

Student Enrolment Form

Student Personal Details

Family Name			
Given Name			
Date of Birth			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Nationality		Passport Number	
Visa Type		Visa Expiry Date	
Visa Number			

Contact Details

Overseas Address (Only for International Students)			
Post Code		Overseas Phone	
Australian Address (Only for Onshore Students)			
Suburb		Post Code	
State		Mobile Number	
Email			

Emergency Contact Information

Name		Relationship	
Address		Mobile Number	

Language and Cultural Diversity

Which country were you born in?	<input type="checkbox"/> Australia <input type="checkbox"/> Other; please specify:
Do you speak a language other than English at home? If more than one language, indicate the one that is spoken most often.	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes other; please specify:

Are you of Aboriginal or Torres Strait Islander origin?

We are committed to creating an inclusive and culturally safe learning environment for all students.

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.

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

Disability

Do you consider yourself to have a disability?

- ☐ Yes
- ☐ No – go the question about schooling

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

Review the disability supplement to help you select the right area(s).

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

Disability

What is your highest COMPLETED school level

Tick ONE box only

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent
- ☐ Year 8 or below
- ☐ Never attended school

Are you still enrolled in secondary or senior secondary education?

- ☐ Yes
- ☐ No

Previous Qualifications Studied

Have you successfully completed any of the qualifications listed below? Tick ONE box only

☐ Yes ☐ No

If YES, tick ANY applicable boxes

- ☐ Bachelor's degree or higher degree
- ☐ Advanced diploma or associate degree
- ☐ Diploma (or associate diploma)
- ☐ Certificate IV (or advanced certificate/technician)
- ☐ Certificate III (or trade certificate)
- ☐ Certificate II
- ☐ Certificate I
- ☐ Other education (including certificates or overseas qualifications not listed here)

Employment

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

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- ☐ 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

Study Reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/ apprenticeship

(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
☐ To get skills for community/voluntary work
☐ Other reasons-

Vocational Education Course's: (Please tick the course you wish to enrol in)

	CRICOS Code	Course Name	Duration	Start Date
<input type="checkbox"/>	116605G	CHC33021 Certificate III in Individual Support	52 Weeks	
<input type="checkbox"/>	116606F	CHC43121 Certificate IV in Disability	26 Weeks	
<input type="checkbox"/>	118859B	CHC52025 Diploma of Community Services	104 Weeks	
<input type="checkbox"/>	116609C	ICT60220 Advanced Diploma of Information Technology	104 Weeks	
<input type="checkbox"/>	116610K	SIT30821 Certificate III in Commercial Cookery	52 Weeks	
<input type="checkbox"/>	116611J	SIT40521 Certificate IV in Kitchen Management	78 Weeks	
<input type="checkbox"/>	116612H	SIT50422 Diploma of Hospitality Management	104 Weeks	
<input type="checkbox"/>	116608D	BSB80120 Graduate Diploma Management (Learning)	52 Weeks	

Package Course's

	Course Name	Duration	Start Date
<input type="checkbox"/>	SIT30821 Certificate III in Commercial Cookery + SIT40521 Certificate IV in Kitchen Management	78 Weeks	
<input type="checkbox"/>	SIT30821 Certificate III in Commercial Cooking + SIT40521 Certificate IV in Kitchen Management + SIT50422 Diploma of Hospitality Management	104 Weeks	

<input type="checkbox"/>	SIT40521 Certificate IV in Kitchen Management + SIT50422 Diploma of Hospitality Management	104 Weeks	
Do you wish to apply for Credit Transfer or Recognition of Prior Learning?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Overseas Student Health Cover (OSHC)

What type of OSHC will you be requiring?	<input type="checkbox"/> Single	<input type="checkbox"/> Couple	<input type="checkbox"/> Family
If you do not want ACTS to arrange OSHC on your behalf, please advise the following details:			
Membership Number		Membership Expiry Date	

English Language Proficiency

Test	<input type="checkbox"/> IELTS							<input type="checkbox"/> PTE							<input type="checkbox"/> TOEFL																	
Date of Test																																
Overall Score																																
Component Score	Writing								Reading								Speaking								Listening							

Vocational Education Course Prices-

CRICOS Code	Course Name	Application Fee	Tuition Fees (Offshore)	Tuition Fees (Onshore)	Material Fees	Duration
116605G	CHC33021 Certificate III in Individual Support	\$250	\$8,500	\$7,500	\$1,000	52 Weeks
116606F	CHC43121 Certificate IV in Disability	\$250	\$5,000	\$4,000	\$750	26 Weeks
118859B	CHC52025 Diploma of Community Services	\$250	\$17,500	\$16,500	\$1,500	104 Weeks
116609C	ICT60220 Advanced Diploma of Information Technology	\$250	\$17,000	\$15,500	\$1,500	104 Weeks
116610K	SIT30821 Certificate III in Commercial Cookery	\$250	\$10,000	\$8,500	\$1,000	52 Weeks

