

Enrolment Form (International Students)

Section 1 – Personal details:

Title: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other

Enter your full name *

Single name only ☐ (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name' section).

Family name (surname):

First given name:

Second given name (middle):

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want YES College to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the Unique Student Identifier (USI) at the end of this form for a detailed explanation.

Were you ever known by any other names? ☐ Yes ☐ No If yes, please provide details below:

Family name: _____

Given name: _____

Enter Date of birth (Day/month/year): ____ / ____ / ____

Gender (Tick ONE box only):

☐ Male:

☐ Female:

☐ Other:

Address (OVERSEAS):

House/Street number:

Street name:

State/Province:

Country:

Post code:

Home phone:

Mobile:

Email ID:

Second email ID:

Address (AUSTRALIA):

House/Street number:

Street name:

Suburb:

State:

Post code:

Home phone:

Mobile:

Email ID:

Second email ID:

What is your postal address (if different from above)?

Postal delivery information (eg. PO Box 254):

House/Street number:

Street name:

Suburb:

State:

Post code:

Overseas Student Health Cover (OSHC)

Please note it is a student visa condition that you must have valid OSHC at all times while on a student visa.

Do you have valid OSHC? ☐ Yes ☐ No

If Yes, when does it expire? ____ / ____ / ____ Member number: _____ Insurer: _____

Would you like us to arrange your OSHC? ☐ Yes ☐ No

What type of cover do you require?

☐ Single ☐ Couple (spouse/partner) ☐ Family (parent/child)

Section 2 – Name of emergency contacts:

Family name: Given name: Contact number:

Relationship to Student:

Family name: Given name: Contact number:

Relationship to Student:

Section 3 - Nationality, passport and visa details:

Nationality: Country of birth: Country of current residence:

Passport number: Date of issue: Date of expiry:

Type of Australian visa held:

Visa Type and sub class Date of issue: Date of expiry:
 (E.g. student Visa, 500)

Section 4 - Schooling:

What is your highest COMPLETED school level? (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 your highest schooling level?

List details of your Schooling.

Please attach supporting documentation of your highest level of Schooling completed.

Course	Name of School	Country	Year of Award

Section 5 - Previous qualifications achieved:

Have you SUCCESSFULLY completed any of the following qualifications? (Tick ALL that apply)

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

List details of your previous education including courses you are currently studying.

Please attach supporting documentation from all studies undertaken i.e. Diploma, Advanced Diploma, Bachelor degree

Qualification	Name of the College or University	Country	Year of Award

Student Declaration: I declare that I have provided all relevant details of the qualifications I have previously completed.

Student Signature:

Date:

Section 6 - Disability support:

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. You may indicate more than one:

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

Please provide details of any special needs, disabilities or other personal considerations YES College should be aware of (Attach additional sheets if required).

Section 7 – Language and cultural diversity:

How well do you speak English? ☐ Excellent ☐ Well ☐ Not Well ☐ Poor

Do you speak a language other than English at home? ☐ No, English only ☐ Yes - Please Specify _____
 (If more than one language, indicate the one that is spoken most often)

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

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

Name of test:

Score:

Date of test:

Section 8 – Study reason:

Of the following categories, 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 ☐ 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 ☐ Other reasons
☐ For personal interest or self-development ☐ To get skills for community/voluntary work

Section 9 – Employment status:

Of the following categories, which BEST describes your current employment status?

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 ☐ Self-employed – employing others ☐ Unemployed – seeking part-time work
☐ Part-time employee ☐ Employed – unpaid worker in a family business ☐ Not employed – not seeking employment
☐ Self-employed – not employing others ☐ Unemployed – seeking full-time work

Section 10 – Computer skills in programs such as Microsoft Word, Microsoft Excel, Microsoft Power point and knowledge of how to use the Internet to access information:

☐ Beginner ☐ Beginner/Intermediate ☐ Intermediate ☐ Intermediate/Advanced ☐ Advanced

Section 11 – Recognition of Prior Learning (RPL) / Credit Transfer (CT):

Recognition of Prior Learning (RPL) is an assessment process to evaluate students skills, knowledge and experience gained through working and learning. It can be gained in Australia or overseas, through work or other activities such as volunteering.

Credit transfer provides a means for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning. Successful applications will have an impact on the duration of the course or course fees.

