



# International Student Application Form

## PRIVACY STATEMENT

### Privacy Notice

Under the Data Provision Requirements 2012, Queensford College 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), may be used or disclosed by Queensford College for statistical, administrative, regulatory and research purposes. Queensford College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

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

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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)).

## APPLICANT INFORMATION

Title Mr. Mrs. Ms.	Existing student number:
First Name:	Last Name:
Date of birth (dd/mm/yyyy): ____ / ____ / ____	Gender: Male Female

From 1 January 2015, we [Queensford College] 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 <http://www.usi.gov.au/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

Enter your Unique Student Identifier Number (USI) (if you already have one):

## CONTACT DETAILS

Current Address:	Suburb:
Postcode:	State:
Home phone:	Mobile phone:
Email address:	

## OVERSEAS RESIDENTIAL ADDRESS OF STUDENT

Address:	Suburb:
	State: Postcode:
	Country:

## EMERGENCY CONTACT DETAILS

Name:	Relationship:
Address:	Email:
Home Phone:	Mobile Number:

## LANGUAGE AND ENGLISH PROFICIENCY

Country of birth:	Citizenship:
Is English your first language? Yes No If not, what is your first Language?:	
If not, please indicate the English test you completed. IELTS OET TOEFL PTE(A) CAE(A) (Attach evidence)	
Registration number:	Date: ____ / ____ / ____
Average score:	Listening: Reading: Writing: Speaking:

## DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? Yes No If no- go to next question

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area. Please refer to the Disability Supplement on page 7 for an explanation of the following disabilities)

Hearing/deaf	Physical	Intellectual	Learning	Mental illness	Acquired brain impairment	Vision
Medical condition	Other					

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## EDUCATION

Please fill out below your highest level of education achieved.

Qualification name:	Qualification name:
Name of institution:	Name of institution:
Country:	Country:
Year completed:	Year completed:
Language of instruction: English Other	Language of instruction: English Other
Are you currently enrolled with another CRICOS provider? Yes No <i>If not, skip to the next section</i>	
If so, do you have a Letter of Release? Yes No	
Do you require a Letter of Offer to be released by your current provider? Yes No	
Why are you leaving your current course provider?	
Do you owe fees to your previous provider? Yes No	
Did you abide by the conditions of your student visa with your previous provider? ( <i>Attendance and course progress</i> ) Yes No	

**When did you complete your course with your previous provider in Australia? (Attach evidence)**

## EMPLOYMENT

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

- |                                     |   |                                      |
|-------------------------------------|---|--------------------------------------|
| Full-time employee                  | Part-time employee                            | Self employed – not employing others |
| Self employed – employing others    | Employed – unpaid worker in a family business | Unemployed – seeking full-time work  |
| Unemployed – seeking part-time work | Not employed – not seeking employment         |                                      |

**Please attach a copy of your resume.** Ensure you provide your employment history starting with the latest on the top.

## PASSPORT AND VISA DETAILS

Passport No:	Country of Passport:
Student Visa, subclass	Visitor Visa Working Holiday Visa
Other, please specify:	
If applying for student visa, where will you apply:	In Australia Outside Australia
Have you been refused entry into Australia?	Yes No Have you ever breached any VISA conditions? Yes No
Have you ever had a visa application rejected including countries such as UK, USA, Canada and New Zealand?	Yes No Have you been convicted of any crime or offence in any country? Yes No
Have you been issued a protection visa in any country to date?	Yes No Are you aware of work restrictions while studying in Australia? Yes No
Are you planning to stay back in Australia after completion of your study?	Yes No Are you bringing parent(s)/spouse/guardian with you while studying in Australia? Yes No

## COURSE AND CAMPUS SELECTION

Diploma of Leadership and Management BSB51915 (CRICOS 088531A)	Advanced Diploma of Leadership and Management BSB61015 (CRICOS 088532M)	Certificate III in Individual Support CHC33015 (CRICOS 089224D)	Certificate IV in Ageing Support CHC43015 (CRICOS 089225C)
Diploma of Early Childhood Education and Care CHC50113 (CRICOS 084087D)	Diploma of Information Technology ICT50118 (CRICOS 0101580)	Advanced Diploma of Network Security ICT60215 (CRICOS 096219J)	Diploma of Nursing HLT54115 (CRICOS 096029D) <b>Please refer to Page 6 for course entry requirements.</b>
<b>Commercial Cookery and Hospitality Package</b>	Certificate IV in Commercial Cookery SIT40516 (CRICOS 092402J)	Diploma of Hospitality Management SIT50416 (CRICOS 091045M)	Advanced Diploma of Hospitality Management SIT60316 (CRICOS 091120E) <b>Please visit our website for Vocational Placement Information</b>
Certificate IV in Accounting and Bookkeeping FNS40217 (CRICOS 097331A)	Diploma of Accounting FNS50217 (CRICOS 097330B)	Advanced Diploma of Accounting FNS60217 (CRICOS 097332M)	
Campus: Adelaide City Campus Brisbane City	Fitzwilliam Street Campus, Parramatta Wentworth Street Campus, Parramatta	Course Commencement Year: Month:	

