INTERNATIONAL STUDENT APPLICATION FORM

albright INSTITUTE OF BUSINESS & LANGUAGE

1. Personal Details

Title: ☐ Mr ☐ Miss ☐ Mrs ☐ Ms

Family name:			
Given names:			
Gender:	☐ Male ☐ Female ☐ Indeterminate		
Date of birth:	/ /	First Language:	

Passport details:

Passport number:			
Passport expiry:	/ /	Country of birth:	
City of birth:		Nationality:	

USI number (for VET course students): Provide your USI Number below

2. Contact Details

In Australia:

Street address:					
Town/City:		State:		Postcode:	
Email:					
Phone Number:					

Permanent address in your home country:

Street address:					
Town/City:		State:		Postcode:	
Country:					
Email:					
Phone Number:					

Emergency contact details:

Contact full name:	
Relationship to you:	
Mobile:	
Email:	

3. English Proficiency*

What is your current English level?

☐ Beginner ☐ Elementary ☐ Pre intermediate
☐ Intermediate ☐ Upper Intermediate ☐ Advanced

Have you completed any of the following tests?

IELTS:		PTE:	
CAE:		Other:	
Date specified on your test result:			

Notes:
1) For ELICOS courses, a Placement Test is mandatory for appropriate placement of the student in the course.
2) LLN Test is mandatory for all VET courses enrollments.

4. Visa Details

If you hold a current Australian visa:

Current location:	☐ Onshore ☐ Offshore
Type of visa:	☐ Student ☐ Working ☐ Working Holiday ☐ Visitor ☐ Other
Expiry Date:	/ /

If you do not hold a current Australian visa:

Department of Home Affairs Office where your application will be/has been lodged:	
Date of application / intended application:	/ /
When did you first arrive in Australia:	/ /

Have you ever been refused a visa to Australia?

No ☐ Yes ☐ If Yes, please provide details:

Please attach documentation for evidence.

Have you ever been refused a student visa to other countries?

No ☐ Yes ☐ If Yes, please provide details:

Have you ever visited Australia and breached any visa conditions?

No ☐ Yes ☐ If Yes, please provide details:

5. Genuine Temporary Entrant (GTE)

Are you aware of the Genuine Temporary Entrant (GTE) requirements by the Department of Home Affairs?

☐ Yes ☐ No

6. Do you require Albright to organise

Overseas Student Health Cover (OSHC)

☐ Yes, I authorize Albright to organise OSHC on my behalf:

☐ Single ☐ Couple ☐ Family

☐ No ☐ No ☐ Yes (Please specify)

(please provide the name, duration and expiry date of your OSHC)

Airport pick-up:

Arrival Date:	/ /	Arrival Time:		Flight Number:	

Accommodation arrangement:

☐ Yes, I aurthorise Albright to organize accommodation arrangements on my behalf:

☐ Single ☐ Couple ☐ Family

No. of Week:		Start Date:	

☐ No

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7. Previous Studies

Please provide evidence for any "Yes" answers

Have you previously studied in Australia?	Yes ☐	No ☐
Are you transferring from another education provider?	Yes ☐	No ☐
Did you complete your course?	Yes ☐	No ☐

What is your highest completed Qualification **in Australia?**

Name of school/Institution:			
State/Country:			
Name of qualification:			
Year completed:		years of study:	

Are you **currently studying?** ☐ No ☐ Yes (Please specify)

Course Name:			
Institute Name:			
State/Country:			
Start Date:	/ /	Potential End Date: years of study:	/ /

What is your highest completed Qualification **from overseas?**

Name of school/Institution:			
State/Country:			
Name of qualification:			
Year completed:		Years of study:	

8. Support Questions

Do you have a disability, impairment or permanent medical condition that may affect your studies?

☐ No (Please skip to the next section)

☐ Yes (Please answer the questions below)

What is the nature of your situation?

☐ Hearing	☐ Vision	☐ Mobility
☐ Learning	☐ other (Please specify):	

9. Credit Transfer (CT)/ Recognition of Prior Learning (RPL) (Only VET Courses)

Please fill up the CT form available with the Admissions Team and provide the Certificate/SOA of the CT units.

