

STUDENT APPLICATION FORM

SELECT COURSE	CRICOS CODE	QUALIFICATION	COURSE DURATION	TUITION FEE
<input type="checkbox"/>	093988C	BSB20115 Certificate II in Business	26 Weeks	A\$3,000
<input type="checkbox"/>	093989B	BSB30115 Certificate III in Business	52 Weeks	A\$6,000
<input type="checkbox"/>	093990J	BSB42015 Certificate IV in Leadership and Management	52 Weeks	A\$6,000
<input type="checkbox"/>	098756A	BSB51918 Diploma of Leadership and Management	52 Weeks	A\$6,000
<input type="checkbox"/>	093992G	BSB61015 Advanced Diploma of Leadership and Management	104 Weeks	A\$12,000
<input type="checkbox"/>	094687G	BSB41515 Certificate IV in Project Management Practice	52 Weeks	A\$6,000
<input type="checkbox"/>	094688G	BSB51415 Diploma of Project Management	52 Weeks	A\$6,000
<input type="checkbox"/>	098013G	FNS40217 Certificate IV in Accounting and Bookkeeping	78 Weeks	A\$12,000
<input type="checkbox"/>	098014F	FNS50217 Diploma of Accounting	78 Weeks	A\$12,000
<input type="checkbox"/>	098015E	FNS60217 Advanced Diploma of Accounting	104 Weeks	A\$16,000

USI Number: _____ Intake Date: _____

STUDENT DETAILS

First Name _____ Middle Name _____
 Family Name _____
 Gender ☐ Male ☐ Female ☐ Other Date of Birth _____
 Phone Number _____ Mobile Number _____
 Email Address _____ Nationality _____
 Address _____
 Visa Status ☐ Onshore ☐ Offshore

EMERGENCY CONTACT DETAILS

Name _____ Relationship _____
 Phone Number _____ Mobile Number _____
 Email address _____
 Address _____

OVERSEAS INFORMATION

Passport Number _____
 Overseas Address _____

 Country _____ Phone number _____

STUDENT DETAILS

Are you Aboriginal or Torres Strait Islander?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Do you speak a language other than English at home?

☐ No, English only ☐ Yes, Other : _____

Last school level completed

Year completed: _____ ☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent
☐ Year 9 or equivalent ☐ Year 8 or Below

Country of Birth _____

COURSE AVETMISS DETAILS

Study Reason	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons	Current labour status <input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self employed - not employing others <input type="checkbox"/> Self employed - employing others <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment
	Prior educational achievements <input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Diploma (or associate diploma) <input type="checkbox"/> Certificate IV (or advanced certificate/technician) <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)	Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, select below: <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other: _____

Proficiency in English ☐ Very well ☐ Well ☐ Not well ☐ Not at all

IMPORTANT INFORMATION

When did you first arrive in Australia? _____ Have you ever been reported? ☐ Yes ☐ No ☐ N/A

What courses have you already completed in Australia? (Name and completion date) _____

Agency Name _____ Contact Person _____

DOCUMENT CHECKLIST

Mandatory items for Application

- ☐ Passport with signature
- ☐ Current visa
- ☐ OSHC Policy with dates
- ☐ Most **recent** Australian Qualification and Transcript (and highest achieved)
- ☐ CoEs - Current/Future/Cancelled/Finished

Other documents

- ☐ Relevant Overseas Educational Records Translation of Educational Records (if not in English)
- ☐ English Certificate (to meet entrance requirements of course)
- ☐ Confirmation of Release
- ☐ Current resume

OTHER DETAILS

Intake Dates - See NCCS website <http://nccs.nsw.edu.au/tuition-fees-and-key-dates/>

Course Information - See NCCS website <http://nccs.nsw.edu.au/course-structures/>

Entry requirements - Please make sure you refer to the specific entry requirements that apply to the course you are applying for by using the details provided on NCCS Website <http://nccs.nsw.edu.au/course-structures/>.

Pre-enrolment information and additional fees - For detailed information about all courses pre-enrolment information such as cost of living in Australia, accommodation options and various additional fees charged, see student handbook on NCCS Website <http://nccs.nsw.edu.au/policies-and-procedures/>

Cancellation and Fee Refund Policy - For detailed information about NCCS refund policy and form, see Fee Refund Policy and Application Form on NCCS Website <http://nccs.nsw.edu.au/policies-and-procedures/>

USI - From 1 January 2015, NCCS 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 <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

PRIVACY STATEMENT AND STUDENT DECLARATION

Privacy Notice

Under the Data Provision Requirements 2012, NCCS 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 [insert RTO name] for statistical, administrative, regulatory and research purposes. NCCS may disclose your personal information for these purposes to:

Commonwealth and State or Territory government departments and authorised agencies; and 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 authorised 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).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct. I have read and understood and agree to all information provided in student handbook and relevant policies on NCCS website. I understand that acceptance into any course(s) at NCCS is subject to meeting the course entry requirements and submitting full payment of fees a minimum of 14 days prior to the commencement date of the course.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature:

(Same signature as passport)

Date:

[Click here for info on how to sign this form digitally on your device](#)

You'll need Acrobat Reader (FREE DOWNLOAD <https://get.adobe.com/reader/>)