

# The Imperial College of Australia

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## Application for Enrolment - Full Fee

Please tick the course(s) you wish to enrol.

Preferred Course Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Faculty of Information Technology			
<input type="checkbox"/>	ICT30120 Certificate III in Information Technology	<input type="checkbox"/>	ICT40120 Certificate IV in Information Technology
<input type="checkbox"/>	ICT50220 Diploma of Information Technology	<input type="checkbox"/>	ICT60220 Advanced Diploma of Information Technology
Faculty of Business and Management			
<input type="checkbox"/>	BSB40120 Certificate IV in Business	<input type="checkbox"/>	BSB50420 Diploma of Leadership and Management
<input type="checkbox"/>	BSB60420 Advanced Diploma of Leadership and Management	<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning)
Faculty of Hospitality Management			
<input type="checkbox"/>	SIT30821 Certificate III in Commercial Cookery	<input type="checkbox"/>	SIT40521 Certificate IV in Kitchen Management
<input type="checkbox"/>	SIT50422 Diploma of Hospitality Management	<input type="checkbox"/>	SIT60322 Advanced Diploma of Hospitality Management
Upfront fee (you must tick one box)			
<input type="checkbox"/> I would like to pay half of the fee of above course(s) before the start of the course(s)			
<input type="checkbox"/> I would like to pay more than half of the fee of above course(s) before the start of the course(s)			
<i>a student can pay full fees if they wish to, but they are not required to pay more than 50 percent up front</i>			
Personal Details			
Given Name: (Legal Given name)		Surname: (Legal Family name)	
Date of Birth:	/ /	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Town of Birth:		Country of Birth:	
Nationality	As per passport		
Passport No:		Visa Number (if known)	
Phone (home):	Mobile:		
Email Address:			
Residential Address		Postal Address, (if different to usual residence)	

Emergency Contact Details			
Name:		Phone Number:	
Address:			
Relationship to Applicant:			
Language and cultural diversity			
<p>Do you speak a language other than English at home?</p> <p>No, English Only <input type="checkbox"/> Yes, other – please specify: _____</p> <p>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</p> <p>In which country were you born? _____</p>			

<p><b>Are you of Aboriginal or Torres Strait Islander origin?</b> (For persons of both Aboriginal and Torres Strait Islander origin, mark both “Yes” boxes)</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander</p>
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Disability
<p>Do you consider yourself to have a disability, impairment or long-term condition?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>(If Yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area. Please attach documentation describing your disability, impairment or long-term condition in more detail.)</p> <p> <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental Illness <input type="checkbox"/> Medical condition  <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Vision <input type="checkbox"/> Acquired brain impairment  <input type="checkbox"/> Others         </p>

Education & English Level			
Highest COMPLETED school level		Year of Completion	
Are you still attending secondary or senior secondary education? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Highest <b>Qualification</b> achieved:		Year of Completion:	
Country Qualification issued			

Do you require any language, literacy or numeracy assistance? YES ☐ NO ☐

Are you seeking Credit Transfer /Recognition of Prior Learning? YES ☐ NO ☐

If **YES**, Application for Credit Transfer/Recognition of Prior Learning along with relevant supporting documents must accompany this application form.

If you believe you have any relevant employment experience, **attach details** on a separate sheet.

Current Employment Details	
Which best describes your current employment status? (Tick <b>ONE</b> box only)	
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Self-employed – employing others
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Self-employed – not employing others
<input type="checkbox"/> Not employed – not seeking employment	<input type="checkbox"/> Unemployed – seeking part time employment
<input type="checkbox"/> Employed- unpaid worker in a family business	<input type="checkbox"/> Unemployed –seeking full time employment
Reason for undertaking this course?	
(Tick <b>ONE</b> box only)	
<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To try for a different career
<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other reasons
Unique Identifier Number (USI)	
<p>Imperial 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 <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a> 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.</p> <p><input type="checkbox"/> USI No: _____</p>	

Education Agents Details	
If you were referred by an Education Agent, please provide details below	
<b>Agent Name / Business Name:</b>  	<i>As an approved agent of Imperial, I am also certifying that I have verified all the original documents of the student.</i> Signature: _____

## Privacy Notice

Under the Data Provision Requirements 2012, BJSB Pty Ltd T/A The Imperial College of 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 The Imperial College of Australia for statistical, regulatory and research purposes. The Imperial College of 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](http://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.

I acknowledge that I have read and understood the information provided in this form. I also acknowledge that I have read Imperial College student prospectus, marketing material, and received full information from The Imperial College of Australia's and/or its Education agent (in case of enrolment through education agent) before making the decision to enrol in the course(s). I agree to abide by the above terms & conditions. The information and documents provided by me are true, genuine and correct in all respects.

**Student's Signature:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

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Completed Application along with **Copies** of the following essential documents can be mailed, emailed or hand delivered to:

**Admissions Officer**  
**The Imperial College of Australia**  
212 Hoddle St  
Abbotsford  
Victoria 3067  
Australia

**Postal Address**  
PO Box 375  
Abbotsford  
Victoria 3067  
Australia

**Email:** [admissions@imperial.edu.au](mailto:admissions@imperial.edu.au)

**Documents to be attached with the Application for Enrolment**

(Attach verified translated copies of documents not in English)

- ☐ Birth Certificate
- ☐ Evidence of highest academic qualifications
- ☐ Evidence of English competency
- ☐ Related work experience, if any
- ☐ Agent's initial interview checklist, if applicable.

**Office Use Only**

Date Application Received:		Received By:	
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**Decision on Application** (please *circle* decision)

Accepted / Rejected

Signature:	
Name:	