



GLOBAL COLLEGE AUSTRALASIA

RTO No. 45088 CRICOS CODE: 03564F

Moore St Campus
21 Moore Street, East Perth, WA 6004
Wellington St Campus
176 Wellington Street, East Perth, WA 6004
General Enquiry: 1300 886 340
Marketing & Enrolment: 0448 465 445
E-mail: admissions@globalcollege.edu.au
Website: www.globalcollege.edu.au

APPLICATION ENROLMENT FORM

SECTION 1 - Personal Details

(Please tick the boxes that apply to you)

Note: Information contained in this document is utilised in accordance with [GLOBAL COLLEGE AUSTRALASIA'S \(GCA\) Privacy Policy](#)

Is this an **ONSHORE** or **OFFSHORE** application? (Please Tick)

Please complete all sections and ensure all certified copies of your academic transcripts, English language assessments, and passport are attached. Please note that Global College Australasia (GCA) will not be accepting students less than 18 years of age at the time of enrolment.

1. Personal Details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth:	DD / MM / YY	
Given Names					
Surname					
Nationality					

2. Unique Student Identifier (<https://www.usi.gov.au/students/find-your-usi>)

My USI Identifier is:	<input type="checkbox"/> Do you need help submitting the USI number to GCA? If so, please fill out the section below. If not, continue to page 2.
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Application for Unique Student Identifier (USI)

If you would like us, Global College Australasia (GCA), 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 [FULL NAME] _____ authorise GCA to apply, pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

(please tick) I have read, and I consent to the collection, use, and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>> and also outlined below:

Privacy Notice

Consent for collection, use, or disclosure of personal information. The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the Student Identifiers Act 2014
- is collected by the Registrar for the purposes of:
 - ✓ applying for, verifying, and giving a USI;
 - ✓ resolving problems with a USI; and
 - ✓ creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:





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- ✓ Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing VET, VET providers, and VET programmes;
 - education-related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - ✓ VET Regulators to enable them to perform their VET regulatory functions;
 - ✓ VET Admission Bodies for the purposes of administering VET and VET programmes;
 - ✓ current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts, and assist in determining eligibility for training subsidies;
 - ✓ schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - ✓ the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs, and for the collection, preparation, and auditing of national VET statistics;
 - ✓ researchers for education and training-related research purposes;
 - ✓ any other person or agency that may be authorised or required by law to access the information;
 - ✓ any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law

The consequence of not providing the Registrar with some or all of your personal information is that the Registrar will not be able to issue you with a USI.

PRIVACY POLICIES AND COMPLAINTS

You can find further information on how the Registrar collects, uses, and discloses personal information about you in the Registrar’s Privacy Policy or by contacting the Registrar on usi@education.gov.au or telephone 1300 857 536, international enquiries +61 2 6240 8740. The Registrar’s Privacy Policy contains information about how you may access and seek correction of the personal information held about you, how you may make a complaint about a breach of privacy by the Registrar in connection with the USI, and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988, including in relation to the misuse or interference of or unauthorised collection, use, access, modification, or disclosure of USIs.

GCA will also need to verify your identity to create your USI. Please provide **one** of the identity documents below. Please ensure that the name written in the ‘Personal Details’ section is the same as in the identity document you provide below.

Passport

Visa Grant Notice

Or here is the email for you to get help from our Student Support Office StudentSupportFD@Globalcollege.edu.au

In accordance with **section 11 of the Student Identifiers Act 2014**, GCA 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.

