



Application/Enrolment Form

1. Complete all section using BLOCK LETTERS.
2. Attach supporting documents, including certified copies of your passport and Academic Documents.

Course Selection				
Qualification Code	CRICOS Code	Qualification Name	Duration	Please Tick
BSB50420	108505M	Diploma of Leadership and Management	58 Weeks	<input type="checkbox"/>
BSB60420	108506K	Advanced Diploma of Leadership and Management	64 Weeks	<input type="checkbox"/>
BSB80120	108507J	Graduate Diploma of Management (Learning)	76 Weeks	<input type="checkbox"/>
CHC52015	108508H	Diploma of Community Services	72 Weeks	<input type="checkbox"/>
SIT30821	112954G	Certificate III in Commercial Cookery	52 Weeks	<input type="checkbox"/>
SIT40521	112955F	Certificate IV in Kitchen Management	24 Weeks	<input type="checkbox"/>
SIT50422	112956E	Diploma of Hospitality Management	24 Weeks	<input type="checkbox"/>
Do you need Airport pickup <input type="checkbox"/> Yes <input type="checkbox"/> No Preferred start date _____				

Note: for updated fees and charges, refunds and cancellations please refer to our student handbook, website or contact to our reception at Level 2, 73-81 Murray Street, Hobart TAS 7000, Australia

Personal Details			
Title	Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Other: <input type="checkbox"/>		
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>		
Family Name*			
Given Name*			
* 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 us 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.			
Place and country of Birth			
Date of Birth	/ /	Nationality	
Passport No		Expiry Date	
Visa Type		Visa Subclass	
Visa Number		Visa Expiry Date	
Overseas health Cover			
Do you have Overseas Health Cover (OSHC)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, OSHC Provider: _____			
If No, I require Single Cover <input type="checkbox"/> Family Cover <input type="checkbox"/>			
Name(s) of the family member(s) _____			
Date of Birth: (DD/MM/YYYY) ___/___/____ Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>			



Are you currently studying in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, Name of institute	
Are you Transferring from another education provider in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Unique Student Identifier	
Do you have a Unique Student Identifier (USI)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please specify your USI _____	
USI verified by Epoch International College:	
Staff Name _____	Signature _____ Date: / /

**From 1 January 2015, we 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 <http://www.usi.gov.au/create-your-usi/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance*

Contact Details			
Residential Address (Home Country)			
Address:			
Country:			
Phone:		Email:	
Residential Address (Australia)			
Building/Property Name			
Flat/Unit Details		Street No	
Street Name		Suburb	
State / territory		Postcode	
Telephone		Mobile	
Postal Address (if different from residential Address)			
Building/Property Name			
Flat/Unit Details		Street No	
Street Name		Suburb	
State / territory		Postcode	
PO Box or roadside delivery box:			
Preferred Contact Method		Email:	Phone:
Emergency Contact in Australia or Home Country			
Name			
Phone			
Relationship			



English Language Proficiency			
Assessment Type	IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOEFL <input type="checkbox"/> Others <input type="checkbox"/>		
Score Achieved		Date	
<input type="checkbox"/> Not Required. I am from Level I country. (You will be required to undertake Placement Assessment if you are not from the list of exempted countries. Refer Entry requirement policy)			

Previous Qualification Achieved	
Have you successfully completed any of the following qualifications in Australia or hold any recognized overseas qualification	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Bachelor or above	• Degree
• Advanced Diploma	• Diploma
• Year 12	• Certificate IV
• Certificate III	• Certificate II
In case of overseas qualification, has the qualification been skill assessed in Australia?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Most recent or current Qualifications	
Name of Qualification:	
School/ Institution:	
Country:	
Year/s to be completed:	
<i>Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary. Academic records not in English must also be accompanied by a certified translated copy</i>	

Recognition of Prior Learning/ Credit Transfer	
Do you want to apply for RPL/Credit Transfer	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, you must attach certified translated (English) copies of your supporting documents (e.g. employment letter, position descriptions, Statement of Attainment, etc.) so that Epoch International College can assess your eligibility for RPL/Credit Transfer Complete RPL/CT form available at our reception and website.	

