FOR113 Enrolment Application Form

IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR APPLICATION

1. APPLICATION FORM:

- Before completing this application form you must read the information contained in this Application Form thoroughly. In particular, you should ensure that you fully understand Australian National College's (**ANC**) Terms and Conditions of Enrolment along with the *Fee Payment* and *PP161 Refund Policy and Procedure* available on ANC's website at ***www.anc.vic.edu.au***
- You must attach with your application the certified copies of your academic results including evidence of English language proficiency.
- You are required to indicate your acceptance to important items at the end of this application form under the section "*Applicant Declaration*". Please ensure that you understand them before you sign the "*Student Enrolment Application Form*".

Your application must be forwarded to:

Admission Team: ***admissions@anc.vic.edu.au***

Australian National College

Head Office: Level 5 259 Collins Street, Melbourne, Victoria 3000| AUSTRALIA

Tel (+61 3) 9662 3300

2. ENROLMENT FEE: AUD$200 (*Non-Refundable*)

3. PROVISIONAL ACCEPTANCE / REJECTION: Upon receipt of your application, **ANC** will advise you about the outcome of your application as soon as practicable or within two weeks. If your application is accepted, you will be provided with an *Offer Letter* (conditional or unconditional). This document will also be accompanied with another document called "*Enrolment Acceptance Agreement*". In order to indicate your acceptance, you will be required to sign the *FOR150 Enrolment Acceptance Agreement* and forward it along with the initial deposit as per the requirements outlined in the *Enrolment Acceptance Agreement*.

4. CONFIRMATION OF ENROLMENT / VISAS: Once the initial deposit is received, **ANC** will then forward you an *electronic Confirmation of Enrolment* (**eCoE**) which is required for the finalisation of your student visa application by the Department of Home Affairs (**DHA**). Please ensure to check the student visa application requirements at https://www.homeaffairs.gov.au/ . Students from different nationalities may be required to apply for Pre – Visa Assessment before forwarding their initial deposit and securing their **eCoE**.

5. OVERSEAS STUDENT HEALTH COVER: All international students must have health insurance through the Overseas Student Health Cover (**OSHC**) scheme. It is the responsibility of the student to ensure that the **OSHC** is up to date. Students may apply for OSHC by themselves or they can request **ANC** to arrange it on their behalf. Please note that the cost of **OSHC** is separate to any tuition fee and enrolment fee.

TERMS AND CONDITIONS OF THE ENROLMENT

1. CONDITIONS OF ENROLMENT

1.1. **ANC** reserves the right to cancel a course prior to the course commencement date, in which case a full refund of all fees paid will be made within two weeks. (Please refer to the *PP161 Refund Policy and Procedure*, and the *Student Handbook* available on **ANC**'s website (***www.anc.vic.edu.au***)

1.2. A student is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the student's enrolment may be cancelled at the end of any internal appeals process.

1.3. **ANC** is required to report to **DHA** instances where a student fails to make academic progress in any study periods. All students are notified beforehand, of **ANC**'s intention of reporting the student to **DHA** and are provided with 20 working days to access **ANC**'s complaints and appeals process.

1.4. Academic Progress is reviewed in each study block. International students are required to ensure completion of their course within the duration specified on their **eCoE** where possible. Detailed information on the **ANC**'s *PP149 Monitoring Course Progress Policy* and the *PP114 Complaints and Appeals Policy and Procedure* are available on ANC's website and will be covered in the International Students' Orientation Program.

1.5. **ANC** monitors attendance for the courses. Please refer to the *PP148 Monitoring Attendance Policy and Procedure* which is available on the ANC website.

If applicable, **ANC** will be required to report to **DHA** instances where the student fails to meet satisfactory attendance requirements in each study blocks (the minimum requirement for attendance is 80 per cent of the scheduled contact hours for the course). All students are notified beforehand, of **ANC**'s intention to report students to DHA and are provided with 20 working days to access the **ANC**'s complaints and appeals process. Attendance monitoring is reviewed at the end of each study block

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1.6. All students are bound by **ANC**'s *Student Code of Conduct*. Detailed information on **ANC**'s rules and regulations are available in the Student Handbook and are covered during the International Students' Orientation Program. Failure to adhere to these regulations may lead to suspension or cancellation of the student's enrolment. Students will be provided with 20 working days to access **ANC**'s complaints and appeals process. Information on **ANC**'s *PP126 Deferment Suspension or Cancellation of Overseas Student Enrolment Policy and Procedure* is contained in the *Student Handbook* and will be covered in the Orientation Program.

