



Student Enrolment Form (International Students)

1. Course Details

CRICOS CODE	COURSE CODE	COURSE NAME	DURATION	SELECT COURSE
108611J	BSB50120	Diploma of Business	52	<input type="checkbox"/>
110666J	BSB60420	Advanced Diploma of Leadership & Management	78	<input type="checkbox"/>
110664M	CHC43015	Certificate IV in Ageing Support	52	<input type="checkbox"/>
110663A	CHC43115	Certificate IV in Disability	52	<input type="checkbox"/>
110665K	CHC52015	Diploma of Community Services	104	<input type="checkbox"/>

2. Personal Details

Enter your full name										
<i>*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 Melbourne Institute of Training and Education 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.</i>										
Single name only <input type="checkbox"/> <i>(Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).</i>										
Family Name (Surname)										
First given name										
Second given name (middle)										
Date of Birth			D	D	M	M	Y	Y	Y	Y
			3. Gender			<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other				
Enter your contact details										
Email Address:										
Home phone:						Work phone:				



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Mobile:			
Email address:			
Alternative email address (optional)			
Passport Nationality			
Passport number			
Date of Issue			
Date of Expiry			
Emergency Person Full name			
Relationship to Emergency Contact Person			
Emergency contact Telephone number			
Emergency contact Email			
Do you authorise Melbourne Institute of Training and Education (MITE) to contact your nominated emergency contact in case of emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
What is the address of your usual residence? <i>Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area, use the address from your states or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park, or unbounded address site.</i>			
Building/ property name			
Flat/unit details:			Street or Lot Number (e.g., 205 or Lot 118):
Street name:			
Suburb, locality, or town:			State/territory:
Postcode:			Country:



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What is your postal address? (if different from above)			
Building/ property name:			
Flat/unit details:		Street or Lot Number <i>(e.g., 205 or Lot 118):</i>	
Street name:			
Suburb, locality or town:		State/Territory:	
Postcode:		Country:	

3. Resident status & Australia visa information

Will you be in Australia at the time of Visa application?			
YES	<i>If Yes, complete below section</i>	NO	<i>If No, complete below section</i>
Current Australia Visa you hold (subclass number)		What type of visa will you enter Australia with?	
Visa Grant Number		Student Visa	
Visa Conditions [list all condition numbers]		Tourist Visa	
Have you ever had a student visa refused?		Working Holiday Visa	



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4. Language and cultural diversity

In which country where you born?	
<input type="checkbox"/> Australia	
<input type="checkbox"/> Other, please specify:	
Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	
<input type="checkbox"/> No, English only	
<input type="checkbox"/> Yes, other, please specify:	

5. Disability

Do you consider yourself to have a disability, impairment, or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No – go to question 11	
If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list: <i>You may indicate more than one area. Please refer to the Disability supplement for an explanation of the following disabilities.</i>		
<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 impairment
<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Other



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6. Schooling

What is your highest COMPLETED school level (<i>Tick ONE box only</i>)	
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent
<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 8 or below
<input type="checkbox"/> Year 10 or equivalent	
<input type="checkbox"/> Never attended school go to question 12	
Please specify the year completed of your highest completed school level	
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Previous qualifications achieved

Have you SUCCESSFULLY completed any of the qualifications listed below?	<input type="checkbox"/> Yes						
	<input type="checkbox"/> No – go to question 15						
If YES, please tick ANY applicable boxes.							
A – Qualification has been completed in Australia							
E – Qualification has been completed overseas and recognised formally in Australia							
I – Qualification has been completed overseas but not recognised in Australia							
(Kindly provide certified copies of all records)							
Qualification	A	E	I	Qualification	A	E	I
Bachelor's degree or higher degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate III (or trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate IV (or advanced certificate / technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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8. Employment

<p>Of the following categories, which BEST describes your current employment status? (Tick ONE box only) <i>For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).</i></p>	
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employed – unpaid worker in a family business
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> Unemployed – seeking part-time work
<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Not employed – not seeking employment

9. Study reason

<p>Of the following categories, select the one which BEST describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only)</p>	
<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> To develop my existing business	<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 for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other reasons

10. Unique Student Identifier (USI)

<p>If you do not have a Unique Student Identifier (USI), Melbourne Institute of Training and Education can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course. 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 https://www.usi.gov.au/students/create-your-usi on computer or mobile device.</p>									
<p>Enter your Unique Student Identifier (USI)</p> <p><i>You may already have a USI if you have done any nationally recognised training in Australia, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/</i></p>									
Unique Student Identifier (USI)									
<p><i>Note - If you don't have USI, you can create your own USI at the USI website www.usi.gov.au or If you wish Melbourne Institute of Training and Education to create a Unique Student Identifier (USI) on your behalf, please complete the USI consent form available at www.mite.edu.au and attach it to this application form with supporting documents as listed on the form.</i></p>									



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11. OVERSEAS STUDENT HEALTH COVER (OSHC) INSURANCE DETAILS

Do you hold any current Health Insurance? Yes No If No, do you want the College to organise this for you? Yes No Single cover Couple Cover Family Cover

12. Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information, so we can process and manage your enrolment in a vocational education and training (VET) course with us.

Failure to provide your personal information, Melbourne Institute of Training and Education will not be able to enrol you as a student.

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, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised 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 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.



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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 Melbourne Institute of Training and Education 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.desegov.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 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 Melbourne Institute of Training and Education (MITE) 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 **Melbourne Institute of Training and Education (MITE)**

Unit 211 111 Overton Rd, WILLIAMS LANDING, VIC, 3027

Phone: 0433 940 544

Email: info@mite.edu.au

13. Student applicant declaration & acknowledgment

I declare that I have read the instructions on this application form and that, to the best of my knowledge, the information provided by me is true and correct	<input type="checkbox"/>
I give permission to Melbourne Institute of Training and Education (MITE) to verify all information provided by me if necessary	<input type="checkbox"/>
I authorise Melbourne Institute of Training and Education (MITE) to obtain other details relating to my academic records as necessary	<input type="checkbox"/>



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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 and the forfeiture of any fees paid, as per the terms of the Melbourne Institute of Training and Education's Refund Policy	<input type="checkbox"/>
I acknowledge that the institute reserves the right to alter any course, subject, admission requirement or fee without prior notice	<input type="checkbox"/>
I understand that the personal information I have provided may be released to government agencies as required by law and I further understand that it may be disclosed to third parties for the purpose of progressing my application	<input type="checkbox"/>
I acknowledge that I will read the International Student Handbook including the description of the program/s that I am applying for	<input type="checkbox"/>
I authorise MITE to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status	<input type="checkbox"/>
I declare that I am applying to be a genuine temporary entrant to Australia and as a genuine student and that I have read and understood conditions relating to these requirements	<input type="checkbox"/>
I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course	<input type="checkbox"/>
I will make timely payments of any fees or associated costs according to my approved payment plan	<input type="checkbox"/>
I will abide the Enrolment procedures and policies and fully cooperate with Enrolment Officer to facilitate my enrolment at MITE.	<input type="checkbox"/>
I declare that my signature is true and correct and matches the signature in my passport	<input type="checkbox"/>



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14. Please attach and select the documents you have attached

I have attached my up-to-date CV/Resume outlining all my educational and accurate work experience information	<input type="checkbox"/>
I have attached my recent IELTS/PTE/ENGLISH certificate	<input type="checkbox"/>
I have attached copies of my passport	<input type="checkbox"/>
I have attached all previous educational qualifications and transcripts I have completed	<input type="checkbox"/>
I have attached up to date bank statements showing funds available for studying and living in Australia for more than 3 months	<input type="checkbox"/>
I have attached my parents/family providing financial support up to date bank statements showing funds available for studying and living in Australia	<input type="checkbox"/>
I have attached my full birth certificate	<input type="checkbox"/>

Applicant Signature as in Passport:		Date:	
Applicant Name:			



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15. Disability supplement

If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list:

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.