MELBOURNE Metro College
Learn. Grow. Become. | RTO NO.: 52791; Cricos Code: 03831C

STUDENT ENROLMENT FORM (ONSHORE)

APPLICANT DETAILS

Student ID _____ **(ONLY FOR CURRENT OR OLD STUDENT OF MELBOUNRE METRO COLLEGE)**

Unique Student Identifier (USI) (if you already have one) _____

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 refer to USI section in Page 4 of this application form to request USI through your RTO.

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Given Name _____ Family Name _____

Date of Birth __ | __ | __ Gender M ☐ F ☐ Other ☐

Unit No. _____ Street No. _____ Street Name _____ City/Town/Suburb _____

State _____ Postcode _____ Mobile _____ Email _____

Postal Address (if different from above) _____

NAME OF EMERGENCY CONTACT

Name _____ Relationship _____ Mobile _____

Address _____ Email _____

NATIONALITY, LANGUAGE, CULTURAL DIVERSITY AND PASSPORT DETAILS

Nationality _____ Country of Birth _____ Country of current residence _____

Language other than English spoken at home (If more than one, indicate the one that is spoken most often) _____

Passport Number _____ Date of Issue _____ Date of Expiry _____

VISA DETAILS

Do you currently hold an Australian Visa ? Yes ☐ No ☐ **If YES**, select one of the applicable boxes.

Student Visa ☐ Bridging Visa ☐ Graduate 485 ☐ Working Holiday ☐ Tourist/Visitor ☐ Others _____

Visa No. _____ Date Granted __ | __ | __ Date of Expiry __ | __ | __

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 ☐

DISABILITY

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

If yes, please indicate the areas of disability, impairment or long term health condition: _____

Hearing ☐ Mental Illness ☐ Vision ☐ Physical ☐ Medical condition ☐ Intellectual ☐ Other _____

ABN: 56 610 041 775
E: admissions@melbournemetrocollege.edu.au
W: www.melbournemetrocollege.edu.au
Level 5, 440 Elizabeth Street, Melbourne VIC 3000, Australia
73-81 Murray St, Hobart, Tasmania 7000, Australia
T: +613 9999 7401

STUDY REASON

Please 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 ☐

It was a requirement of my job ☐   For personal interest or self-development ☐   Other reasons _____

PREVIOUS QUALIFICATIONS

Have you previously studied in Australia? Yes ☐   No ☐

If YES, What is your highest completed qualification in Australia?

Qualification Name	Name of Institution	Year Completed

Are you transferring from another provider? Yes ☐   No ☐

Did you complete your course? Yes ☐   No ☐   **If NO**, Do you have a release letter? Yes ☐   No ☐

What is your highest completed qualification from overseas?

Qualification Name	Name of Institution, Country	Year Completed

ENGLISH LANGUAGE PROFICIENCY

Have you taken a recognised English language test such as IELTS or PTE?   Yes ☐   No ☐

If YES, please complete the details below and provide a copy of the test results.

IELTS ☐   PTE ☐   Other _____   Results (score) _____   Date of test* _____

*English Language Test must have been undertaken within the last 2 years.

Do you require LLN (Language, Literacy and Numeracy) support?   Yes ☐   No ☐

EMPLOYMENT

Please select which BEST describes your current employment status **(Tick ONE box only)**

Full-time employee ☐   Part-time employee ☐   Self-employed - employing others ☐   Self-employed - not employing others ☐

Not employed - seeking part-time work ☐   Not employed - not seeking employment ☐

OVERSEAS STUDENT HEALTH COVER (OSHC)

Would you like the College to arrange your OSHC? Yes ☐   No ☐

Single ☐   Couple ☐   Family ☐

If yes, what type of OSHC will you be requiring (tick the relevant category)

If no, Please provide your OSHC details: OSHC Provider Name: _____

Membership number: _____   Cover type _____   Expiry date __|__|__

RECOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER

Do you intend to apply for RPL or CT? Please note that if you have met unit of competency requirements in a unit within your chosen course of study, Sydney Metro College is obliged to recognise that unit under the Australian Qualification Framework. Yes ☐ No ☐

Please write down the course/s for which you have an AQF certificate or record of results. You must provide original evidence with this application

Qualification Name	Certificate	Record of Result
	☐	☐
	☐	☐
	☐	☐

WHICH CAMPUS WILL YOU BE STUDYING AT   MELBOURNE ☐   HOBART ☐

COURSE ENROLMENT DETAILS AND INTAKE DATES

Code	Course	CRICOS	Duration 1	Duration 2
CHC33021	Certificate III in Individual Support	CRICOS COURSE CODE: 113678C	52 weeks ☐	34 weeks ☐
CHC43015	Certificate IV in Ageing Support	CRICOS COURSE CODE: 102384H	52 weeks ☐	
CHC43121	Certificate IV in Disability Support	CRICOS COURSE CODE: 113679B	26 weeks ☐	
CHC52021	Diploma of Community Services	CRICOS COURSE CODE: 113680J	104 weeks ☐	
CHC30121	Certificate III in Early Childhood Education & Care	CRICOS COURSE CODE: 108578E	52 weeks ☐	
CHC50121	Diploma of Early Childhood Education & Care	CRICOS COURSE CODE: 108579D	52 weeks ☐	
SIT40521	Certificate IV in Kitchen Management	CRICOS COURSE CODE: 109579G	78 weeks ☐	52 weeks ☐
SIT50422	Diploma of Hospitality Management	CRICOS COURSE CODE: 111654E	104 weeks ☐	26 weeks ☐
BSB40520	Certificate IV in Leadership and Management	CRICOS COURSE CODE: 104015F	52 weeks ☐	
BSB50420	Diploma of Leadership and Management	CRICOS COURSE CODE: 104411E	52 weeks ☐	
BSB60420	Advance Diploma of Leadership and Management	CRICOS COURSE CODE: 105541J	52 weeks ☐	
BSB80120	Graduate Diploma of Management (Learning)	CRICOS COURSE CODE: 114017K	52 weeks ☐	

2023 ☐ 09 JAN ☐ 13 FEB ☐ 13 MAR ☐ 10 APR ☐ 15 MAY ☐ 12 JUN ☐ 10 JUL ☐ 14 AUG ☐ 11 SEP ☐ 09 OCT ☐ 13 NOV ☐ 11 DEC

2024 ☐ 08 JAN ☐ 12 FEB ☐ 11 MAR ☐ 08 APR ☐ 13 MAY ☐ 10 JUN ☐ 08 JUL ☐ 12 AUG ☐ 09 SEP ☐ 14 OCT ☐ 11 NOV ☐ 09 DEC

TUITION FEE PAYMENT OPTIONS

☐ Pay less than 50% (specify amount) $ _____ | ☐ Pay more than 50% (specify amount) $ _____ | ☐ Pay 50% only

IMPORTANT: You are not required to pay more than 50% of your tuition before commencing your studies, but you may do so if you wish.

Note : Above fees does not include Enrolment, Material Fees and other Non-Refundable fees. For the full list of fees and charges associated with each program, visit www.melbournemetrocollege.edu.au

*For direct entry to SIT60322 Advanced Diploma of Hospitality Management, student must have completed a SIT50422 Diploma of Hospitality Management.

*For direct entry to CHC50121 Diploma of Early Childhood Education and Care, student must have completed a CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care.

*For direct entry to CHC43121 Certificate IV in Disability Support, student must have completed CHC33015 Certificate III in Individual Support, or CHC33021 Certificate III in Individual Support, or CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

*For direct entry to BSB60420 Advanced Diploma of Leadership and Management, Entry to this qualification is limited to those who: 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.

*For direct entry to BSB80120 Graduate Diploma of Management (Learning), student must have completed the equivalent of Diploma level qualification or higher.

REQUEST FOR UNIQUE STUDENT IDENTIFIER (USI)

From 1 january 2015, melbourne metro college can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). 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.

Unique Student Identifier (USI) (if you already have one)

USI APPLICATION THROUGH YOUR RTO (IF YOU DO NOT ALREADY HAVE ONE)

Application for Unique Student Identifier (USI)

If you would like melbourne metro college to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at [https://www.usi.gov.au/documents/privacy-notice-when-rto- applies-their-behalf]. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .... authorise melbourne metro college to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at [https://www.usi.gov.au/documents/privacy- notice-when-rto-applies-their-behalf], and NCVER policies, procedures and protocols published on NCVER's website at www.ncver.edu.au

writing or by email to admissions@melbournemetrocollege) within 10 business days of accepting COLLEGE's offer. In this instance, a full refund of prepaid tuition fees will be provided, less the Application Fee

