

ENROLMENT FORM – INTERNATIONAL



Please complete ALL areas of this form. This form can be completed digitally or neatly using blue or black pen.

Please note that we are unable to finalise your enrolment until all required information and supporting evidence has been provided.

Please return this form, along with a copy of all supporting evidence:

- Via Post: ACCCO, PO Box 1108, Fortitude Valley Qld Australia 4006; or
- Via Email: international@accco.com.au

COURSE	What course do you wish to enrol in?	<input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education and Care CRICOS 082756K Duration: 45 weeks (STUDENT VISA ONLY) Classes: 20 hours per week @ 3 days per week Fees: <ul style="list-style-type: none"> • Enrolment Fee: AUD\$200 • Tuition Fee: AUD\$6,380 • Material Fees: AUD\$420 	
		<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education and Care CRICOS 082757J Duration: 96 weeks (STUDENT VISA ONLY) Classes: 20 hours per week @ 3 days per week Fees: <ul style="list-style-type: none"> • Enrolment Fee: AUD\$200 • Tuition Fee: AUD\$17,250 • Material Fees: AUD\$55 <p><i>Please Note: Whilst students may enrol directly into the Diploma of Early Childhood Education and Care, ACCCO recommends for students to complete their Certificate III in the first instance.</i></p>	
	Course start date	Please check available intake dates at www.accco.com.au	

USI	Unique Student Identifier:	Insert USI number here:	
		<input type="checkbox"/>	I do not have a USI. I have read the USI Privacy Statement located within the ACCCO International Student Handbook and give my permission for ACCCO to obtain a USI on my behalf.
		<input type="checkbox"/>	I have a forgotten my USI and give permission for ACCCO to access and verify my USI
<i>An ACCCO representative may be in contact with you to clarify this process. Refer to the International Student Handbook for more information on the USI</i>			

PERSONAL DETAILS	Please PRINT clearly and neatly, your full legal name exactly as it appears on your passport.				
	Given Name/s				
	Preferred name/s				
	Surname (Family name)				
	Date of Birth	Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other
	Home Phone	Mobile Phone			
	Email				
	Current Australian Residential Address				
	Suburb/Town	State/Territory	Postcode		
	<i>Please note, you will need to submit a coloured copy of identification + coloured copy of Australian residency to confirm these details Your enrolment application may not be finalised without the submission of required documentation from you. Please note you will also be required to provide evidence of any legal change of name, for example marriage certificate or change of name documentation.</i>				

POSTAL ADDRESS	Current Australian Postal Address	Postal address is the same as your residential address listed above	Yes	<input type="checkbox"/>
	Suburb, locality or town	State/Territory	Postcode	

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HOME COUNTRY DETAILS	Residential Address					
	Suburb, locality or town		Postcode			
	Postal Address	Postal address is the same as your residential address listed above			Yes	<input type="checkbox"/>
	Suburb, locality or town		Postcode			
	What is the main language you speak at home?	<input type="checkbox"/> English		<input type="checkbox"/> Other:		
How well do you speak English?	<input type="checkbox"/> Very Well		<input type="checkbox"/> Well		<input type="checkbox"/> Not well	

RESIDENCY DETAILS	Country of birth		City of birth			
	Nationality					
	Citizenship					
	Visa details	What type of visa do you have?				
		Do you hold a valid Australian visa?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Visa Number		Visa expiry date			
Passport number		Passport expiry date				

EMERGENCY CONTACT IN AUSTRALIA	Full Name				
	Relationship				
	Address				
	Suburb		State		Postcode
	Country	AUSTRALIA			
	Home Phone		Mobile Phone		

HOME COUNTRY EMERGENCY CONTACT	Full Name				
	Relationship				
	Address				
	Suburb		State		Postcode
	Country				
	Home Phone		Mobile Phone		

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OVERSEAS STUDENT HEALTH COVER (OSHC)	Do you have OSHC?	<input type="checkbox"/> Yes	I have Overseas Student Health Cover (OSHC) <i>1.OSHC evidence will be required prior to commencement of study</i>
	<i>1. All international students are required to take out Overseas Student Health Cover (OSHC) before arriving in Australia.</i>	<input type="checkbox"/> No	I will arrange my own Overseas Student Health Cover and agree to provide evidence of cover before commencing study. <i>1.OSHC must be finalised prior to commencement of study</i>
		<input type="checkbox"/> No	I would like for ACCCO to arrange my Overseas Student Health Cover
		<input type="checkbox"/> Single	Single cover is for the International student ONLY
	Level of health cover required	<input type="checkbox"/> Family	Family cover is health cover for the student and nominated family <i>Please refer to the Alliance Assistance website for more information: www.oshcallianzassistance.com.au</i>

AGENT DETAILS	* To be completed only if applicable		
	<input type="checkbox"/>	My enrolment has not been arranged by an Agent	
	<input type="checkbox"/>	My enrolment has been arranged by an Agent (please complete the information below)	
	Education Counsellor name		
	Branch		
	Address		
	Suburb/Town		
	Country		
Phone		Email	

LEARNING NEEDS	Do you feel you need assistance with language, literacy or numeracy? ²		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>2. ACCCO Trainer Assessors will conduct an LLN diagnostic assessment to develop individualised learning plans where applicable</i>			
	Do you consider yourself to have a disability, impairment or long term condition?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Please identify the area of disability, impairment or long-term condition:	<input type="checkbox"/> Learning	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual
		<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Vision Impairment	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Hearing/Deaf		<input type="checkbox"/> Other Please Specify:		

EMPLOYMENT INFORMATION	Are you currently employed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Are you a volunteer in an Approved Early Childhood Education Service or School?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Work Status: <i>Of the categories listed, which best describes your current employment?</i>	<input type="checkbox"/> Full Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Not Employed – Not Seeking Work	
		<input type="checkbox"/> Part Time	<input type="checkbox"/> Volunteer/unpaid	<input type="checkbox"/> Unemployed – Seeking Full-time Work	
<input type="checkbox"/> Self-Employed		<input type="checkbox"/> Employed – Unpaid work in family business	<input type="checkbox"/> Unemployed – Seeking Part-time Work		

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EDUCATIONAL HISTORY	What is your highest COMPLETED school level?	<input type="checkbox"/> Completed Year 8 or below	<input type="checkbox"/> Completed Year 9	<input type="checkbox"/> Completed Year 10	<input type="checkbox"/> Completed Year 11	<input type="checkbox"/> Completed Year 12	
	What is (or was) the name of your school?						
	Previous qualifications completed or commenced:	<input type="checkbox"/> None <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate IV <input type="checkbox"/> Advanced Certificate/Technician <input type="checkbox"/> Diploma/Associate Diploma	<input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Bachelor or Higher Degree <input type="checkbox"/> Certificate other than those previously listed			
	Qualifications Completed: <i>For qualifications not studied through ACCCO, all completed qualifications or Statement of Attainments must be attached. ACCCO will be contacting the issuing Training Provider of qualifications, to validate all qualifications/Statements of Attainment when applying for Credit recognition.</i>	Name of Qualification					
		Issuing Institute/college/ university			Year of issue		
		Is this Qualification	<input type="checkbox"/> Australian Qualification	<input type="checkbox"/> Australian Equivalent	<input type="checkbox"/> International		
		Certified Copy of Transcript/Statement of Attainment provided with application? (required for credit transfers)			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		Name of Qualification					
		Issuing Institute/college/ university			Year of issue		
		Is this Qualification	<input type="checkbox"/> Australian Qualification	<input type="checkbox"/> Australian Equivalent	<input type="checkbox"/> International		
Do you wish to apply for Credit Transfer or Recognised Prior Learning (RPL)?	Credit Transfer/s <i>- A certified copy of your Academic Transcript, Statement of Results or Statement of Attainment must be provided</i>			<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	Recognised Prior Learning (RPL) <i>- The International Manager will be in contact with you</i>			<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<input type="checkbox"/> I give permission for ACCCO to contact the relevant Training providers, to authenticate the academic transcript/s and Statement of Attainment/s I have submitted for recognition.							