1.7. The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (**National Code 2018**) restricts the capacity of students to transfer to others providers prior to completing six months of their principal course. **ANC** will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in this application. Circumstances that are considered detrimental to a student's study plan could be but are not limited to:

- Change in study plan
- Transfer to a lower level of studies
- Increased tuition costs, particularly in case where deposits paid in advance to **ANC** are non-refundable
- Increased duration of studies in Australia
- Insufficient preparation for further studies
- Qualifications not recognised by Higher Education Providers as satisfying their entry requirements
- Level of support services at new provider is not equivalent
- Transfer would jeopardise student's progression through a package of courses
- Within 6 months of a course beginning students may experience home sickness and transfer to another registered provider is not likely to overcome this problem
- **ANC** is of the view that the student is avoiding being reported to DHA for failure to meet attendance or academic progress requirements

1.8. After arrival in Australia, **ANC**'s policy does not restrict a student from transferring to another course of study at **ANC** other than from which the student visa has been granted. Students will need to formally apply for the change of course. *FOR120 Student Request Form*

1.9. Students wishing to apply for release from **ANC**, will need to complete a Request Form, available from the **ANC** reception desk. This form will provide information on **ANC**'s procedures for the assessment of such applications and the mechanism for the student to appeal. There is no cost attached to applying for release; however the student will need to contact **DHA** to seek advice on whether a new visa is required. In instances where release is granted, the *PP183Tuition Fee and Payment Policy and Procedure* and *Refund Policy and Procedures* will be applied to any fee and charges refund request received. Detailed information on **ANC**'s transfer policy between registered providers is contained in *Student Handbook* and will be covered during the International Students' Orientation Program.

1.10. The **National Code 2018** requires international students to complete their course within the duration specified on their eCoE except in limited circumstances. In these circumstances, **ANC** will issue a new eCoE to extend the duration of study for the course. The student may be required to pay an additional tuition fee for the extended duration based on the reasons for extension. Detailed information is available in the *Student Handbook* and will also be covered during the Orientation Program.

1.11. The **National Code 2018** requires international students to keep **ANC** informed of their current address at all times. It is students' responsibility to notify **ANC** administration of any change in the recorded address during the period of enrolment. This can be done by filing a Change of Personal Details Form.

1.12. International Students may apply for credit transfer/recognition of prior learning, if they have not applied for the same at the time of enrolment. Where possible students will be encouraged to enrol in additional subjects/modules that may enable them to reduce the duration of their course - in which case a new **eCoE** will be issued. The *PP105 Recognition of Prior Learning and Credit Transfer Policy and Procedure* is available on ANC's website with detailed information also included in the *Student Handbook*, and will also be covered during the Orientation Program.

1.13. International students must maintain adequate health cover for themselves and any member of their family unit who are with them during their stay in Australia.

1.14. Students will need written permission from **ANC** to defer or suspend their courses. In cases where permission is granted, **DHA** will be advised via the Australian Government's *Provider Registration and International Student Management System* (**PRISMS**). Information pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is contained in the *Student Handbook*.

1.15. **ANC** is required to advise **DHA** when a student fails to commence a course without approval on the expected date, withdraws before the course ends, or changes the course he / she initially enrolled in.

1.16. Students who are unable to commence their course on the expected date may be given up to two weeks to commence. After two weeks the student may not be guaranteed a place in the course. If the students arrive after the agreed date, they

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may be required to return home or be placed in an English Language program until the next available commencement date for the course.

1.17. Fees and charges are subject to change without prior notice. A semester is a study period comprising of 20 weeks of teaching. Course fees are charged in full for each semester and must be paid 2 weeks prior to the agreed start date.

