



INTERNATIONAL STUDENT ENROLMENT APPLICATION FORM

The information requested below ensures consistent and accurate reporting of student information in line with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). Please complete all fields using BLOCK lettering.

Personal Details			
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other	Gender	☐ Male ☐ Female ☐ Other
Surname			
Given Name/s			
Date of Birth	[DD/MM/YYYY]		
Passport Number		Expiry Date	[DD/MM/YYYY]
Country of Issue			
Contact Details			
Email Address			
Home Phone			
Mobile Phone			
Preferred Contact	☐ Email ☐ Home Phone ☐ Mobile		
Home Address (As per Passport)			
Street Address			
Suburb		Postcode	
State / Territory		Country	
Postal Address			
Same as Residential	☐ Yes ☐ No		
Street Address			
Suburb		Postcode	
State / Territory		Country	
Emergency Contact Details			
Name			
Relationship			
Home Phone			
Mobile Phone			
Qualification			
Course Code	☐		
Course Name	☐		
Intake Date			
English Language Proficiency and Cultural Diversity			

Level of English	☐ Beginner ☐ Intermediate ☐ Upper Intermediate ☐ Advanced		
Proof of English Language	Do you have any English Language Proficiency Scores?		
	☐ IELTS ☐ PTE ☐ TOEFL ☐ Other, specify:		
Score (Overall)			
Date and Year of Test	[DD/MM/YYYY]		
Do you speak any language other than English?	☐ No ☐ Yes, please specify:		
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both		
Educational Background			
Highest completed school level	☐ Year 8 ☐ Year 9 ☐ Year 10 ☐ Year 11 ☐ Year 12 ☐ Did not go to school		
Year you completed school?			
Have you completed any of the below qualifications?	☐ Yes ☐ No		
☐ Bachelor's degree or higher degree	☐ Certificate IV	☐ Certificate II	
☐ Advanced Diploma or Associate degree	☐ Certificate III or Trade Certificate	☐ Certificate I	
☐ Diploma or Associated Diploma	☐ Certificates - Other		
Disability and Support			
Do you consider yourself to have a disability, impairment or long-term condition?			☐ Yes ☐ No
☐ Hearing/Deaf	☐ Physical	☐ Intellectual	☐ Learning
☐ Mental Illness	☐ Vision	☐ Acquired Brain Impairment	☐ Medical Condition
☐ Other (Specify)			
Do you have any special needs that we should plan support for?			☐ Yes ☐ No
If yes, provide some details			
Reason for study / Enrolment (Tick one box only)			
☐ Get a job	☐ Develop my existing business	☐ Start my own business	
☐ Get a better job or promotion	☐ Requirement of my job	☐ Wanted extra skills for my job	
☐ Get into another course of study	☐ Personal interest / Self-development	☐ Other reasons	
Visa, Travel and Accommodation Details			
Have you studied in Australia before?	☐ No ☐ Yes		
If yes, provide details _____			



Have you ever had a visa application refused or cancelled for Australia or any other country?	☐ No ☐ Yes If yes, provide details _____
Have you ever been reported to Australia's Department of Home Affairs for failing to meet visa conditions?	☐ No ☐ Yes If yes, provide details _____
Do you want an Airport Pickup Service?	☐ No ☐ Yes If yes, provide details _____
Do you need assistance with information about accommodation options in the local area?	☐ No ☐ Yes If yes, provide details _____
Unique Student Identifier (USI)	
You must have a Unique Student Identifier (USI) if you are a student undertaking nationally recognise training.	
Do you have a USI Number? ☐ Yes ☐ No, you can create your USI – www.usi.gov.au Or	
☐ I hereby authorise Australian Institute of Career Education (AICE) to create a USI on my behalf.	

Payment Details (All fees are in Australian Dollars)

Note: Australian Institute of Career Education (AICE) cannot require students to pay more than 50 percent of their tuition fees before they commence their course (if courses are longer than 26 weeks in duration). Students can choose to pay more than 50 percent of their tuition fees if they wish to.

☐ I wish to pay more than 50 percent of tuition fees prior to the course commencement.

Privacy Notice

Under the *Data Provision Requirements 2012*, Australian Institute of Career Education (AICE) 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 Australian Institute of Career Education (AICE) for statistical, regulatory and research purposes. AICE may disclose your personal information for these purposes to third parties, including

- Commonwealth and State or Territory government departments and authorised agencies;
- National Centre for Vocational Education Research Ltd (NCVER);
- Employer (if you are enrolled in training paid by your employer);
- School (if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship);
- Organisations conducting student surveys; and researchers.

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 hereby declare that all information provided in this form is true, accurate and to the best of my knowledge. I further declare that:

- I have reviewed and understood relevant course information and policies and details within the Student Handbook (Available at <https://www.alice.edu.au>).
- I have reviewed and accept the Schedule of Fees and Payments and have been informed of the refund policy.
- I agree to abide by Australian Institute of Career Education (AICE) and acknowledge that facilities made available for my learning will be used only in accordance with the Institute's policies.
- I understand that Australian Institute of Career Education (AICE) may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- By submitting this form, I agree that Australian Institute of Career Education (AICE) will independently verify the information supplied by me in this form and request further information or documents as required.
- I authorise my booking agent to act on my behalf in all matters relating to this application and associated visa application.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice Above.

Do you give permission for classroom photographs to be uploaded to social media or other marketing? ☐ Yes ☐ No

Verified copies of documents to attach with your application:

- ☐ Passport including photo page and signature page
- ☐ Evidence of English Language Proficiency
- ☐ Academic Certificates / Transcripts (Translation need in English if not in English).

Please submit your application to info@alice.edu.au. You will receive a response within two business days. Please note that Australian Institute of Career Education (AICE) may request additional information in support of your application.

Student Signature

Print Name

Date

Office Use Only	Yes	No	Notes
All documents and ID received	☐	☐	
Signature Authorised Staff / RTO Manager			
Print Name			
Date			