

International Student Application Form

1. Personal Details

Have you previously applied to OR been a student at Vardhan Institute of Management and Technology (VIMT)? :

No Yes If Yes, VIMT Student ID

Full Name (as in Passport): Title: Mr Mrs Miss Ms Dr Other

Given Name: Family Name (Surname):

Gender: Male Female Other Date of Birth: / / Place of Birth:

Are you of Aboriginal or Torres Strait Islander Origin? Yes (Aboriginal) Yes (Torres Strait Islander) No

Please specify your employment status: Part-time Casual Not employed Others (Please specify:

2. Employment

Of the following categories, which best describes your current employment status?

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

3. Contact Details

Contact Details in Australia

Address: Suburb/Town:

State/Territory: Post Code:

Telephone/Mobile: Email:

Postal Address (If Different from above) Address: Suburb/town:

..... State/ Territory:..... Post code:

.....

Contact Details in Home Country Address:

..... Country:

..... Post Code: Telephone/Mobile:

Emergency Contact Details

Name: Relationship:

Address: Suburb/Town:

State/Territory: Post Code:

Telephone/Mobile: Email:

Note: It is mandatory requirement that the international student, while studying and living in Australia on a valid student visa must notify VIMT, in writing, within 7 days of change of his/her contact details including, but not limited to:

- Current Residential address, mobile number or email address
- Emergency contact details
- Any change in visa status
- If Student is travelling overseas in emergency because of any unexpected circumstances

4. Passport Details

Passport Number: Passport Expiry Date: Nationality:

Are you currently in Australia? Yes No

If Yes, Visa type/ Subclass Expiry Date:

5. Overseas Student Health Cover (OSHC)

It is an Australian Government's requirement that all international students on a student visa must be covered by OSHC. Payment of OSHC needs to occur when you accept your offer. If family and children accompany you, you require the compulsory family policy for OSHC. VIMT can arrange visa-length cover with our preferred OSHC provider, upon request.

Do you currently have OSHC? Yes (Please, provide details below)

OSHC Provider Name: Membership Number: Expiry Date:

Do you want VIMT to organise OSHC? Yes No (I will organise myself)

6. English Language Proficiency

English is my first Language Yes No (If Not, please specify the language spoken at home:

I have completed a recognised English test in last 2 years (e.g. IELTS/PTE)

Name of the Test: Score: Date of the Test:

I am planning to enrol into English language course, Provide Course Name:

7. How well do you speak English

- Well Very well
 Not Well Not at all

8. Previous qualifications achieved

Please provide detailed information about your previous qualifications:

Year Completed	Name and code of the Qualification	Name of the Institution	Language of Instruction	Country	Duration

9. Course(s) Preference

Please select courses you would like to apply to study at VIMT.

(Tick)	Course Code	Course Title (CRICOS Code)	Duration (Weeks)			Preferred Intake
			Total	Study	Break	
<input type="checkbox"/>	BSB50420	Diploma of Leadership And Management (CRICOS CODE-104364G)	52	44	8	
<input type="checkbox"/>	BSB60420	Advanced Diploma of Leadership And Management (CRICOS CODE-106130J)	52	45	7	
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management(Learning) (CRICOS CODE-106131H)	52	44	8	
<input type="checkbox"/>	AUR30620	Certificate III in Light Vehicle Mechanical Technology (CRICOS CODE-110076J)	64	60	4	
<input type="checkbox"/>	AUR40216	Certificate IV in Automotive Mechanical Diagnosis (CRICOS CODE-110077H)	32	30	2	
<input type="checkbox"/>	SIT30821	Certificate III in Commercial Cookery (CRICOS CODE-114244K)	60	54	6	



<input type="checkbox"/>	SIT40521	Certificate IV in Kitchen Management (CRICOS CODE-114245J)	82	75	7	
<input type="checkbox"/>	SIT50422	Diploma of Hospitality Management (CRICOS CODE-114246H)	64	60	4	
<input type="checkbox"/>	SIT30821	Certificate III in Commercial Cookery (CRICOS CODE-114244K)				
	SIT40521	Certificate IV in Kitchen Management (Package) (CRICOS CODE-114245J)	118	104	14	
	SIT50422	Diploma of Hospitality Management (CRICOS CODE-114246H)				

10. Fee Payment Options

Do you wish to pay 50% or more of your course fees before your course start date?

Please tick one of the desired options: **50% More than 50%**

If more than 50% Please Specify the amount.....

11. Recognition of Prior Learning (RPL) or Credit Transfer (CT)

Are you applying for CT for the units successfully completed at another provider? Yes No

If yes, please submit the supporting documents such as official transcript or statement of attainment or other evidences to the Administration Staff.

Are you applying for RPL? Yes No

Please contact VIMT Administration Staff for further information.

12. Study Reason

Of the following categories, which best describes your main reason for undertaking this course (*Please tick the relevant box/s*):

- | | | |
|--|---|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To try for a different career | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> It was a requirement of my job | <input type="checkbox"/> For personal interest or self- development |

13. Transfer from Another Provider (if Applicable)

Are you transferring from another education provider in Australia? Yes No

If Yes, Have you completed the first 6 months of your principal course? Yes No

Name of Institute:

If No, you must provide the release letter from your Provider.

Please refer to VIMT Transfer between Registered Providers Policy and Procedure or contact Administration Staff for further information.

