



APPLICATION FOR ENROLMENT

Personal Details

Please complete this form and return Royal International College with any supporting documents required.

Note: Enrolment will not be processed unless this form is completed fully. You must sign the declaration to indicate understanding and agreement of the enrolment conditions.

1. 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 Royal International College (RIC) 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 USI at the end of this form for a detailed explanation.

2. Enter your birth date

Day/month/year			
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3. Gender (Tick ONE box only) : [] Male [] Female [] Other

4. Enter your contact details.

Home phone _____ Work phone _____

Mobile _____ Email Address _____

If non citizen, provide emergency contact details) Name & relation of emergency contact

5. What is your Australian residential address?

Building/property name

Flat/unit details

Street or lot number (e.g., 205 or Lot 118)

Street name

Suburb, locality or town

State/territory

Postcode

6. What is your overseas postal address?

Building/property name

Flat/unit details

Street or lot number (e.g., 205 or Lot 118)

Street name

Suburb, locality or town

State/territory

Postcode



6.1 Please provide your Passport number.

6.2 Please provide your Visa number.

6.3 Please provide your Visa type. Student Tourist Working Holiday Others

6.4 What is the English Language Test

Overall Score	Date of Appearance			
Component Score: Writing	Reading	Speaking	Listening	

Language, Disability and Cultural Diversity

7. In which country & city were you born?

8. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only

Yes, other – please specify _____

9. Are you of Aboriginal or Torres Strait Islander origin?

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

No _____

Yes, Aboriginal

Yes, Torres Strait Islander

10. Do you consider yourself to have a disability, impairment or long-term condition?

Yes Y

No N No – Go to question 12



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

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	<input type="checkbox"/> 11
Physical	<input type="checkbox"/> 12
Intellectual	<input type="checkbox"/> 13
Learning	<input type="checkbox"/> 14
Mental illness	<input type="checkbox"/> 15
Acquired brain impairment	<input type="checkbox"/> 16
Vision	<input type="checkbox"/> 17
Medical condition	<input type="checkbox"/> 18
Other	<input type="checkbox"/> 19

Schooling and Previous Qualification

12. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>

Never completed any primary or secondary level education – go to question 14

13. Are you still enrolled in secondary or senior secondary education?

Yes No

14. Have you SUCCESSFULLY completed any of the qualifications listed in question 15?

Yes Y
No N No – go to question 16

15. If YES, tick ANY applicable boxes.

Bachelor 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 above)

Employment

16. 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

17. 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	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 12
To get skills for community/voluntary work	<input type="checkbox"/> 13
Other reasons	<input type="checkbox"/> 11

Unique Student Identifier (USI)

From 1 January 2015, we [insert RTO name] 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

18. Enter your Unique Student Identifier (USI) (if you already have one)

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/faqs/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

USI application through your RTO (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like RIC 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 at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise RIC 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 (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

Town/City of Birth _____

(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. **Australian Driver's Licence** State: _____ Licence Number: _____



- 2. Medicare Card Medicare card number... Individual reference number... Card colour: (select which applies) Green [] Expiry date... Yellow [] Blue [] Expiry date...
3. Australian Birth Certificate: Document No... State/Territory...
4. Australian Passport: Passport number...
5. Non-Australian Passport: (with Australian Visa) Passport number...
6. Immicard: Immicard Number...
7. Citizenship Certificate: Stock number... Acquisition date...
8. Certificate of Registration by Descent: Acquisition date...

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

19. Vocational Education Course(s):

Table with 4 columns: CRICOS Code, Course code and Name, Duration, Please tick. Rows include ICT50220 Diploma of Information Technology, BSB50420 Diploma of leadership and management, BSB60420 Advanced diploma of leadership and management.

Please tick the course you wish to enrol in:

Are you an Offshore Student [] Are you an Onshore Student []

Preferred Intake: Month Year

19.1 Preferred Centre: VIC NSW



Health Cover

20. Do you require RIC to obtain Overseas Student Health Cover on your behalf? *(please Select)*

Yes *(please specify below)* No Already have Provider: _____ Expiry Date ___/___/___

Single Couple Family`

Single Membership – covers the student only. Couple Membership – covers the student and his/her spouse/partner as listed on the student’s visa as dependent. Family Membership – covers the student and their dependents (such as their spouse/partner and any dependent children)

Credits/RPL

21. Do you wish to apply for Recognition of Prior Learning (RPL)?

Yes No

(If yes, Please complete the RPL application form from your chosen qualification, along with all supplementary evidence to support your application)

22. Do you wish to apply for Credit Transfer?

Yes No

(If yes, Please complete Credit transfer application form and provide supporting documents to support your application)

Agent Details

23. Agent/Agency Details:

Agency Name:

Agent staff member name:

Contact Details:



Checklist

24. Please make sure the following are attached (if applicable), documents which are not in English must translated in English

- Certified Passport biodata page(s)
- Copy of Overseas or Australian qualification and transcripts (as applicable)
- Certified English Language Evidence (IELTS or another equivalent test)
Applicants apply for vocational education courses are required to have an IELTS or equivalent test with a minimum score 5.5 to study at RIC and subject to sit for Language Literacy Numeracy Placement Test.
- Certified copy of year 12 certificate
- Related work experience (if any)
- Copy of current Australian Visa (if applicable)
- Course codes or unit outline/syllabus if you are applying for exemptions (credit transfer) or Statement of attainment. (Student must apply within 28 days of their enrolment)
- For offshore applicants: A GTE - Statement of Purpose explaining the reason to studying the course, relevance to previous study / work experience and future goals, reason for choosing RIC for study and study in Australia rather than home country.

Do you require any language, literacy, or numeracy assistance?

Yes No

If yes Please explain _____

Please note that in the absence of any of the above documents, application may be deemed as invalid or can amount in a conditional offer letter. Provide complete application to avoid any delays.

I, _____ (Agent / Applicant) hereby declare that I have checked the validity of above documents and information provided herewith, as true to the best of my knowledge. I understand that any inaccurate or misleading information can lead to delay / rejection of the application and cancellation of enrolment in the event of any offer / COE issuance.

Signature: _____ Date: _____



Terms and Conditions

25. Payment of fees:

- 25.1 Fees cannot be accepted from potential students unless they have signed a written agreement with RIC.
- 25.2 Students must pay the overseas student health cover (where applicable), enrolment & admin fee and material fees in full before the course commencement.
- 25.3 Students will be required to pay for the remaining of the tuition fee 1 week before the start of the next study period. Please refer to your letter of offer for your payment schedule according to the study period of the course/s you have enrolled.
- 25.4 Payments can be in the form of bank transfer or EFTPOS.

Payment via bank deposit should be forwarded to:

Bank:	Commonwealth Bank
Account Name:	Ballarat Hospitality Pty. Ltd.
BSB:	063581
Account No:	10665448
SWIFT Code:	CTBAAU2SXXX

*Please write your name and student ID in description while making payments.

- 25.5 Students will not be issued a Qualification or Statement of Attainment while fees are still outstanding.
- 25.6 RIC reserves the right to cancel any course prior to the commencement date of the course or during the course, should it deem it necessary.
- 25.7 For fees / payment schedule, please refer to "Payment of Fees" in the offer letter.
- 25.8 RIC reserves the right to accept or reject any application for enrolment at its discretion.

26. General Refund Policy

- 26.1 If the student is refused a visa offshore, RIC will provide a refund of all fees paid excluding the non-refundable enrolment fee and agent's commission.
- 26.2 If the student is refused a visa while onshore after the initial visa grant, RIC will provide a refund of unused tuition fees as follows: The refund amount = weekly tuition fee × weeks in default period.
- 26.3 If the seats in the course are full or the course is cancelled, a full refund of fees will be made without the non-refundable part of the enrolment fee.
- 26.4 No refunds apply after the visa is granted for a course or a package of courses offered by RIC (except in the event of applicant's demise)
- 26.5 OHSC Refunds will be done as per health cover provider policies.
- 26.6 All refunds will be paid within 28 working days.

Refund of student tuition fees may be given in the following circumstances:

- 26.7 If the enrolment is withdrawn more than 28 days prior to the agreed starting day, all fees paid all fees paid excluding the non-refundable enrolment fee and agent's commission.
- 26.8 If the enrolment is withdrawn less than 28 days prior to the agreed starting day, 50% of the fees paid excluding enrolment fee and agent's commission shall be retained by RIC.
- 26.9 No refunds will be given after your studies have commenced.
- 26.10 If an onshore student's visa is not granted, but the student has commenced the course, only the unused portion of tuition fee for the terms not enrolled will be refunded. If the student chooses to



go for AAT appeal and complete the course COE in the time frame, no refunds apply. In this case, any refund request will apply to the prepaid unused tuition fee for following terms (not commenced till date of refund request).

- 26.11 If student requests for release after the visa grant and obtain an approved withdrawal from course, no refunds apply.
- 26.12 For a refund of tuition fees, you must give written request by filling a form in person. No email requests will be accepted.
- 26.13 Any changes to management structure or name of institution or campus location, change of fee structures, change of mind, does not constitute towards a reason for refund. Any such requests will be refused.
- 26.14 All approved refunds are made payable to and sent to student or to the account of the legally authorised and duly consented by the student in Australian dollars in order to maintain transparency in transaction(s).

27. Authorization to arrange Medical Treatment

- 27.1. The student agrees to authorize RIC to call for medical treatment in emergency circumstances where RIC staff deems it necessary. RIC will not be held liable for any expense, loss or damage for such medical intervention. Students are liable for their own OSHC cover maintenance for this purpose.

28. Complaints & Appeals

- 28.1. If you have any problems or concerns with the college during your studies, you need to follow Complaints and Appeals Procedure as described in the student handbook
- 28.2. If you are still not satisfied you have the right to appeal to Overseas Students Ombudsman (www.oso.gov.au), an independent external party and advice the institute within a stipulated timeframe.

