



**ENROLMENT APPLICATION FORM**

(INTERNATIONAL APPLICANTS ONLY)

1. Student is required to complete all sections.
2. Attach supporting documents, including CERTIFIED copies of your passport and academic documents.
3. Students will be charged AUD \$300.00 (non-refundable) Application Fee.

**1. Personal Details**

<b>Title</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other		
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
<b>Date of Birth</b>	Day/month/year    _____ / _____ / _____		
<b>First Name</b>			
<b>Middle Name</b>			
<b>Last Name</b>			
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Veritas Institute Australia to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI in this form for a detailed explanation.			
<b>Country of Birth</b>		<b>Nationality</b>	
<b>Do you speak a language other than English at home?</b>	<input type="checkbox"/> No English only <input type="checkbox"/> Yes, other - please specify→		
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)			
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander			
<b>Current Location</b>	<input type="checkbox"/> Onshore in Australia <input type="checkbox"/> Offshore outside Australia		
<b>Unique Student Identifier (USI)</b>			

Please note from January 2015, all students undertaking nationally recognized training delivered by a registered training organization in Australia will require a USI. You can create your own USI at <https://www.usi.gov.au/students/get-a-usi>

If you wish **Veritas Institute Australia (VIA)** to create a USI on your behalf be aware of the following:

**Veritas Institute Australia** will collect information about you for the purpose of creating a USI, this information is collected under the Student Identifiers Act 2014. This information can only be used for:

- Applying for, verifying and giving a USI;
- Resolving problems with a USI; and
- Creating authenticated vocational education and training (VET) transcripts; This information may be shared with:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - The purpose of administering and auditing VET, VET providers and VET programs;
    - Education related policy and research purposes; and
    - To assist in determining eligibility for training subsidies
  - VET regulators to enable them to perform their VET regulatory functions;
  - VET admissions Bodies for the purpose of administering VET and VET programs,
  - Current and former Registered Training Organizations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;



**2. Contact Details**

**Contact Details of Home Country**

Address Line 1			
State/ Province			
Country		Postcode / ZIP Code	
Home Phone Number		Mobile Number	
Email ID			

**Contact Details in Australia**

Building/Property name (if applicable)				
Flat/unit details (if applicable)				
Street name				
Suburb		State		Postcode
Home Phone Number		Work Phone Number		
Mobile Number		Email ID		

**Postal Address in Australia (If different from Residential)**

Address Line 1			
Suburb			
State		Postcode	
How would you like Veritas Institute Australia to contact you to further discuss your enrolment ?	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Post		

**Emergency Contact Details**

Name of person		Relationship to you	
Full Address			
Mobile/phone		Email ID	

**3. Passport Details**

Passport Number		Passport Expiry Date	DD/MM/YYYY ____/____/____
Country and place of passport Issue			

**4. VISA Details**

VISA Type		VISA Subclass	
VISA Number		VISA Expiry Date	



**5. Education Agent**  YES  NO

<b>Name of Agent/Agency</b>			
<b>Address</b>			
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Agent Stamp (If applicable)</b>	[Stamp Here]		

**6. Overseas Student Health Cover (OSHC)**

1. The Australian Government requires all persons entering Australia on a Student Visa to have OSHC.
2. The length of your OSHC MUST cover the total length of your course(s).

**OSHC Arranged**  Yes  No

**Part A – Insurer Details**

<b>Name of Insurer</b>			
<b>Membership Number</b>		<b>OSHC Expiry Date</b>	DD/MM/YYYY ____/____/____

**Part B –Veritas Institute Australia to arrange**

The college staff will obtain detailed information from yourself about your age, number of dependents and their information to arrange a health cover. Entire costs will be paid by you as the College fee does not include non-tuition fees as part of OSHC.

**Cover Type**  Single  Dual  Family

**7. English Language Proficiency (Please choose by placing an X in the boxes that apply to you)**

Assessment Type (IELTS, PTE, TOEFL etc.)	Score Achieved	Date

- Not Required. I am from (please tick)
- United Kingdom  Ireland  Canada  South Africa  USA
- \*Please note all students must undertake a Language, Literacy and Numeracy test before starting any study at Veritas Institute Australia irrespective of their previous studies, Official English Language Scores or nationality.

**8. Computer Literacy**

<b>Out of the three, what kind of computer skills do you have?</b>	<input type="checkbox"/> No skills	<input type="checkbox"/> Basic skill	<input type="checkbox"/> Intermediate level
	<input type="checkbox"/> Advanced Skill		
<b>Skills to use Microsoft Office products (Word, Excel, Power-Point)</b>	<input type="checkbox"/> No skills	<input type="checkbox"/> Basic skill	<input type="checkbox"/> Intermediate level
	<input type="checkbox"/> Advanced Skill		
<b>Office equipment resources such as telephone, photocopier, scanner and printer</b>	<input type="checkbox"/> No skills	<input type="checkbox"/> Basic skill	<input type="checkbox"/> Intermediate level
	<input type="checkbox"/> Advanced Skill		
<b>Software to view videos and images Adobe reader, Windows Media Player, Windows Photo Viewer</b>	<input type="checkbox"/> No skills	<input type="checkbox"/> Basic skill	<input type="checkbox"/> Intermediate level
	<input type="checkbox"/> Advanced Skill		
<b>Numeracy &amp; Mathematics Skills (subtraction, addition, multiplication, data rend interpretation)</b>	<input type="checkbox"/> No skills	<input type="checkbox"/> Basic skill	<input type="checkbox"/> Intermediate level
	<input type="checkbox"/> Advanced Skill		



