International Student Enrolment Form

National Australian Institute of Technology
RTO ID: 41530

The purpose of this enrolment form is to obtain essential information from you to enrol you into a qualification at NAIT. We also need to collect your information to provide, report and monitor compliance under the National Code. Please complete the form by:

- Ensuring all relevant fields are signed and dated
- Print clearly using a black or blue pen

1. Personal Details

Student ID

Surname

Given Names

Date of Birth

DD / MM / YYYY

City of Birth

Gender ◯ Male ◯ Female

2. Contact Information

Phone number

Mobile number

Email address

3. Australian Residential Address
(if known)

Building / Property Name

Flat / Unit Number

Street Number

Street Name

Suburb

State

Postcode

4. Permanent Address in home country

Building / Property Name

Flat / Unit Number

Street Number

Street Name

Suburb

State

Postcode

Country

5. Emergency Contact

Name

Relationship

Contact Number

Email address

Building / Property Name

Flat / Unit Number

Street Number

Street Name

Suburb

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	State	Postcode

6. Do you have a Unique Student Identifier (USI) Number?

From 1 January 2015, we (NAIT) 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 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 http://www.usi.gov.au/create-your-USI/ on a 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.

☐ Yes, please specify below:

☐ ☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐

☐ I authorise NAIT to retrieve my USI on my behalf

☐ No

☐ I will create it myself (visit www.usi.gov.au)

☐ I authorise NAIT to create my USI on my behalf (complete application below)

Application for USI
If you would like us (NAIT) 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 below so that we can apply for a USI on your behalf.

I .... authorise NAIT 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 pursuant to the information detailed at https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf.

Additional Information for USI Application
We will need to verify your identity to create your USI. Please provide details for one of the forms of identity below (please tick). Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

a) ☐ Australian Driver's Licence   State: _____ Licence Number: _____

b) ☐ Medicare Card

Medicare card number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Individual reference number (next to your name on Medicare card): ☐
Card colour: *(select which applies)*

☐ Green - Expiry date _____/_____ (MM/YYYY)

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☐ Yellow - Expiry date ____/_____/_____ (DD/MM/YYYY)

☐ Blue - Expiry date ____/_____/_____ (DD/MM/YYYY)

c) ☐ Australian Birth Certificate   State/Territory _____

d) ☐ Australian Passport   Passport number _____

e) ☐ Non-Australian Passport (with Australian Visa): Passport number _____
Country of issue_____

f) ☐ Immicard   Immicard Number _____

g) ☐ Citizenship Certificate
Stock number _____ Acquisition date ____/_____/_____ (DD/MM/YYYY)

h) ☐ Certificate of Registration by Descent
Acquisition date ____/_____/_____ (DD/MM/YYYY)

In accordance with section 11 of the Student Identifiers Act 2014, NAIT will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

7. Language and Cultural Diversity

In which country is the student born?	☐ Australia ☐ Other _____
Do you speak a language other than English at home?	☐ No, English only ☐ Yes, other – please specify _____
How well do you speak English?	☐ Very well ☐ Well ☐ Not well ☐ Not at all
English was the language of instruction in your secondary/tertiary studies.	☐ Yes ☐ No
Have you taken language test in last two (2) years e.g. IELTS, PTE, TOEFL or equivalent (if yes please indicate name of test and score)	Test name: Score details:

Note: Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student prospectus. All courses require proficiency in English to the level of IELTS 5.5 or equivalent.

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8. Previous Education / Qualifications

What is your highest COMPLETED school level? (Please tick ONE box only)	☐ Year 12 or equivalent ☐ Year 9 or equivalent ☐ Year 11 or equivalent ☐ Year 8 or below ☐ Year 10 or equivalent ☐ Never attended school
In which YEAR did you complete that school level?	
Are you still attending secondary school?	☐ Yes ☐ No
Have you successfully completed any of the following qualifications?	☐ Yes ☐ No
If YES, then tick **one** of these Prior Education Achievement Recognition Identifiers **any** applicable qualification level.	☐ 008 Bachelor Degree or Higher Degree ☐ 410 Advanced Diploma or Associate Degree ☐ 420 Diploma (or Associate Diploma) ☐ 511 Certificate IV (or advanced Certificate / Technician) ☐ 514 Certificate III (or Trade Certificate) ☐ 521 Certificate II ☐ 524 Certificate I ☐ 990 Other education (including certificates or overseas qualifications not listed above)
Qualification details	Qualification name: Name of institute: Year awarded:

9. Disabilities

Do you consider yourself to have a disability, impairment, long-term condition or any support need? **No – Go to Question 10**	☐ Yes ☐ No
If YES, then please indicate the areas of disability, impairment or long-term condition:	

