

Admissions Form

Enrolment Form 2023 – 2024 – 2025

1. Complete all sections using BLOCK LETTERS
2. Attach supporting documents, including CERTIFIED copies of your passport and academic documents.
3. Students will be charged AUD \$500.00 (non-refundable) Application Fee

The Applicant is currently: Onshore Offshore

1. Personal Details *(Please choose by placing an X in the boxes that apply to you)*

Title:	<input type="checkbox"/> MR	<input type="checkbox"/> MS	<input type="checkbox"/> MRS	<input type="checkbox"/> Other:
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other:	
Date of Birth:	/ /		Nationality:	
Surname:				
Given Names:				

NOTE: Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not have a USI yet and want **ASIA to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See the section on the USI at the end of this form for a detailed explanation.

Country of Birth:

2. English Language Proficiency

Do you speak a language other than English at home?	<input type="checkbox"/> No; English only. <input type="checkbox"/> Yes, Please specify:			
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
Was English the language of instruction in your secondary/ tertiary studies?	<input type="checkbox"/> Yes		No	
Have you taken a language test* in the last two (2) years e.g., IELTS, PTE, TOEFL, or equivalent? (If yes, please indicate details of the test)	Test Name:			
	Test Date:			
	Score Achieved:			



Admissions Form

English test NOT required; I am from:														
<input type="checkbox"/> Canada	<input type="checkbox"/> USA	<input type="checkbox"/> Ireland	<input type="checkbox"/> United Kingdom	<input type="checkbox"/> South Africa										
Are you aboriginal or Torres Strait Islander origin?		Yes, Torres Islander												
<input type="checkbox"/> No		<input type="checkbox"/> Yes, Aboriginal												
DHA Office where you applied for your visa:		<input type="checkbox"/> Offshore:												
<input type="checkbox"/> Onshore		<input type="checkbox"/> Offshore:												
Do you have a Unique Student Identifier (USI) Number?		<input type="checkbox"/> No; I will create it myself (visit www.usi.gov.au)												
		<input type="checkbox"/> No; I authorize ASIA to create a USI on my behalf (complete a USI application form)												
Unique Student Identifier (USI)		<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> <p>Please note that from 1 January 2015, ASIA can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course, but you do not have a 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 a computer or mobile device. If you wish ASIA to apply for a USI on your behalf, please complete an Application for USI Form.</p>												

3. Contact Details

Address (Home Country)

Address:				
State/Province:		Postcode:		Country:
Phone:			Mobile:	
Email:				

Residential Address (Australia)

Address:				
State/Province:		Postcode:		Country:
Phone:			Mobile:	
Email:				

Postal Address (Australia)



Admissions Form

Address:					
State/Province:		Postcode:		Country:	
Phone:			Mobile:		
Email:					
Emergency Contact Details					
Name:				Relationship:	
Address:					
Phone:			Mobile:		
Email:					
4. Passport Details					
Passport Number:			Country and Place of Issue:		
Address:					
A certified true copy of your original documents must be provided as part of your application.					
5. Visa Details NB. If not on visa, tick the Box: <input type="checkbox"/> and go to the next section.					
Visa Type:			Visa Subclass:		
Visa Number:			Visa Expiry Date:		
Address:					
6. Education Agent Details: <input type="checkbox"/> I have not used an agent <input type="checkbox"/> YES, my agent details are appended below.					
Name of the Agent:					
Address:					
Phone		Mobile:		Fax:	
Email:				Contact Name:	
Agent Stamp (if applicable):					



Admissions Form

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7. Overseas Student Health Cover (OSHC)

OSHC Arranged?	<input type="checkbox"/> Yes, complete Part A	<input type="checkbox"/> No, complete Part B
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Part A – Insurer Details

Insurer Name:		Membership No:	
Issuance date:		Date of Expiry:	

Part B – General Information

1. The Australian Government requires all persons entering Australia on a Student Visa to have OSHC.
 2. The length of your OSHC MUST cover the total length of your course(s).

