



Application/Enrolment Form

1. Complete all sections 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	☐
BSB60420	108506K	Advanced Diploma of Leadership and Management	64 Weeks	☐
BSB80120	108507J	Graduate Diploma of Management (Learning)	76 Weeks	☐
SIT30821	112954G	Certificate III in Commercial Cookery	52 Weeks	☐
SIT40521	112955F	Certificate IV in Kitchen Management	24 Weeks	☐
SIT50422	112956E	Diploma of Hospitality Management	24 Weeks	☐
CPC31020	120877D	Certificate III in Solid Plastering	52 Weeks	☐
CPC30220	120877D	Certificate III in Carpentry	52 Weeks	☐
CPC31320	120877D	Certificate III in Wall & Floor Tiling	52 Weeks	☐
CPC50220	120874G	Diploma of Building & Construction (Building)	54 Weeks	☐
Do you need Airport pickup ☐ Yes ☐ 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 7, 131 Queen Street, Melbourne VIC-3000, Australia

Personal Details			
Title	Mr. ☐ Mrs. ☐ Miss. ☐ Other: ☐		
Gender	Male ☐ Female ☐ Other ☐		
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 ☐	No ☐
If Yes, OSHC Provider: _____		
If No, I require	Single Cover ☐	Family Cover ☐
Name(s) of the family member(s) _____		
Date of Birth: (DD/MM/YYYY) ____/____/____ Gender: Male ☐ Female ☐		

Are you currently studying in Australia?	Yes ☐	No ☐
If Yes, Name of institute	_____	
Are you Transferring from another education provider in Australia?	Yes ☐	No ☐
Unique Student Identifier		
Do you have a Unique Student Identifier (USI)?	Yes ☐	No ☐
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 NCVER. 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 ☐ PTE ☐ TOEFL ☐ Others ☐		
Score Achieved		Date	
☐ 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 ☐	No ☐		
• 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?			
☐ Yes	☐ 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 ☐ No ☐
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?	
☐ To get a job	☐ To get a better job or promotion
☐ Required as part of my job	☐ To start a new career in a different field
☐ To start my own business	☐ To gain new skill



☐ To gain knowledge in another course	☐ Others
☐ For personal interest or self-development	Specify:

Special Needs	
Do you need any special support such as Language, Literacy and Numeracy Yes ☐ No ☐	
Do you suffer from any physical / mental disability that may affect your participation in the course? Yes ☐ No ☐	
Any Other Special Need? Yes ☐ No ☐ 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?	
☐ Full time employee	☐ Part time employee
☐ Unemployed- seeking full time work	☐ Unemployed- seeking part time work
☐ Self-employed – not employing others	☐ Not employed – not looking for work
☐ Employed – unpaid worker in a family business	☐ Employer
Privacy Notice	
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. 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. 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 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. 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: • 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 your RTO using the contact details listed below.	



DESE is authorized by law, including the Privacy Act and the NVET 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>.

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.

Contact information: At any time, you may contact **Epoch 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

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 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

- | | |
|---|---|
| ☐ Completed all sections of this application | ☐ Attached relevant employment documentation |
| ☐ Attached certified true copies of your VISA | ☐ Attached any other relevant documentation |
| ☐ Attached certified true copies of your Passport | ☐ Read and signed the declaration |
| ☐ Attached certified true copies of your qualifications | ☐ Copy of your current OHSC |
| ☐ 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 7, 131 Queen Street, Melbourne VIC-3000, Australia