Australian Address if known at date of application:

Address			
Suburb			
State		Postcode	
Mobile			
Email			





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Address (Home Country)

Address			
Phone		Fax	
Email			

Emergency Contact ***

Name			
Relationship			
Address			
Suburb			
State		Postcode	
Phone (Home)		Phone (Work)	
Email			

4. Passport Details

Passport Issued By			
Passport Number			
Passport Expiry Date			

5. VISA Details

Have you had a visa refusal in the past from Australia, UK, Canada, New Zealand or the USA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to bring your spouse or children to Australia?	<input type="checkbox"/> Yes	
	How many family members? _____	
Do you intend to bring your spouse or children to Australia?	<input type="checkbox"/> No	
Are you in Australia now?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<input type="checkbox"/> Student visa subclass _____	<input type="checkbox"/> Working visa subclass _____
<input type="checkbox"/> Visitor visa subclass _____	<input type="checkbox"/> Bridging type: _____

VISA Granted Number	
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If you do not currently hold a valid VISA, please complete the following:

Location of Lodgement	Country	City
Date of Intended Application		

A certified true copy of your original documents must be provided as part of your application

6. Education Agents





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Do you have an Education Agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name			
Address			
Phone (Office)		Fax	
Mobile		Email	

7. Overseas Student Health Cover

Do you hold Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> Yes, Expiry date : ___/___/_____ (mm/dd/yyyy)
	<input type="checkbox"/> No What type of cover do you require? <input type="checkbox"/> Single <input type="checkbox"/> Dual family <input type="checkbox"/> Multi family

OSHC Arranged	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part A – Insurer Details

Name of Insurer	
Member Number	
Date of Expiry	

- The Australian Government requires all persons entering Australia on a Student VISA to have Overseas Student Health Cover (OSHC).
- The length of your OSHC MUST cover the total length of your course(s)

8. English Language Proficiency (The Mandatory induction test (including LLN) is required on day of induction)

Please attach evidence.

Assessment Type	Score	Date Achieved
IELTS		
TOEFL		
Other		
Not Required. English is my first language:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you need any additional support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If Yes, please specify:

9. Do you have Language, Literacy, and Numeracy (LLN) issues, a disability, or any long-term medical condition which GCA should be aware of?

<input type="checkbox"/> Yes	<input type="checkbox"/> No – Go to Question 10
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Do you require support from GCA?

<input type="checkbox"/> Yes Please specify in the space provided below or attached supporting evidence outlining your requirements.	<input type="checkbox"/> No – Go to Question 10
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Language, Literacy, and Numeracy (LLN), Disability, Impairment, or Long-Term Condition (Please tick)

	Hearing / Deafness		Acquired Brain Impairment
	Physical		Vision
	Intellectual		Medical Condition
	Mental Illness		Other
	Language, Literacy, and Numeracy, specify:		

10. Qualification Selection (please tick)

A. PACKAGED COURSES PREFERENCE

COMMERCIAL COOKERY PACKAGE COURSES	<input type="checkbox"/> SIT30821 CERTIFICATE III IN COMMERCIAL COOKERY (52 Weeks) <input type="checkbox"/> SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT (26 Weeks) <input type="checkbox"/> SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks) <input type="checkbox"/> SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks)
PATISSERIE PACKAGES PROGRAMME	<input type="checkbox"/> SIT31021 CERTIFICATE III IN PATISSERIE (52 Weeks) <input type="checkbox"/> SIT40721 CERTIFICATE IV IN PATISSERIE (26 Weeks) <input type="checkbox"/> SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks) <input type="checkbox"/> SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks)
LEADERSHIP AND MANAGEMENT PROGRAMME	<input type="checkbox"/> BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT (50 Weeks) <input type="checkbox"/> BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT (52 Weeks)
ELICOS PROGRAMME	<input type="checkbox"/> GENERAL ENGLISH – BEGINNER (4–10 Weeks+) <input type="checkbox"/> GENERAL ENGLISH – ELEMENTARY (4–10 Weeks+) <input type="checkbox"/> GENERAL ENGLISH – PRE-INTERMEDIATE (4–10 Weeks+) <input type="checkbox"/> GENERAL ENGLISH – INTERMEDIATE (4–10 Weeks+)
HIGHER EDUCATION SECTOR	<input type="checkbox"/> BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING) (104 Weeks)

