INTERNATIONAL STUDENT APPLICATION FORM

SKILLS® AUSTRALIA INSTITUTE
DREAM | SEEK | ACHIEVE

STUDENT ID (EXISTING SAI STUDENT ONLY)

UNIQUE STUDENT IDENTIFIER (USI)

CAMPUS SELECTED

☐ Perth

PERSONAL DETAILS

First Name
Middle Name
Last Name
Gender ☐ M ☐ F ☐ Not Specified
Date of Birth (dd/mm/yy)
Under 18 years ☐ Yes ☐ No
Country of Birth
Your Nationality
Passport Number
Passport Expiry Date
Are you an Aboriginal and/or Torres Strait Islander?
☐ Yes ☐ No If Yes, please specify

CONTACT DETAILS

Current address in Australia (If Available)

Street Address
Suburb
State Postcode
Email
Phone
Mobile

Permanent Address in your home country

Street Address
Town / City
District/ Region
State Postcode
Email
Phone
Mobile

EMERGENCY/ PARENTS CONTACT DETAILS

Full Name
Relationship
Email
Phone Mobile

AGENT STAMP

COUNSELLOR NAME:_____

*Please note, Skills Australia Institute currently holds Third Party Agreements with its registered education agents to recruit students on its behalf.
All education agents associated with Skills Australia Institute are listed on our website.
For further information please visit: www.skillsaustralia.edu.au/registered-agents/

APPLICANT CURRENT LOCATION

☐ Onshore ☐ Offshore

COURSES

COURSE NAME	WA
AUTOMOTIVE	
AUR30620 Certificate III in Light Vehicle Mechanical Technology Duration - 78 weeks CRICOS Course Code - 103646E	☐
AUR40216 Certificate IV in Automotive Mechanical Diagnosis Duration - 26 weeks CRICOS Course Code - 102699M	☐
AUR50116 Diploma of Automotive Management Duration - 26 weeks CRICOS Course Code - 102700A	☐
BUSINESS	
BSB50120 Diploma of Business (Operations) Duration - 52 weeks CRICOS Course Code - 106514D	☐
CONSTRUCTION	
CPC30220 Certificate III in Carpentry Duration - 104 weeks CRICOS Course Code - 104764B	☐
CPC33020 Certificate III in Bricklaying and Blocklaying Duration - 104 weeks CRICOS Course Code - 108138G	☐
CPC31320 Certificate III in Wall and Floor Tiling Duration - 104 weeks CRICOS Course Code - 108137H	☐

PREFERRED CLASS SCHEDULE (Refer to the latest price list)

☐ Schedule 1: Weekdays ☐ Schedule 2: Weekend

INTAKE

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ June
☐ Jul ☐ Aug ☐ Sept ☐ Oct ☐ Nov ☐ Dec

PAYMENT PLAN

☐ Month ☐ Term ☐ Semester ☐ Year

ENGLISH LANGUAGE ABILITY

Which English test have you completed in the last 2 years

☐ IELTS ☐ TOEFL ☐ PTE ☐ CAE

☐ Other

Result of the Test

(Please attach a certified copy of the result)

Have you completed any English Course in Australia?

☐ Yes ☐ No (If yes, please attach relevant evidence)

Have you completed a Certificate IV level or above course in Australia no longer than 2 years of issuance?

☐ Yes ☐ No (If yes, please attach relevant evidence)

Is English your first Language? ☐ Yes ☐ No

If No, please specify your First Language

EQUITY & DISABILITY

Providing information about a disability or medical condition will not disadvantage your application; however SAI needs to assess if we can make any reasonable adjustments to accommodate your disability or medical condition and advise you accordingly. In some cases there may be a cost.

Do you have a disability, injury or continuing medical condition, which may affect your studies? ☐ Yes ☐ No

If yes, please specify the type of disability

☐ Hearing/Deaf ☐ Vision ☐ Learning ☐ Mobility

☐ Medical ☐ Physical ☐ Mental Illness

☐ Other

*If you need further information to complete this question, please request a copy of the 'Disability Information Supplement' from the Student Services team

Provide details about your medical condition/disability in brief

VISA Status

If you hold a current Australian Visa, provide the following information

Type of Visa: ☐ Student ☐ Visitor ☐ Working Holiday

☐ Other

Current Visa Expiry Date:

DOHA Office where application will be lodged

Applicant location when application be lodged

☐ Onshore ☐ Offshore

EDUCATIONAL BACKGROUND

Are you still attending secondary school? ☐ Yes ☐ No

What is the highest level of secondary school you have completed?