Do you want to apply for Credit Transfer? ☐ No ☐ Yes

Do you want to apply for Recognition of Prior Learning? ☐ No ☐ Yes

10. How did you learn about us?

☐ Through my agent	Agent Name:	
☐ Other (Please specify)		

Agent Stamp:

☐ I authorize the above mentioned agent to receive information related to my enrolment and studies with Albright Institute on my behalf.

11. Program selection

English Courses (ELICOS)

	CRICOS Code	Course Name	Duration	Start Date	Study Location
☐	096826G	General English (Max 72 weeks)			
☐	096828F	EAP (English Academic Purposes) (Max 12 weeks)			
☐	096827G	IELTS (Foundation) (Max 12 weeks)			
☐	096827G	IELTS (Advanced) (Max 12 weeks)			
☐	096829E	PTE (Pearson Test of English - Academic) (Max 12 weeks)			

Study Break (General English Only)

☐ No ☐ Yes

Less than 24 study weeks = 2 weeks break
For 24 study weeks = 4 weeks break
For 36 study weeks = 6 weeks break
For 44 study weeks = 8 weeks break
For 60 study weeks = 12 weeks break

Class Timing Preference (ELICOS)

☐ Morning ☐ Evening

(Subject to availability. Albright does not guarantee the time preferences will be met.)

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VET Courses

Course Group	Select a Course	CRICOS Code	Course Code	Course Name	Duration	Start Date	Study Location
Business & Marketing	☐	106174H	BSB20120	Certificate II in Workplace Skills	26 weeks		
	☐	106173J	BSB30120	Certificate III in Business	52 weeks		
	☐	106169E	BSB50120	Diploma of Business	52 weeks		
	☐	106168F	BSB40820	Certificate IV in Marketing and Communication	52 weeks		
	☐	106170A	BSB50620	Diploma of Marketing and Communication	52 weeks		
	☐	111403B	BSB60520	Advanced Diploma of Marketing and Communication	52 weeks		
Civil Construction Design	☐	111404A	RII60520	Advanced Diploma of Civil Construction Design	104 weeks		
Hospitality & Management	☐	111406K	SIT30821	Certificate III in Commercial Cookery	52 weeks		
	☐	111408H	SIT40521	Certificate IV in Kitchen Management	75 weeks		
	☐	111407J	SIT50422	Diploma of Hospitality Management	104 weeks		
Information Technology	☐	111405M	ICT50220	Diploma of Information Technology	104 weeks		
	☐	106175G	ICT60220	Advanced Diploma of Information Technology	104 weeks		
Interpreting & Translation	☐	096470J	PSP50916	Diploma of Interpreting (LOTE-English) ** Superseded by PSP50922*	24 weeks		
	☐	096471G	PSP60816	Advanced Diploma of Translating ** Superseded by PSP60822*	24 weeks		
Leadership & Managment	☐	104306F	BSB50420	Diploma of Leadership and Management	52 weeks		
	☐	106171M	BSB60420	Advanced Diploma of Leadership and Management	52 weeks		
	☐	104077C	BSB50820	Diploma of Project Management	52 weeks		
	☐	104459M	BSB60720	Advanced Diploma of Program Management	52 weeks		
	☐	106172K	BSB80120	Graduate Diploma of Management (Learning)	104 weeks		

How do you want to pay your tuition fees*?

☐ Pay in full ☐ Pay by Trimester
☐ Pay Monthly ☐ Pay by Semester

* Note: If you are enrolling for English Course(s) (ELICOS) instalment options only apply when you enroll for more than 8 weeks and you are currently in Australia.

12. Do you know the following information regarding the course?

Course Information including	NO	YES
Contents of your course	☐	☐
Entry requirements for the course	☐	☐
Duration of course	☐	☐
School locations	☐	☐
Delivery method of course	☐	☐
Course requirements (attendance, course progress)	☐	☐
How assessment is conducted	☐	☐
Any course requirements you must have access to (Computers, etc.)	☐	☐
Fees and charges that apply	☐	☐
Refund policy, Attendance policy, Complaints and Appeals Policy, Course progress Policy	☐	☐

13. What is your reason to choose this course?

Please choose the best option.

