

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 qualification; or▪ USI transcript5. 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		dd	mm	yyyy	3. Sex (tick one box only) : <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? (If more than one language, indicate the one that is spoken most often) 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? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)	<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"/> 1 - To get a job <input type="checkbox"/> 2 - To develop my existing business <input type="checkbox"/> 3 - To start my own business <input type="checkbox"/> 4 - To try for a different career <input type="checkbox"/> 5 - To get a better job or promotion <input type="checkbox"/> 6 - It was a requirement of my job <input type="checkbox"/> 7 - I wanted extra skills for my job <input type="checkbox"/> 8 - To get into another course of study <input type="checkbox"/> 12 - For personal interest or self-development <input type="checkbox"/> 11 - 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.

1. You can apply online at www.usi.gov.au
2. Provide your USI print out from the USI portal to Academia Australia:



Australian Government

USI Office
GPO Box 9880
Canberra ACT 2601 Australia
Phone: 1300 857 536
Email: usi@education.gov.au
Web: www.usi.gov.au
ABN: 12 862 898 150

SUCCESSFUL CREATION OF UNIQUE STUDENT IDENTIFIER (USI)

A USI account has been created with the following details:

USI: ██████████
First Name: ██████████
Middle Name: ██████████
Last Name: ██████████
Date of Birth: 26/07/1970

Training organisations who receive this notification are reminded of their obligations under the *Student Identifiers Act 2014* and the *Student Identifiers Regulation 2014*, specifically in relation to destruction of personal information collected for the purpose of making an application for a USI, protection of student identifiers and unauthorised use of student identifiers.

Please treat this document with care as it contains personal information and you have an obligation to protect it from unauthorised access or accidental disclosure to a third party.

The Student Identifiers Registrar is bound by the Australian Privacy Principles in the *Privacy Act 1988*. For information on our privacy policy and the USI initiative you can visit our website at www.usi.gov.au.

If you believe you have received this notification in error, please contact us through our website.

Regards,

Student Identifiers Registrar
USI Office

* example printout from the USI portal

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Authorisation to verify your USI:

I hereby authorise Academia Australia to verify the provided USI on my behalf

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Privacy Notice

Under the Data Provision Requirements 2012, **Academia Australia** 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 **Academia Australia** for statistical, regulatory and research purposes. **Academia Australia** 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.

STUDENT SIGNATURE [or electronic acknowledgement] DATE

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]* DATE

*Parental/guardian consent is required for all students under the age of 18.

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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.		
	<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
If Yes, please provide the name of School(s) attended for Year 12			
5. Have you gone by other names? If Yes, please list	Given Name		Family Name
			Other Name(s)
Prospective Student Signature:		Date:	
		dd/mm/yyyy	