Note: ASIA does not apply for OSHC on behalf of students. Students are required to arrange their own health cover. However, ASIA can assist students in arranging their own OSHC

8. Disability Status (Please choose by placing a Tick in the boxes that apply to you)

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

<input type="checkbox"/> Yes (Select the area/s in the following list. You may indicate more than one)		<input type="checkbox"/> No (Go to the next section)
<input type="checkbox"/> Hearing/Deafness	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Vision
<input type="checkbox"/> Learning Difficulties	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Other:

Do you require additional assistance because of this disability, or any other support needed during your study? No YES

If yes, please provide details of what support you will require during you study:

9. Course Selection (Please choose by placing a Tick in the boxes that apply to you)

Please be advised that as part of the application process you will be required to do a Pre-Training Review (PTR).

	Course Code and Name	CRICOS Code	Course Duration
<input type="checkbox"/>	CPC30620- Certificate III in Painting and Decorating	107284E	104 weeks

Admissions Form

<input type="checkbox"/>	BSB40520- Certificate IV in Leadership and Management	103998C	52 Weeks
<input type="checkbox"/>	BSB50420- Diploma of Leadership and Management	104360M	53 Weeks
<input type="checkbox"/>	BSB60420- Advanced Diploma of leadership and management	106497M	76 Weeks
<input type="checkbox"/>	ICT50220- Diploma of Information Technology	108127K	52 Weeks
<input type="checkbox"/>	ICT60220- Advanced Diploma of Information Technology	107285D	104 Weeks
<input type="checkbox"/>	BSB50820-Diploma of Project Management	108126M	52 Weeks
<input type="checkbox"/>	General English	108128J	
<input type="checkbox"/>	CPC31320-Certificate III in Wall and Floor	113773D	104 Weeks
<input type="checkbox"/>	CPC33020-Certificate III in Bricklaying and Blocklaying	113774C	104 Weeks

Please **SELCT** an Intake Date from the list below:

2023		2024		2025	
<input type="checkbox"/>	02 January 2023	<input type="checkbox"/>	02 January 2024	<input type="checkbox"/>	06 January 2025
<input type="checkbox"/>	06 February 2023	<input type="checkbox"/>	05 February 2024	<input type="checkbox"/>	10 February 2025
<input type="checkbox"/>	13 March 2023	<input type="checkbox"/>	11 March 2024	<input type="checkbox"/>	17 March 2025
<input type="checkbox"/>	03 April 2023	<input type="checkbox"/>	01 April 2024	<input type="checkbox"/>	07 April 2025
<input type="checkbox"/>	08 May 2023	<input type="checkbox"/>	06 May 2024	<input type="checkbox"/>	12 May 2025
<input type="checkbox"/>	12 June 2023	<input type="checkbox"/>	10 June 2024	<input type="checkbox"/>	16 June 2025
<input type="checkbox"/>	03 July 2023	<input type="checkbox"/>	01 July 2024	<input type="checkbox"/>	07 July 2025
<input type="checkbox"/>	07 August 2023	<input type="checkbox"/>	05 August 2024	<input type="checkbox"/>	11 August 2025
<input type="checkbox"/>	11 September 2023	<input type="checkbox"/>	09 September 2024	<input type="checkbox"/>	15 September 2025
<input type="checkbox"/>	02 October 2023	<input type="checkbox"/>	01 October 2024	<input type="checkbox"/>	06 October 2025
<input type="checkbox"/>	06 November 2023	<input type="checkbox"/>	04 November 2024	<input type="checkbox"/>	10 November 2025
<input type="checkbox"/>	11 December 2023	<input type="checkbox"/>	11 December 2024	<input type="checkbox"/>	15 December 2025



Admissions Form

Mode of Study:	Face-to-Face mode and work-based training; Minimum 20 hours per week
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Campus Locations:	Parramatta/Edgecliff/Wollongong
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Please refer to ASIA's Student's Handbook for detailed course information. Some qualifications may include compulsory work-based training.

10. Previous Studies/Qualifications Achieved (Please do NOT Leave the Section Blank)

If you have you successfully completed any of the following qualifications in Australia or hold any overseas qualification, tick the appropriate boxes below:

<input type="checkbox"/> Bachelor's degree or Higher	<input type="checkbox"/> Advanced Diploma or associate degree	<input type="checkbox"/> Diploma
<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Certificate III	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Year 12 or Equivalent	<input type="checkbox"/> Year 10 or Equivalent
<input type="checkbox"/> Not Attended School	<input type="checkbox"/> Other including overseas qualifications not listed above.	

