



ENROLMENT FORM FOR INTERNATIONAL STUDENTS

Application for Enrolment			
Which course/s would you like to enrol into?	☐ (CRICOS Code: 120088M) ICT50220 Diploma of Information Technology ☐ (CRICOS Code: 110200K) ICT60220 Advanced Diploma of Information Technology (Cyber Security) ☐ (CRICOS Code: 110200K) ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering) ☐ (CRICOS Code: 120089K) RII50520 Diploma of Civil Construction Design ☐ (CRICOS Code: 111624M) RII60520 Advanced Diploma of Civil Construction Design ☐ (CRICOS Code: 111809B) CPC30620 Certificate III in Painting and Decorating ☐ (CRICOS Code: 115477G) BSB40920 Certificate IV in Project Management Practice ☐ (CRICOS Code: 115478F) BSB50820 Diploma of Project Management ☐ (CRICOS Code: 115479E) BSB60720 Advanced Diploma of Program Management ☐ (CRICOS Code: 107206H) BSB80120 Graduate Diploma of Management (Learning) ☐ (CRICOS Code: 107314D) BSB40820 Certificate IV in Marketing and Communication ☐ (CRICOS Code: 107315C) BSB50620 Diploma of Marketing and Communication ☐ (CRICOS Code: 107510M) BSB60520 Advanced Diploma of Marketing and Communication ☐ (CRICOS Code: 107507F) BSB40420 Certificate IV in Human Resource Management ☐ (CRICOS Code: 107508E) BSB50320 Diploma of Human Resource Management ☐ (CRICOS Code: 107509D) BSB60320 Advanced Diploma of Human Resource Management ☐ (CRICOS Code: 104010M) BSB40520 Certificate IV in Leadership and Management ☐ (CRICOS Code: 104398H) BSB50420 Diploma of Leadership and Management ☐ (CRICOS Code: 107783H) BSB60420 Advanced Diploma of Leadership and Management		
	Term/date to start?		Where is the student applying for their visa?
			☐ Onshore ☐ Offshore
	Agency Name		Contact Person
	Have you ever studied with NVR Education before?		☐ Yes ☐ No
	Do you wish to apply for Credit Transfer or Recognition of Prior Learning ?		☐ Yes ☐ No ☐ <i>Maybe - I'd like more information</i>

Personal Details			
Enter your full name			
Family name			
Given names			
USI	____ _ (10 digits)		
Birth date		Gender	☐ Male ☐ Female ☐ Other
Nationality			
Enter your contact details			
Home phone		Mobile Phone	
Email address			
Do you consider yourself to have any disability, impairment long-term condition/s or learning needs?			☐ Yes ☐ No
☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental Illness ☐ Acquired brain impairment ☐ Vision ☐ Medical Condition			
Other:			
What is your Australian Address			
Street address			



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Personal Details			
Suburb			
State/territory		Postcode	
Who do we contact in an Emergency?			
Name		Relationship	
Mobile Number			
What is your Overseas Address?			
Address			
State/City			
Country		Postcode	

AVETMISS Details			
Are you of Aboriginal or Torres Strait Islander origin?	☐ Neither ☐ Aboriginal	☐ Torres Strait Islander ☐ Aboriginal and Torres Strait Islander	
Last school level completed	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent	☐ Year 9 or equivalent ☐ Year 8 or below ☐ Never attended school – See below:	
Are you still enrolled in secondary or senior secondary education?	☐ Yes ☐ No	Year you completed High School	__ __ __ __
In which country were you born?			
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>	☐ No, English only ☐ Yes, other, please specify: _____		

Course AVETMISS Details			
Current labour status	☐ Full-time employee ☐ Part-time employee ☐ Self employed – not employing others ☐ Self employed – employing others ☐ Employed – unpaid worker in a family business ☐ Unemployed – seeking full-time work ☐ Unemployed – seeking part-time work ☐ Not employed – not seeking employment	Proficiency in English	☐ Very well ☐ Well ☐ Not well ☐ Not at all
Prior educational achievements	☐ Bachelor degree or higher degree ☐ Advanced diploma or associate degree ☐ Diploma (or associate diploma) ☐ Certificate IV (or advanced certificate/technician) ☐ Certificate III (or trade certificate) ☐ Certificate II ☐ Certificate I ☐ Other education (including certificates or	Study Reason	☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get a better job or promotion ☐ It was a requirement of my job ☐ I wanted extra skills for my job ☐ To get into another course of study



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	overseas qualifications not listed above)		☐ For personal interest or self-development ☐ To get skills for community/voluntary work ☐ Other reasons
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Course Entry Information / Genuine Temporary Entrant			
What year did you first arrive in Australia?	— — — —	Have you ever been reported?	☐ Yes ☐ No
Have you ever had a visa refused?	☐ Yes ☐ No <i>If yes, attach the visa refusal notice with this application form</i>		
Are you aware of the Student Visa Living Costs?	☐ Yes ☐ No	Do you have any legal cases pending or a criminal record?	☐ Yes ☐ No
Do you have current ties to your home country? (Eg. relatives, employment, commitment to further studies, business or property ownership)	☐ Yes ☐ No	Is there anything preventing you from returning home after the completion of your studies in Australia? (Eg. Political/Civil unrest, military commitments, economic circumstances, etc.)	☐ Yes ☐ No
What courses have you already completed in Australia and/or overseas? (Course Name, year, country)			
Why do you want to study this course? (Eg. Career goals/skill to be gained, compliment to previous studies, etc)			
Have you had any experience in any area related to the course/s? (Eg. Work experience related to your course in Australia or overseas)			
What is your Learning style?	☐ Visual – Learn best through pictures, diagrams, watching etc. ☐ Hands on – Learn best through practicing, role plays, simulations etc. ☐ Reading – Learn best through research, reviewing textbooks, reading notes etc ☐ Other: _____	What support do you think you will need?	☐ English language support ☐ Reading support ☐ Writing support ☐ Study support ☐ One-on-one guidance with a trainer/assessor ☐ Additional resources ☐ N/A ☐ Other: _____
Do you have regular access to a computer and internet	☐ Yes ☐ No If 'No' what are your plans for accessing and completing your online work? _____	How well can you use a computer?	☐ Very well ☐ Well ☐ Not well ☐ Not at all



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Document Checklist

Documents to be attached	☐ Passport with signature ☐ Current visa ☐ OSHC Policy with dates ☐ Most recent Australian Qualification and Transcript (and highest achieved) ☐ CoEs - Current/Future/Cancelled/Finished	Other Documents	☐ Relevant Overseas Educational Records ☐ Translation of Educational Records (if not in English) ☐ Confirmation of Release ☐ English Certificate (to meet entrance requirements of course) ☐ Current resume
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Other Details

Intake Dates - See NVR website <http://www.nvr.edu.au/fees-and-dates/> for all course intake dates.

Course Information - See NVR website www.nvr.edu.au for complete information about courses including course content and course delivery modes in which you require enrolment(s).

Entry requirements - Please make sure you refer to the specific entry requirements that apply to the course you are applying for by using the details provided on NVR Website www.nvr.edu.au/. All courses require applicants 18 years and above and evidence of proficiency in English to the required level.

Pre-enrolment information and additional fees - For detailed information about all courses pre-enrolment information such as cost of living in Australia, accommodation options and various additional fees charged, see student handbook on NVR Website www.nvr.edu.au

Cancellation and Fee Refund Policy - For detailed information about NVR refund policy and form, see Fee Refund Policy and Application Form on NVR Website www.nvr.edu.au

USI - From 1 January 2015, NVR 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 <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Privacy Statement

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.

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 Employment and Workplace Relations (DEWR), 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 your RTO using the contact details listed below.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 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 NVR Education Australia 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

Please contact NVR Education Australia on 8970 4043 or email info@nvr.edu.au



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Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct, and that all documentation and evidence provided is true and authentic.

I have read and understood and agree to all information provided in Student Handbook and relevant policies on NVR website.

I understand that acceptance into any course(s) at NVR is subject to meeting the course entry requirements and submitting full payment of fees a minimum of 14 days prior to the commencement date of the course. I also understand that my nominated Agent will be my agent for the entire duration of my enrolment.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature: _____

Date: _____

(Same signature as passport)