B. SINGLE COURSE PREFERENCE

COMMERCIAL COOKERY COURSES	<input type="checkbox"/> SIT30821 CERTIFICATE III IN COMMERCIAL COOKERY (52 Weeks) <input type="checkbox"/> SIT40521 CERTIFICATE IV IN KITCHEN MANAGEMENT (26 Weeks) <input type="checkbox"/> SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks) <input type="checkbox"/> SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks)
PATISSERIE PACKAGES PROGRAMME	<input type="checkbox"/> SIT31021 CERTIFICATE III IN PATISSERIE (52 Weeks) <input type="checkbox"/> SIT40721 CERTIFICATE IV IN PATISSERIE (26 Weeks) <input type="checkbox"/> SIT50422 DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks) <input type="checkbox"/> SIT60322 ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT (26 Weeks)
LEADERSHIP AND MANAGEMENT PROGRAMME	<input type="checkbox"/> BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT (50 Weeks)





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	<input type="checkbox"/> BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT (52 Weeks)	
ELICOS PROGRAMME	<input type="checkbox"/> GENERAL ENGLISH – BEGINNER (4–10 Weeks+)	
	<input type="checkbox"/> GENERAL ENGLISH – ELEMENTARY (4–10 Weeks+)	
	<input type="checkbox"/> GENERAL ENGLISH – PRE-INTERMEDIATE (4–10 Weeks+)	
	<input type="checkbox"/> GENERAL ENGLISH – INTERMEDIATE (4–10 Weeks+)	
If your selected course is not available, do you have any other course preference?		
<i>Note: Details of our Course delivery, units, fees, and schedule can be previewed by visiting our website: Course-Fees (globalcollege.edu.au)</i>		
SUITABILITY REQUIREMENTS		
Hospitality (Cookery and Patisserie) (please tick) <input checked="" type="checkbox"/>		
Are you able to stand for long periods of time on your feet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are able to work with various ingredients including poultry, fish, seafood, pork and other meats?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to taste the dishes that you produce (including meats and seafood)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you allergic to any foods that may cause anaphylactic reactions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand that you will be required to wear a uniform, this may include chef hat and beard nets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business / Leadership and Management (please tick) <input checked="" type="checkbox"/>		
Do you have a strong understanding of technology including windows, word, excel, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to work on computers for long periods of time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have ability to type?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
COURSES PREFERENCE		
11. Study Reason (reason for undertaking the above course) (please tick) <input checked="" type="checkbox"/>		
<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job	
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted an extra skill for my job	
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course for study	
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> For personal interest or self-development	
12. Recognition of Prior Learning / Credit Application (please tick) <input checked="" type="checkbox"/>		
Attach attested copies of academic transcripts, experience letters, employer recommendations with your application.		
Do you wish to apply for Credit Transfer? If you have attained competency in any of the units?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to apply for RPL? If you have significant experience / knowledge /current competency in any of the units, you may wish to apply for Recognition of Prior Learning (RPL).	<input type="checkbox"/> Yes	<input type="checkbox"/> No





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13. EDUCATION DETAILS

What is the last School / College / University that you attended?

What is your highest level of education COMPLETED? (please tick)

Year 12 High school Bachelor's Degree Master's Degree Doctor's Degree

None of the above, specify:

Are you currently studying in Australia? (please tick)

If you have a current Certificate of Enrolment from another provider, please attach a copy.

Yes

No

Does your course selection correspond with your academic and/or employment background?
Please attach copies of your transcripts or statements of results for senior secondary and post-secondary study.
Documents not in English must be accompanied by 'certified' translations.

Yes

No

14. ACCOMMODATION REQUIREMENTS (please tick)

Do you require GCA to arrange accommodation?

Yes

No

What type of accommodation arrangements would you like?

Shared

Private

Do you need short term accommodation upon arrival?

Yes

No

What type of accommodation do you require?

Hostel - How many nights do you want to book?

Hotel/motel - How many nights do you want to book?

Homestay - A minimum booking period of 4 weeks applies

Homestay and short-term accommodation must be requested at least 2 weeks prior to arrival.