Are you applying for: RPL ☐ Yes ☐ No CT ☐ Yes ☐ No

Section 12 – Intended course enrolment details:

Course Name	CRICOS Course Code	Total Course Duration (Weeks)
Graduate		
☐ BSB80120 Graduate Diploma of Management (Learning)	106078H	104
Management		
☐ BSB60420 Advanced Diploma of Leadership and Management	106077J	52
☐ BSB50420 Diploma of Leadership and Management	104244D	52
☐ BSB40520 Certificate IV in Leadership and Management	103973A	52
Business		
☐ BSB60120 Advanced Diploma of Business	106076K	52
☐ BSB50120 Diploma of Business	106075M	52
☐ BSB40120 Certificate IV in Business	106074A	52
Community Services		
☐ CHC52015 Diploma of Community Services	106394G	104
Building and Civil Construction		
CPC50220 Diploma of Building and Construction (Building)	108690E	104
RII60520 Advanced Diploma of Civil Construction Design	107982A	104
Beauty		
SHB50115 Diploma of Beauty Therapy	089060G	52
Automotive		
AUR30620 Certificate III in Light Vehicle Mechanical Technology	106393H	94
Preferred Course Intake Month:		
☐ January	☐ March	☐ April
☐ July	☐ September	☐ December
☐ Other _____		
Preferred Course Intake Year:		
☐ 2022	☐ 2023	☐ 2024
☐ 2025	☐ 2026	☐ 2027

Section 13 – Agent details: Place stamp below (if applicable)

Counsellor Name:	
Agency Name:	
Address:	
Phone:	
Prior to completing this form did the agent supply you with copies of the following documentation? Please tick documents supplied:	
Course information sheet for courses you are enrolling in ☐	International Student Handbook ☐
Pre-enrolment Information ☐	Refund Policy ☐
Other (please specify): _____	

Section 14 – How did you hear about us?

We would appreciate if you could let us know how you heard about us. It will help us in planning our marketing activities.

Please tick as appropriate:

- ☐ Google ☐ Yes College website ☐ Agent (Name of agent) _____
- ☐ Friend (Name of the friend) _____ Is he/she a current or former student of YES College? ☐ Yes ☐ No
- ☐ Media/ Newspaper (Name of the media / newspaper) _____
- Other (please specify): _____

Section 15 – Additional information:

Airport pickup and accommodation (optional) Please tick to confirm

- ☐ Airport pickup \$100.00
- ☐ Accommodation placement: Shared / Rental / Homestay Other: _____ Budget per week: _____
- \$250.00 (One off fee payable to MVJ Enterprises Pty Ltd) Number of weeks: _____

YES COLLEGE TERMS AND CONDITIONS OF ENROLMENT

- 1.0 Overseas Students are required to provide their current Australian address to YES College at all times.
- 2.0 All due care is to be taken with YES College equipment, facilities and property at all times
- 3.0 YES College reserves the right to expel students for serious breaches of discipline

4.0 Course Entry Requirements

For entry into a YES College program, international students must be:

- 18 years of age or older at the time of course commencement
- Fulfil any specific course requirements as listed in the programs Course Information Sheet
- Satisfy English Language requirements as listed in the programs Course Information Sheet

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://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>

5.0 Application Fees

All YES College course applicants must pay a \$200 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 Course Information Sheet available on our website.

6.0 Tuition Fees

Tuition Fees DO NOT cover application fees, resources/material fees, accommodation, living expenses, uniforms, stationery and equipment. The standard payment terms for the program are stipulated in the specific programs Course Information Sheet. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet available on our website.

7.0 Other Fees and Charges

All other fees and charges related to each program, including material fees are stipulated in the specific programs Course Information Sheet available on our website.

8.0 Work Placement

Some YES College courses have a compulsory work placement component. Where a course has a compulsory work placement component, Students are informed of the requirements prior to enrolment. After enrolment, the student must participate in a work placement orientation session which is used to convey the following information:

- Host Employer selection procedure
- Rights and responsibilities of Students in the workplace
- Rights and responsibilities of Host Employers
- Rights and responsibilities of YES College
- Assessment in the workplace

The following YES College courses have a compulsory work placement component:

Course	Minimum work placement hours required for Course	Host Employer requirements
CHC52015 Diploma of Community Services	400 hours	The Host Employer must be pre-approved by YES College to ensure they are a suitable employer and have all the required facilities, resources and equipment needed for the course.

9.0 Transfer between providers

Subject to the Student Transfer Policy, we reserve the right to refuse an application for a letter of release permitting a transfer to another registered training provider prior to the completion of the initial six months of the student's principal course.

10.0 Refund Policy

Please see our website for our Refund Policy. YES College will go over the Refund Policy with you in detail prior to enrolment. If your application is successful, YES College will forward you a Letter of Offer and Student Acceptance Agreement. The agreement specifies YES College's Refund Policy, and must be signed and agreed by you prior to YES College accepting any fees or accepting your enrolment.

11.0 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 enrolment is confirmed.