2. PERSONAL INFORMATION

2.1. Information is collected in the *Application Form* and during your enrolment in order to meet our obligation under the Education Services for Overseas Students Act 2000 (**ESOS Act**) and the **National Code 2018**; to ensure student compliance with the conditions of their visas and their obligations under Australian Immigration Laws generally. The authority to collect the information is contained in the **ESOS Act** and the **National Code 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 Service (**TPS**). In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

2.2. Information held on student files including the Request Form, academic progress reports etc. belongs to **ANC**. This information may be given to authorised government departments but will not be made available to students, the general public or third parties.

2.3. By enrolling at **ANC**, the student agrees that information relating to academic performance may be made available to their parents or welfare carer where applicable.

3. INFORMATION ABOUT the INSTITUTE

3.1. **ANC** only accepts responsibility for information given to overseas students from the following sources:

- The Student Handbook,
- **ANC**'s website *www.anc.vic.edu.au*.
- **ANC** personnel
- **ANC** Accredited Overseas Education Agents

3.2. **ANC** does not accept liability for information provided by sources other than these.

4. ON ARRIVAL SERVICE

4.1. To assist you with adjusting to life in Australia, **ANC** can arrange for a FREE pickup from the airport to your pre-arranged accommodation.

4.2. Students are required to notify **ANC** of their flight number, date and time of arrival at least 7 days in advance.

4.3. **ANC** does not accept liability for any changes to arrival times unless notification is received 3 working days in advance.

5. COMPLAINTS AND APPEALS

5.1. **ANC** has a well-established independent complaints and appeals process which provides a prompt resolution of any student complaints. Detailed information on the complaints and appeals process is available in the *Student Handbook*, the *PP114 Complaints and Appeals Policy and Procedure*, during the Orientation Program and on the **ANC** website.

5.2. Beyond **ANC's** procedures, all students have a right to pursue further action through the Australian legal system at any time.

NOTE:

- The student or intending student of **ANC** can use this form to apply for course/s at **ANC**. Applicants will need to have access to the ANC website **www.anc.vic.edu.au** while completing this form.
- Please answer all questions in all sections. Write clearly in black or blue ink using BLOCK LETTERS and tick boxes where appropriate or write N/A where Not Applicable. We cannot assess your application if it is incomplete or unreadable.
- It is strictly prohibited to alter or modify this form without written permission from **ANC**.

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FOR113 Enrolment Application Form

PART A: STATUS AND VISA DETAILS

In which Country will you be applying for your visa?

Are you previous student of ANC? ☐ Yes ☐ No If yes, Student ID: ANC

Are you currently studying in Australia? ☐ Yes ☐ No; If yes, please attach your current Confirmation of Enrolment (eCoE).

Do you hold a valid Australian visa? ☐ Yes☐ No; If Yes, which visa? Visa Expiry Date:

Current Passport Number Passport Expiry Date

please attached copies of valid visa and pages of your passport with your personal details**.**

PART B: PERSONAL DETAILS

[✓] **Title:** ☐Mr. ☐Mrs ☐Ms. ☐Miss ☐Other [✓] **Gender:** ☐Male ☐Female ☐Indeterminate

Surname/Family Name Given/First Name

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

Date of Birth Phone

Country of Birth Town of Birth Nationality

Email Address

Level 5 259 Collins Street, Melbourne, Victoria 3000| AUSTRALIA Phone :-(+61 3) 9662 3300; Email: - info@anc.vic.edu.au

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ADDRESS: (LOCAL AND OVERSEAS)

Residential Address in Australia:

Suburb

State Postcode

Postal Address (if Different)
Otherwise Write Same as Above

Suburb

State Postcode

Permanent Address in Home Country:

Overseas Phone

PART C: OTHER DETAILS

LANGUAGE AND CULTURAL DIVERSITY: In which country were you born

☐ Australia ☐ Other – please specify…….

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? *(If more than one language, indicate the one that is spoken most often)*

☐ No, English only ☐ Yes, other – please specify……

Overseas Student Health Cover (OSHC):

Do you require **ANC** to arrange OSHC? ☐ Yes ☐ No **(If yes-Please tick/select from the following**

☐ Single Cover ☐ Family Cover ☐ Couple/Dual Cover

(attach passport copy of family member for OSHC Family Cover)

Disability and Medical Consideration:

Do you have a disability or medical consideration which requires special assistance from **ANC**? ☐ Yes ☐ No

Example:-. Hearing/deaf; Physical; Intellectual; Learning; Mental illness; Acquired brain impairment; Vision; Medical condition; Other?

