

Student Application Form

Don't just pick a place, pick a Future

THIS IS A FORMAL APPLICATION. PLEASE ATTACH SUPPORTING DOCUMENTATION.

Section 1

Are you applying for student visa from offshore? No Yes If yes, please specify visa office: _____
 Is your student visa or any other visa refused by Australian Immigration in the past? No Yes

PERSONAL DETAILS

First Name	<input type="text"/>	Date of Birth	<input type="text"/>
Middle Name	<input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	<input type="text"/>		<input type="checkbox"/> Other
Nationality	<input type="text"/>	Country of Birth	<input type="text"/>
Passport No.	<input type="text"/>	Passport Expiry Date	<input type="text"/>

Do you hold a current Australian Visa? No Yes

Visa No.	<input type="text"/>	Visa Expiry Date	<input type="text"/>
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single	Any other details	<input type="text"/>

Do you have a Victorian Student Number (VSN)? No Yes If yes, please specify VSN
 If you have never been issued a VSN please tick

Do you have a Unique Student Identifier number (USI)? No Yes If yes, please specify USI
 If you have never been issued USI no. please complete the USI authorization form

HOW TO APPLY

- Please write clearly in blue/black ink using capital letters in English.
- Include one set of supporting documents with this application, including certified English translated copies.
- All supporting documents for this application must be certified true copies of originals.
- Ensure that you sign the declaration at the back of this form.

Section 2

CONTACT DETAILS

Address in Australia (if any)	<input type="text"/>	State	<input type="text"/>	Post Code	<input type="text"/>
E-mail	<input type="text"/>	Phone	<input type="text"/>	Phone (in home country)	<input type="text"/>
Address in Home Country	<input type="text"/>	Country	<input type="text"/>	Post Code	<input type="text"/>

Section 3

COURSE PREFERENCE

Course Name	CRICOS Code	Duration	Intake Date
<input type="checkbox"/> General English (Elementary to Upper-Intermediate Level)	092186A	56 Weeks	
<input type="checkbox"/> Elementary Level (12 Weeks)			
<input type="checkbox"/> Pre-Intermediate Level (12 Weeks)			
<input type="checkbox"/> Intermediate Level (10 Weeks)			
<input type="checkbox"/> Upper Intermediate Level (10 Weeks)			
<input type="checkbox"/> Certificate I in Business (Course Code: BSB10115)	098220M	26 Weeks	
<input type="checkbox"/> Certificate II in Business (Course Code: BSB20115)	098221K	26 Weeks	
<input type="checkbox"/> Certificate III in Business (Course Code: BSB30115)	098222J	26 Weeks	
<input type="checkbox"/> Certificate IV in Business (Course Code: BSB40215)	086971D	26 Weeks	
<input type="checkbox"/> Diploma of Leadership and Management (Course Code: BSB51918)	098781M	52 Weeks	
<input type="checkbox"/> Advanced Diploma of Leadership and Management (Course Code: BSB61015)	089956A	90 Weeks	
<input type="checkbox"/> Diploma of Project Management (Course Code: BSB51415)	095345M	56 Weeks	
<input type="checkbox"/> Certificate IV in Accounting and Bookkeeping (Course Code: FNS40217)	098408K	56 Weeks	
<input type="checkbox"/> Diploma of Accounting (Course Code: FNS50217)	098409J	56 Weeks	
<input type="checkbox"/> Advanced Diploma of Accounting (Course Code: FNS60217)	098410E	90 Weeks	
<input type="checkbox"/> Graduate Diploma of Management (Learning) (Course Code: BSB80615)	0100104	86 Weeks	

Student must fill/complete the following forms/test along with the student application form.
 Please tick "YES", if you have filled it.

- Pre Enrollment/Training form (PTR) No Yes
- Language, Literacy and Numeracy Test (LLN) No Yes

Section 4

OSHC

Overseas Student Health Cover (OSHC)
 Do you require Overseas Student Health Cover? Yes No
 If yes, please specify Single Couple Family

PAYMENT OPTION

Monthly payment Lump-sum payment for the first course enrolled

ENGLISH LANGUAGE PROFICIENCY

Is English your first language Yes No If no, what is your first language _____

I have completed an English proficiency test within the past two years to the required standard Yes No

If yes, please specify below

Name of the Test Test Result

Section 5

ACADEMIC QUALIFICATIONS (Please, provide details of the most recent secondary or tertiary studies you have undertaken)

Highest Qualification	Name of Institution	Year Awarded

Section 6

CREDIT TRANSFER / RPL

Are you applying for Credit Transfer (CT) Yes No

Are you applying for RPL Yes No

If yes to CT, please attach relevant Nationally Recognized Qualifications or Statement of Attainment. You are also required to fill out Credit Transfer Form and forward along with the supporting documents. If yes to Recognition of Prior Learning (RPL), please email your expression of interest to apply for RPL to admin@spi.vic.edu.au to start your RPL process. A qualified assessor will be in contact with you for your RPL application.

Section 7

REFUND FEES

Based on the circumstance of the default, a student may or may not be eligible to receive a refund for unspent pre-paid tuition fees.
 Please visit our website www.spi.vic.edu.au for the latest refund policy or send a request to admin@spi.vic.edu.au.

Section 8

HOW DID YOU HEAR ABOUT US?

Education Agent Your friend studying at SPI Other
 SPI Website/ Internet Exhibition/ Education Fair

Section 9

LIVING COST

Are you aware of the living costs associated with your studies in Australia?

Yes No

For more information, please visit: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

AVETMISS DETAILS TO BE FILLED BY ALL STUDENTS ENROLLING AT ST PETER INSTITUTE (SPI)

The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) offer a nationally consistent standard for the collection and analysis of vocational education and training information throughout Australia.

Section 10

LABOUR FORCE STATUS

- | | | |
|--|--|--|
| <input type="checkbox"/> Full-time Employee | <input type="checkbox"/> Part-time Employee | <input type="checkbox"/> Self Employed - Not Employing Others |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Employed - Unpaid Worker in a Family Business | <input type="checkbox"/> Not Employed - Not Seeking |
| <input type="checkbox"/> Unemployed - Seeking Full-time Work | <input type="checkbox"/> Unemployed - Seeking Part-time Work | <input type="checkbox"/> Not stated (questioned asked of the clients but no answer provided) |

Section 11

SCHOOLING

Are you still attending school? Yes No Not Stated

- Highest completed school level?
- | | |
|--|---|
| <input type="checkbox"/> Not Started | <input type="checkbox"/> Did not go to school |
| <input type="checkbox"/> Year 8 or below | <input type="checkbox"/> Year 9 or equivalent |
| <input type="checkbox"/> Completed year 10 | <input type="checkbox"/> Completed year 11 |
| <input type="checkbox"/> Completed year 12 | |

Section 12

PRIOR EDUCATION (POST SECONDARY)

PRIOR EDUCATION FLAG:

- | | | |
|--|---|--|
| <input type="checkbox"/> Yes – a prior educational achievement has been successfully completed | <input type="checkbox"/> No – a prior educational achievement has not been successfully completed | <input type="checkbox"/> Not stated (questioned asked of the clients but no answer provided) |
|--|---|--|

HIGHEST QUALIFICATION COMPLETED:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Bachelor Degree or Higher Degree level | <input type="checkbox"/> Advanced Diploma or Associate Degree Level | <input type="checkbox"/> Diploma Level | <input type="checkbox"/> Certificate IV |
| <input type="checkbox"/> Certificate III | <input type="checkbox"/> Certificate II | <input type="checkbox"/> Certificate I | <input type="checkbox"/> Miscellaneous Education |

In which year did you complete your highest qualification?

Section 13

LANGUAGE AND CULTURAL DIVERSITY

Do you speak a language other than English at home? (If more than one language, please indicate the one that is spoken most often)

- No Yes (please specify)

How well do you SPEAK English? Very Well Well Not Well Not at All

How well do you READ English? Very Well Well Not Well Not at All

How well do you WRITE English? Very Well Well Not Well Not at All

Section 14

DISABILITY

Do you have any special needs / disabilities? Not stated No Yes

(If yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area)

- | | | | | |
|---|--|--|-----------------------------------|---|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Physical | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Learning | <input type="checkbox"/> Mental Illness |
| <input type="checkbox"/> Acquired Brain | <input type="checkbox"/> Vision Impairment | <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Other | <input type="text"/> |

Please request for Special Needs/ Disability Policy & Procedure from reception desk or email: admin@spi.vic.edu.au

ATSI Status: Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

You will receive an acknowledgement email issuing you with an ID number. Please refer to this number to enquire about the status of your application or to send outstanding documents (where required)

Section 15

EMERGENCY CONTACT DETAILS

Name

Relationship

Email

Phone

Section 16

APPLICATION CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> Completed all sections of the Application Form | <input type="checkbox"/> Completed Pre Enrollment/Training form (PTR) |
| <input type="checkbox"/> Certified/verified copies of Academic Transcripts | <input type="checkbox"/> Completed Language, Literacy and Numeracy Test (LLN) |
| <input type="checkbox"/> Certified/verified copies of Visa (if applicable) Attach | |
| <input type="checkbox"/> Certified/verified copies of Passport | |
| <input type="checkbox"/> Certified/verified copies of English test results | |

STUDENT DECLARATION

- I declare that all information provided in this application is accurate and complete and that SPI may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- I understand that by completing this application, I am giving written consent to SPI to independently verify the information supplied by me in this form and request further documents as required
- I declare that I am a Genuine Temporary Entrant and a Genuine Student. Please refer to the Department of Home Affairs website for details: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>
- I acknowledge that the information provided in the application is complete and correct.
- I agree to undertake a testing requirement prior to any course entry, if deemed necessary by SPI, and adhere to any other pre requisite identified above.
- I confirm that the information supplied in this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.
- I confirm that I have received and read a copy of SPI's Student handbook available on www.spi.vic.edu.au and fully understand the requirements of the course and all policies and procedures.
- I consent to Department of Home Affairs providing SPI with any information about my visa status from the time of my application to the time of my departure from Australia.
- I am 18 years old or over.

Fee: An Enrolment fee of \$250.00 is required to process this application.

Please note that application without payment will not be assessed but returned to the sender. Arrangement for the payment of tuition fees will be included in the Enrolment Agreement which will be issued once your application has been assessed. I understand that SPI has the right to reject my application prior to issuing an 'Enrolment Agreement' and that this application fee is non – refundable.

Use of personal information

I understand that SPI may distribute my personal details as indicated in the statement:

"Information is collected on this form and during your enrolment in order to meet our obligations under 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 2018 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. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law."

Please email an electronic copy (Scanned copy) of this form to SPI by email: admin@spi.vic.edu.au

I HAVE READ AND UNDERSTOOD THE INFORMATION PROVIDED IN THIS APPLICATION FORM.

Student Name:

Student Signature:

Date:

BANK DETAILS

Please electronically transfer the agreed fees payable as per the student written agreement from SPI as part of the enrolment fee to the bank account below:

Bank name – Commonwealth Bank Australia, Account Name – Angel United Group Pty Ltd
BSB – 063 012 | Account number – 1043 4658 | SWIFT Code CTBAAU2S

NOTE: Please provide student's ID while transferring the fees and send remittance advices to: admin@spi.vic.edu.au

AGENT USE ONLY

NOTE: Approved agent name is compulsory for students from all AL3 and AL2 countries applying from outside Australia

Agent Comments on this Application:

Approved Agent Name:

Signature:

Date:

FOR OFFICE USE ONLY

PTR Form received Yes No

LLN Test completed Yes No

Application Approved Yes No

Any Comments on this Application:

SPI Staff name:

Signature:

Date:

Next Step: International student will receive the Letter of Offer and a written agreement with all conditions applicable issuing you with an ID number. Please refer to the student ID number to enquire about the status of your application or to send outstanding documents (where required).