MELBOURNE METRO COLLEGE TERMS AND CONDITIONS

1.0 Overseas Students are required to provide their current Australian address to the College at all times. Student must notify melbourne metro college, the change of details within 7 days. 2.0 All due care with College equipment, facilities and property at all times 3.0 COLLEGE reserves the right to expel students for serious breaches of discipline 4.0 Course Entry Requirements For entry into a COLLEGE program, international students must be: • 16 years of age or older at the time of course commencement • Fulfil any specific course requirements as listed in the programs • Satisfy English Language requirements* *International students (from countries where English is not the first language) are expected to have a minimum English Language standard and are required to have one of the following prior to enrolling in a qualification: • At least 50% completion of any AQF Certificate IV or Diploma qualification within Australia • Achieved an IELTS band score of 5.5 • Achieved an IELTS band score of 5.0 plus must have completed Upper intermediate ELICOS (At least 10 weeks) • Achieved an IELTS score of 4.5 plus must have completed Upper intermediate ELICOS (At least 20 weeks) • Successfully completed at least 38 weeks of ELICOS study in Australia • Successfully completed a COLLEGE English language test Depending on the student's country of origin, there may be additional English Language requirements that the student needs to meet to obtain a student visa. For more information, please check the Department of Home Affairs website: https://www.homeaffairs.gov.au/trav/stud 5.0 Application Fees All COLLEGE course applicants must pay a $200 and $100 of Materials Fee per Qualification non-refundable application fee. This can be paid at the same time as paying for Tuition Fees. For more information on the breakdown of fees, please see the relevant courses. 6.0 Tuition Fees Tuition Fees DO NOT cover application fees, material fees i.e. student workbooks, accommodation, living expenses, uniforms, stationery and equipment. No student is required to pay more than 50% of the total course fees before the agreed commencement date. No amount adding to over 50% is required until two weeks before the commencement of the second study period. This also applies to payments made through any third party. For more information on the breakdown of fees, please see **the relevant courses. 7.0 other fees and charges related to each program, including material fees is stipulated in the specific programs available on melbournemetrocollege.edu.au** Transfer of Fees No fees will be transferred to other external institutions or persons. 9.0 Refund Policy COLLEGE will go over the Refund Policy with you in detail prior to enrolment. If your application is successful, COLLEGE will forward you a Letter of Offer and Student Acceptance Agreement. The agreement specifies COLLEGE's Refund Policy, and must be signed and agreed by you prior to COLLEGE accepting any fees or accepting your enrolment. As required by Australian Consumer Law, you are entitled to a cooling off period, where you are permitted to cancel your course without penalty (in **writing or by email to admissions@melbournemetrocollege) within 10 business days of accepting COLLEGE's offer. In this instance, a full refund of prepaid tuition fees will be provided, less the Application Fee.** 10.0 Enrolment and Induction All confirmed Students are required to attend orientation prior to commencing their studies. Students will be informed on the details of their orientation once their enrollment is confirmed.11.0 LL&N Support melbourne metro college is committed to providing LL&N(Language, Literacy and Numeracy) support to students who may require it during their enrollment. These students may include those from linguistically and/ or culturally diverse backgrounds, students with a disability and students whose first language is not English. 12.0 Attendance and Course Progress Regular attendance (at least 80% at all times) and satisfactory academic progress is a requirement for all students. International students must attend a full time study load (20 hours per week). COLLEGE monitors attendance and academic progress regularly. You will be assessed for satisfactory course progress at the end of each study period. If you have not achieved competency in at least 50% of the course requirements for that period, your teacher will work with you closely to help you achieve competency. If you do not achieve competency in at least 50% of the course requirements for a second consecutive term, you will be notified in writing that COLLEGE intends to report you to the Department of Home Affairs for unsatisfactory progress. If at any time your attendance drops below 80% in a term, then you will also be notified in writing for unsatisfactory attendance. Please note that if you are reported for unsatisfactory course progress Department of Home Affairs may cancel your visa. 13.0 Re-assessment and Repeating Units of Competency for each Assessment Task, Students are provided with 3 opportunities to achieve a Satisfactory Result. Should a Student be unable to achieve a Satisfactory Result by their third attempt, they will be required to undertake a reassessment for that Task. The cost of Reassessment for each Assessment is $200. Should a Student not achieve a Satisfactory Result following Re- assessment, the Student will be required to repeat the unit of competency in its entirety, in line with the Institute's Student Assessment, Reassessment and Repeating Units of Competency Policy. The cost to repeat a unit of competency is $400 and is subject to timetable availability. 14.0 Credit Transfer (CT) and Recognition of Prior Learning (RPL) Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Note that a shortening of overall course duration does not change the requirement for International students to be enrolled in full-time study. Detailed information on COLLEGE's CT/RPL process is provided prior to enrolment and is available at Reception. 15.0 Students are required to notify the College any change of details within 7 days. 16.0 Cost of Living in Australia (AU$) The figures below are estimates only to give an indication of living expenses in the city of Melbourne for one person per year (excluding course fees): Accommodation/Electricity/Phone/Food $19,830 Overseas Student Health Cover single cover) $492 Travel/Incidentals $2,000 Total $20,000 - $27,000 (Approx.) 17.0 How to Apply: A step-by-step guide 1) Choose the course you are interested in and check the course entry requirements 2) Apply for the course you wish to study by completing this Enrolment Form 3) Read the Terms and Conditions and sign both declarations to confirm your agreement 4) Ensure you have attached all relevant supporting information 5) Return your application form and necessary documents to a COLLEGE Marketing and Admissions Officer 6) You will then be booked in to have a meeting with a COLLEGE Marketing and Admissions Officer. At this meeting, the Marketing and Admissions Officer will go through pre-enrolment information with you and will assess your application for enrolment. 7) If your application is successful, you will receive a Letter of Offer, an invoice stating the cost of your studies and a Student Acceptance Agreement. 8) On payment of the invoice and receipt of your signed Student Acceptance greement, your enrolment will be confirmed and you will be provided with your Orientation details18.0 Payment All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer. You can make your payment directly depositing into: iLearn OZ Pty Ltd. BSB No: 062016 Account No: 1131 2901 Commonwealth Bank of Australia You can also make your payment by Bank Draft to melbourne metro college Pvt Ltd. No obligation is created on melbourne metro college, until **funds are cleared and an official receipt is issued. 19.0 Consent for use of photograph I understand that during my studies at melbournemetrocollege.edu.au I can be photographed (still or video) at any time at the college or** outside the college (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by Melbourne Metro college for any promotional materials. I understand that I can withdraw my consent at any time in writing. 20.0 Unique Student Identifier (USI) from 1st January 2015, all students studying Nationally Recognised Training in Australia will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the Institute's Student Handbook or speak to the Institute's Student Services Team. You must provide your USI to the Institute's Marketing and Admissions Officer by your Orientation date. The Institute will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar. 21.0 Privacy Policy The primary purpose in collecting your information is to fulfil our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in our services, inform you of other products and services or to comply with requirements under the law. An applicant's information may be made available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. We shall not otherwise disclose your personal information to any other party without your consent and we do not sell personal information to third parties. 22.0 Complaints and Appeals COLLEGE endeavours to create a positive learning environment free of coercion, unfair treatment or harassment. Any circumstance caused by COLLEGE, its trainers, assessors or other staff, a third party providing services on COLLEGE's behalf (including the third party organisation itself, their trainers, assessors or other staff), or another learner of COLLEGE, which affects the well-being of a student, will be dealt with in a professional manner in line with published procedures. Students who are dissatisfied with decisions made by the Institute will be able to access the Institute's internal and external appeals processes.