☐ Year 12 or equivalent ☐ Year 11 or equivalent

☐ Year 10 or equivalent ☐ Year 9 or equivalent

☐ Year 8 or below ☐ Never attended school

Year you completed high school level

Have you completed a Degree, Diploma or a Certificate program? ☐ Yes ☐ No

If yes, please tick the correct box below

☐ Bachelor's Degree ☐ Post Graduate

☐ Advanced Dip or Associate Degree ☐ Diploma

☐ Certificate III or Trade Certificate

☐ Certificate IV or Advanced

☐ Others (please specify)

Please provide details of all current and previous studies (including High School) that you have completed, or will be completing. Please provide copies of all latest qualifications and/or High School results.

Qualification/Course

Year of Completion

Name of the College/Institution

Country/State

Qualification/Course

Year of Completion

Name of the College/Institution

Country/State

Are you applying for Credit Transfer or Recognition of Prior Learning? ☐ Yes ☐ No

If yes, than please fill application for credit transfer / RPL

CURRENT STUDIES IN AUSTRALIA

Are you currently studying in Australia? ☐ Yes ☐ No

If Yes, please provide the following details

Name of Institution

Course Enrolled

Date of Commencement

DIGITAL LITERACY

Do you regularly have access to any of these digital technologies?			Select your level of capability for each digital technology			
Digital Technologies?	**Yes**	**No**	**No Capability**	**Limited**	**Capable**	**Advance**
Desktop or notebook computer	☐	☐	☐	☐	☐	☐
Tablet or Smart Phone	☐	☐	☐	☐	☐	☐
Internet	☐	☐	☐	☐	☐	☐
Microsoft Word	☐	☐	☐	☐	☐	☐
Microsoft Excel	☐	☐	☐	☐	☐	☐
Microsoft Powerpoint	☐	☐	☐	☐	☐	☐
Email	☐	☐	☐	☐	☐	☐

EMPLOYMENT STATUS

Please select the option that fits your current employment status:

- ☐ Full-time employee
- ☐ Employer
- ☐ Not employed - not seeking work
- ☐ Unemployed – looking for full-time work
- ☐ Unemployed – looking for part-time work
- ☐ Self-employed, not employing others
- ☐ Employed in the family business
- ☐ Part-time employee

REASON FOR STUDYING FURTHER

Tick the option that best fits your study reason for taking up the course (only one)

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

OVERSEAS STUDENT HEALTH COVER (INSURANCE)

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

If yes, please mention the following details:

Name of the Provider _____

Membership No _____

Date of Expiry (dd/mm/yyyy) _____

If no, then do you want Skills Australia Institute to organise OSHC on your behalf? ☐ Yes ☐ No

If yes, then please fill the details below:

Type of Cover ☐ Single ☐ Couple ☐ Family

Tenure of the Cover _____ years _____ months

*P.S. As you hold a Student Visa, you need to have a VISA LENGTH insurance, which means the OSHC must be valid for the whole tenure of your student visa, and NOT just the course period.

Note: All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. It is the responsibility of the student to ensure that their OSHC is up to date.

HOW DID YOU KNOW ABOUT SKILLS AUSTRALIA INSTITUTE

- ☐ Authorised Agent _____
- ☐ Skills Australia Institute Website
- ☐ Exhibition/Seminar ☐ Internet
- ☐ SAI Student _____
- ☐ Magazines /Newspaper
- ☐ Other _____

AGENT DECLARATION (IF APPLICABLE)

I have assessed the applicant as a Genuine Temporary Entrant and Border Protection as per www.border.gov.au to the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed on this application. I have made every effort to verify the authenticity and validity of the documents which form access to the total funds required while in Australia to cover all travel, OSHC, tuition and living costs for themselves and any dependents. I recommend that SAI proceed with the assessment for admission of this declare that I will forward all correspondence related to this application to the student.

Agent's Signature..

Date (dd/mm/yyyy)

STUDENT DECLARATION

I,..... declare that the information provided in this application form and other supporting documents is true and correct. I agree that I have read and agree to be bound by the Conditions of Enrolment and policies and procedures of Skills Australia Institute . I acknowledge that Skills Australia Institute reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

This Application Form includes questions to enable Skills Australia Institute to collect and provide AVETMISS compliant records to meet our National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and Skills Australia Institute 's Privacy Notice is available at the Front Desk, and via the Skills Australia Institute website.

Skills Australia Institute recognises and respects your privacy. Skills Australia Institute collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of our application process. Skills Australia Institute 's Privacy Policy reflects the National Privacy Principles set out in the Privacy Act 1988 as well as the Information Privacy Principles set out in the Information Privacy Bill 2007 (WA). Further information about our Privacy Policy is available in the conditions of enrolment section of this application form.

I understand that when Skills Australia Institute performs a search to locate my USI, the following will occur:

☐ I understand that when Skills Australia Institute performs a search to locate my USI, the following will occur: I will receive a notice regarding the use of this function to confirm my USI;

The RTO name included on the notice will appear as follows:

Legal Name – Excellent Accounts Pty Ltd
Trading Name – Skills Australia Institute

More information on the requirement for a USI is available via www.usi.gov.au.*

☐ I do not allow Skills Australia Institute to use photographs, testimonials and videos taken of me for advertising or marketing purposes.

Applicant's signature

Date

Parent or Guardian's signature.
(If applicant is under 18 years of age)

Date

CONDITIONS OF ENROLMENT

Students must notify Skills Australia Institute of any changes to their residential address and/or contact details within 7 days of the change.

REFUNDS AND CANCELLATION POLICY OVERVIEW

The Skills Australia Institute Refund and Cancellation Policy covers how REFUND and CANCELLATION Fees are calculated in the event of Student Default or Skills Australia Institute Default. The calculations are in accordance with federal legislation and regulations including the Education Services for Overseas Students (ESOS) Act 2000, the National Code 2018 and the ELICOS Standards 2018.

If you are unsure please refer to your offer letter or speak to one of our friendly Student Support Officers.

Refunds for fees paid in advance

The calculation applied for fees paid in advance is listed in Table 1

Cancellation fees

Where a course of study is cancelled before the agreed Completion Date, Skills Australia Institute will calculate the Cancellation Fee in accordance with Table 1.

FEES AND CHARGES

Fees payable may include the following:

- **Application Fee:** The Application Fee is the fee charged to all applicants to review their application and supporting documentation to enrol in a course of study.

  The Application Fee is NON-REFUNDABLE.
- **Tuition Fees:** Tuition Fees (inclusive of administration fees) are the fees payable to Skills Australia Institute for undertaking a course. The Refund and Cancellation Policy specifications detailed below cover TUITION FEES only.
- **Materials Fee:** The Materials Fee covers materials and resources required to complete your course at Skills Australia Institute. **The Materials Fee is NON-REFUNDABLE if you cancel less than 4 weeks before Course Commencement.**
- **Overseas Student Health Cover (OSHC):** This insurance is compulsory and must be maintained throughout your entire stay in Australia. Students can choose any approved Australian Overseas Student Health Cover provider. These fees are only payable to Skills Australia Institute for Students who choose Skills Australia Institute's recommended insurance provider. Please read the OSHC brochure and terms and conditions on Skills Australia Institute's website. The OSHC Fee included in this Offer Letter is based on OSHC Provider's scheduled fee, which are subject to change each Calendar Year. Any variances are payable by you the Student, on receipt of an invoice from the OSHC Provider.
- **Additional Fees and Charges:** Any Additional Fees and Charges incurred during your studies, are as detailed in your Written Agreement with Skills Australia Institute. Where there is any change to our published Additional Fees and Charges, you will be informed via email, prior to implementation of the change.

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.

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 Employment and Workplace Relations (DEWR), 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 your RTO using the contact details listed below.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at **https://www.dewr.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 NCVER 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 Skills Australia Institute 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

DEFINITIONS

- **Course:** Means the Course you are enrolled in as outlined in the signed Letter of Offer and Written Agreement.
- **Course Commencement Date:** Means the agreed starting date of a course, as stipulated in the signed Letter of Offer and Written Agreement
- **Course Completion Date:** Means the agreed completion date of a course, as stipulated in the signed Letter of Offer and Written Agreement.
- **Study Period** means your Study Period is as outlined in your Offer Letter with Skills Australia Institute. See below for VET:
  One Term: 10 weeks study period + 3 weeks holidays = Total 13 weeks
  One Semester: 20 weeks study period + plus 6 weeks holidays = Total 26 weeks
- **Course Duration** means the total duration of your course of study including holidays.

GENERAL INFORMATION

- All Refund Requests and Cancellation Notifications must be submitted using the **Course Variation Form and the Refund Application Form, both of which** are available at the Reception Desk or via the Skills Australia Institute website www.skillsaustralia.edu.au. VERBAL notifications to Skills Australia Institute staff or agents **ARE NOT VALID**.
- The date the written notice is received by Skills Australia Institute is the DEFAULT DATE, and is the date used for the calculation of any refund and/or cancellation fee.
- In case of a cancellation by the student or Skills Australia Institute, any outstanding fees to Skills Australia Institute become due within 7 (seven) days.
- Any costs incurred by Skills Australia Institute to recuperate outstanding fees will be charged to the student
- Unpaid fees will be recorded as a debt and recovered by action in a court of competent jurisdiction.
- Skills Australia Institute will not release any testamurs/awards to students until outstanding course fees have been paid in full.
- All amounts are in Australian Dollars (AUD).
- Where a refund is approved by the CEO, Skills Australia Institute will make payment of refund within 28 days of receipt of the application. The refund will be deposited into the **student's bank account only**, as nominated on the Refund Application Form.
- All refunds will be paid in Australian Dollars, where this is not possible refunds will be paid in United States dollars.
- No refunds will be paid to a third party (a person other than the student), unless directed by the student on the Refund Application Form.
- Refund and Cancellation applications WILL NOT be processed where the signature on the Course Variation and/or Refund Application Form **DOES NOT** match the student's signature as shown on other documents provided by the student for admission to Skills Australia Institute.
- Students will receive a clear Statement of Refunds explaining how the refund was calculated, where a cancellation fee has been applied, students will receive a Statement of Cancellation clearly outlined how our Refund and Cancellation Policy has been applied.
- This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.
- The Refund and Cancellation Fee Policy is subject to review from time to time.

TABLE 1 - REFUND CALCULATION

Skills Australia Institute calculates Refunds and Cancellation fees based on a SEMESTER Fee (20 weeks study period plus 6 weeks holidays = 26 weeks). For courses shorter than a Semester, Refunds and Cancellation fees will be calculated on the Course Fees.

REASON FOR REFUND/ CANCELLATION	NOTIFICATION PERIOD	REFUND	CANCELLATION FEE
Application for visa is unsuccessful	Before Semester/Course Commences	Full refund less **Cancellation Administration Fee** of $250	$250 cancellation administration fee
	After Semester/Course Commences	Full refund less **Cancellation Fee**	Pro-rata of tuition fee used calculated on a weekly basis
Student Default Student with a student visa withdraws Or Student is cancelled for breach of College's rules or breach of student visa rules	More than 10 weeks before semester/course commences	Full refund less **Cancellation Fee**	10% of a semester fee
	More than 4 weeks and up to 10 weeks before semester/course commences	70% of a semester fee	30% of a semester fee
	4 weeks or less before semester/ course commences	40% of a semester fee	60% of a semester fee
	After semester/course commences	No Refund on current semester/ course fees For subsequent semester/ course refer to Notification Period	100% of semester fee For subsequent semester/courses refer to Cancellation Penalty
Provider Default	Before Course Commencement	100% of prepaid fee, excluding application fee	
	After Course Commencement	Only unspent prepaid tuition fee will be refunded to student	

- Note: A student who has **paid** fees for more than two semesters in advance and withdraws during a semester and more than four weeks before the commencement of the following semester, would receive no refund of fees for the current semester, at least 70% of the following semester's fees and a full refund of fees paid for any subsequent semester; less cancellation fees.

Student Default occurs when:

- the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed starting day); or
- the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:
  - the student breached a condition of his or her student visa;
  - breach of Skills Australia Institute Code of Conduct.

Refunds after Skills Australia Institute Default

In the unlikely event of Skills Australia Institute default, within 14 days of the default, Skills Australia Institute will:

- Either offer you an alternative place at Skills Australia Institute's expense, that is accepted by you in writing; or
- Refund you the unused portion of the prepaid fees.

If Skills Australia Institute is unable to provide a refund or place you in an alternative course, then the student shall be referred to the Tuition Protection Service (TPS: www.tps.gov.au), who will place you in a suitable alternative course or if a suitable course cannot be found, pay a refund as calculated by the TPS Administrator.

PAYMENT

Fees may be subject to change. Skills Australia Institute will notify students of any changes to fees no less than 30 days in advance. New fees will apply to subsequent semester/s. Note that all amounts quoted are in Australian Dollars. Course Fees may be paid in the form of a bank draft or bank cheque and made payable to Skills Australia Institute. Payment may also be made by electronic funds transfer (EFT) to:

Bank:	Commonwealth Bank of Australia
Address:	413 Albany Highway, Victoria Park, WA 6100
Account Name:	Skills Australia Institute
BSB:	066 128
Account Number:	1062 6125
SWIFT Code:	CTBAAU2S (For International Transfer Only)

All EFTs must contain student name and student number

PLEASE COMPLETE THIS FORM AND SEND IT TO
EMAIL: admissions@skillsaustralia.edu.au

APPLICATION CHECKLIST

1. Complete all sections of the Application Form ☐
2. Read and understand the Conditions of Enrolment including the Refund and Cancellation Fee Policy ☐
3. If you already have a Student Visa and/or OSHC, please attach document/s ☐
4. Attach certified/translated copies of:
   - English test results ☐
   - Academic records / qualifications ☐
   - Any public examination results ☐
   - Passport ☐