14. Disability

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

Yes No

If you indicated the presence of disability, impairment or long-term medical condition, please select the area(s) in the following list:

(you may indicate more than one area if applicable)

- | | | |
|--|---|--|
| Hearing/deaf <input type="checkbox"/> | Intellectual <input type="checkbox"/> | Physical <input type="checkbox"/> |
| Learning <input type="checkbox"/> | Mental illness <input type="checkbox"/> | Acquired brain impairment <input type="checkbox"/> |
| Vision Medical condition <input type="checkbox"/> | | |
| Other <input type="checkbox"/> (Please specify if others.....) | | |

15. Additional Support Required

Do you require any additional support or anything that might prevent you from progressing through the training and assessment program?

Yes No

If Yes, Please Specify:

16. Unique Student Identifier (USI)

From 1st January 2015 all students undertaking nationally recognized training delivered by a registered training organization will need to have a USI. The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognized training and qualifications gained in Australia, even from different training organization
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create

Please enter your USI (If known)

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No, I don't have a USI number. I consent VIMT to apply on my behalf.

No I don't have a USI number. I will create it myself. Go to www.usi.gov.au.

17. How did you know about VIMT?

- | | |
|--|--|
| <input type="checkbox"/> VIMT's Website | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Friends/ Family | <input type="checkbox"/> Recommended by an Education agent |
| <input type="checkbox"/> Other, please specify | |

18. Education Agent Details (if Applicable)

Name of the Agent/ Business:

Address: Suburb/Town:

State/Territory: Post Code:

Telephone/Mobile: Email:

19. Document Checklist

Certified copies of the following supporting documents must be included when you submit your application. Applications that are submitted without necessary supporting documents will be delayed in processing. Please select all relevant.

- | | |
|--|--|
| Certified copies of passport | Copy of Australian Visa and CoE (if applicable) |
| Certified academic transcripts | Evidence of OSHC (if applicable) |
| Certified copies of qualification certificates | Certified English translation of documents (if not in |
| English) Evidence of English language proficiency | |

20 Privacy Statement

Privacy Notice

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.

Failure to provide your personal information, VIMT will not be able to enrol you as a student.

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 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 SIT 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 NCVET 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 VIMT 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 VIMT

20. Student Declaration

I (Name)..... understand and acknowledge the following:

I have read and understood the information in VIMT's Student Prospectus (also available on website <https://www.vimt.edu.au>) which details the information about VIMT's course requirements, fees payments, refund policy, ESOS framework, and VIMT policy and procedures before making the decision to submit this enrolment application.

I have been provided the opportunity to clarify any item relating to my enrolment at VIMT prior to submitting this enrolment application form.

I am required to pay course fees on accepting an enrolment offer and prior to the commencement of the term that the fees relate to.

My right to access complaints and appeals processes. (This does not remove the right of the students to take action under Australia's Consumer Protection Laws).

I am not required to pay more than 50% of the tuition fee before the start of the course. However, I have a choice to pay more than 50% of the tuition or the full course fees if I wish.

I authorize VIMT to disclose information relevant to my application and enrolment to VIMT's preferred OSHC provider and other third parties for the purposes of arranging my OSHC, processing my application and enrolment, and administering my course.

I give VIMT permission to check my visa status using the Department of Home Affairs (DHA) Visa Electronic Verification Online (VEVO) system.

My personal information (including the personal information contained on this enrolment form), may be used or disclosed by VIMT for statistical, administrative, regulatory and research purposes. VIMT may disclose my personal information for these purposes to Commonwealth and State or Territory government departments and authorised agencies and NCVET.

Personal information that has been disclosed to NCVET may be used or disclosed by NCVET 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.

I may receive a student survey which may be administered by a government department or NCVET employee, agent or third party contractor or other authorised agencies. I am aware that I may opt out of the survey at the time of being contacted.



- I understand that under the Data Provision Requirements 2012, VIMT is required to collect personal information about me and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
- I am aware that NCVER will collect, hold, use and disclose my 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).
- I understand that VIMT also reserves the right to vary courses, subjects, staff and the mode of delivery, assessment and admission requirements at any time at its discretion.
- I acknowledge that my Education agent has provided me with full information on VIMT, the courses applied for and information on living and studying in Melbourne. (If enrolled through an Education agent).
- I understand that by signing this application form, I may be sent a Formal Letter of Offer/ Enrolment Acceptance Agreement from VIMT if all of the admission requirements are met.
- I agree to abide by the terms and conditions of VIMT's Code of conduct and policies and procedures Fees and Charges Policy, Refund Policy, Monitoring Course Progress Policy, Complaints and Appeals Policy, Deferring, Suspending, Cancelling Student Enrolment Policy, Transfer Between Registered Providers Policy, Recognition of Prior Learning and Credit Transfer Policy and other policies that are published on VIMT's website (<https://www.vimt.edu.au>).
- I am aware and agree to abide by the visa conditions throughout my enrolment period in Australia.
- I understand my enrolment fee (AUD \$250) payable with lodgment of this Enrolment application form is non-refundable in all circumstances (**except provider default**).
- I grant VIMT permission to source a Unique Student Identifier, on my behalf (students who do not currently possess a USI only).
- I declare that the signature on this form is my signature and has not been signed on my behalf by another person including my Education agent or sponsor.
- I declare that all information provided in this application is complete and correct. I understand that failure to provide correct information or documentation in relation to this application may result in cancellation of my enrolment.

Student Name: **Signature:**..... **Date:**

Submit your Application to Administration Staff at:

- Level 1, Unit 2, 48 Gordon Ave Geelong West VIC 3218, Australia
- Or via Email: vimt.vic@gmail.com

Office Use Only

Date Form Received:

Supporting documents received	Yes	No
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Student satisfies the entry requirements	Yes	No
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Offer Letter Authorised	Yes	No
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If No, Please specify the Reason of Decline:

Staff Name: **Staff Signature:** **Date:**