For COLLEGE's full Complaints and Appeals policy, refer to the Student Handbook. 23.0 Standards for Registered Training Organisations (RTOs) 2015 The Standards for Registered Training Organisations (RTOs) 2015 is in place to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high quality training and assessment services in the vocational education and training system. Melbourne metro college (the RTO) is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

Course Information

Please refer to Melbourne metro college website https://www.melbournemetrocollege.edu.au/our-courses for complete information about courses including course contentand course delivery modes in which you require enrolment(s).

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 **melbourne metro college.** Website https://www.melbournemetrocollege.edu.au/future-students/

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, please refer to https:// www.melbournemetrocollege.edu.au/future-students/ on melbounre metro college Website or refer to the Student   Handbook on melbourne website https://melbournemetrocollege.edu.au/international-student-handbook/

APPLICATION CHECKLIST

- [ ] Completed Application Form
- [ ] Certified copy of your passport page
- [ ] Copy of current visa (if applicable)
- [ ] Copy of Overseas Student Health Cover
- [ ] Certified copy of your most recent and highest qualification achieved in Australia
- [ ] Certified copy of your official final high school, college or university certificate and transcript
- [ ] Certified copies of your IELTS, PTE or a relevant English certificate or English assessment test (Upper-intermediate, IELTS 5.5, TOEFL to PTE 43)
- [ ] Cancelled COE/Finished COE
- [ ] Certified translations of any documents that are not in English

Please email completed application form and evidence to: admissions@melbournemetrocollege.edu.au

Under the Data Provision Requirements 2012, melbourne metro 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 melbourne metro college for statistical, regulatory and research purposes. melbourne metro 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).

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 melbourne metro college website. I understand that acceptance into any course(s) at melbourne metro college 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 NAME _____

PARENT/GUARDIAN NAME _____

STUDENT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE* _____

DATE _____

DATE _____

*Parental/guardian consent is required for all students under the age of 18.

AGENCY DETAILS

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 melbourne metro college proceeds with the assessment of this application

Agency Name

Counsellor Name

Email

Place stamp below (if applicable)