**9. Disability Status (Please choose by placing an X in the boxes that apply to you)**

Do you consider yourself to have a disability, impairment or long-term condition?  Yes  No

If yes to the above question, please tick the Disability, Impairment or Long-Term Condition/s below

- Hearing  Deafness  Intellectual  Acquired Brain Impairment  
 Physical  Medical Condition  Vision  
 Learning  Mental Illness  Other: \_\_\_\_\_

**10. Course Selection (Please choose by placing an X in the boxes that apply to you)**

Once this Enrolment application form is completed and the required documents are submitted, Veritas Institute Australia will send you a Pre-Enrolment Survey. All students are required to complete the **Pre-Enrolment Survey/ Pre-Training Review Form** and respond to a **brief interview**. Pre-Enrolment Survey/ Pre-Training Review Form is used to determine your eligibility for course credits and to ascertain whether you require Language literacy and numeracy related support and special assistance. Also, the survey will give Veritas Institute Australia an indication whether the chosen qualification is right for you. Your responses to the survey and documentation provided with this form will allow us to know whether you meet all admission requirements for the chosen course. The interview will allow us to confirm if the course / College meets your expectations.

Course Code and Course Name	CRICOS Code	Duration (Weeks)	Please tick X	Preferred Start Date/ Month
SIT30821 Certificate III in Commercial Cookery*	109886G	52	<input type="checkbox"/>	
SIT40521 Certificate IV in Kitchen Management*	109565B	78	<input type="checkbox"/>	
SIT50422 Diploma of Hospitality Management*	114877K	98	<input type="checkbox"/>	
BSB40520 Certificate IV in Leadership and Management	104008E	65	<input type="checkbox"/>	
BSB50420 Diploma of Leadership and Management	104390E	65	<input type="checkbox"/>	
BSB60420 Advanced Diploma of Leadership and Management**	106178D	70	<input type="checkbox"/>	
SIT60322 Advance Diploma of Hospitality Management	116815H	26	<input type="checkbox"/>	
BSB80120 Graduate Diploma of Management (Learning)	106179C	52	<input type="checkbox"/>	

**Note:** Details of Intake can be obtained from our Course Guide, by visiting our website: [www.veritas.edu.au](http://www.veritas.edu.au) or contacting our marketing team.

\*These qualifications include compulsory work-based training, which may require the student to undertake unpaid practical placement within a commercial kitchen.

\*\*To enter the qualification BSB60420 Advanced Diploma of Leadership and Management, applicant must have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise. Please refer to Student handbook, Student prospectus or our official website for more details

**11. Previous qualification achieved (do not leave it blank)**

Have you successfully completed any of the following qualifications in Australia or hold any overseas qualification?  Yes  No

- Bachelor Degree or higher  Advanced Diploma or associate degree  Diploma  
 Certificate IV  Certificate III  Certificate II  Certificate I  
 Other education (including certificates or overseas qualifications not listed above)

In the case of overseas qualification, has the qualification been assessed as equivalent to an Australian qualification?  Yes  No

Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary or a Veritas Institute Australia's education agent representative. Academic records not in English must also be accompanied by a certified translated copy. If you believe you have relevant work experience, attach details and documentation (e.g., employer reference, curriculum vitae etc.)

**12. Schooling**



What is your highest COMPLETED school level? (Tick ONE box only)

Year 12 or equivalent       Year 11 or equivalent       Year 10 or equivalent

Year 9 or equivalent       Year 8 or below       Never attended school

**Are you still enrolled in secondary or senior secondary education?**       Yes       No

**13. Employment**

**Which of the following best describes your current employment status?**

Full time employee       Part time employee       Unemployed-seeking full time work

Unemployed-seeking part time work       Self-employed - not employing others

Not employed - not seeking employment       Employed - unpaid worker in a family business

Self-employed – employing others

**14. Reasons for study**

**Out of the following, which best describes your reason for undertaking this course?**

To get a job       To get a better job or promotion       It was a requirement of my job

To develop my existing business       To start my own business       To try for a different career

To get into another course of study       I wanted extra skills for my job       For personal interest or self-development

To get skills for community/voluntary work       Other In case of Others, please state reason: \_\_\_\_\_

**15. Recognition of Prior Learning /Credit Transfer Application**

**Credit transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

**Recognition of prior learning** is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

If you are seeking credit transfer/recognition of prior learning, you must attach certified translated (English) copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information etc., so that Veritas Institute Australia can assess your eligibility for credit recognition. Also attach certified copies of previous relevant qualifications or experience. Complete the RPL/CT Form available online at [www.veritas.edu.au](http://www.veritas.edu.au) or at Veritas Institute Australia's reception.