- ☐ To get a job
- ☐ To develop or start my own business
- ☐ To try for a different career
- ☐ To get a better job or promotion
- ☐ It is a requirement of my job
- ☐ To get skills for community/voluntary work
- ☐ To increase my self-esteem
- ☐ To assist me for further study
- ☐ Other reason (please specify):

14. Please provide us with some brief details about your employment history

- ☐ No
- ☐ YES – please provide details in next section
  - ☐ Full-time ☐ Part-time ☐ Casual

Briefly outline any relevant employment history:

15. At school and/or at work, have you had any difficulties in any of the following skills or do you require any support?

- ☐ Speaking
- ☐ Listening
- ☐ Writing
- ☐ Reading
- ☐ Mathematics
- ☐ Developing learning skills
- ☐ Developing research skills
- ☐ Developing IT Skills
- ☐ Completing assessments
- ☐ Planning and organizing skills
- ☐ None

16. Are you aware that you will be contacted by Albright by emails for future correspondence?

Albright will also contact you by mobile short message service (SMS) for urgent notifications.

- ☐ No
- ☐ Yes

17. What do you think is the easiest and most effective way for you to learn?

- ☐ Textbooks that I can read and refer to in my own time;
- ☐ Power Points explained to me during classes;
- ☐ Pictures and diagrams;
- ☐ Group discussions with others;
- ☐ Conducting my own research;
- ☐ Listening to the lectures/ trainers;
- ☐ Practical application of skills and knowledge in a workplace or similar or watching videos:
- ☐ Working through real examples such as a case study or scenario;
- ☐ Other (please explain below):

18. What additional support do you think you will need in order to complete this course successfully?

- ☐ English language support
- ☐ Reading support
- ☐ Writing support
- ☐ One-on-one guidance
- ☐ Additional resources
- ☐ Other (Please specify)

19. Digital capability

How do you plan to access computers and the internet? (please circle)	At home	Library	Family and friends	No access
	☐	☐	☐	☐

Do you use any of the following digital devices and if so how often?	Computers	Laptop	Smart-phone	Tablet/ ipad
Daily	☐	☐	☐	☐
Weekly	☐	☐	☐	☐
Monthly	☐	☐	☐	☐
Less than Monthly	☐	☐	☐	☐

Please tick any of the comments that apply to you:

- ☐ I am confident in computer programming
- ☐ I am comfortable in producing and saving documents and spreadsheets
- ☐ I am comfortable in watching videos (You tube etc.) and using social media
- ☐ I am comfortable in researching on the internet and sending emails
- ☐ I am not comfortable with any technology

20. Privacy Policy and Student's Declaration

Notice – National Vet Data Policy 2020

- Why we collect your personal information:
  As a registered training organization (RTO), AIBL collects 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:
  AIBL is 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, analyzing and communicating research and statistics about the Australian VET sector. We are also authorized 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.
  o The NCVER is authorized to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organizations) that deal with matters relating to VET and VET regulators for the purposes of those bodies.
  o The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.
  o The NCVER does not intend to disclose your personal information to any overseas recipients.
  o 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.
  o If you would like to seek access to or correct your information, in the first instance, please contact AIBL.
  o DESE is authorized 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.
- VET Data Use Statement (National VET Data Policy 2020)
  Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Registered Training Organizations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for purposes that include:
  o populating authenticated VET transcripts
  o administering VET, including program administration, regulation, monitoring and evaluation
  o facilitating statistics and research relating to education, including surveys and data linkage
  o Understanding how the VET market operates, for policy, workforce planning and consumer information.

  NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:
  o a VET regulator (the Australian Skills, Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia)
  o the Australian Government Department of Education, Skills and Employment another Commonwealth authority.
  o A state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.
  NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

Student Declaration (Please tick)