29. Course Cancellation by RIC - Provider Default

- 27.1.If RIC is unable to provide any courses on the agreed starting date, students will be offered a refund of the unused portion of all pre-paid tuition fees. Alternatively, students may be offered enrolment in alternative courses of RIC at no extra administrative cost.
- 27.2.Refunds due to provider default will be paid within 14 working days & as per the Tuition Protection Services (TPS)guidelines Changing Courses.
- 27.3.If you are thinking about changing your course of study to a lower level AQF course would be a breach of visa conditions and might result in the Student Visa being cancelled.
- 27.4.To change to a lower level AQF course you must apply to DHA of a new visa and to be granted a new visa before changing.

30. Transfer of provider (Issue of a release letter approving the transfer)

- 30.1.Release cannot be provided prior to completion of 6 months of the principal course & will not be issued in case any due tuition fee is unpaid.
- 30.2.The requests for the same will be considered in accordance with the Transfer of Provider and Release policy (see student handbook).



31. Course Progression and Attendance

- 31.1. Regular attendance is a requirement for all students. International students must attend a minimum of 80% of classes for the duration of their course.
- 31.2. If students fail to meet this requirement their enrolment with RIC will be cancelled and the student will be reported to DHA and their visa may be cancelled.
- 31.3. If students do not make satisfactory course progress (more than 50%) they will have to attend counselling with Student Support.
- 31.4. If the student fails to meet the progress subsequently, they will be reported to DHA and their visa may be cancelled.
- 31.5. More detail please see RIC Monitoring Attendance and Course Progress Policy and Procedures.

32. Disclaimer

- 32.1. RIC accepts no liability for any unexpected interruption in services through events such as electrical failure, floods and similar natural disaster which cause cancellation of classes. Fee refunds will not be provided for classes missed due to such events.

33. Living Costs and Financial availability

- 33.1. Please access to our International Student Information Kit for a guide to living costs and tuition fees and all policies including our Refund policy.
- 33.2. Applicant to note that the transfer between providers the National Code standard 7 applies.
- 33.3. Understand the costs associated with studying in Australia and associated financial policies (fee, refund, transfer etc.) of RIC & confirm that you have enough financials to cover the same. (Including tuition / related fees*, living expenses, overseas student health cover and return airfares etc.)

Privacy Statement

34. Why we collect your personal information

- 34.1. As a registered training organisation (BALLARAT HOSPITALITY PTY LTD T/A Royal International College (RIC)), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

35. How we use your personal information

- 35.1 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

36. How we disclose your personal information

- 36.1 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.



34.2 We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

37. How the NCVET and other bodies handle your personal information

35.1 The NCVET 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 NCVET 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.

35.2 The NCVET 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.

35.3 The NCVET may also disclose personal information to persons engaged by NCVET to conduct research on NCVET's behalf.

The NCVET does not intend to disclose your personal information to any overseas recipients

35.4 For more information about how the NCVET will handle your personal information please refer to the NCVET's Privacy Policy at www.ncvet.edu.au/privacy

35.5 If you would like to seek access to or correct your information, in the first instance, please contact your RIC using the contact details listed below.

35.6 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>.

38. Surveys

36.1 You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

39. Contact information

At any time, you may contact RIC 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

Declaration

40. Student Declaration

By signing and submitting this 'Student Application for Enrolment' the applicant acknowledges

- 38.1 I declare that the information submitted with this application is true and complete.
- 38.2 I acknowledge that failure to provide any document or disclose my academic record may result in RIC revoking an offer or terminating my studies at any stage.
- 38.3 I authorise RIC to seek verification of my academic and professional qualifications, and work experience. I understand that RIC reserves the right to inform other tertiary institutions and regulatory agencies and right to cancel the enrolment if any of the material presented to support my application is found to be false.
- 38.4 I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
- 38.5 I acknowledge that RIC reserves the right to alter any course, subject, admission requirement or fee without prior notice.
- 38.6 I understand that the personal information I have provided may be released to government agencies as required by law.
- 38.7 I further understand that it may be disclosed to third parties for the purpose of this application. I also undertake to update about any address / contact detail change within 5 working days in writing to the college.
- 38.8 I acknowledge that I have read and understand the description of the courses(s) that I am applying for on RIC's website.
- 38.9 I agree to pay the applicable tuition fees prior to COE Issuance, term commencement and subsequent instalments of nominated studies set out on the letter of offer and I agree to be personally liable to the debt arising from fees owing. I understand that RIC may seek the services of external debt collection agencies for the collection purpose. I will be liable to pay for any legal or linked charges for any such agencies.
- 38.10 I have read and understand RIC's fees and refund policy and requirements as set out within the Student Handbook.
- 38.11 I authorised RIC to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
- 38.12 I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on <https://www.homeaffairs.gov.au>



38.13 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.

38.14 I have read and understand the description of the ESOS framework made available at: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

38.15 I declare that the information provided in this application and the documentation supporting it is true and complete

I acknowledge and agree to the terms in the student declaration.

Name: _____ Passport No: _____

Signature: _____ Date: _____