12.0 LL&N Support

YES College is committed to providing LL&N (Language, Literacy and Numeracy) support to students who require it during their enrolment. The support is provided to ensure artificial barriers are not created for students in demonstrating their competency.

13.0 Attendance and Course Progress

Regular and punctual attendance is a requirement for all students. International students must attend classes regularly and achieve satisfactory course progress (competency in at least 50% of the enrolled units in a semester). YES College monitors attendance and course progress regularly. Students will be counseled and an intervention strategy will be activated if the student has not achieved satisfactory course progress or is at risk of not achieving satisfactory course progress. If the student does not achieve satisfactory course progress for a second consecutive semester, the student will be issued with an intention to report notice advising of YES College's intention to report him or her to the Department of Home Affairs for breach of their student visa condition. Students may appeal the decision within 20 working days. Students who are reported for breach of their student visa conditions may have their visa cancelled by the Department of Home Affairs.

14.0 Re-submission of assessment, re-assessment and re-learning of a unit of competency

All students should endeavour to meet assessment task and unit of competency requirements on their first attempt, however if a student is not able to, they can re-submit an assessment or undertake re-assessment at no additional charge. Where a student has achieved a Not Yet Competent result for a unit and needs to undertake re-learning, the cost is \$500 per unit or a pro-rata fee, whichever is higher. Re-learning of a unit is subject to timetable availability.

15.0 Credit Transfer (CT) and Recognition of Prior Learning (RPL)

Enrolling students are encouraged to apply for recognition for their current competencies. Successful applications will have an impact on the duration of the course or course fees. Detailed information on YES College's CT/RPL process is available on our website or at Reception.

16.0 Overseas Student Health Cover

As a condition of your student visa you are required to hold Overseas Student Health Cover (OSHC) while holding a student visa in Australia. OSHC must be in place prior to the issuing of a Confirmation of Enrolment (CoE).

17.0 Cost of Living in Australia (AU\$)

The figures below are estimates only to give an indication of living expenses in the city of Sydney for one person per year (excluding course fees, OSHC, travels/incidentals):

You	\$21,041
Partner or spouse	\$7,362
Child	\$3,152

18.0 How to Apply: A step-by-step guide

- Complete and sign this form.
- Return your application form and necessary documents to YES College.
- You will then be booked in to have an interview with a YES 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.
- 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.
- On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed and you will be provided with a Confirmation of Enrolment (CoE) and your Orientation details.

19.0 Payment

Fees must be paid in Australian dollars. Payments can be made by bank draft, telegraphic transfer or at Campus Reception. Cash, EFTPOS and all major debit/credit cards are accepted.

20.0 Consent for use of Photograph

From time to time YES College releases photographs or videos to the media to promote its business services within the community. These images or videos may also be used in student newsletters, college website, social media platforms (Facebook, Twitter, LinkedIn) and marketing materials produced by YES College. By signing this form you understand and agree that you can be photographed or filmed at any time at the college (during your studies) or outside the college (during excursions graduation party etc). You can withdraw your consent at any time in writing.

21.0 Unique Student Identifier (USI)

All students studying Nationally Recognised Training in Australia are required to have a Unique Student Identifier (USI). YES College 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 Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/students/find-your-usi>. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/get-a-usi> on a computer or mobile device. The College 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.

22.0 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. If you do provide adequate information as requested, we will not be able to enrol you as a student 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 Education, Skills and Employment (DESE), 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 us using the contact details listed below. DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>. Please refer to the additional State or Territory Authority Privacy Notice included in this application process should this be relevant to your application.

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 YES College by emailing info@yescollege.com.au 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

For information about how YES College collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to YES College's privacy policy which can be found within the Student Handbook and on the web at www.yescollege.com.au. YES College retains a record of personal information about all individuals with whom we undertake any form of business activity. YES College must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

Identification Evidence: As a government registered training organisation, regulated by the Australian Skills Quality Authority, YES College is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the National Vocational Education and Training Regulator Act 2011 and associated legislative instruments. YES College must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a Condition of Registration for all RTOs under the National Vocational Education and Training Regulator Act 2011 that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose

Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs.

Important: In providing your personal information as requested and signing this enrolment form, you are providing your consent for the collection, storage, use and disclosure of your personal information as outlined and confirming your receipt of, and understanding of these details.

STUDENT DECLARATION:

I have read, understand and accept these Terms and Conditions. I declare that the information provided by me in this form is true and correct, including documentation provided in support of my application. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name:

Student Signature:

Date:

YES COLLEGE REPRESENTATIVE DECLARATION:

I have conducted an interview with the Student in line with YES College's Student entry requirements, selection and orientation policy.

☐ Yes

☐ No

Staff Name:

Staff Signature:

Date: