International Student Application Form

PRIVACY STATEMENT

Privacy Notice

Under the Data Provision Requirements 2012, Queensford College 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 and your training activity data) may be used or disclosed by Queensford College for statistical, regulatory and research purposes. Queensford College may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

APPLICANT INFORMATION

Title Mr. ☐ Mrs. ☐ Ms. ☐ | Existing student number:

First Name: | Last Name:

Date of birth (dd/mm/yyyy): ____ / ____ / _____ | Gender: Male ☐ Female ☐

From 1 January 2015, we [Queensford College] can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI/ on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance

Enter your Unique Student Identifier Number (USI) *(if you already have one)*:

CONTACT DETAILS

Current Address: | Suburb:

Postcode: | State:

Home phone: | Mobile phone:

Email address:

EMERGENCY CONTACT DETAILS

Name: | Relationship:

Address: | Email:

Home Phone: | Mobile Number:

LANGUAGE AND ENGLISH PROFICIENCY

Country of birth: | Citizenship:

Is English your first language? Yes ☐ No ☐ If not, what is your first Language?:

If not, please indicate the English test you completed. IELTS ☐ TOEFL ☐ PTE(A) ☐ CAE(A) ☐ *(Attach evidence)*

Registration number: | Date: ____ / ____ / _____

Average score: Listening: Reading: Writing: Speaking:

DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? ☐ Yes ☐ No If no - go to next question

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

(You may indicate more than one area. Please refer to the Disability Supplement on page 6 for an explanation of the following disabilities)

☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Acquired brain impairment ☐ Vision
☐ Medical condition ☐ Other

EDUCATION

Please fill out below your highest level of education achieved.

Qualification name:	Qualification name:
Name of institution:	Name of institution:
Country:	Country:
Year completed:	Year completed:
Language of instruction: English ☐ Other ☐	Language of instruction: English ☐ Other ☐

Are you currently enrolled with another CRICOS provider? Yes ☐ No ☐ *If not, skip to the next section*

If so, do you have a Letter of Release? Yes ☐ No ☐

Do you require a Letter of Offer to be released by your current provider? Yes ☐ No ☐

Why are you leaving your current course provider?

Do you owe fees to your previous provider? Yes ☐ No ☐

Did you abide by the conditions of your student visa with your previous provider? *(Attendance and course progress)* Yes ☐ No ☐

When did you complete your course with your previous provider in Australia? ***(Attach evidence)***

EMPLOYMENT

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

☐ 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 ☐ Not employed – not seeking employment

Please attach a copy of your resume. Ensure you provide your employment history starting with the latest on the top.

PASSPORT AND VISA DETAILS

Passport No:	Country of Passport:

☑ Student Visa, subclass ☐ Visitor Visa ☐ Working Holiday Visa

☐ Other, please specify:

If applying for student visa, where will you apply: ☐ In Australia ☐ Outside Australia

Have you been refused entry into Australia?	Yes ☐ No ☐	Have you ever breached any VISA conditions?	Yes ☐ No ☐
Have you ever had a visa application rejected including countries such as UK, USA, Canada and New Zealand?	Yes ☐ No ☐	Have you been convicted of any crime or offence in any country?	Yes ☐ No ☐
Have you been issued a protection visa in any country to date?	Yes ☐ No ☐	Are you aware of work restrictions while studying in Australia?	Yes ☐ No ☐
Are you planning to stay back in Australia after completion of your study?	Yes ☐ No ☐	Are you bringing parent(s)/spouse/guardian with you while studying in Australia?	Yes ☐ No ☐

COURSE AND CAMPUS SELECTION

☐ Certificate IV in Business BSB40215 (CRICOS 086956C)

☐ Diploma of Business BSB50215 (CRICOS 087227F)

☐ Advanced Diploma of Business BSB60215 (CRICOS 087501D)

☐ Diploma of Leadership and Management BSB51915 (CRICOS 088531A)

☐ Advanced Diploma of Leadership and Management BSB61015 (CRICOS 088532M)

☐ Certificate IV in Accounting and Bookkeeping FNS60217 (CRICOS 097331A)

☐ Diploma of Accounting FNS40217 (CRICOS 097330B)

☐ Advanced Diploma of Accounting FNS60217 (CRICOS 097332M)

☐ Certificate III in Individual Support CHC33015 (CRICOS 089224D)

☐ Certificate IV in Ageing Support CHC43015 (CRICOS 089225C)

☐ Diploma of Nursing HLT54115 (CRICOS 096029D)

☐ Diploma of Early Childhood Education and Care CHC40312 (CRICOS 084087D)

☐ Diploma of Social Media Marketing 10118NAT (CRICOS 092893G)

☐ Diploma of Information Technology ICT50115 (CRICOS 092401K)

☐ Advanced Diploma of Network Security ICT60215 (CRICOS 096219J)

Commercial Cookery and Hospitality Package

☐ Certificate IV in Commercial Cookery SIT40516 (CRICOS 092402J)

☐ Diploma of Hospitality Management SIT50416 (CRICOS 091045M)

Campus: Adelaide ☐ Brisbane ☐ Parramatta ☐ Course Commencement Year: Month:

BRISBANE (Head Office)
Level 2, 359 Queen Street
Brisbane QLD 4000 Australia
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info@queensford.edu.au

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+61 2 8660 0040
sydneywest@queensford.edu.au

ADELAIDE
Level 11, 90 King William Street
Adelaide SA 5000 Australia
+61 8 8410 4605
sa@queensford.edu.au

APPLICANT AND FAMILY BACKGROUND

Please list your immediate family members (e.g. parents, siblings) and their current country of residence below.

Name	Relationship	Country of Residence	Occupation

Is your family supportive of your study in Australia? Yes ☐ No ☐

Do you have any relatives in Australia? Yes ☐ No ☐

What is their relationship to you? What is their occupation?

In which city/state do they live? City: State:

Have you previously travelled or studied overseas? Yes ☐ No ☐

If yes, which countries?

What is your relationship status? Single ☐ Engaged ☐ Married ☐ De Facto ☐ Separated/Divorced ☐ Widowed ☐

If relevant, will your partner/ spouse/ children accompany you to Australia? Yes ☐ No ☐

Do you have any dependants? Yes ☐ No ☐ If yes, what are their ages?

Will any dependants: Travel to Australia ☐ Remain at home ☐

Have your dependants (if any) had a student visa rejected from Australia or other countries in the past. Yes ☐ No ☐
If yes, please provide a copy of the Visa Refusal Letter.

FINANCIAL DECLARATION

What are the expected tuition fees for the duration of your chosen course? (AUD) $

Do you wish to pay more than 50% of the course/s tuition fee? Yes ☐ No ☐

Who will be funding your study and living expenses while in Australia?
And please provide an estimate of the sponsor's annual income in Australian Dollars. (AUD) $

Please provide evidence of your sponsors fund/ employment statement to this document.

How will you organise and access these funds?

Will you be using a bank loan to fund your studies? Yes ☐ No ☐
If yes, have you researched the availability of funding from an approved financial institution in your home country? Yes ☐ No ☐

Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your Student Visa? Yes ☐ No ☐

What type of accommodation will you be seeking in Queensland/Soth Australia/New South Wales?
(E.g. shared housing, institute accommodation, homestay etc.)

Are you aware about Australian Student Visa conditions? Yes ☐ No ☐

Do you understand the Queensford College Fees and Refunds policy? Yes ☐ No ☐

Have you read the student handbook in Queensford College and understand the conditions? Yes ☐ No ☐

***International Student Handbook and Refund Policy can be under on our website at: www.queensford.edu.au/downloads**

OSHC

Do you currently hold Overseas Student Health Cover (OSHC)? Yes ☐ No ☐

Do you want Queensford College to organise the Overseas Student Health Cover (OSHC) for you? Yes ☐ No ☐
If yes, please specify your cover status: Single ☐ Couple ☐ Family ☐

Name of OSHC provider:

Membership no: Expiration date (dd/mm/yyyy):

Do you require airport pickup? Yes ☐ No ☐ **If yes, airport pick up fee of $180 applies**

Do you require accommodation assistance? Yes ☐ No ☐ **If yes, accommodation placement fee of $200 applies**

STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course (Tick ONE box only)

- ☐ To get a job
- ☐ To develop my existing business
- ☐ To start my own business
- ☐ To try for a different career
- ☐ To get a better job or promotion
- ☐ It was a requirement of my job
- ☐ I wanted extra skills for my job
- ☐ To get into another course of study
- ☐ For personal interest or self-development
- ☐ Other reasons:

Please attach a personal statement with your application. Please be specific with your answers.

What made you choose Australia as a study destination and why not other countries such as the US, UK, Canada, NZ etc.?

How did you hear about Queensford College, have you considered any other providers in Australia? What made you choose Queensford College?

Why do you want to study at Queensford College and how relevant is your current qualification to the course/s that you have chosen to study at Queensford College?

Are similar courses available in your country? If yes, please explain why you chose to study at Queensford College and not your home country?

What is your career goal and how do you think studying this course at Queensford College would help you in achieving your career goal?

What sort of job opportunities do you think you have after completing the course and where do you see yourself in the next 5 years?

Have you commenced any course that you haven't completed? Yes ☐ No ☐

Has your application ever been refused by any Australia Provider? Yes ☐ No ☐

APPLICABLE FOR STUDENTS UNDER 18 YEARS OF AGE (TO BE FILLED OUT BY PARENT/GUARDIAN)

If your are under 18 years of age and your parents appointed Queensford College as a guardian, you would need to stay with Queensford College's approved homestay and guardianship providers.

- Do you wish to appoint Queensford College as the guardian for you child? Yes ☐ No ☐
- If yes, do you agree for your child to stay with a Queensford College approved homestay provider? Homestay fees vary depending on your child's requirements. Yes ☐ No ☐ **If yes, homestay administrative fee of $300 applies**
- Additional fee is applicable for guardianship service, do you agree to pay the fee to Queensford College approved guardianship service provider? Yes ☐ No ☐ **If yes, guardianship service administrative fee of $200 applies**

It is mandatory for the parent/guardian needs to fill the CAAW (Confirmation of Appropriate Accomodation and Welfare) form and submit it to us. **Please refer to the International Student Handbook about administrative and additional fees for students under 18 years old.**

STUDENT DECLARATION AND SIGNATURE

- 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 on page 1.
- I understand that giving false or incomplete information may lead to refusal of my application or cancellation of enrolment.
- I give Queensford College permission to obtain official records from an educational institution that I have attended.
- I understand that Queensford College collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements.
- I understand that if I have applied through an approved Queensford College agent, all correspondence relating to my application will be forwarded to that agent.
- I understand that any vocational placement undertaken as a part of any of the courses offered at Queensford College will be unpaid for.
- I have read, understood and agree to abide by the College Refund Policy found in the Student Handbook on the website of the College; www.queensford.edu.au.
- I understand that by signing this application form, I will be sent a letter(s) of offer for Queensford College if all admission requirements are met.
- I agree that on acceptance of enrolment by Queensford College, I must sign and return an Acceptance to my Letter of Offer which will be the contract of Enrolment.
- I agree that I may choose to pay more than 50% of the total tuition fees up front for the course before I commence the course that is more than 25 weeks. The College can request 100% of the total tuition fees for short courses of 25 weeks or less.

Student Declaration and Consent

☐ Tick here to confirm you have declared and consented to the above mentioned.

Signature of Applicant: ..... Date: _____ / _____ / _____

If student is under 18 years of age parent/guardian must sign below.

Name of Parent/Guardian: ..... Signature of Parent/Guardian: ..... Date: _____ / _____ / _____

EDUCATION AGENT DECLARATION AND SIGNATURE

As a result of an interview and counselling session undertaken at _____, I hereby declare that;

- The applicant, to the best of my knowledge, has a full and clear understanding of the Genuine Temporary Entrant (GTE) requirements to undertake study in Australia
- All information and documentation to support this application has been sighted and verified to be true and genuine

I hereby recommend Queensford College proceeds with the assessment of this application **AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT**

Name of the assessing officer: _____

Education Agent Business Details

Name: _____

Address: _____

Signature of Assessing Officer: ..... Date: _____ / _____ / _____

Application Checklist			
☐ Completed Application Form	☐ Academic certificate(s)	☐ Resume	☐ Proof of Immigration History
☐ Copy of Passport	☐ TOEFL/IELTS Certificate	☐ Personal Statement	☐ Letter of Release (if applicable)
☐ Copy of Visa	☐ English Course Certificate (where applicable)	☐ Proof of Finances	☐ OSHC Details (if applicable)

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Disability Supplement Information

DISABILITY SUPPLEMENT

INTRODUCTION

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please see a explanation in the following list below:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

☐ 11 — Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

☐ 12 — Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

☐ 13 — Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

☐ 14 — Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

☐ 15 — Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

☐ 16 — Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

☐ 17 — Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

☐ 18 — Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

☐ 19 — Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.