If yes, please attach details. If you need assistance, please contact **ANC** Welfare Officer on **+61 3 9662 3300**

Scholarship Details: Have you been granted a scholarship? (Government or any other kind of scholarship)

☐ Yes ☐ No; If yes, please attach details

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PART D: COURSE SELECTION

Choose ONE or MORE courses you plan to undertake consecutively. The sequence of the course will be determined by **ANC** looking at various factors including AQF level and course specific entry requirements. Your Enrolment Acceptance Agreement will list start date, end date, location and course fees (tuition and non-tuition) including any conditions for each course.

Commencing: Month/Year: _____ (Example:- January, March, May, June 2026-2027)

Course Name and CRICOS Code

CRICOS Course Code	VET Course Code	Qualification Name	Please select course
[✓] Glass & Glazing			
120477J	MSF30422	Certificate III in Glass and Glazing	☐
120478H	MSF40422	Certificate IV in Glass and Glazing	☐
[✓] Cabinet Making & Timber Technology			
120476K	MSF30322	Certificate III in Cabinet Making and Timber Technology	☐
[✓] Building & Construction			
120479G	CPC40120	Certificate IV in Building and Construction	☐
120475M	CPC50220	Diploma of Building and Construction (Building)	☐
[✓] Printing & Graphics			
108102H	ICP40120	Certificate IV in Printing and Graphic Arts Management	☐
108103G	ICP50120	Diploma of Printing and Graphic Arts Business Management	☐
[✓] Commercial Cookery and Hospitality Management			
108098K	SIT30821	Certificate III in Commercial Cookery	☐
108099J	SIT40521	Certificate IV in Kitchen Management	☐
117306K	SIT50422	Diploma of Hospitality Management	☐
[✓] Leadership and Management			
104564K	BSB50420	Diploma of Leadership and Management	☐
108546B	BSB60420	Advanced Diploma of Leadership and Management	☐
[✓] Business			
108551E	BSB50120	Diploma of Business	☐
108545C	BSB60120	Advanced Diploma of Business	☐
[✓] General English			
084646M		General English – Elementary, Intermediate and Advanced (10-40 weeks)	☐

Training Locations

City Campus: Level 5 259 Collins Street, Melbourne, Victoria 3000

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AUSTRALIAN NATIONAL COLLEGE

FOR113 Enrolment Application Form

PART E: EDUCATION

(Applicant must have Australian Year 11 equivalent or higher for entry to Certificate III or IV level course, and Australian Year 12 equivalent or higher for entry to Diploma or Advanced Diploma level course. For more information about home country equivalent qualifications, please refer to entry requirements on the ANC website **www.anc.vic.edu.au** .)

Name of the Qualification (🖇 please attach the supporting documents and list from most recent)	**School/Institution &Country**	**Year Completed**
✍	✍	✍

🖇 OR, if you have considerable experience in your field relevant to study at **ANC**, please attached a CV stating such and attach supporting evidence.

🖇 If you are applying for course credit or RPL, you are required to complete the **Credit Transfer Form** or **RPL Form** respectively alongside this application form and attach supporting evidence. If you need more information about Credit Transfers and RPL, please refer to *Student Handbook* on the ANC website **www.anc.vic.edu.au**.

PARTE: ENGLISH LANGUAGE PROFICIENCY

(Please refer to course brochures available on the ANC website **www.anc.vic.edu.au** for English Language Proficiency requirements) Please [✓]; ☐ IELTS / ☐ PTE / ☐ TOEFL-IBT ☐ OET ☐ CAE ✍ Overall Score:

🖇 if applicable, attach a copy of certificate

[✓] ☐ Completed accredited course in Australia taught in English. (🖇 Please attach evidence.)

✍ Others (please explain):

🖇 **OR** If you have applied or are enrolled in an approved ELICOS course, please attach evidence of enrolment. In this case, your enrolment will be conditional upon successfully completing the ELICOS course at the institution.

PART F: SUPPORTING DOCUMENT LIST

Note: Document not in English should be provided with a translations. If your name differs from that under which you gained your qualification, you must present evidence of the name change

- ✓ 🖇 Attached copies of Qualifications and Academic Certificates
- ✓ 🖇 Transcripts (including Australian Year 11 and/or 12 equivalent or higher)
- ✓ 🖇 Relevant documents for RPL/Credit Transfer (if any)
- ✓ 🖇 Evidence of English Language Proficiency
- ✓ 🖇 Evidence of enrolment in an approved ELICOS course (if applicable)
- ✓ 🖇 Copy of the personal details page of your Passport
- ✓ 🖇 Copy of your current CoE from another provider (if applicable)
- ✓ 🖇 Copy of your valid Australian Visa (if any)
- ✓ 🖇 Copy of your valid OSHC (if applicable)
- ✓ 🖇 Passport copies of family member applying for OSHC (if applicable)
- ✓ 🖇 CV stating considerable experience and reference letters (if applicable)
- ✓ 🖇 Proof of scholarship details (if any)
- ✓ 🖇 Proof of medical conditions and special learning needs (if applicable)

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PART G: APPLICANT DECLARATION

1. I agree that by completing and sending this form I am applying for enrolment into the course/s indicated above.
2. I am aware that **ANC** only accepts students with a minimum age of 18 years at the commencement of course.
3. I declare that the information provided by me and supporting document submitted with this Application Form is correct and complete. I further declare that any academic results submitted are a complete record of my results. I authorise **ANC** to seek verification of my academic and professional qualifications and work experience.
4. I undertake to advise the **ANC** immediately of any changes to the information submitted in this application. I understand giving false or misleading information, including fraudulent documentation, is a serious offence under Australian Law.
5. I declare and understand that if I have withheld any personal information that is substantial to my application or provided any misleading or fraudulent personal information then I forfeit any rights to a refund of money paid to **ANC**, and my enrolment will be subsequently cancelled.
6. I confirm that the information supplied in this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.
7. I understand that I can access a copy of **ANC**'s Student Handbook, and course brochures available on the **ANC** website **www.anc.vic.edu.au**, and have familiarised myself with course requirement and other relevant policies located on the **ANC** website and agree to be bound by them.
8. I understand that **ANC** reserves the right to alter any course, admission requirement, fee, or reject this application prior to issuing a *Letter of Offer* and *Enrolment Acceptance Agreement*.
9. I understand that information about the payment of tuition fee, enrolment fee and other non-tuition fees will be included in a *Letter of Offer* and *Enrolment Acceptance Agreement* that will be issued after my application is successfully assessed by **ANC**.
10. I understand that to confirm my acceptance in the course/s, I need to read the *Enrolment Acceptance Agreement* and return with the initial deposit concurrently with, or after signing the agreement. I understand that upon receipt of signed agreement and initial deposit, **ANC** will issue *Confirmation-of-Enrolment* (**CoE**) which is also required by the Australian Government department for student visa application.
11. I understand that the course fees (tuition and non-tuition) are charged in full for each semester. I further understand that I am enrolled for the period for which tuition fees have been paid, and if tuition fees have not been paid, my enrolment can be cancelled at the end of internal appeals process.
12. I understand that it is compulsory to be covered by Overseas Student Health Cover while I am on a student visa (including any dependents accompanied) in Australia.
13. I understand the importance of the ESOS Framework for international students. I confirm that I can access information about the ESOS Framework from https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx . The Education Services for Overseas Student Act (ESOS) and regulations set out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.
14. I understand that the information collected in this form will be held by **ANC** in accordance with its *PP160 Records Management and Student Personal Information Privacy Policy and Procedures*, and maybe accessed, used by people employed or engaged by **ANC**. The information may be made available to Australian government departments and agencies in relation to **ANC**'s obligations under law including the Education Services to Overseas Students (ESOS) Act 2000.
15. I understand that I have rights to access and correct my personal information in accordance with privacy legislation and the **ANC**'s *Record Management Policy and Procedure* and *PP178 Student Personal Information Privacy Policy and Procedure.*
16. I understand that information collected about me may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Services (TPS). This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. In other instances information collected on this form can be disclosed without my consent where authorised or required by law.
17. I understand that I must abide by all course and practical requirements when there is no health and safety risk to myself and bystander. I understand that the request for reasonable adjustment on the course components and assessments will only be granted if the adjustment maintains integrity of the course.
18. I understand that I can access the **ANC**'s internal and external complaints and appeals processes to resolve any dispute or grievance which I may have. I further understand that this information and the right to make complaints and seek appeals of decisions and action under various processes, does not affect my rights to take action under the Australian Consumer Law if the Australian Consumer Law applies.
19. I consent **ANC** to collect information from the Australian Government Department about my visa status.
20. I agree that **ANC** may communicate electronically for all aspects of **ANC** services, including while sending electronic notices.