Your offer letter will include a charge for the above requested services. For more information, please contact GCA Student Support Services department.

Do you require GCA to arrange for Airport pickup?

Yes

No

Any other additional information:

TERMS AND CONDITIONS

Note: Details of our Course delivery, units, fees, and schedule can be previewed by visiting our website: [Course-Fees \(globalcollege.edu.au\)](http://Course-Fees(globalcollege.edu.au))

FEES AND CHARGES

- A NON-REFUNDABLE application fee is processed as part of your Application for Enrolment.
- Payment of fees must be made by the due date, otherwise penalties may apply.





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- The student is responsible for associated sundry expenses, including stationary and other personal expenses, during their course of study.

REFUNDS

- To apply for a refund, you must submit a Refund Request Form and any other supporting documentation.
- Course Fees are not transferrable to another provider.
- All processed refunds will be paid to the nominated bank account in Australian Dollars only.
- You have the right to appeal any decision made regarding the refund process.
- GCA's refund policy is available anytime on the GCA website [REFUND-AND-CANCELLATION-POLICY-V4.pdf \(globalcollege.edu.au\)](#)

TABLE OF REFUNDS

Type	Time frame	Amount Refunded	Documents
VISA Refusal	<ul style="list-style-type: none"> Once approved with required documentation Within 20 working days post approval 	<ul style="list-style-type: none"> All FEES minus the NON-REFUNDABLE application fee 	<ul style="list-style-type: none"> Refund Request Proof of VISA Refusal
VISA Renewal Refusal	After the course has commenced	Nil	<ul style="list-style-type: none"> Refund Request Proof of VISA Refusal
VISA Removal for breach of conditions	At any time	Nil	<ul style="list-style-type: none"> Refund Request Proof of VISA Refusal
Withdrawal, Transfer, or Enrolment Cancellation	<u>Before Commencement</u> The student provides more than 9 weeks notice to GCA prior commencement of their upcoming study term or next course	<ul style="list-style-type: none"> All FEES minus the NON-REFUNDABLE application fee 	<ul style="list-style-type: none"> Refund Request Letter of Offer DSCW Form
	<u>Before Commencement</u> The student provides 4 week to 9-weeks notice to GCA <u>prior</u> commencement of their upcoming study term or next course	<ul style="list-style-type: none"> 70% of the upcoming study term fee minus the NON-REFUNDABLE application fee 	<ul style="list-style-type: none"> Refund Request Letter of Offer DSCW Form
	<u>Before Commencement</u> The student provides a notice of less than 4 weeks to GCA <u>prior</u> commencement of their upcoming study term or next course	<ul style="list-style-type: none"> 40% of the upcoming study term fee minus the NON-REFUNDABLE application fee 	<ul style="list-style-type: none"> Refund Request Letter of Offer DSCW Form
	<u>After commencement</u>	<ul style="list-style-type: none"> 30% of the current study term fee No refund on application fee 	<ul style="list-style-type: none"> Refund Request Letter of Offer





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	The student provides a notice of 1 to 4 weeks to GCA <u>post</u> commencement of their current study term or course	<ul style="list-style-type: none"> No refund on resource fee No refund on reassessment fees if scheduled reassessment date occurs before the withdrawal date of DSCW form) 	<ul style="list-style-type: none"> DSCW Form
Default by Global College Australasia	At any time	Full Refund	Nil

COMPLAINTS AND APPEALS

- Whilst studying at GLOBAL COLLEGE AUSTRALASIA (GCA) you have the right to access the Complaints and Appeals process at any time.
- You shall be afforded 20 working days to access this process, otherwise any Complaint or Appeal will be taken as being accepted by you.
- The student should also be aware that the availability of the complaints and appeals processes does not remove the right of the student to take action under Australia’s Consumer Protection Law.
- GCA COMPLAINTS AND APPEALS policy is available anytime on the GCA website:
[COMPLAINTS-POLICY-V4.pdf \(globalcollege.edu.au\)](http://globalcollege.edu.au/COMPLAINTS-POLICY-V4.pdf)
[APPEALS-POLICY-V4.pdf \(globalcollege.edu.au\)](http://globalcollege.edu.au/APPEALS-POLICY-V4.pdf)