11. Previous Studies/Qualifications Details (Please do NOT Leave the Section Blank)

Qualification Name	Institution Studied At	Date of Award	Certificate Attached
			<input type="checkbox"/> YES <input type="checkbox"/> No

For overseas qualification, has the qualification been assessed as equivalent to an Australian qualification?	<input type="checkbox"/> YES <input type="checkbox"/> No
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Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a notary public or Apsley's representative education agent. Academic records that are not in English must also be accompanied by a certified translated copy. If you believe you have relevant work experience, attach details and proofs (e.g., employer reference, curriculum vitae, etc.)

12. Employment

Which of the following best describes your current employment status?

<input type="checkbox"/> Employed Full Time	<input type="checkbox"/> Employed Part Time	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Self-employed	<input type="checkbox"/> Other (Please Specify):	

If employed, which sector are you employed in?	
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Admissions Form

13. Reason(s) for Study		
Which of the following best describes your current employment status?		
<input type="checkbox"/> Employment	<input type="checkbox"/> Professional development	<input type="checkbox"/> Promotion
<input type="checkbox"/> To start a business	<input type="checkbox"/> To try for a different career	<input type="checkbox"/> Gaining extra skills
<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> Other (Please Specify):	
Note: ASIA does not offer or guarantees any employment or job outcomes.		
14. Recognition of Prior Learning/Credit Application		
Would you like to make an application for RPL/ Credit transfer:		
		<input type="checkbox"/> YES <input type="checkbox"/> No
If you are seeking credit transfer/recognition of prior learning, you must attach certified translated (English) copies of the course outline/ syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information, etc., so that Apsley can assess your eligibility for credit recognition. Also attach certified copies of previous relevant qualifications or experience. Complete the RPL/CT Form available online at Apsley website or at Apsley reception.		
15. Accommodation Requirements		
Do you require assistance in finding accommodation options?		<input type="checkbox"/> YES <input type="checkbox"/> No
If yes, please specify below.		
What type of accommodation arrangements would you like:	<input type="checkbox"/> Shared <input type="checkbox"/> Shared	How many weeks?
Please note that ASIA student support officers can assist students in finding accommodation by conducting online search, suggesting accommodation sites, real estate agents in particular area, however, Apsley does not provide accommodation to its students.		
Do you require assistance for Airport Pickup?		<input type="checkbox"/> YES <input type="checkbox"/> No
ASIA does not provide airport pick up; however, it can provide information regarding international student help desk at airport and assist students in finding suitable airport pick up services e.g., UBER, Sky Bus and taxi services.		
Any other additional information:		



Admissions Form

16. Marking			
How did you find out about this course?			
<input type="checkbox"/>	Advertisement	<input type="checkbox"/>	Newspaper
<input type="checkbox"/>	Friends	<input type="checkbox"/>	Search Engine/Google
<input type="checkbox"/>	Internet		
<input type="checkbox"/>	Education Agent		
<input type="checkbox"/>	Other (Please Specify):		
17. Payment Details			
<input type="checkbox"/>	Payment by Credit Card (Please fill in the credit authorization form)		
<input type="checkbox"/>	Bank Cheque made payable to THE EARLY CHILDHOOD LEARNING COMPANY PTY. LTD.		
<input type="checkbox"/>	Bank Transfer to be made to the following bank account.		
Account Name:	THE EARLY CHILDHOOD LEARNING COMPANY PTY. LTD		
Account Number:	569765	BSB:	032277
		SWIFT Code:	WPACAU2S
Bank name:	Westpac Bank	Bank Address:	South Parramatta, 126 Church Street, Parramatta, NSW 2150.
18. Declaration			
<p>I declare that the information on this form and supporting documentation is true and correct. I have read and understood the student handbook with details including the Entry Requirements, Privacy Policy and the Cancellation and Refund Policy, complaints and appeals procedures, course monitoring and attendance, policies and procedures of Astral Skills Institute of Australia provided to me along with this application.</p> <p>I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at ASIA. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.</p>			
Name:			
Signature:		Date:	
19. Application Checklist			
<input type="checkbox"/>	Completed all sections of this application	<input type="checkbox"/>	Read and signed the declaration
<input type="checkbox"/>	Attached certified copies of your Passport		<input type="checkbox"/>
<input type="checkbox"/>	Attached certified copies of your English Proficiency	<input type="checkbox"/>	Attached certified copies of your qualifications
<input type="checkbox"/>	Attached relevant employment documentation	<input type="checkbox"/>	Attached any other relevant documentation