116611J	SIT40521 Certificate IV in Kitchen Management	\$250	\$13,500	\$12,000	\$1,000	78 Weeks
116612H	SIT50422 Diploma of Hospitality Management	\$250	\$17,500	\$16,000	\$1,000	104 Weeks
116608D	BSB80120 Graduate Diploma Management (Learning)	\$250	\$8,000	\$7,000	\$750	52 Weeks

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SIT40521 Certificate IV in Kitchen Management + SIT50422 Diploma of Hospitality Management	\$250	\$17,500	\$16,000	\$1,000	104 Weeks

Document Checklist - Attach the Following to Your Application (where applicable)

Following mandatory documents must be provided with the complete enrolment form

<input type="checkbox"/> Valid personal identification (all applicants) — e.g., driver licence, national ID, or passport. If providing copies, supply certified copies.	<input type="checkbox"/> Current Visa (Onshore Students)
<input type="checkbox"/> OSHC Health Insurance	<input type="checkbox"/> Highest education qualification transcript and certificate

Following documents must be provided (if applicable)

<input type="checkbox"/> English Proficiency Certificate	<input type="checkbox"/> Course documents translation (non-English)
<input type="checkbox"/> GTE Documents (offshore students)	<input type="checkbox"/> Cancelled COE and should be released from PRISMS where applicable

Fees, Refunds & Course Completion Conditions

Enrolment Fee Requirement-

A non-refundable enrolment fee is required for ACTS to process your application. Applications will only be assessed once this fee has been received. All course fee information is provided to ensure learners can make informed decisions before formally enrolling.

Enrolment Confirmation-

Payment of the enrolment fee does not guarantee entry into a course. ACTS will conduct an initial assessment of your eligibility based on course entry requirements and the evidence you provide. Enrolment is only confirmed once you meet all entry criteria and receive written confirmation of enrolment from ACTS.

Refund Policy-

- If ACTS declines your application during the initial assessment stage, the enrolment fee will be refunded in full.
- If you withdraw after your enrolment has been confirmed, the enrolment fee remains non-refundable.
- If ACTS cancels a course, you will receive a full refund of the enrolment fee and any unused tuition fees.

All refund requests must be submitted in writing and must follow the process outlined in ACTS's Fees and Refunds Policy. Refund requests will be assessed and finalised within the timeframes required under the Standards for RTOs 2025.

Course Completion Requirements-

Learners are required to complete their course within the timeframe specified at the time of enrolment. Extensions may be granted only in exceptional circumstances, and a written request with supporting evidence must be provided before the expiry date.

Failure to complete the course within the required timeframe may lead to cancellation of enrolment, loss of course access without entitlement to a refund, or a partial refund of unused fees (less any administrative charges, if applicable). Learners who seek to re-enrol after a cancellation may be required to pay the full course fee again.

Privacy Notice- Collection of Personal Information

As a Registered Training Organisation (RTO) and CRICOS provider, Australian College of Technical Studies (ACTS) (RTO No: 46254, CRICOS Provider Code: 04273J) is required to collect your personal information to process and manage your enrolment in vocational education and training (VET) courses. Without this information, ACTS cannot proceed with your enrolment.

Purpose of Collection-

ACTS collects your personal information to:

- Deliver and administer VET courses and learner services
- Maintain records under the National Vocational Education and Training Regulator Act 2011 (NVETR Act)
- Comply with reporting and data-collection requirements established by national and state regulatory bodies

Disclosure of Personal Information-

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How NCVER Handles Your Information-

NCVER collects, uses, stores and discloses your personal information in accordance with the Privacy Act 1988 (Cth) and the National VET Data Policy.

Your information may be used for purposes such as:

- Generating authenticated VET transcripts
- Administering, monitoring and regulating VET programs
- Conducting research, evaluations and surveys related to education and training
- Undertaking statistical analysis and data linkage to inform policy and workforce planning

NCVER may share your information with other government agencies involved in VET. NCVER does not intend to disclose personal information to overseas recipients.

Further information: www.ncver.edu.au/privacy

Student Declaration and Consent

☐ I declare that I have read the above terms and conditions and completely understand my obligations

☐ 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 above.

Student Name

Agent Name

Signature

Signature

Date

Date