

Application Form [Domestic Students] – Brisbane Campus

RTO PROVIDER No: 21595 || ABN 19 110 314 906

41 Raff St, SPRING HILL QLD 4000

Tel: 07 3001 5300 || Fax: 03 9671 4988 || www.academia21.com



Application Instructions

Thank you for your interest in studying with Academia Australia. If you need help completing this form or require further information, please contact a Course Advisor on 07 3001 5300 or apply in-person at our 41 Raff Street Brisbane campus.

After you have selected a course for application:

<ol style="list-style-type: none">1. Complete all parts of this application form:<ul style="list-style-type: none">▪ Part 1 – application details;▪ Part 2 – Unique Student Identifier (USI).▪ Part 3 – FEES2. Submit your application:<ul style="list-style-type: none">▪ In person, by making an appointment with a Course Advisor on 07 3001 5300; or▪ Email to info@academia21.com ; or▪ Post to: Course Advisor Academia Australia 41 Raff Street Spring Hill QLD 4000 or▪ Fax to 03 9671 49883. Include with your application certified copies (or bring originals to enrolment interview) of either:<ul style="list-style-type: none">▪ Australian birth certificate; or▪ Australian passport; or▪ Green Medicare Card▪ Naturalisation certificate; or▪ Visa showing residency; or▪ New Zealand passport	<ol style="list-style-type: none">4. If you wish to apply for Course Credit, please include information about your previous studies:<ul style="list-style-type: none">▪ A statement of attainment; or▪ A qualification5. If you believe that you may have previously attained the skills and knowledge of this course through informal learning or work experience, please contact the Course Advisor on 07 3001 5300 for further information about the Recognition of Prior Learning (RPL) assessment process. The Course Advisor will discuss with you the relevant paperwork and assessment fees for the RPL process.
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After Academia Australia receives your application form and supporting documents, the following steps take place:

1. You will be contacted for an enrolment interview to:
 - a. Show you the training facilities
 - b. Check your Language, Literacy and Numeracy (LLN) skills to determine whether you may need learning support
 - c. Calculate your Course Fees based on your eligibility and concession entitlements
 - d. Make a support plan with you in the case of disability or impairment
 - e. If accepted, provide you a detailed Offer of Enrolment Letter allowing you to make an informed decision about Academia Australia before formalising your enrolment
2. An initial payment is made
3. Attend the Induction and Orientation program at a later date
4. Give you either an Individual or Group Training Plan, detailing information about the training and assessment services
5. Commence your course on the specified date

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PART 1 – APPLICATION DETAILS

Personal Details

1. Enter your full name:		<i>Surname (Legal Family Name)</i>		<i>Given Names (Legal Given Names)</i>	
2. Enter your birth date:		Day/Month/Year		3. Sex (tick one box only) :	
		dd	mm	yyyy	<input type="checkbox"/> Male <input type="checkbox"/> Female
4. What is the address location and postcode of the suburb, locality or town in which you usually live?					
<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 state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.</i>		<i>Building/Property Name</i>			
		<i>Flat/Unit Number</i>		<i>Street Number(e.g. 5 or Lot 12)</i>	
		<i>Street Name</i>			
		<i>Suburb, locality or town</i>			
		<i>State/Territory</i>		<i>Postcode</i>	
5. What is your postal address (if different from above)?					
		<i>Building/Property Name</i>			
		<i>Flat/Unit Number</i>		<i>Street Number(e.g. 5 or Lot 12)</i>	
		<i>Street Name</i>			
		<i>Suburb, locality or town</i>			
		<i>State/Territory</i>		<i>Postcode</i>	
E-Mail address		@			
Home Phone:	()	Mobile Phone:	()		
Emergency Contact Name:				Emergency Contact Number: ()	
[v]	Intended course(s) of study				Intake date
	BSB40215 Certificate IV in Business				
	BSB50215 Diploma of Business				
	BSB52415 Diploma of Marketing and Communication				
	CHC30113 Certificate III in Early Childhood Education and Care				
	CHC50113 Diploma of Early Childhood Education and Care				
	CHC33015 Certificate III in Individual Support				
	CHC43015 Certificate IV in Ageing Support				
	SIT30816 Certificate III in Commercial Cookery				
	SIT40516 Certificate IV in Commercial Cookery				
	SIT30816 Certificate III in Patisserie				
	SIT40716 Certificate IV in Patisserie				
	SIT50416 Diploma of Hospitality				
	SIT60316 Advanced Diploma of Hospitality				

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Language and Cultural Diversity			
6. In which country were you born?	<input type="checkbox"/> Australia	7. 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> English only – go to question 9	<input type="checkbox"/> No, English only
	<input type="checkbox"/> Other – Please specify:		<input type="checkbox"/> Yes, other – Please specify:
8. How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All	9. Are you of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

