

INTERNATIONAL STUDENT APPLICATION FORM

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

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:

STUDENT PERMANENT ADDRESS IN HOME COUNTRY

Building/Property Name:

Flat/Unit Details:

Street:

Suburb:

State:

Post Code:

Country:

Phone Number:

Email:

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: | |

| PASSPORT DETAILS | |
|----------------------|-----------------------|
| Passport Number: | Country of Passport: |
| Passport Issue Date: | Passport Expiry Date: |

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

| SELECT THE COURSE WHICH YOU WANT TO STUDY |
|--|
| BSB50215 (CRICOS 092293J) Diploma of Business |
| BSB60215 (CRICOS 092295G) Advanced Diploma of Business |
| BSB51918 (CRICOS: 098859E) Diploma of Leadership & Management |
| BSB61015 (CRICOS: 093696D) Advanced Diploma of Leadership & Management |
| SIT50416 (CRICOS: 093697C) Diploma of Hospitality Management |
| Special Remarks. |

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

| STUDENT EMPLOYMENT DETAILS |
|---|
| Please attach a copy of your resume. Ensure you provide your employment history starting with the latest on top. |

| OVERSEAS STUDENT HEALTH COVER (OSHC) | |
|--|-------------------|
| Do you currently hold OSHC ? Yes No | |
| Name of OSHC Provider: | |
| OSHC Membership Number: | OSHC Expiry Date: |
| If you do not hold OSHC, Do you want Griffin College to organise OSHC for you ? Yes No | |
| Required type of OSHC cover: Single Family Couple | |

Student Initial:

| ENGLISH TEST DETAILS | | | | | | |
|---------------------------|------------|----------|-----------------------------------|-----------|-----|-----------------------|
| Name of the English Test: | IELTS | TOEFL | PTE(A) | CAE(A) | OET | No Test Completed Yet |
| English Test Date: | | | English Test Registration Number: | | | |
| Average score: | Listening: | Reading: | Writing: | Speaking: | | |

| ADDITIONAL SERVICES AND SUPPORT | | |
|--|-----|----|
| Do you require airport pickup ? | Yes | No |
| Do you require accommodation assistance ? | Yes | No |
| Do you require additional support for course ? | Yes | No |
| Do you need any English support for your studies ? | Yes | No |

| 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: | | |
| Current Visa Subclass: | Current Visa Expiry Date: | |

| Please tick Yes/No | | |
|---|-----|----|
| Please tick (✓) Answer Yes or No | Yes | No |
| Have you been refused entry to Australia ? | | |
| Have you been refused entry to any another country ? | | |
| Have you been issued any protection visa ? | | |
| Are you planning to apply protection visa in Australia ? | | |
| Have you ever breached any visa conditions ? | | |
| Have your application refused by another Education provider ? | | |
| Do you want to stay in Australia after completion of your study ? | | |
| Have you been convicted of any crime or offence (anywhere in the world) ? | | |
| Are you bringing dependents with you to Australia ? | | |
| Are you aware about student visa conditions ? | | |
| Are you aware about overseas student health cover (OSHC) requirements ? | | |
| 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 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? | | |
| Do you have sufficient funds to study in Australia ? | | |
| Have you previously Travelled or studies overseas ? If yes provide details. | | |
| Do you wish to pay more than 50% of your selected course tuition fee ? If Yes, how much you want to pay. | | |

Student Initial:

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)

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Or

Will be Provided later on

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.

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.

Student Initial:

Griffin College is the trading name of Griffin College of Management & Technology Pty Ltd

L-1, 30 Herschel Street, Brisbane, QLD 4000 | www.griffin.edu.au | info@griffin.edu.au

Ph. +61-7-3106-5394 | Mob. +61 415 244 444 | RTO No. 41501 | CRICOS Code 03505F

ABN 56 603 857 085

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STUDENT DECLARATION AND CONSENT

- I declare that I have read and understood information provided in Griffin College 'International 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.
- 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 under the ESOS legislation providers cannot require students to pay more than 50 per cent of their tuition fees before they start the course. However, students, or the person responsible for paying the tuition fees, may choose to pay more than 50 per cent of their tuition fees before they start their course. I understand Short courses with a duration of 25 weeks or less are not subject to the 50 per cent limit. The college can require 100% of the total tuition fees for short course of 25 weeks or less duration. I understand there are no restrictions on collecting tuition fees after a student has started their course.
- 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 that I understand Information provided on this form will also be used to administer my enrolment and to provide me with other third-party services (including information released to Griffin College's OSHC provider/s, Accommodation provider/s etc.) i.e. if I have requested Griffin College to arrange Overseas Student Health Cover (OSHC), our personal information will be used, disclosed and exchanged with the OSHC provider for that purpose. If I requested Griffin College to arrange homestay accommodation, our personal information will be used and disclosed for the purposes of selecting and arranging an appropriate homestay provider and there will be an ongoing exchange of information between homestay providers and 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 declare that I understand I must maintain OSHC cover (Health Cover) for myself and all the other family members, for the whole duration of my stay in Australia.
- 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.

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STUDENT DECLARATION AND CONSENT

- I declare that I understand, enrolment in Griffin College will require compliance with the provisions established by the Australian Government for fee-paying overseas students which include Temporary entry to Australia, means if entry granted, will be for study purposes only.
- I declare that I am not an Australian citizen or Permanent Resident, or citizen of New Zealand, nor hold an Australian Permanent Protection Visa, and will advise Griffin College immediately in writing, if I wish to withdraw or defer my studies, or if I gain Australian Permanent Resident status, New Zealand citizenship or an Australian Permanent Protection visa.
- I declare that I have also read the section in the Griffin College International Student Handbook relating to costs of living and I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.
- I declare that I have strong understanding that if I have children between the ages of 6 to 15, who will accompany me to Australia, I must pay any relevant/compulsory school fees. I agree that I am fully responsible for all education and living expenses, both for myself and for all my dependants that accompany me while I am studying at the Griffin College and am aware that school-aged dependants accompanying me will be required to pay full fees at a private or government school in Australia.
- 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 understand and declare that from 1 January 2015, Registered Training Organisation (Griffin College) can be prevented from issuing me with a nationally recognised VET qualification or statement of attainment in the absence of USI. I will provide the College with updated offshore contact and Australian address and Unique Student Identifier (USI) on or before orientation day.
- I give Griffin College permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful. I authorise images of my participation in training to be used by Griffin College for future marketing and business purposes. I understand that I retain the right to withdraw my consent at any time. if I will choose to opt-out of this marketing and usage consent, I will inform Griffin College in Writing.
- I declare that I understand, The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. ESOS also provides tuition fee protection for international students. I am aware that I can access the ESOS legislative framework at below said link.

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

- 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).
- 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.

Name of Bank: Commonwealth Bank of Australia

Account Name: Griffin College of Management & Technology Pty Ltd

BSB Number: 064-000

Account Number: 14974255

Swift Code: CTBAU2S

Bank Branch Address: 240 Queen St, Brisbane City QLD 4000

Bank Branch Phone Number: +61732373111

Student Initial:

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STUDENT DECLARATION AND CONSENT

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 Passport
- Copy of Visa
- Academic certificate(s)
- TOEFL/IELTS Certificate English Course Certificate (where applicable)
- Resume Personal Statement
- Proof of Finances
- Proof of Immigration History
- Letter of Release (if applicable)
- OSHC Details (if applicable)

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