Reason for Study Which of the following best describes your reason for undertaking this course?	
<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion
<input type="checkbox"/> Required as part of my job	<input type="checkbox"/> To start a new career in a different field
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To gain new skill
<input type="checkbox"/> To gain knowledge in another course	<input type="checkbox"/> Others
<input type="checkbox"/> For personal interest or self-development	Specify:

Special Needs	
Do you need any special support such as Language, Literacy and Numeracy	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you suffer from any physical / mental disability that may affect your participation in the course?	



Yes <input type="checkbox"/> No <input type="checkbox"/>	
Any Other Special Need? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, direct it to our administration team who will assist you on the support option available to you.	
Employment	
Which of the following best describes your current employment status?	
<input type="checkbox"/> Full time employee	<input type="checkbox"/> Part time employee
<input type="checkbox"/> Unemployed- seeking full time work	<input type="checkbox"/> Unemployed- seeking part time work
<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> Not employed – not looking for work
<input type="checkbox"/> Employed – unpaid worker in a family business	<input type="checkbox"/> Employer
Privacy Notice	
<p>Why we collect your personal information: As a registered training organization (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.</p> <p>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.</p> <p>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, analyzing and communicating research and statistics about the Australian VET sector. We are also authorized by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority</p> <p>How the NCVER and other bodies handle your personal information: 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.</p> <p>The NCVER is authorized to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organizations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:</p> <ul style="list-style-type: none">• 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. <p>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.</p> <p>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.</p> <p>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.</p> <p>DESE is authorized by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfill 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.</p> <p>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 authorized agency. Please note you may opt out of the survey at the time of being contacted.</p> <p>Contact information: At any time, you may contact Epoch International College to:</p>	



- 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

Information can be requested by emailing info@epoch.edu.au or by calling Ph: +61 411 352 771

EIC's Privacy policy statement : https://drive.google.com/drive/u/2/folders/10fz8U804bTUDd88B3dGBP4iFSOc_jjYJ

Student Declaration and consent:

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I have read and understood Epoch International College's relevant policies and procedures and the terms and conditions of enrolment, fee payment, fee refunds, deferment, suspension or cancellation. I also understand that all pre-enrolment information can be requested by emailing info@epoch.edu.au or calling Ph: +61 411 352 771.
- I confirm that I am fully aware of the fees, cancellation and refund conditions and I agree to be a student at Epoch International College. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

Use of personal information:

I understand that Epoch International College 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 ESOSA 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. In other instances, information collected on this form or during your Enrolment can be disclosed without your consent where authorized or required by law."

Student Name:

Student signature: Date:

Application Checklist	
<input type="checkbox"/> Completed all sections of this application	<input type="checkbox"/> Attached relevant employment documentation
<input type="checkbox"/> Attached certified true copies of your VISA	<input type="checkbox"/> Attached any other relevant documentation
<input type="checkbox"/> Attached certified true copies of your Passport	<input type="checkbox"/> Read and signed the declaration
<input type="checkbox"/> Attached certified true copies of your qualifications	<input type="checkbox"/> Copy of your current OHSC
<input type="checkbox"/> Attached certified true copies of your English Proficiency	

Education Agent Details (If applicable)	
Agency Name:	
Contact person:	
Email Id:	Phone:



Agent declaration: (Please click all the circles to indicate your agreement)

As the Education Agent of this student seeking to apply for enrolment at Epoch International College, I confirm:

- That I comply with the standards of the ESOS framework (including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- That the information contained within this application form is accurate, and that the supporting documentation including, but not limited to the "certified copy" of the applicant's academic record is correct and has not been altered in any way.
- That I understand Epoch International College expects Education Agents to act ethically in dealings with the Overseas Students and their families.
- That any Enrolment Fees paid to me by the student to support this application will be immediately transferred to Epoch International College so that Institute can uphold its commitment to ESOS legislation with regards to enhancing the refund policy where appropriate.
- That I understand Epoch International College expects Education Agents to ensure that each student applying for entry to Epoch International College is familiar with the information contained in: The Application Form, Overseas Student Pre-Enrolment Information and the student Handbook.
- I confirm the student has signed this application form.
- I have provided the student's personal email address and residential address, as disclosed to me by the student

Agent Signature/Stamp

Office Use Only

Date
Received:

Staff Signature:

Application Submission

Please submit your application to: info@epoch.edu.au OR
Epoch International College, Level 2, 73-81 Murray Street, Hobart TAS 7000, Australia