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☐ Hearing / deaf   ☐ Medical Condition
☐ Physical   ☐ Vision
☐ Intellectual   ☐ Learning
☐ Mental Illness   ☐ Other Support need
☐ Acquired brain impairment   ☐ Other, please specify:

If Yes, do you require additional assistance because of this disability or any other support need during your study?	☐ Yes ☐ No

Please provide details of what support you will require during you study:

10. Employment

Which BEST describes your current employment status? (Please tick **ONE box** only)	☐ Full-time employee ☐ Part-time employee ☐ Self-employed – not employing others ☐ Employer ☐ Employed – unpaid worker in a family business ☐ Unemployed – seeking full-time work ☐ Unemployed – seeking part-time work ☐ Not employed – not seeking employment
Which of the following classifications BEST describes the industry of your current or previous employment? (Please tick **ONE** box only) **If never employed, go to Question 11**	☐ A - Agriculture, Forestry and Fishing ☐ B - Mining ☐ C - Manufacturing ☐ D - Electrical, Gas, Water and Waste Services ☐ E - Construction ☐ F - Wholesale Trade ☐ G - Retail trade ☐ H - Accommodation and Food Services

	☐ I - Transport, Postal and Warehousing
	☐ J - Information Media and Telecommunications
	☐ K - Financial and Insurance Services
	☐ L - Rental, Hiring and Real Estate Services
	☐ M - Professional, Scientific and Technical Services
	☐ N - Administrative and Support Services
	☐ O - Public Administration and Safety
	☐ P - Education and Training
	☐ Q - Health Care and Social Assistances
	☐ R - Arts and Recreation Services
	☐ S - Other Services, please specify: _____
Which of the following classifications BEST describes your current or recent occupation? (Please tick **ONE** box only) **If never employed, go to Question 11**	☐ 1 - Manager
	☐ 2 - Professionals
	☐ 3 - Technicians and Trades Workers
	☐ 4 - Community and Personal Service Workers
	☐ 5 - Clerical and Administrative Workers
	☐ 6 - Sales Worker
	☐ 7 - Machinery Operators and Drivers
	☐ 8 - Labourers
	☐ 9 - Other Services, please specify: _____
Please specify position	

11. Study Reasons

Of the following categories, which BEST describes your main reason for undertaking this course?
(Please tick ONE box only)

☐ 1 - To get a job	☐ 6 - It was a requirement of my job
☐ 2 - To develop my existing business	☐ 7 - I wanted extra skills for my job
☐ 3 - To start my own business	☐ 8 - To get into another course of study
☐ 4 - To try for a different career	☐ 10 - For personal interest or self-development
☐ 5 - To get a better job promotion	☐ 11 - Other reasons please specify:

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12. Course of Study

CRICOS Name & Code:	
Expected Course Duration:	

Commencement Date:	DD /MM / YYYY	Expected Completed Date:	DD /MM / YYYY

13. Credit Transfer and Recognition of Prior Learning (RPL)

Are you applying for Credit Transfer or RPL for the unit successfully completed at another provider? If **YES**, please complete the Credit Transfer or RPL application from and submit it to the Student Administration with supporting documents such as an official transcript or statement of attainment.	☐ Yes ☐ No

14. Requests and preferences

Do you need NAIT assistance in finding your accommodation?	☐ Yes ☐ No
If yes, what type of accommodation do you need?	☐ Homestay ☐ Sharing with others ☐ Apartment and units
Please indicate your preferred timetable choices for classes (This Time-table choice is not guaranteed. NAIT will do their best to meet this request):	☐ Weekdays ☐ Weekend

15. Passport and Visa details

Passport details	Passport Number: Expiry date Country of passport:

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Visa details (if student is in Australia)	Visa Type: Visa Subclass: Valid until:
Do you have a valid Overseas Student Health Cover (OSHC)	☐ Yes ☐ No

Refund of tuition fees

Refunds due to non-delivery of course by Institute

Please note that Government Legislation requires unused portion of the prepaid tuition fees to be refunded if:

- The course does not start on the agreed starting date which is notified in the Offer Letter.
- The course stops being provided after it starts and before it is completed.
- The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator.
  I. In the unlikely event that the Institute is unable to start or deliver the course (known as Institute default), the student can choose to accept either:
      i. A refund of course fees, which will be issued to the student within 14 days.
      ii. Or be placed in an alternative course with the Institute or another provider. If the student chooses this option, they must sign a new written agreement to indicate they have accepted the placement.
  II. If the student chooses to receive a refund of course fees, the Institute will calculate the unspent portion of tuition fees paid to date (i.e. tuition the student has paid for, but which has not been delivered by the Institute). The refund will be paid within 14 days after cessation of the course.
  III. If the Institute is unable to provide a refund or place the student in an alternative course, the TPS will provide the student with options for suitable alternative courses (if any such courses are available), or if this is not possible, the student will be eligible for a refund as calculated by the TPS Director

Refunds based upon student application

All applications for refund must be made in writing by way of the Application for Refund form and submitted to the Administration Manager for approval.