Admissions Form

NOTE:

ASIA will regularly monitor attendance. Students must maintain 50% or more for better course progress in each study period and must maintain a minimum of 80% attendance. Students must regularly attend classes to ensure that they maintain satisfactory course progress. ASIA will report to the Department of Home Affairs if student shows unsatisfactory course progress. However, Students will not be reported on the basis of attendance. *Refer to Course Monitoring and Attendance policy for more details.*

All prospective students are required to familiarize themselves with the Recruitment and Enrolment policy and procedures of Apsley College. This is available at website www.asia.edu.au.

I have read and understood *the Recruitment and Enrolment Policy and Procedures* of Apsley.

Please visit ASIA website (www.apsley.nsw.edu.au) to review the following Policy and Procedures:

Course Progress and Attendance Requirements Fee Payment and Refund of Tuition fees Complaints and Appeals Policy

Media Consent

From time to time, ASIA staff may request to take photographs/videos or verbal/written interviews/testimonials of students at Apsley or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job work activities or could be published by Apsley in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times, request students to provide any of the above of the students' own creation for the same purposes.

I do consent to the use of my photos / videos / testimonials / interviews to be used in Apsley promotional materials prepared for marketing purposes in Australia and overseas.

Media Consent Withdrawal Option

You have a right to refuse the use of your image or work. You may also decline the media consent by ticking no consent option below or withdraw your consent any time by sending an email or contacting ASIA's administration department.

I do NOT consent to the use of my photos / videos / testimonials / interviews to be used in ASIA's promotional materials prepared for marketing purposes in Australia and overseas.



Admissions Form

Privacy Notice

Personal information may be collected and disclosed to relevant bodies which may include verification of a student's previous qualifications, Commonwealth and State Agencies and Department of Home affairs regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress. Astral Skills Institute of Australia (Apsley) will endeavour to take all reasonable steps to protect personal information from misuse, loss or unauthorized access, modification or disclosure.

Astral Skills Institute of Australia stores and uses personal information only for the purposes of administering Student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.

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Information is collected on this form and during your enrolment to meet the obligations of Apsley under the ESOS Act 2000 and the National Code 2018; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Providers of Education and training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme and the TPS Director. In other instances, information collected on this Form or during your enrolment can be disclosed without your consent where authorized or required by law.

Information is collected on this form and during your enrolment in order to meet the obligations of institute under the ESOS Act 2000 and the National Code 2018; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Providers of Education and training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme and the TPS Director. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

Under the Data Provision Requirements 2012, ASIA 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, USI and your training activity data) may be used or disclosed by ASIA for statistical, administrative, regulatory and research purposes.

ASIA may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorized agencies; NCVER;
- Organizations conducting student surveys; and Researchers.

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

- Issuing statements of attainment or qualification and populating authenticated VET transcripts.
- facilitating statistics and research relating to education, including surveys and data linkage.
- pre-populating Apsley's student enrolment forms.
- 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 a government department or an NCVER employee, agent or third-party contractor. Please note that 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).



Admissions Form

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe that your privacy has been breached.

Emergency Medical Indemnity

I authorize Apsley or their representative to obtain Medical Treatment in the event of an emergency. I indemnify Apsley or their representative.

Student's 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 also declare that I am aware that students are responsible for keeping a copy of the written agreements as supplied by Apsley.**

Student's Signature:		Date:	
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OFFICE USE ONLY:		<input type="checkbox"/> New Student	<input type="checkbox"/> Existing Student
Student ID:		<input type="checkbox"/> Student ID Activated	<input type="checkbox"/> PRISM Updated
Date Issued:		<input type="checkbox"/> ID Card Issues	<input type="checkbox"/> SMS Updated
Staff Name:		Staff Signature:	Date:

