment of Deposit How do you wish to Pay? Check One	<input type="checkbox"/>	Pay remainder of Course Tuition Fees on Commencement Day
	<input type="checkbox"/>	Pay remainder of Course Tuition Fees in 2 instalments (Semester Plan)
	<input type="checkbox"/>	Pay remainder of Course Tuition Fees in 3 instalments (Term 2-4 Plan)
	<input type="checkbox"/>	Pay remainder of Course Tuition Fees in monthly instalments (Please Complete Debit Success Application Form – requires an on-shore Bank Account)

Privacy Statement

I hereby declare that the information supplied on this form is correct and complete to the best of my knowledge. I understand that the information about me and the study I undertake may be disclosed as described in the Privacy Notice or otherwise as required by the law. I authorise International College of Qld to verify any of the details I have provided on this form in order to assess my application.

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. Missing personal information may result in the following consequences *a) failure to comply with DESE requirements and reporting to Provider Registration and International Student Management System (PRISMS) b) can out your visa and CoE at risk c) delay in the issuing of a Certificate or Statement of Attainment e) inability to access the LMS (Canvas) f) our inability to communicate with you about important updates concerning your course, study and International College of Qld.*

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 communication 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 us 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 *International College of Qld* 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

International College of Qld Shop 9 31-33 Plaza Parade, Maroochydore
admin@studyingqld.com.au (07) 5309 6635 [International College of Qld Privacy Policy](http://www.internationalcollegeofqld.com.au/privacy-policy)

Declaration

I understand the Terms and Conditions, the Privacy Policy and the Fees and Charges, Cancellation and Refund Policy of International College of Qld as outlined in the International Student Handbook, and on the website and I agree to those terms and conditions. I declare that to the best of my knowledge, the information I have supplied is accurate and complete in every detail.

Print Name

Date

/ /

Email the completed *Application for Enrolment Form* and attachments to admin@studyingqld.com.au

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