

Student Details:			Application Date: Select
First Name: Enter Text	Last Name: Enter Text		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Home Address: Enter Text			Date of Birth (DD/MM/YY): Select
Suburb: Enter Text	State: Select	Post Code: Enter Text	Age Declaration: <input type="checkbox"/> I am OVER 18 years of age
Postal Address: Enter Text			
Suburb: Enter Text	State: Select	Post Code: Enter Text	
Primary Phone: Enter Text	Work Phone: Enter Text	Mobile #: Enter Text	
Email Address: Enter Text			
Language and Cultural Diversity			
Country of Birth: Enter Text		City of Birth: Enter Text	
Main Language Spoken: Enter Text			
Do you speak a language other than English at home? <input type="checkbox"/> No <input type="checkbox"/> Yes, other: Enter Text			
Are you Aboriginal and/or Torres Strait Islander? (please tick all that applies) <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander			
Disability: Please see Disability Supplement section (page 8)			
Do you have any disability, impairment, or long-term condition which may affect your course? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you live with any physical/mental disability that may affect your participation in the course?			
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellect	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Vision	<input type="checkbox"/> Learning	<input type="checkbox"/> Other: Enter Text
<input type="checkbox"/> Acquired brain impairment			
Do you require additional support?		<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify: Enter Text)	
Education and Training Details:			
Are you able to read, write, and understand English? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What if your highest COMPLETED school level? (tick one only) <i>If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually 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.</i>			
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 9 or below	
<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Never attended school	
Are you still enrolled in secondary or senior secondary education? <input type="checkbox"/> Yes <input type="checkbox"/> No			In which YEAR did you complete that school level? Enter Text
Have you successfully completed any of the following qualifications? (please select all that apply)			
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate IV (Advance Cert)	<input type="checkbox"/> Bachelor Degree or Higher	
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Diploma	<input type="checkbox"/> Other	
<input type="checkbox"/> Certificate III (Trade Cert)	<input type="checkbox"/> Advance Diploma/Associate Degree	<input checked="" type="checkbox"/> None	

Employment Details:		
Employer Business Name: Enter Text	Employer Contact: Enter Text	
Employer Address: Enter Text		
Employment Status:	<input type="checkbox"/> Self-employed - not seeking employment	<input type="checkbox"/> Unemployed - seeking full-time work
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Self-employed - employing others	<input type="checkbox"/> Unemployed - seeking part-time work
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Employed - unpaid worker in a family business	<input type="checkbox"/> Unemployed - not seeking employment
Reason for Study:		
Of the following categories, which BEST describes your main reason for undertaking this course?		
<input type="checkbox"/> To get a job	<input type="checkbox"/> To get better job/position	<input type="checkbox"/> It was a requirement for my job
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try a different career	<input type="checkbox"/> To develop my existing business	
Existing Skills and Knowledge:		
Please describe any related work or industry experience (job role, description of responsibilities, inclusive dates, etc.) you have, if any:		
Enter Text		
Please list down any related qualifications you currently hold, if any:		
Qualification Title and Code	Provider Name	Date Studied
Enter Text	Enter Text	Select
Enter Text	Enter Text	Select
Enter Text	Enter Text	Select
Enter Text	Enter Text	Select

Course Enrolment Details: (See Course Outline for delivery mode and available durations)	
Course Name: Certificate III in Business	Course Code: BSB30120
Course Delivery: Blended	Course Duration: 52 weeks (including holidays)
Course Start Date: Enter Text	Do you want to apply for RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please briefly explain/outline the skills and experience you believe you have that relates to the course in which you are enrolling:	
Enter Text	
Additional Information: (please answer all questions)	
Do you have access to a computer and the internet? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What level of computer literacy do you have? <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic <input type="checkbox"/> Poor	
How do you rate your numeracy skills? <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic <input type="checkbox"/> Poor	
Do you require additional support?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify: Enter Text)
Overseas Student Health Cover (OSHC) is required throughout your visa duration. Do you require assistance for OSHC? <input type="checkbox"/> Yes (proceed to next question) <input type="checkbox"/> No (submit a copy of valid OSHC to student services)	
Specify your OSHC plan: <input type="checkbox"/> Single <input type="checkbox"/> Family <input type="checkbox"/> Multi-Family	
Do you require any of the following? <input type="checkbox"/> Pick-up from Airport <input type="checkbox"/> Homestay Accommodation	
Will you be under 18 when you arrive in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES, please contact Vigil International College's International Student Support Services.</i>	
How is your study funded? <input type="checkbox"/> Self-Funded <input type="checkbox"/> Private Sponsor <input type="checkbox"/> Government Sponsor <input type="checkbox"/> Others <i>Please be advised that Vigil International College reserves the right to ask for additional evidence of financial capacity.</i>	
Are you aware of the Genuine Temporary Entrant (GTE) requirements provided by the Department of Home Affairs? https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant <input type="checkbox"/> Yes <input type="checkbox"/> No	

IMPORTANT NOTE:

Vigil International College will provide access to additional support services where required, as described in the Additional Support Policy and Procedures. However, where a student is unable to meet minimum course entry requirements such as corresponding Learning, Literacy and Numeracy Skills and/or Physical Fitness requirements of a course, Vigil International College reserves the right to defer/terminate enrolment. If you are in doubt, please ask us about it.

Privacy Notice

As a registered training organisation (RTO), Vigil International College will collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Vigil International College will not be able to enrol students who fail or refuse to provide 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.

Vigil International College | RTO #45894 | CRICOS #04044M

Address: Level 2, 12-14 Wentworth St, Parramatta NSW 2150 | Phone: 1800 978 377 or 02 8859 9855

Website: www.vigilinternationalcollege.com | Email: info@vigilinternationalcollege.edu.au | ABN 12 655 274 025

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.

Vigil International College is also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

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 Vigil International College 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>.

If for any reason you cannot access the privacy notice electronically on the Department's website, please get in touch with us at info@vigilinternationalcollege.edu.au to obtain a copy of the 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 Vigil International College 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

Understanding the ESOS Framework

The Australian Government wants international students to have a rewarding, enjoyable and safe experience when they come to Australia to study. Australia's education and training system offers high quality services and protection for international students to ensure they make the most of their time here. The laws that protect international students form the Education Services for Overseas Students (ESOS) framework. They include the Education Services for Overseas Students Act 2000 and the ESOS National Code 2018. Please read a summary of the ESOS Framework including your rights, responsibilities, requirements, support services, and other information about studying in Australia on the AEI website here: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Refund Policy

Details of the Vigil International College Fees and Charges / Refund Policy can be found in the Fee Administration and Refund Policy, Student Handbook and Vigil International College website.

Application Checklist

- Received and understood information on the requirements, costs, and campus locations for my course through the course brochure
- Completed the Enrolment Application Form
- Attached current passport
- Attached current Australian Visa (if applicable)
- Attached relevant employment evidence (if applicable)
- Attached English Language Qualification (IELTS or others)
- Attached Highest Qualification Certificate and Transcript (Australia and/or Overseas)
- Attached Letter of Release (or any document authorising your transfer if currently enrolled in another education provider in Australia)
- Attached Genuine Temporary Entrant (GTE) Assessment Form and Statement of Purpose
- Complete student VISA application
- Overseas Student Health Cover (OSHC)

Declaration

I, First Name Middle Name Last Name
of Current Residential Address
with date of birth: Select

Would like to apply for enrolment in the above course with Vigil International College (RTO #45894, CRICOS# 04044M). I have read and understood the entry and course requirements and other course information on the Vigil International College website. I have read the Vigil International College Student Handbook including the Privacy Policy, Fee Administration and Refund Policy, and other policies and procedures prior to enrolling.

I understand that I will be required to supply a USI to Vigil International College in accordance with national legislation. I declare that I have answered all questions truthfully to the best of my knowledge. I understand that all my personal details including my USI, are confidential and are protected by relevant privacy laws. I give my consent to Vigil International College to release my name, date of birth, contact details and statistical information, including my USI, to the relevant Federal government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

I have read and consent to the collection, use and disclosure of my personal information pursuant to the information detailed at Privacy Policy.

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

I declare that I am aware and understand my financial obligations relating to studying in Australia and I confirm that I have access to sufficient funds to cover my living expenses and all course-related costs and fees during my study in Australia.

Printed Name:

Date:

Student Signature (attach eSignature or print the form and sign):

Once this form is completed, please return to Vigil International College:
Email: info@vigilinternationalcollege.edu.au | Phone: 1800 978 377 or 02 8859 9855

Payment Options

Full course fee: \$

Initial payment of **50%** upon enrolment

Remaining balance to be paid in 11 equal monthly instalments.

Payment Options:

Do you wish to pay more than 50% of your tuition fee in advance?

Pay **more than 50%** Pay in **full amount** Pay only the required deposit / fees prior commencement

Note: Students are **not** required to pay more than 50% of the tuition fees before commencement of study. Students must submit the **signed International Student Agreement Form** prior to arranging any payment (electronic or via other means) to Vigil International College.

Payment Details: (Select ONE Payment Method)

Cheque

Direct Debit

Credit Card

Electronic Transfer

Account Name: Vigil International Pty Ltd

BSB: 012 307

Bank: ANZ

Account Number: 420 818 562

Credit Card Authorisation

I, First Name Middle Name Last Name authorise Vigil International College to debit Amount from the following credit card for the purpose of enrolling into training. For both upfront payments and payment plan amounts, please debit my card as per the selected payment option above according to the following details:

Card Type: (tick one only)	<input type="checkbox"/> VISA <input type="checkbox"/> Mastercard
Card Number:	<input type="text"/>
Expiry:	<input type="text"/>
Card Holders Name:	<input type="text"/>
Signature:	Date:
<input type="text"/>	<input type="text"/>

Office Use Only:	Student #: <input type="text"/>	Enrolment #: <input type="text"/>
<input type="checkbox"/> Entered	<input type="checkbox"/> Receipt	<input type="checkbox"/> Access Granted
<input type="checkbox"/> Invoice	<input type="checkbox"/> Upload Form	<input type="checkbox"/> VP Checklist
Enrolment Coordinator: <input type="text"/>	<input type="checkbox"/> Welcome Pack Sent _ / _ / _	

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Disability Supplement

Introduction:

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

VERSION CONTROL

Version Control Table				
Date	Summary of Modifications	Modified by	Version	Date of Implementation
24/02/2022	Updated course fee	360RTO Solutions	v. 1.0	23/08/2022

RTO INFORMATION

Document Name	BSB30120 CRICOS Enrolment Form v1.0
RTO Name	Vigil International College
RTO Code	45894
CRICOS Code	04044M
ABN	12 655 274 025

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