FEEES	Payment of fees	<input type="checkbox"/> I understand that there are fees attached to my enrolment and study as outlined within the fee schedules available on the ACCCO website. www.accco.com.au				
		I would prefer to pay for fees via an Electronic Bank Transfer (EFT)	<input type="checkbox"/> Yes ³		<input type="checkbox"/> No	
		I would prefer to pay for fees via MasterCard/Visa card	<input type="checkbox"/> Yes ³		<input type="checkbox"/> No	
	Payment plans	<input type="checkbox"/> Upfront	<input type="checkbox"/> Termly	<input type="checkbox"/> Monthly		
<i>3. Details of payment methods will be provided on your Letter of Offer</i>						

PROFESSIONAL GOALS	Which one BEST describes your main reasons for studying?	<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"/> To get a better job/promotion	<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/self-development	<input type="checkbox"/> Other reasons:

MARKETING	How did you find out about ACCCO?	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Previous student
		<input type="checkbox"/> Newspaper	<input type="checkbox"/> School Visit
		<input type="checkbox"/> Radio/TV	<input type="checkbox"/> Word of mouth Whom?
		<input type="checkbox"/> Social media	<input type="checkbox"/> Industry/Employer recommended Whom?
		<input type="checkbox"/> Careers Market / Expo	<input type="checkbox"/> Other:

STUDENT HANDBOOK	The ACCCO Student handbook outlines the following information to support learners in making informed choices. You will be able to access the Student Handbook via the ACCCO website	<ul style="list-style-type: none"> Course Entry Requirements Fees and Refunds Complaints and Appeals Credit Transfers Recognised Prior Learning (RPL) Student Code of Conduct 	<ul style="list-style-type: none"> Study Schedules Maintaining Active Enrolment Copyright and Plagiarism Issuing of Qualifications Privacy and Confidentiality 	
		I have been provided with access to the Student Handbook and have read the above mentioned information.	<input type="checkbox"/> Yes	<input type="checkbox"/> No ⁴ .
		<i>4. An ACCCO representative will be in contact with you to provide you with access to the information within the Student Handbook prior finalising your enrolment.</i>		

TERMS AND CONDITIONS OF ENROLMENT

1. An electronic Confirmation of Enrolment (eCOE) will only be issued once a deposit for tuition fees has been paid and all relevant supporting documentation is provided.
2. Once an eCOE has been issued, changes can only be made for compassionate and compelling reasons. Evidence must be given and this is subject to approval. A change of enrolment fee will be payable; this is the cost of revising enrolment information such as the start date and Confirmation of Enrolment. No charge will be made for the first change, afterwards an AUD\$50.00 administration fee will be charged for each subsequent change.
3. All courses offered by ACCCO are subject to entry requirements. Students are required to meet the English level proficiency (a minimum of IELTS 5.5 or equivalent) and may need to undergo an English skills interview before enrolment.
4. All students are required to meet the academic requirements as set out in the course outline.
5. Students must commence on their agreed starting date. In exceptional unforeseen circumstances where students are unable to do so, they must contact ACCCO to discuss. ACCCO is required to notify all student non-commencements to DIBP, which may affect the student visa.
6. Students must attend a compulsory orientation session prior to starting their course.
7. Students are governed by the college's policies, procedures and guidelines as set out in the International Student Handbook and the laws of Australia.
8. Timetable and course structure are subject to change at any time without notice.
9. Students are to respect the rights of other students and trainers and actively create a constructive learning environment.
10. Students are responsible for the safe keeping of their personal items whilst at ACCCO.
11. A student who does not meet their financial obligations throughout their enrolment may be suspended from training until they have paid the fees due.
12. A student who withdraws or completes a course but has not paid all the fees for that course will not be issued with their statement of attainment or qualification until such monies have been paid in full.
13. Students must notify ACCCO within 7 days of any change of address (or other contact information).
14. International students are required to supply their home country permanent address to meet Australian Government reporting requirements.

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15. International students are responsible for obtaining a visa that permits them to study in Australia for the duration of their course and must abide by the conditions attached to their visa.
16. The college has the right to check a student's visa status and study entitlements with the Department of Immigration and Border Protection, and ACCCO may report any suspected breaches of visa conditions to the Department. This may result in cancellation of the student's visa.
17. Tuition Fees quoted are for the standard full-time enrolment. Should a student require more than the time specified to complete the program, this may be subject to additional fees.
18. Students must complete their course within the period specified in their electronic Confirmation of Enrolment (eCoE) and are not permitted to study part-time.
19. Students are responsible for the full costs of their course, as well as travel and living costs.
20. International students are required to pay and maintain Overseas Student Health Cover (OSHC) for the whole duration of their student visa.
21. Student personal information, including personal and contact details, course enrolment details and changes, and circumstances of any suspected breach of visa conditions, may be shared with partner RTOs, the Australian and State Governments, designated authorities and the Tuition Protection Service (TPS).
22. International students are required to make themselves aware of the ESOS framework designed for International students which is available at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>
23. The college may by written notice vary Conditions of Enrolment as necessary to comply with any law, regulation or amendment of the Commonwealth of Australia or the State of Queensland.
24. This agreement and the availability of complaints and appeals processes does not remove the right of the student to take action under Australia's consumer protection laws.
25. The college has the right to withdraw an offer if the student does not meet the Conditions of Enrolment or if the student does not pay their course fees and submit the Acceptance Agreement before course places have been filled.
26. Students are required to arrive on campus in time for orientation and enrolment. Arrival after the commencement date may result in the enrolment being cancelled.

NB: This agreement and the availability of complaints and appeals processes does not remove the right of the student to take action under Australian Consumer Protection laws.

STUDENT AGREEMENT

Your enrolment will be assessed on the information you have provided on this form. You will be notified by an enrolments officer on the status of this application once your eligibility has been assessed.

I acknowledge:

- ✓ I have read and understood the information provided within the Student Handbook located at www.accco.com.au
- ✓ I give my consent to ACCCO to verify, locate, or create a Unique Student Identifier (USI) in order to process my enrolment, in-line with the USI Privacy Statement provided within the Student Handbook.
- ✓ As part of my learning program I am required to undertake vocational placement within an approved education and care setting or relevant industry workplace.
- ✓ Information such as my academic progression, enrolment information, and results may be shared by ACCCO with government departments, regulatory agencies and/or my employer where it relates to legislative requirements.
- ✓ If I withdraw from my course at any time prior to the completion date determined within ACCCO's Confirmation of Enrolment, I may be liable for any fees owing, in line with the Fee and Refund Policy.
- ✓ I have read and understand the Fee and Refund Policy located at www.accco.com.au
- ✓ I understand my enrolment in the course will be suspended or cancelled if I act in a manner which breaches a child's protection or rights; places a child in danger of being injured or at risk; have my 'working with children' check cancelled or suspended; knowingly does not adhere to legislation, policy or procedure and/or knowingly fail to show duty of care.

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- ✓ I understand that ACCCO may request a medical certificate in order to continue my studies in circumstances where ACCCO believes they need to adequately protect the student's or child's welfare, wellbeing or similar. Where this is not forthcoming, suspension or cancellation of the course may occur.
- ✓ In consideration of accepting this application for enrolment as a student and providing tuition to me, I agree that I will not hold ACCCO, and/or its employees, and/or agents liable for any loss, damage, death or injury which I may suffer or cause during the period of:
 - I. my attendance at any premises owned, operated or controlled by ; and/or
 - II. my attendance at any activity to which has organised or has any knowledge of including any sporting, cultural, social, educational or recreational event
- ✓ I understand that my enrolment is accepted under the condition that applicable tuition and other fees are paid on or before the due date.
- ✓ I understand that issuance of my qualification *may* be withheld until my account has been finalised.
- ✓ I understand that my Qualification/Statement of Attainment may not be issued to me without a USI number.
- ✓ I understand that ACCCO reserves the right to vary fees without prior notice
- ✓ I have attached all required documentation to support my enrolment application and understand that my enrolment may be delayed due to evidence that I have not provided.

STUDENT DECLARATION

By ticking the below listed statements and signing this application, I declare that I have honestly and accurately provided information contained within this enrolment application.

- I have honestly and accurately provided information contained within this enrolment application
- I declare that I have read, completed and understood all of the details of this enrolment form and that I have been given the opportunity to ask questions and raise any concerns about the content of this form prior to signing this agreement.
- I have read, understood and agree to the information provided within the Student Handbook and policies available on the ACCCO website www.accco.com.au
- I understand that information contained in these forms may be provided to State and Commonwealth agencies; and research organisations and I consent to that occurring.
- I give my consent to ACCCO to verify, locate, or create a Unique Student Identifier (USI) in order to process my enrolment, in-line with the USI Privacy Statement provided within the Student Handbook.
- I accept that my qualification will not be issued without a USI number
- I understand that ACCCO may share information on my progression of study with my employer where it relates to legislative requirements
- I give permission for ACCCO to contact the relevant Training providers, to authenticate any academic transcript/s and Statement of Attainment/s I have submitted for recognition.
- I declare that all of the information that I have provided on this form is correct as of the date of signing

Student Name	Student Signature	Date
Witness Name	Witness Signature	Date
ACCCO Accepting Representative	ACCCO Accepting Representative Signature	Date

PRIVACY CONSENT

CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO COMMONWEALTH, STATE AND TERRITORY REGULATORY AGENCIES; AND OTHER GOVERNMENT AGENCIES.

I

(First, middle and last name)

Of

(Current residential address)

With date of birth

- I, the above mentioned, understand and agree that personal information (*information or an opinion about me*), collected from me, my parent or guardian, such as my name; Unique Student Identifier; date of birth; contact details; training outcomes and performance; or sensitive personal information (*including my ethnicity or health information*); in addition to Personal Information collected by Australian Child Care Career Options (ACCCO) PTY LTD, may be disclosed to Commonwealth, State and Territory regulatory agencies; and other government agencies.
- The government agency may disclose my Personal Information to other Australian government agencies, including those located in other Australian States and Territories.
- The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training. My Personal Information may also be disclosed to other third parties if required by law.
- I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.
- I consent to ACCCO contacting relevant Training Providers to authenticate the issuance of qualifications/Statement of Attainments provided for recognition purposes, where applicable.

PRINT FULL NAME:

SIGNATURE:

DATE:

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ENROLMENT CHECKLIST

Please complete the following checklist to ensure all relevant evidence is attached with your enrolment form.

Attached	Required evidence to support enrolment
<input type="checkbox"/>	Colour copy of Passport
<input type="checkbox"/>	Colour copy of Visa <i>(if applicable)</i>
<input type="checkbox"/>	Colour copy of most recent IELTS or other accepted English test
<input type="checkbox"/>	Colour copy of Working with Children/Blue Card/Police check <i>(if held)</i>
<input type="checkbox"/>	Colour copy of school results, highest qualification and any Australian qualifications
<input type="checkbox"/>	Release letter from previous Training Provider <i>(if applicable)</i>
<input type="checkbox"/>	Transcripts of units studies in Certificate III in Early Childhood Education and Care <i>(if applicable)</i>
<input type="checkbox"/>	Transcripts of units studies in Diploma of Early Childhood Education and Care <i>(if applicable)</i>
<input type="checkbox"/>	(Page 6) Signed Student Declaration including witness signature signed on the same date
<input type="checkbox"/>	(Page 7) Completed and signed Privacy Statement
<input type="checkbox"/>	Evidence of Overseas Student Health Cover

I declare that I have attached all of the above required evidence to support my enrolment application. I understand that failure to attached required documents may delay my enrolment process.

PRINT FULL NAME:

SIGNATURE:

DATE:

Please return this form, along with a copy of all supporting evidence as listed above:

- Via Post: ACCCO, PO Box 1108, Fortitude Valley Qld Australia 4006
- Via Email: international@accco.com.au

Once the enrolment application has been processed by the International Admissions Department, the student will be advised of the status of their application.

If the enrolment is accepted, students will be issued a Letter of Offer/Student Agreement.

After acceptance by the student of the Letter of Offer/Student Agreement and receipt of payment of the required amount specified in the Letter of Offer, an eCOE (electronic Confirmation of Enrolment) generated via PRISMS, will be forwarded to the student. Students applying for a student visa must take the eCoE to the visa office as evidence of acceptance of enrolment.