



## Enrolment Application Form

### Your personal details

Family Name	
Given Name	
Date of Birth	/ / (dd/mm/yyyy)

### Address in Australia (if known)

Post Code	
Home Ph	
Mobile	
Email	
Alternative EMail	

### Proficiency in English

Please indicate the level you have attained

IELTS	
TOEFL	
Other (please specify)	

### Educational Qualifications

Highest qualification	
Year awarded	
Institution	
State / Country	

### International Details

Country of citizenship	
Passport Number	
Passport expiry date	
Visa Type and number	
Visa expiry date	
Place of Birth	

### Overseas Address

Post Code	

### Airport Transfer

Do you require pickup from the airport?

Yes  No

If Yes, please provide your arrival details here. You must telephone us to confirm these arrangements.

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### Intended courses (Please tick)

22251VIC Certificate II in EAL (Access)	<input type="checkbox"/>
22253VIC Certificate III in EAL (Access)	<input type="checkbox"/>
BSB50615 Diploma of Human Resources Management	<input type="checkbox"/>
BSB50215 Diploma of Business	<input type="checkbox"/>
BSB60215 Advanced Diploma of Business	<input type="checkbox"/>

### Overseas Student Health Cover

The Australian Government requires all persons entering Australia on a Student Visa to take Overseas Student Health Cover (OSHC). Do you require VACTS to arrange OSHC for you?

Yes  No

Do you require VACTS to organise accommodation for you in Melbourne?

Yes  No  If Yes, then for how many weeks?

Please indicate your accommodation preference

Single	Share	Non-smoking	Smoking	Homestay
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Special Needs

Do you have any disability, special needs, or current health problem?

Yes  No

If Yes, please provide details on a separate sheet of paper.

### Current Study

Are you currently studying in Australia?

Yes  No

If Yes, please provide the following details

Course	
Institution	
Start date	
End date	

### Credit Transfer / Recognition of Prior Learning

Are you applying for a Credit Transfer or Recognition of Prior Learning?

Yes  No

If Yes, please attach a completed copy of the VACTS Application for Credit Transfer or Application for RPL, and relevant translated documents that have been certified.

### How did you hear about VACTS?

Friends/relatives	Website	Agent	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I authorise this agent to receive information applicable to my studies at VACTS

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**Terms and Conditions**

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2000 and 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 2007. 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 Director of the Tuition Protection Service. . In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

**I have read and understood the pre-enrolment conditions before signing the applicant declaration. B y signing I understand and agree to abide by the pre-enrolment conditions.**

1. I have read and understood VACTS’s fees and charges policy, the student deferral, suspension and cancellation policy and the student refund policy provided in the VACTS pre-enrolment information for intending overseas students.
2. I have read and understood the information about course content and vocational outcomes on VACTS’s website and in the VACTS pre-enrolment information for intending overseas students.
3. I have read and understood the application procedure for recognition of prior learning and credit transfer which is provided in the VACTS pre-enrolment information for intending overseas students.
4. I am aware that I am required to sign VACTS’s offer acceptance agreement prior to commencement and concurrently with or prior to payment of the agreed initial fees
5. I acknowledge that it is my responsibility to seek independent advice prior to signing this application.
6. I give permission to the VET co-ordinator at VACTS to make an application to register to obtain an USI or verify my USI.

**Signature of applicant:**

**Date:**

You must supply with this application form certified copies of original documents. These documents include a certified copy of an IELTS certificate (or equivalent), plus certified evidence of completion in Australia of an Upper-Intermediate level from a NEAS accredited RTO, or an Australian Year 12 certificate or equivalent.

Please refer to the document entitled “Pre-enrolment information for intending overseas students” for more information about the entry requirements for a course at VACTS.

If you have completed the equivalent of Australian Year 12 in another country, you must provide certified copies of original documents which provide evidence of having done so.

When you have completed all parts of this enrolment application form, you should return it to:

VACTS Admissions  
 171 Sydney Road, Coburg-3058  
 Email: vactsedu@gmail.com

Should your application be successful, you will be sent an enrolment offer and acceptance agreement, signed by VACTS, and an invoice. You can accept your offer from VACTS by completing and signing the enrolment agreement and making payment of the fees according to the invoice.