- ☐ **1.** I declare that I am aware of and understand my financial obligations relation to study in Australia and with AIBL. (https://www.homeaffairs.gov.au/trav/stud/more/student-visa-living-costs-and-evidence-of-funds)
- ☐ **2.** I have read, understood and accept all the terms and conditions of enrolment including any information, policies and procedures and information that may be found http://www.albrightinstitue.edu.au and/or are included in this form or other enrolment documents and agreements provided to me by AIBL and acknowledge that failure to do so may result in the suspension or cancellation of my enrolment.
- ☐ **3.** I understand that I am not required to pay more than 50% of my tuition fees before my studies commence, but that I may do so if I choose. By submitting this application,
- ☐ **4.** I declare that all information and documentation provided in support of it is accurate and true.
- ☐ **5.** I understand that as per the above VET Data Use Statement, my personal information (including the personal information contained on this application form), may be used or disclosed by AIBL for statistical, administrative, regulatory and research purposes. AIBL may disclose my personal information for these purposes to Commonwealth and State or Territory government departments and authorized agencies and NCVER Survey: I may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorized agencies. I am aware that I may opt out of the survey at the time of being contacted; I am aware that NCVER will collect, hold, use and disclose my personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy 2020 and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au)
- ☐ **6.** I declare that the information contained in this application and the supporting documentation is true and correct. I understand giving false or misleading information is a serious offence under state and/or federal law in Australia;
- ☐ **7.** I agree to advise AIBL if there are any changes to the information, I have provided in this application;
- ☐ **8.** I understand that by completing this application, I am giving a written consent to AIBL to independently verify the information supplied by me in this application;
- ☐ **9.** I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department Home Affairs (formerly DIBP);
- ☐ **10.** I am aware of the estimated total course fees at AIBL and living costs for my stay in Australia. I understand that the total course fees do not cover the costs of books, materials, field trips or any additional cost related to my course, unless otherwise specified;
- ☐ **11.** I understand that I can pay full course fee if I wish to, but I am not required to pay more than 50% upfront;
- ☐ **12.** I have read and understood AIBL Student handbook, website information, marketing material, and have received full information from AIBL Education Agent (incase of enrolment through education agent) before making an informed decision to enrol in the course; (https://albrightinstitute.edu.au/wp-content/uploads/2022/02/DOC-05-AIBL-Student-Handbook-2022_V2.pdf)
- ☐ **13.** I understand that AIBL also reserves the right to vary courses, subjects, and the mode of delivery, assessment and admission requirements at any time at its discretion;
- ☐ **14.** I understand that I will be required to take Pre-Training Review Interview (PTR) with the AIBL staff and also appear for Language, Learning and Numeracy Assessment (LLN) prior to my course enrolment;
- ☐ **15.** I have read and understood the AIBL's policies on "Student Fee and Refund Policy", "Attendance Policy", "Course Progress monitoring Policy" "Complaints and Appeals Policy", "Deferment and Suspension Policy", "Transfer between Registered Provider Policy" and other policies that are published on AIBL website;
- ☐ **16.** I understand that AIBL will monitor my attendance and course progress to complete my course in the given duration. I am responsible to attend timetabled classes and maintain at least 70% attendance in every term. I understand that if my course progress is below 50% in two consecutive terms, AIBL will follow the Course Monitoring Policy and report this to the DHA via PRISMS;
- ☐ **17.** I authorize AIBL to check my visa status on VEVO as and when required;
- ☐ **18.** I declare that the signature on this form is my signature and has not been signed on my behalf by another person including my Education agent or sponsor.
- ☐ **19.** I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, and disclosure of my personal information in accordance with the Privacy Notice above.
- ☐ **20.** I understand that due to the outbreak of COVID-19 the Australian Government and respective States had issued directives to deal with the pandemic. Due to the pandemic, the delivery mode was changed from face-to-face learning to Virtual Classrooms till June 2023. As advised by ASQA, Albright Institute will resume to ESOS compliance with face-to-face delivery mode from the respective Albright campuses from July 2023. I understand that I will be notified about the respective campuses timetables changes accordingly.

21. Applicant Acknowledgement and Signature

Student full name:	
Student signature*:	**Date:** DAY / MONTH / YEAR

* If the student is below 18 years of age, this agreement must be signed by the student's parent or legal guardian.

22. Parent or legal guardian's details (If applicable)

Name:			
Relation to student:		**Contact Number:**	

23. Applicant Checklist. Please ensure you attach the following documents with your application.

☐ Completed all sections of the International Student Application Form	☐ Certified copy of all academic qualifications, including secondary school studies
☐ Certified copy of personal details page of your passport	☐ CoE document(s) for all courses enrolled - if you are currently studying in Australia
☐ Certified copy of your English language qualification or provide details of your English proficiency	☐ Certified official translation of any document not in English