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PRIVACY STATEMENT & STUDENT DECLARATION

Privacy Notice

Under the Data Provision Requirements 2012, Australian National College Pty Ltd 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 **ANC** for statistical, regulatory and research purposes. **ANC** 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 statements of attainment or 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 programme 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 https://www.ncver.edu.au/).

UNIQUE STUDENT IDENTIFIER (USI)?

From 1 January 2015, we **ANC** 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 https://www.usi.gov.au/students/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.

USI application through ANC (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like **ANC** to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at https://www.usi.gov.au/about-us/privacy/privacy-notice-students You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I _____ authorise **ANC** to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at https://www.usi.gov.au/about-us/privacy/privacy-notice-students

Town/City of Birth _____

(Please write the name of the Australian or overseas town or city where you were born)

If you already have USI - please write your 10-digit USI:										

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FOR113 Enrolment Application Form

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.

Applicant's Full Name _____

Applicant's Signature _____ Date _____

Should this document be returned by email in typed format, with all information given it will be deemed as being signed by the applicant.

Please keep a copy of this application for your own record and subsequent enquiry.

[✓] Please rate how easy or difficult to complete this form? ☐ Very Easy; ☐ Easy; ☐ Somewhat easy; ☐ Not Very Easy ; ☐ Hard

[✓] How did you hear about **ANC**? ☐ Agent; ☐ Exhibition; ☐ Website; ☐ Social Media; ☐ ANC Staff; ☐ ANC student; ☐ Other *Please specifies*……..

Return this form to the head office:

Australian National College Pty Ltd

Level 5 259 Collins Street, Melbourne, Victoria 3000 | AUSTRALIA

Tel (+61 3) 9662 3300

Email: admissions@anc.vic.edu.au

OR to one of **ANC** agents.

To locate an agent list, visit: **www.anc.vic.edu.au**

CRICOS PROVIDER CODE: 03009M RTO 22134

Agent Name/Details

[Agent Stamp]

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AUSTRALIAN NATIONAL COLLEGE

FOR113 Enrolment Application Form

ANC Application Process

To apply directly to the Australian National College:

- Reach out to ANC via email.
- Complete the Enrolment Application Form found on the ANC website.
- Provide all required documentation.

When applying through an Australian National College Accredited Education Agent (AEA):

- Share information on Academic and English language requirements.
- Outline Financial requirements.
- The AEA will submit the form and l supporting documents to ANC.

- The ANC admissions team will review the documents for entry requirements and eligibility.
- If the entry requirements are met, the admissions team will start admission process.
- During the process, the admissions team will make a decision on the suitability of the applicant for the applied course.
- Where the applicant identifies additional support needs, such as LLN support and/or study support, this will be noted as per the Student Support Policy and Procedure.

- The ANC admissions team will send the applicant an “OFFER OF ENROLMENT” and an “ENROLMENT ACCEPTANCE AGREEMENT”, along with other important Information electronically.

- After reading and understanding the Terms and Conditions and other important information provided, the applicant must sign the “ENROLMENT ACCEPTANCE AGREEMENT” and send it back to Australian National College, along with Confirmation of Payment.
- A Confirmation of Enrolment (eCoE) will then be issued to the applicant.

- All international applicants must apply for a VISA at the nearest Department of Home Affairs office or from the DHA website https://www.homeaffairs.gov.au

- Once the applicant obtains their VISA (if an international applicant) and has arrived in Australia, then they must attend the Student Orientation and may then commence their studies.