

DOMESTIC STUDENT APPLICATION FORM

Please complete the application form in English. PLEASE PRINT CLEARLY IN CAPITAL LETTERS.

Note : If you are holder of Australian Student visa or want to apply for Australian Student visa, please do not use this application form. Please use International Studnet Application form in that circumstances.

STUDENT DETAILS

Have you been previously enrolled at the Griffin College ? If Yes, Your old Student ID Number.

Title: **Mr.** **Ms.** **Mrs.** **Dr.** **Prof.**

Given Name:

Family Name:

Date of Birth:

Gender: Male Female Other

Are you 18 years or above ? **Yes** **No**

Nationality:

Relationship Status: **Single** **Engaged** **Married** **Separated/Divorced** **Widowed** **De-Facto**

Student Email ID:

Skype ID:

Mobile Number:

Home Phone Number:

AGENT DETAILS

Education Agent Details, If any:

CHANGE IN NAME

Have you ever changed your Name ? If yes, your previous Name:

STUDENT CURRENT RESIDENTIAL ADDRESS

Building/Property Name:

Flat/Unit Details:

Street:

Suburb:

State:

Post Code:

Country:

STUDENT POSTAL ADDRESS

Building/Property Name:

Flat/Unit Details:

Street:

Suburb:

State:

Post Code:

Country:

RPL & CREDIT TRANSFER

Do you want to apply for RPL or Credit transfer for prior informal or formal learning or work Experience ? **Yes** **No**

Student Initial:

STUDENT EMERGENCY CONTACT DETAILS	
Name:	Phone Number:
Relationship with Student:	Email ID:
Details of any other Relative/Friend in Australia:	

IDENTIFICATION DETAILS	
Document Number:	Issuing Country/State
Document Type (Passport/Driving licence)	Document Expiry Date:

VISA DETAILS
Your current Australian Visa Status:
Your current Location (Country Name):

SELECT QUALIFICATION WHICH YOU WANT TO STUDY
BSB50215 Diploma of Business
BSB60215 Advanced Diploma of Business
BSB51918 Diploma of Leadership & Management
BSB61015 Advanced Diploma of Leadership & Management
SIT50416 Diploma of Hospitality Management
Special Remarks.

OR

SELECT UNITS OF COMPETENCY YOU WANT TO STUDY
HLTAID003- Provide first aid
HLTAID001- Provide cardiopulmonary resuscitation

Year of Commencement:	Commencement Month:					
_____	Jan Jul	Feb Aug	Mar Sep	Apr Oct	May Nov	Jun Dec

STUDENT EDUCATION BACKGROUND	STUDENT EDUCATION BACKGROUND
Qualification Name:	Qualification Name:
Name of Institute:	Name of Institute:
Country:	Country:
Year Completed:	Year Completed:
Language of institute: English Other	Language of institute: English Other

IF CURRENTLY STUDYING IN AUSTRALIA	
Are you studying in Australia ?	Yes No
Name of Current Education Provider:	
Course Enrolled with the said Provider:	
Course commencement Date with said provider:	

Student Initial:

Please tick Yes/No	
Please tick (✓) Answer Yes or No	Yes No
Is your family supportive for your study ?	
Do you know Griffin College website and contact details ?	
Do you understand Griffin College Refund policy ?	
Have you read and understood Griffin College Domestic Student Handbook ?	
Are you aware that study in Australia can NOT give you guarantee, of any Migration outcome of any country?	
Are you aware that study in Australia can NOT give you guarantee, of any Skill Assessment outcome of any country?	

Language and cultural diversity

1. In which country were you born?

Australia	
Other – please specify	

2. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

No, English only	
Yes, other – please specify	

3. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	
Yes, Aboriginal	
Yes, Torres Strait Islander	

Disability

4. Do you consider yourself to have a disability, impairment or long-term condition?

Yes		
No		No – Go to question 6

5. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following

Hearing/deaf	
Physical	
Intellectual	
Learning	
Mental illness	
Acquired brain impairment	
Vision	
Medical condition	
Other	

Student Initial:

6. Schooling

What is your highest COMPLETED school level? (Tick ONE box only)

- If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent		
Year 8 or below		
Never attended school		Never completed any primary or secondary level education – go to question 8

7. Are you still enrolled in secondary or senior secondary education?

Yes		
No		

Previous Qualifications achieved

8. Have you SUCCESSFULLY completed any of the qualifications listed in question 09?

Yes	
No	No – go to question 10

9. If YES, tick ANY applicable boxes

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 overseas qualifications not listed above)	

10. Employment

- Of the following categories, which BEST describes your current employment status? (Tick ONE box only) 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).

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	

Student Initial:

11. Study Reason

- Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

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	
For personal interest or self-development	
Other reasons	

12. Unique Student Identifier (USI)

From 1 January 2015, we [Griffin College] 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.

- Enter your Unique Student Identifier (USI) (if you already have one)

Unique Student Identifier (USI)

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Or

Will be Provided later on

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Student Initial:

Introduction :

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

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.

PRIVACY NOTICE AND STUDENT DECLARATION

The Privacy Notice and Student Declaration is a statement acknowledged by a student to indicate awareness that personal information collected from the student may be used together with training activity information. The privacy statement lists the ways information about the student is held, used, disclosed, and managed.

Student Initial:

PRIVACY NOTICE

Under the Data Provision Requirements 2012, Griffin College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Griffin College for statistical, regulatory and research purposes. Griffin College may disclose your personal information for these purposes to third parties, including :

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

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 consent to use, and disclosure of my personal information collected on this form or during my enrolment or study period, can be disclosed without my consent where authorised or required by Australian or other country law
- I declare that I am NOT holder of Australian Student Visa . If I obtained Australian Student visa while studying at Griffin College, I will inform Griffin College in writing.
- I declare that my current visa status allows me to study in Australia, I will inform Griffin College in writing if there is any change in my Visa Status.
- I declare that Griffin College does not accept, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1500.
- I declare that I have read and understood information provided in Griffin College 'Domestic Student Handbook' and I am agreed with all the terms and conditions.
- I declare that in the event I did not supply my Unique Student Identifier on this application form I have indicated that I will apply myself and provide to Griffin College.
- I declare that I understand that my Certificate and/ or Statement of Attainment will be issued by Griffin College within 30 calendar days from being deemed competent in my course; however, release of my certificate or statement of attainment may be delayed if all payments have not been receipted in full, or I have not provided my Unique Student Identifier number.
- I declare that I understand, false or incomplete information may lead to refusal of my application or cancellation of enrolment.
- I declare that I understand, if I have appointed a representative (Agent), I have authorised the Griffin College to release personal information and visa documentation relevant to my application to that overseas representative.
- I declare that I understand, if I have applied through an approved Griffin College agent, all correspondence to my application will be forwarded to that agent.

Student Initial:

STUDENT DECLARATION AND CONSENT

- I declare that I have read, understood, and agree to abide by Griffin College Refund Policy.
- I declare that I understand by signing this application form, I will be sent a Letter (s) of offer for Griffin College only, if All admission requirements are met.
- I declare that on acceptance of enrolment by Griffin College, I must sign and return an acceptance to my Letter of Offer which will be the contract of enrolment.
- I declare that I understand Griffin College pays commission to its Education Agents for their recruitment services.
- I declare that I am aware, my selected course/courses can NOT give me guarantee of any Migration/visa outcome of Australia or any another country.
- I declare that I am aware, my selected course/courses can NOT give me guarantee of any Skill Assessment outcome of any occupation in Australia or of any another country.
- I declare that I am aware, I cannot withdraw from the course/ courses without making full payment of all the due fees of course/courses that I will enroll with Griffin College.
- I declare to be bound by Griffin College’s policies and procedures that are in effect at the time of my enrolment as they may be updated from time to time. I agree to support all the policies and guidelines of the College as amended from time to time. I agree to abide by all the rules and regulations of the College, as amended from time to time.
- I consent Griffin College to check details of my visa status (study and/or work entitlements) electronically via VEVO on the Department of Home affairs website.
- I authorise Griffin College to obtain official records from any educational institution previously attended by me.
- I declare that I have made my own enquiries as to the suitability of the course that I am seeking to be enrolled.
- I declare that I confirm I have read and understood information from the College regarding the course(s) in which I am going to enroll, including entry requirements, English requirements along with content of study and All course(s) and course-related fees and other costs.
- I declare that I understand, if any nature of my fees remains outstanding, Griffin College reserves the right to withhold granting my attained award and/or Refuse to do verification of my any attained award.
- I declare that I know the below said bank details of Griffin College. I declare that I will not make any deposit with any Bank account of Griffin College or pay otherwise, until I have provided to Griffin College Signed/accepted copy of issued offer letter (s).

Name of Bank: Commonwealth Bank of Australia

Account Name: Griffin College of Management & Technology Pty Ltd

BSB Number: 064-000 / Account Number: 14974255

- I declare and acknowledge that by submitting this application, I am agreeing to be contacted by Griffin College or its agents by email, telephone, text, or pre-recorded message about its programs and offers. I can unsubscribe from this mailing list at any time by emailing at: info@griffin.edu.au.

• STUDENT SIGNATURE [or electronic acknowledgement] • PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]

Name of Student..... Guardian Name.....

Date: Date:.....

Application Checklist

- Completed Application Form
- Copy of Identification document
- Copy of Visa if applicable
- Academic certificate(s)
- TOEFL/IELTS Certificate English Course Certificate (where applicable)
- Resume Personal Statement