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## RECOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER

Are you seeking to access RPL or Credit Transfer? (Tick ONE box only):  RPL  Credit Transfer

## APPLICANT AND FAMILY BACKGROUND

Please list your immediate family members (e.g. parents, siblings) and their current country of residence below.

Name	Relationship	Country of Residence	Occupation

Is your family supportive of your study in Australia? Yes  No

Do you have any relatives in Australia? Yes  No

What is their relationship to you?

What is their occupation?

In which city/state do they live? City: \_\_\_\_\_ State: \_\_\_\_\_

Have you previously travelled or studied overseas? Yes  No

If yes, which countries?

What is your relationship status? Single  Engaged  Married  De Facto  Separated/Divorced  Widowed

If relevant, will your partner/ spouse/ children accompany you to Australia? Yes  No

Do you have any dependants? Yes  No  If yes, what are their ages?

Are you currently pregnant? Yes  No

Will any dependants: Travel to Australia  Remain at home

Have your dependants (if any) had a student visa rejected from Australia or other countries in the past. Yes  No   
*If yes, please provide a copy of the Visa Refusal Letter.*

## FINANCIAL DECLARATION

What are the expected tuition fees for the duration of your chosen course? (AUD) \$ \_\_\_\_\_

Do you wish to pay more than 50% of the course/s tuition fee? Yes  No

Who will be funding your study and living expenses while in Australia?

*And please provide an estimate of the sponsor's annual income in Australian Dollars. (AUD) \$ \_\_\_\_\_*

**Please provide evidence of your sponsors fund/ employment statement to this document.**

How will you organise and access these funds?

Will you be using a bank loan to fund your studies? Yes  No

If yes, have you researched the availability of funding from an approved financial institution in your home country? Yes  No

Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your Student Visa? Yes  No

What type of accommodation will you be seeking in Queensland/South Australia/New South Wales?  
*(E.g. shared housing, institute accommodation, homestay etc.)*

Are you aware about Australian Student Visa conditions? Yes  No

Do you understand the Queensford College Fees and Refunds policy? Yes  No

Have you read the student handbook in Queensford College and understand the conditions? Yes  No

**\*International Student Handbook and Refund Policy can be under on our website at: [www.queensford.edu.au/downloads](http://www.queensford.edu.au/downloads)**

## OSHC

Do you currently hold Overseas Student Health Cover (OSHC)? Yes  No

Do you want Queensford College to organise the Overseas Student Health Cover (OSHC) for you? Yes  No

If yes, please specify your cover status: Single  Couple  Family

Name of OSHC provider: \_\_\_\_\_

Membership no: \_\_\_\_\_

Expiration date (dd/mm/yyyy): \_\_\_\_\_

Do you require airport pickup? Yes  No  **If yes, airport pick up fee of \$180 applies**

Do you require accommodation assistance? Yes  No  **If yes, accommodation placement fee of \$200 applies**

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## STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course (Tick ONE box only)

To get a job

To develop my existing business

To start my own business

To try for a different career

To get a better job or promotion

It was a requirement of my job

I wanted extra skills for my job

To get into another course of study

For personal interest or self-development

Other reasons:

**Please attach a personal statement with your application. Please be specific with your answers.**

What made you choose Australia as a study destination and why not other countries such as the US, UK, Canada, NZ etc.?

How did you hear about Queensford College, have you considered any other providers in Australia? What made you choose Queensford College?

Why do you want to study at Queensford College and how relevant is your current qualification to the course/s that you have chosen to study at Queensford College?

Are similar courses available in your country? If yes, please explain why you chose to study at Queensford College and not your home country?

What is your career goal and how do you think studying this course at Queensford College would help you in achieving your career goal?

What sort of job opportunities do you think you have after completing the course and where do you see yourself in the next 5 years?

Have you commenced any course that you haven't completed? Yes No

Has your application ever been refused by any Australia Provider? Yes No

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**APPLICABLE FOR STUDENTS UNDER 18 YEARS OF AGE (TO BE FILLED OUT BY PARENT/GUARDIAN)**

If you are under 18 years of age and your parents appointed Queensford College as a guardian, you would need to stay with Queensford College’s approved homestay and guardianship providers.

- Do you wish to appoint Queensford College as the guardian for you child? Yes No
- If yes, do you agree for your child to stay with a Queensford College approved homestay provider? Homestay fees vary depending on your child’s requirements. Yes No **If yes, homestay administrative fee of \$300 applies**
- Additional fee is applicable for guardianship service, do you agree to pay the fee to Queensford College approved guardianship service provider? Yes No **If yes, guardianship service administrative fee of \$200 applies**

It is mandatory for the parent/guardian needs to fill the CAAW (Confirmation of Appropriate Accomodation and Welfare) form and submit it to us. **Please refer to the International Student Handbook about administrative and additional fees for students under 18 years old.**

**STUDENT DECLARATION AND SIGNATURE**

- 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 on page 1.
- I understand that giving false or incomplete information may lead to refusal of my application or cancellation of enrolment.
- I give Queensford College permission to obtain official records from an educational institution that I have attended.
- I understand that Queensford College collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements.
- I understand that if I have applied through an approved Queensford College agent, all correspondence relating to my application will be forwarded to that agent.
- I understand that any vocational placement undertaken as a part of any of the courses offered at Queensford College will be unpaid for.
- I have read, understood and agree to abide by the College Refund Policy found in the Student Handbook on the website of the College; www.queensford.edu.au.
- I have read, understood and agree to abide by the Student Code of Conduct as found in the Student Academic and General Code of Conduct Policy and Procedure and Student Handbook on the website of the College; www.queensford.edu.au.
- I understand that by signing this application form, I will be sent a letter(s) of offer for Queensford College if all admission requirements are met.
- I agree that on acceptance of enrolment by Queensford College, I must sign and return an Acceptance to my Letter of Offer which will be the contract of Enrolment.
- I agree that I may choose to pay more than 50% of the total tuition fees up front for the course before I commence the course that is more than 25 weeks. The College can request 100% of the total tuition fees for short courses of 25 weeks or less.

**Student Declaration and Consent**

Tick here to confirm you have declared and consented to the above mentioned.

Signature of Applicant: .....

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If student is under 18 years of age parent/guardian must sign below.

Name of Parent/Guardian:

Signature of Parent/Guardian:

.....

.....

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## AGENT'S INFORMATION

Agent's Name:

Principal Place of Business Address:

If the agent is a body corporate—the address of the body corporate's registered office:

Postal Address *(if different from the address mentioned above)*

Phone Number:

Email Address:

Website Address:

ABN *(if any)*:

ACN *(if any)*:

Trading Name or Names *(if any)*:

If the Agent is a Body Corporate—the Names of the Body Corporate's Directors:

If the Agent is a Registered Migration Agent—the Agent's Migration Agents Registration Number:

### The following information about each of the agent's employees (if any) who are involved in the agent facilitating the enrolment:

Employee's Full Name:

Employee's Email Address:

If the employee is a registered migration agent—the employee's Migration Agents Registration Number:

## EDUCATION AGENT DECLARATION AND SIGNATURE

As a result of an interview and counselling session undertaken at \_\_\_\_\_, I hereby declare that;

- The applicant, to the best of my knowledge, has a full and clear understanding of the Genuine Temporary Entrant (GTE) requirements to undertake study in Australia
- All information and documentation to support this application has been sighted and verified to be true and genuine

I hereby recommend Queensford College proceeds with the assessment of this application **AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT**

Name of the assessing officer:

Education Agent Business Details

Name:

Address:

Signature of Assessing Officer: .....

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Application Checklist

Completed Application Form	Academic certificate(s)	Resume	Proof of Immigration History
Copy of Passport	TOEFL/IELTS Certificate	Personal Statement	Letter of Release (if applicable)
Copy of Visa	English Course Certificate (where applicable)	Proof of Finances	OSHC Details (if applicable)

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# HLT54115 Diploma of Nursing Entry Requirements

Prior to enrolment into the course, all applicants are clearly informed about and provided with written information concerning:

- Students must be aged 18 years or above at commencement of course
- The requirements related to the proficiency in English language for people with English as a second language as a requirement of enrolment into NMBA approved course and the registration with AHPRA as an enrolled nurse;
- The compulsory need for a National Police Check and Working With Children and Young People Check before students can be allocated clinical placement in health care facilities;
- Minimum immunization requirements before students can be allocated clinical placement in health care facilities.

All students must meet the entry requirements and will be eligible to apply for registration as an enrolled nurse with AHPRA/NMBA upon successful completion of the course. To ensure an appropriate learning opportunity, students need to demonstrate a capacity to undertake study under the Australian Qualifications Framework (AQF) level 5.

**This can be demonstrated via the following English language skills (Please select one only):**

1. English is their primary language and:

- a. The applicant has attended and satisfactorily completed at least six years of primary and secondary education taught and assessed solely in English in a recognised country, including at least two years between years 7 and 12, and
- b. The applicants tertiary qualification in the relevant professional discipline, which he/she are relying on to support your eligibility for registration under the National Law was taught and assessed solely in English in a recognised country and:
  - i. in the case of an enrolled nurse, applicant must provide evidence of having successfully completed at least a one year full-time equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in a recognised country.

OR

2. If the applicant is applying for registration as an enrolled nurse, they must provide evidence that they have successfully completed at least five (5) years (full-time equivalent) continuous education taught and assessed solely in English, in a recognised country, which includes vocational qualifications in the relevant professional discipline which the applicant is relying on to support their eligibility for registration under the National Law.

The Board will only accept the successful completion of five (5) years (full-time equivalent) continuous education that is a combination of:

- a. vocational and secondary education taught and assessed in English; or
- b. tertiary and vocational education taught and assessed in English; or
- c. combined tertiary, secondary and vocational education taught and assessed in English; or
- d. tertiary education taught and assessed in English

The last period of education must have been completed no more than five years prior to applying for registration.

OR

3. Applicant must achieve the required minimum scores in one of the following English language tests and meet the requirements for **test results** specified in this standard:

- a. the **IELTS** (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking).

NOTE:

NMBA will only accept test results:

- i. from one test sitting, or
- ii. a maximum of two test sittings in a six month period only if:
  - Applicant achieves a minimum overall score of 7 in each sitting, and

- Applicant achieves a minimum score of 7 in each component across the two sittings, and
- no score in any component of the test is below 6.5

b. the **OET** with a minimum score of B in each of the four components (listening, reading, writing and speaking).

NOTE:

NMBA will only accept test results:

- i. from one test sitting, or
- ii. maximum of two test sittings in a six month period only if:
  - Applicant is tested in all four components in each sitting, and
  - Applicant achieves a minimum score of B in each component across the two sittings, and
  - no score in any component of the test is below C.

c. the **PTE Academic** with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).

NOTE:

NMBA will only accept test results:

- i. from one test sitting, or
  - ii. a maximum of two test sittings in a six month period only if:
    - a minimum overall score of 65 is achieved in each sitting, and
    - Applicant achieves a minimum score of 65 in each of the communicative skills across the two sittings, and
    - no score in any of the communicative skills is below 58
- d. the **TOEFL iBT** with a minimum total score of 94 and the following minimum score in each section of the test:
- 24 for listening,
  - 24 for reading,
  - 27 for writing, and
  - 23 for speaking.

NOTE:

NMBA will only accept test results:

from one test sitting, or

a maximum of two test sittings in a six month period only if:

- a minimum total score of 94 is achieved in each sitting, and applicant achieves a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and
- no score in any of the sections is below:
  - 20 for listening
  - 19 for reading
  - 24 for writing, and
  - 20 for speaking

e. other English language tests approved by the Board from time to time and published on the Board's website with the required minimum scores.

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## Test results

The following requirements apply to the English language test results:

1. Test results will be accepted if they were obtained:

1.1 within the two years before the date you lodge your application for registration

OR

1.2 more than two years before the date you lodge your application for registration if, in the period since the test results were obtained, you:

- have been in continuous employment as a registered health practitioner in the nursing and/or midwifery profession (which commenced within 12 months of the date of the test) in one of the recognised countries where English was the primary language of practice, and
- lodge your application for registration within 12 months of finishing your last period of employment

OR

1.3 more than two years before the date you lodge your application for registration if, in the period since the test result was obtained, you:

- have been continuously enrolled in a Board approved program of study, which commenced within 12 months of the date of the test result and undertook subjects in each semester, with no break from study apart from the education provider's scheduled holidays, and
- lodge your application for registration within 12 months of completing the Board approved program of study.

2. For the purposes of calculating time, if an applicant relies on test results from two sittings, time begins to run from the date of the earlier sitting.

# Disability Supplement Information

## DISABILITY SUPPLEMENT

### INTRODUCTION

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

**If you indicated the presence of a disability, impairment or long-term condition, please see an explanation in the following list below:**

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

#### 11 — Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

#### 12 — Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

#### 13 — Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

#### 14 — Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across

the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

#### 15 — Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

#### 16 — Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

#### 17 — Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

#### 18 — Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

#### 19 — Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

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