Disability / Medical Details			
10. Do you consider yourself to have a disability, impairment, or long-term impairment: No – Go to Question 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	11. If YES, then please indicate the areas of disability, impairment or long-term condition:	<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
10a. Do you require assistance because of this disability or long-term impairment? <small>(If Yes, a separate interview will be arranged)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
12. Do you give permission for us to call urgent medical treatment for you in an emergency and agree to pay all costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Citizenship	
13a. Please confirm your citizenship status (tick all that apply): <small>Proof will be required (Certified copies attached to enrolment form, or present originals to the college)</small>	Citizenship: <input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident of Australia <input type="checkbox"/> New Zealand citizen

PART 1 – APPLICATION DETAILS (continued)

Mandatory Information - Schooling and Previous Qualifications

14a. What is your highest COMPLETED school level? <small>(Tick one only)</small>	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 9 or equivalent	14b. In which YEAR did you complete that school level?	
	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 8 or below		
	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Never attended School	15. Are you still attending school? <small>(Government, non-government, independent, or home school)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Never attended school – Go to Question 14		

16. Have you SUCCESSFULLY completed any of these qualifications? No – Go Question 18 <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification level. <table border="1"> <tr> <td>A</td> <td>Australian</td> <td>E</td> <td>Australian equivalent</td> <td>I</td> <td>International</td> </tr> </table> Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: 1. A: Australian 2. E: Australian equivalent 3. I: International	A	Australian	E	Australian equivalent	I	International	17. If Yes, tick ANY applicable boxes				Year Completed	A	E	I
	A	Australian	E	Australian equivalent	I	International								
	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													
Certificates other than the above														

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Employment										
<p>18. Which item BEST describes your current employment status? (Tick ONE box only)</p> <input type="checkbox"/>	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed – unpaid worker in family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment	<p>19. Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only) If never employed go to Question 20.</p>	<input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F - Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Food Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications <input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L - Rental, Hiring and Real Estate Services <input type="checkbox"/> M - Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P - Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance <input type="checkbox"/> R - Arts and Recreation Services <input type="checkbox"/> S - Other Services							
<p>20. Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only) If never employed go to Question 20</p>	<input type="checkbox"/> 1 – Managers <input type="checkbox"/> 2 – Professionals <input type="checkbox"/> 3 – Technicians and Trade Workers <input type="checkbox"/> 4 – Community and Personal Service Workers <input type="checkbox"/> 5 – Clerical and Administrative Workers <input type="checkbox"/> 6 – Sales Workers <input type="checkbox"/> 7 – Machinery Operators and Drivers <input type="checkbox"/> 8 – Labourers <input type="checkbox"/> 9 – Other	<p>21. Of the following categories, which BEST describes your main reason for undertaking this course? (Tick one box only)</p>	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons							
Learning Unique Identifier (LUI) Number										
<p>22. If you are between the age of 15 to 17 please provide your 10 digit LUI number</p>										
Enter your 10 Digit LUI Number above										
23. Course Credit or Recognition of Prior Learning (RPL)										
<p>I wish to apply for Course Credit</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes, evidence of equivalent competencies from a nationally recognised statement of attainment or qualification will be provided.	<p>I wish to apply for RPL</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes, a separate process will be conducted to assess prior learning.							

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PART 2 - Unique Student Identifier (USI)

24. A **Unique Student Identifier (USI)** is a reference number made up of numbers and letters that gives you access to your USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing you to see all of your training results from all providers including all completed training units and qualifications. Under legislation from 1st January 2015, Academia Australia will be unable to issue a statement of attainment or qualification unless we have a verified USI attached to the student record. For more information please ask any of our Student Services Staff or visit the USI website: www.usi.gov.au

In collecting your personal information and proving it to the USI Registry for the verification and creation of USI, Academia Australia recognises the importance of protecting your privacy and personal information. Academia Australia as per our Privacy Policy is bound by the [Australian Privacy Principles](#) (APPs) in the [Privacy Act 1988](#) (Cth) (the Privacy Act), which regulates how agencies collect, use, disclose and store personal information, including sensitive information, and how individuals may access and correct records containing their personal information. We respect your rights to privacy under the Privacy Act and we comply with all the Privacy Act's requirements in respect of the collection and management of your personal information.

How to apply for a USI?

- You can apply online at www.usi.gov.au you must then provide your USI to Academia Australia.
OR
- Academia Australia can apply for a USI on your behalf using web services which connects our student management system with the USI Registry System.

1. Already have a USI? Please provide your USI.

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Authorisation to verify your USI:

I hereby authorise Academia Australia to verify the provided USI on my behalf. [Go to section 2]

2. If you do not have a USI and would like Academia Australia to apply for a USI on your behalf, please complete the details and authorisation below.

Personal and Contact details, your DOB, gender, details of the proof of ID and/or country of birth to complete the USI application to be taken from the information you already provided to Academia Australia.

Country of Birth		Town/City of Birth	
Identification	Please chose one (1) form of identification and complete the details on the next page for the relevant form of ID.	<input type="checkbox"/> Driver's License <input type="checkbox"/> Medicare Card <input type="checkbox"/> Australian Passport <input type="checkbox"/> Visa (with Non-Australian Passport) for international students <input type="checkbox"/> Birth Certificate (Australian) <input type="checkbox"/> Certificate of Registration by Descent <input type="checkbox"/> Citizenship Certificate <input type="checkbox"/> Immi-Card	
	Please note: Original ID must be sighted and a clear readable copy provided when returning this form. Academia will use the details of your chosen form of ID to apply for a USI on your behalf.		

Authorisation for Academia Australia to apply for USI on your behalf [tick all]:

- I authorise Academia Australia to apply for a USI on my behalf
- I authorise Academia Australia to provide the details of my verified form of ID [Driver's License, Medicare Card, Australian Passport, Birth Certificate (Australian), Certificate of Registration by Descent, Citizenship Certificate, Immi-Card, Visa (with Non-Australian Passport) for international students] to the USI Registry to apply for a USI on my behalf.
- I understand that I may be contacted by Academia Australia to provide further proof of ID if my current proof of IDs held by Academia Australia is not sufficient for a successful application of a USI.

3. Student Authorisation Signature:

Student Name:		Student Signature:		Date:	DD/MM/YYYY
				/	/

How would you like the USI registry to contact you? Please enter the details relevant to your preference. [Please tick one]

SMS [Mobile Number] Email Letter/Post

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25. PART 3 - FEES

Tuition Fees (all courses):	Are calculated at the time of application, indicative fees can be found at www.academia21.com	Home Stay (If needed):	<input type="checkbox"/> Not Required <input type="checkbox"/> ___ of weeks @ \$290 + \$10[for internet usage] per week + \$200 placement fee (minimum of 2 weeks)
Equipment, Uniform or Materials fees (some courses)	Are dependent on the course, and can be found at www.academia21.com	Student Services Fees	Printing costs of \$0.10 per page will be charged to you after you have used your provided quota of 400 pages
Class set textbook refundable deposit (some courses)	Applicants are provided with a list of requirements should they choose to source these independently		Replacement Student ID cards incur a \$10.00 fee (initial card upon enrolment, no charge)
	If there is no Equipment, Uniform or Materials fee applicable, there will be a class set in use		Replacement Lanyards incur a \$2.00 replacement fee (initial upon enrolment, no charge)
	Class set deposits are dependent on the course, and can be found at www.academia21.com		Reprinting of Testamur incurs a \$20 fee (initial upon course completion, no charge)

27. VET Student Loan

VET Student Loans is a student income contingent loan scheme for the Vocational Education and Training (VET) sector that is part of the Higher Education Loan Program (HELP) that assists eligible students to pay their VET tuition fees for:

- Full fee paying courses at a Diploma and Advanced Diploma levels or above and;
- Government Subsidised courses at a Diploma and Advanced Diploma levels or above

Interest is not charged on your VET Student Loans debt. However there is a loan fee of 20% that applies to full fee-paying students undertaking VET Student Loans indexed annually by the Tax Office to maintain its real value.

The Australian Government pays the amount of your loan directly to Academia. You have to start repaying your HELP debt through the taxation system once your repayment income is above the compulsory repayment threshold, even if you are still studying. The compulsory repayment threshold is adjusted each year. The compulsory repayment threshold for the 2016-17 income year \$54,869.

Courses applicable for a Vet Student Loan:

- BSB50215 Diploma of Business
- BSB52415 Diploma of Marketing and Communication
- CHC50113 Diploma of Early Childhood Education and Care
- SIT50416 Diploma of Hospitality Management
- SIT60316 Advanced Diploma of Hospitality Management

To be eligible for a Vet Student Loan, any one of the following conditions is required (a, b or c and d):

- A Senior Secondary Certificate of Education issued at the completion of year 12; or
- Successful completion of an assessment of your reading and numeracy skills at ACSF level 3 (organised by Academia); or
- You have a qualification at Certificate 4 or higher that was delivered in English; and
- Academia is satisfied that you are academically suited for the course seeking enrolment

Do you wish to defer payment of your fees via the VET Student Loan scheme?*

- No
 Yes
 (If yes, please answer the next 5 questions)

1. Eligibility (select one)	<input type="checkbox"/> an Australian citizen, or <input type="checkbox"/> a qualifying New Zealand citizen (Special Category Visa), or <input type="checkbox"/> a permanent humanitarian visa holder, who is usually resident in Australia.		
2. Entry requirements (select one)	<input type="checkbox"/> I hold a Senior Secondary Certificate of Education, completed at Year 12 (provide a copy to Academia) <input type="checkbox"/> I have completed at Certificate 4 or higher qualification that was delivered in English (provide a copy to Academia) <input type="checkbox"/> I will undertake an assessment by Academia of my reading and numeracy levels (organised by Academia)		
3. Have you previously incurred a Fee Help debt through another VET Student Loan or Fee Help provider?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please list <u>each</u> VET Student Loan and/or Higher Education Provider where this debt was incurred:		
	Last year of enrolment		Provider name
4. Have you attended Year 12	State	Year attended	Student Number School Name
If Yes, please provide the name of School(s) attended for Year 12			
5. Have you gone by other names? If Yes, please list	<i>Given Name</i>	<i>Family Name</i>	<i>Other Name(s)</i>
Prospective Student Signature:		Date:	dd/mm/yyyy