Please note: where the student withdraws from the course without notification or breaches their Visa conditions, no refund is payable.

- Applications for refunds are to be processed by the Administration Manager.
- Refunds payable will be paid to the student within 28 days.

The assessment of refund applications shall be granted as indicated in the Course Fee refund table attached below as **Appendix 1**.

Media Consent

From time to time, NAIT staff may request to take photographs/videos or verbal/written interviews/testimonials of students at NAIT or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job work activities or could be published by NAIT in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times request that students provide any of the above of the students' own creation for the same purposes.

☐ I do consent to the use of my photos / videos / testimonials / interviews to be used in NAIT's promotional materials prepared for marketing purposes in Australia and overseas.

Media Consent withdrawal option

You have a right to refuse use of your image or work. You may also decline the media consent by ticking no consent option below or withdraw your consent any time by sending a mail or contacting NAIT student administration

☐ I do not consent to the use of my photos / videos / testimonials / interviews to be used in NAIT's promotional materials prepared for marketing purposes in Australia and overseas

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Appendix 1: NAIT Course fee refund table			
Refund circumstances	**Refund of fees paid**	**Refund of material fees**	**Enrolment fee**
Withdrawal at least 8 weeks prior to agreed start date	100%	100%	No refund
Withdrawal less than 8 week prior to the agreed Start Date	80%	100%	No refund
Withdrawal after course start date	No refund	No refund	No refund
Course withdrawn by Institute	100%	100%	100%
Application rejected by NAIT	100%	100%	100%
The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator	Refund of unused portion of tuition fees for future terms	No refund	No refund
Visa refused prior to course commencement	Total Amount of the pre-paid fees the NAIT received for the course in respect of the student less the following amount: the lesser of: (a)5% of the total amount of pre-paid fees That the provider received in respect of the student for the course before the default day; or (b) the sum of $500.	100%	100%
Visa Extension is refused	Refund of unused portion of tuition fees for future terms	No refund	No refund
RPL fee	No refund if' Statement of Attainment 'is provided	No refund	No refund
Visa refused due to submission of fraudulent documents by or on behalf of the student	No refund	No refund	No refund
Withdraws from the course without notification or breaches their Visa conditions	No refund	No refund	No refund
Withdrawal after the agreed start date	No refund	No refund	No refund
Visa cancelled due to actions of the student	No refund	No refund	No refund
Student abandons the course	No refund	No refund	No refund
The institute cancels an enrolment due to serious student misconduct	No refund	No refund	No refund

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Privacy statement and Student Declaration

Privacy Notice

Personal information may be collected and disclosed to relevant bodies which may include verification of a student's previous qualifications, Commonwealth and State Agencies and Department of Home affairs regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress.

National Australian Institute of technology will endeavour to take all reasonable steps to protect personal information from misuse, loss or unauthorised access, modification or disclosure.

National Australian Institute of technology stores and uses personal information only for the purposes of administering Student 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.

Information is collected on this form and during your enrolment in order to meet the Institute's obligations under the ESOS Act and the National Code 2018; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education

Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme and the TPS Director. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

Under the Data Provision Requirements 2012, NAIT 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, USI and your training activity data) may be used or disclosed by NAIT for statistical, regulatory and research purposes. NAIT may disclose your personal information for these purposes to third parties, including:

- Employer ─ if you are enrolled in training for industry placement 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)**.

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

Emergency Medical Indemnity

I also authorise NAIT or their representative to obtain Medical Treatment in the event of an emergency. I indemnify NAIT or their representative.

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Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct. I understand that failure to provide incorrect information or documentation in relation to this application form may result in cancellation of my enrolment.

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

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgment]

*.. [DATE] ....

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

STUDENT SIGNATURE [or electronic acknowledgement]

.... [DATE] ....

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OFFICE USE ONLY			
Staff Member:		☐ Student Activated	☐ PRISMS Updated
Signature:		☐ ID Card Issued	☐ New Student
Date: DD/ MM / YYYY	Student ID No:	☐ SMS Updated	☐ Existing Student
		☐ Any support need identified on enrolment form are discussed with student and forwarded to relevant support officer to make arrangement for support	