VISA REQUIREMENTS

- Australia requires international students to have compulsory health cover. The student is required to have Overseas Health Cover (OSHC) for the entire duration of their student visa in Australia. PLEASE NOTE: Your OSHC payment must be made before you arrive in Australia. See the following websites for more detailed information about OSHC:
<http://www.homeaffairs.gov.au/trav/stud/more>
- The Australian Government has specific guidelines for the issue and management of student VISAs. Failure to comply with these conditions may result in your VISA being revoked and your return home.
- As an education provider, GLOBAL COLLEGE AUSTRALASIA (GCA) has the responsibility to ensure you maintain a satisfactory rate of Course Completion and Attendance.
- GLOBAL COLLEGE AUSTRALASIA (GCA) will monitor this and advise you if you are failing to meet the minimum requirements; GCA is required to report any issues relating to this if you did not commence your course or attend college to explain. (GCA notifies via Provider Registration and International Student Management System (PRISMS) within 31 days of this event.)
- I am obligated to advise GLOBAL COLLEGE AUSTRALASIA within seven (7) days of any changes to any of my contact details (address, mobile number, email address). This can be done through GCA’s online student portal.
- For current details of student visa conditions, visit the Department of Home Affairs (DoHA) website:
<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500> or call 131 881.

Deferral, Suspension, Cancellation, and Withdrawal of Course (DSCW FORM)

- GLOBAL COLLEGE AUSTRALASIA (GCA) has specific guidelines that meet the requirements of the National Code and ESOS Act of the Deferral, Suspension, and Cancellation of student enrolments.
- If a student’s enrolment is Deferred, Suspended, or Cancelled for any reason, GLOBAL COLLEGE AUSTRALASIA (GCA) is required to inform the Department of Home Affairs of this at the earliest available opportunity.
- The student is also required to contact the Department of Home Affairs to ascertain any changes in their VISA conditions.
- GCA DSCW policy is available anytime on the GCA website:





- [DEFERRAL-SUSPENSION-CANCELLATION-WITHDRAWAL-POLICY-V4.pdf \(globalcollege.edu.au\)](http://globalcollege.edu.au/DEFERRAL-SUSPENSION-CANCELLATION-WITHDRAWAL-POLICY-V4.pdf)

Credit Transfer / Recognition of Prior Learning (RPL)

- Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application kit where necessary:
- Where Credit Transfer is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE).
- Where Credit Transfer is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days, and a new CoE will be issued.
- Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Credit Transfer or RPL formally assessed.
- GCA's Credit Transfer and Recognition of Prior Learning (RPL) policy is available anytime on the GCA website:
 1. [GCA-CREDIT-TRANSFER-POLICY-V4.pdf \(globalcollege.edu.au\)](http://globalcollege.edu.au/GCA-CREDIT-TRANSFER-POLICY-V4.pdf)
 2. [RECOGNITION-OF-PRIOR-LEARNING-POLICY-V4.pdf \(globalcollege.edu.au\)](http://globalcollege.edu.au/RECOGNITION-OF-PRIOR-LEARNING-POLICY-V4.pdf)

DATA PROVISION PRIVACY NOTICE AND LEARNER DECLARATION

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS FRAMEWORK, including the ESOS Act and the National Code 2018, 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 Registration Authorities and 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 (TPS) and Tuition Protection Scheme Administrators. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

A description of the ESOS framework that Australian Education providers must abide by is available electronically from the Department of Education Website – refer to the links below for further important information:

- <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>
- <http://www.australia.gov.au/information-and-services/education-and-training/international-students>
- <http://www.studyinaustralia.gov.au/global/live-in-australia/support-services/support-services-for-students>

For comprehensive information on living and studying in Australia, visit the Australian Government website: <http://www.studyinaustralia.gov.au/>

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 where you live.

HOW NCVER AND OTHER BODIES HANDLE YOUR PERSONAL INFORMATION

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. 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 programme 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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how 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. 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>.

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 Global College Australasia 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.

LEARNER DECLARATION AND CONSENT:

I declare that:

- the information I have provided to the best of my knowledge is true and correct, and by signing below, I understand the RTO may reject or revoke my application if it finds any information provided to be incomplete, inaccurate, or misleading.
- I consent to the collection, use, and disclosure of my personal information in accordance with the Data Provision Privacy Notice above.
- I consent for Global College Australasia to retain a copy of my identification documentation for the purpose of verification.
- I agree to complete the Initial Skills Assessment.



GLOBAL COLLEGE AUSTRALASIA

RTO No. 45088 CRICOS CODE: 03564F

Moore St Campus
21 Moore Street, East Perth, WA 6004
Wellington St Campus
176 Wellington Street, East Perth, WA 6004
General Enquiry: 1300 886 340
Marketing & Enrolment: 0448 465 445
E-mail: admissions@globalcollege.edu.au
Website: www.globalcollege.edu.au

- I agree to pay the training fees listed below if this enrolment is not under a traineeship arrangement (if this enrolment is under a traineeship, the employer is responsible for fees).
- That I have commenced employment, that a representative of the RTO has visited and discussed, and that I agree to abide by the RTO's policies and procedures as they apply.
- That the information supplied may be used for research, statistical analysis, programme evaluation, post-completion surveys, and internal management purposes.

That the RTO will observe privacy laws, NVR record management requirements, and the RTO policies & procedures in the handling of all information received.

STUDENT DECLARATION

- I authorise the GCA to seek verification of my academic and professional qualifications, and work experience. I understand that the GCA reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
- I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
- I authorise the College to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
- I declare that I am applying to be a genuine temporary entrant to Australia and as a genuine student and that I have read and understood conditions relating to these requirements <https://www.homeaffairs.gov.au>
- I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
- I understand that my student visa requires me to maintain satisfactory course attendance and progress.
- I understand that my student visa requires me to remain with my provider until I complete 6 months of my principal course.
- Where my application contains more than one course, the principal course is the highest level of course.
- My course selection corresponds with my academic and/or professional background and my future career path.

Student Name:	
Student Signature:	
Date:	

AGENT DECLARATION – To be filled by AGENT only.





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- The applicant has been assessed as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Home Affairs (DHA).
- The applicant is genuine in making this application and has every intention of completing all courses listed in this application.
- Every effort has been made to verify the authenticity and validity of the documents which form part of this application.
- Where an applicant has submitted an offshore English placement test, the Agency guarantees that the test is the work of the applicant.
- The applicant has been provided information about fees and living costs in Australia and understands their obligation to pay their fees? The applicant has provided evidence of funds outlined in the application form?
- I have provided the applicant with information regarding the location of GCA college, course information, and studying in Perth.

Agency Name:	
Agency Staff Member Name:	

APPLICATION CHECKLIST

Please complete all sections of your International Student Checklist and submit with the International Student Application for Enrolment.

Please ensure you have provided the following information where applicable.

- International Student Application Form (all sections must be completed)
- Evidence of Application Fee paid. (Please see bank details below) – provide bank details in the checklist.
- Passport copy
- Transcripts or statements of results of your previous qualification/s
- English equivalency: Evidence that you have studied at secondary or post-secondary level with English as level of instruction (if applicable)
- IELTS or Pearson’s Test of English or TOEFL or OET results
- Employment history (if applicable)





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- Breaks in employment: Evidence explaining breaks in study/employment history.
- Statement of purpose (when requested)
- Visa or copy of visa grant letter (if applicable)
- Disability support: Supporting evidence to outline requirements (if applicable)
- USI number (GCA can help)