**Would you like to make an application for RPL/ Credit transfer**       Yes       No

\*RPL fee is applicable a \$500 per unit \* Credit Transfer is of no charge

**16. Accommodation Requirements**

**Do you require Veritas Institute Australia to arrange accommodation?**       Yes       No

**If YES, what type of accommodation arrangements would you like?**       Private       Shared

**Do you require Veritas Institute Australia to arrange for Airport pickup?**       Yes       No

**Any other additional information:**

**17. Marketing**

**How did you find out about this course?**

Advertisement       Newspaper       Internet       Friends

Search engines/Google       Facebook       Instagram       Employer

Other, specify: \_\_\_\_\_

**18. Payment Details**



- Payment by Credit Card (Please fill in the credit authorization form)
- Payment by Cash
- Bank Cheque made payable to Veritas Education Pty Ltd
- Payment by Bank Transfer / EFT

**Bank Transfer to be made to the following bank account**

<b>Account Name</b>	Veritas Education				
<b>Account Number</b>	311910474	<b>BSB</b>	012505	<b>SWIFT Code</b>	ANZBAU3M
<b>Bank Name</b>	ANZ Bank				
<b>Bank Address</b>	579 Dean Street ANZ Albury NSW				

**19. Declaration**

1. I understand that the College is committed to protecting my rights to privacy.
2. The information on this form and documents provided in support of my application are correct and complete.
3. I acknowledge that incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and the College may refuse to offer a place in Course (s).
4. I have read and understood Marketing Flyer (s) and Student Handbook before completing this Enrolment Application form.
5. I meet admission requirements as outlined in the Course Marketing Flyer (s).
6. I understand that Student offer is not guaranteed at this stage as it is subject to **Veritas Institute Australia** assessing my application by considering presented information and documents.
7. I have read and understood grounds on which Student Enrolment may be deferred, suspended and cancelled through Student Handbook.
8. I have read and understood ESOS Framework presented via Student Handbook.
9. I have read and understood that after the visa grant, I could request the College for accommodation arrangements. Similarly, upon my request, the College will provide information on costs as per my choice of area and type of accommodation.
10. I have read and understood the indicative cost of living in Victoria.
11. I have read and understood Course progress and attendance requirements from Student Handbook including the College's Policy for monitoring course progress.
12. I have read and understood Cancellations and Refund Policy on Student Handbook.
13. I have read and understood information on Complaints and appeals from Student Handbook along with the College's Policy on Complaints and Appeals.
14. I acknowledge that it is my responsibility to seek independent advice before signing this application form.
15. I acknowledge that the College will send me Pre-enrolment Survey after I complete and sign this form.
16. I authorize the College to verify the authenticity of academic qualifications and claims that I made regarding my application by contacting previous institute and other bodies.
17. I have been informed that I will reach the final contract only by responding to the Student Offer & written Agreement.

<b>Student Signature</b>		<b>Date</b>	DD/MM/YYYY ____/____/____
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**20. Application Checklist**

- Include details of your previous academic qualifications.
- Include date of commencement and completion, or if you are yet to finish studying, you must mention your intended completion date.
- All Certified copies of academic qualifications must be attached to this application.
- If the qualifications are in a language other than English, please also supply certified translated copies. Documents must be certified by: By a JP, if you are in Australia; if overseas, then, your current or previous education institution; a solicitor; a pharmacist; a justice of the peace.
- If you are overseas, please email or post all documents in an envelope directed to the institution;
- Veritas Institute Australia reserves the rights to refuse admission on the grounds of incorrect certification or translation procedures.
- Students will be sent **Marketing Flyer (s)** and **Student Handbook** along with this form to inform you about our services. It is





imperative that you read the documents before completing this **Enrolment Application Form**.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Completed and attached all sections of this application | <input checked="" type="checkbox"/> Attached certified copies of your English Proficiency |
| <input type="checkbox"/> Attached relevant employment documentation                         | <input checked="" type="checkbox"/> Attached certified copies of your Passport            |
| <input checked="" type="checkbox"/> Attached certified copies of your qualifications        | <input checked="" type="checkbox"/> Read and signed the declaration                       |
| <input checked="" type="checkbox"/> Certified copy of your Visa                             | <input checked="" type="checkbox"/> Overseas Student Health Cover if available            |

**21. Privacy Notice**

Under the Data Provision Requirements 2012, Veritas Institute Australia 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), may be used or disclosed by Veritas Institute Australia for statistical, administrative, regulatory and research purposes. Veritas Institute Australia may disclose your personal information for these purposes to:

- a. Commonwealth and State or Territory government departments and authorised agencies; and
- b. NCVER. Personal information that has been disclosed to NCVER may be used or disclosed by NCVER 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

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorized agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](http://www.ncver.edu.au)).

**22. Student Declaration and Consent**

I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

<b>STUDENT SIGNATURE</b>	<b>DATE</b>	DD/MM/YYYY ____/____/____
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*\*Parental/guardian consent is required for all students under the age of 18.*

<b>PARENT/GUARDIAN SIGNATURE</b>	<b>DATE</b>	DD/MM/YYYY ____/____/____
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