

APPLICATION FORM –OVERSEAS STUDENTS 2017

CANDIDATE TO COMPLETE ALL SECTIONS AND QUESTIONS (USE BLOCK LETTERS ONLY)

PERSONAL DETAILS – LEGAL NAME MUST BE USED. DO NOT USE ABBREVIATED OR ALTERNATIVE GIVEN NAMES)

Sections 1-12 to be completed by the candidate

Sections 13-14 to be completed by education agent (if applicable)

Section 15 to be completed by Ashton College Enrolments Officer

1. PERSONAL DETAILS

Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Miss. <input type="checkbox"/> Ms.	Gender: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Surname/Family Name: YAMADA	Given name/First Name: HANAKO
Other/Middle Name:	Date of Birth (DD/MM/YYYY): 01 / JAN / 1995
Preferred Name:	
Email Address: HANAKO@LANGPEDIA.COM	

RESIDENTIAL ADDRESS IN AUSTRALIA

 Preferred contact method: ☐ Phone ☒ Email ☐ Mail

Street Address (Number & Street):		
Suburb/Town:	State:	Postcode:
Mobile No:	Home No:	Work No:

HOME COUNTRY ADDRESS

Street Address (Number & Street): 1-1-101 RYUGAKU GOGAKU-SHI		
Suburb/Town/City: TOKYO	Country: JAPAN	Postcode: 111-1111
Phone No. (with ISD code): +81 3-1111-1111		

 Do you have a husband/wife or any dependents who will be joining you in Australia? ☐ Yes ☒ No

EMERGENCY CONTACT DETAILS

Contact Name: TAROU YAMADA	Relationship to you: FATHER
Daytime Phone: +81 3-1111-1111	Mobile No: +81 90-2222-2222

2. VISA AND PASSPORT DETAILS

Country of Birth: JAPAN	Town/City of Birth: TOKYO
Nationality: JAPAN	Passport Number: LP1111111
Do you hold a valid Australian visa? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes, what type of visa:	Subclass: Expiry Date: / /
Where will you lodge your visa application: Country: JAPAN	City: TOKYO

3. HEALTH COVER

Do you require Overseas Student Health Cover? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, <input checked="" type="checkbox"/> Single Cover	<input type="checkbox"/> Couple's Cover <input type="checkbox"/> Family Cover
Policy Number:	Expiry Date: / / Provider:

 To get your own quote please visit the following website: <https://www.bupa.com.au/health-insurance/cover/oshcquote>

4. ENGLISH LEVEL

<input type="checkbox"/> English was the language of instruction during my secondary school or college studies and I gained a satisfactory pass in English (attach evidence).	
<input checked="" type="checkbox"/> I have undertaken an English Language Test.	
Test Type/ Name: TOEFL	Test Score: 30
Date undertaken: 15 / JUN / 2017	

5. COURSE INFORMATION

Please tick (✓) the course/s you wish to enrol in. If you are seeking to enrol in more than one, please number the courses by preference/ order you wish to undertake them in the box provided instead of just ticking, with 1 being your top choice, 2 your second etc.

ENGLISH COURSES

☒ General English (Elementary to Advanced)* (081502G) **Intake every Monday**

No of weeks

4

☐ English for Academic Purposes (Intermediate to Advanced)* (081503F)

*The number of weeks you undertake an English course for will be determined post-enrolment after you have completed a placement test or based on the English attainment you have gained from previous studies. You will be contacted by the enrolments officer to confirm this.

VET COURSES

Duration: No. of Weeks

- | | |
|---|----------|
| <input type="checkbox"/> Certificate III in Commercial Cookery (090819M) | 52 weeks |
| <input type="checkbox"/> Certificate IV in Commercial Cookery (090820G) | 78 weeks |
| <input type="checkbox"/> Diploma of Hospitality Management (091061M) | 72 weeks |
| <input type="checkbox"/> Advanced Diploma of Event Management (090822F) | 72 weeks |
| <input type="checkbox"/> Certificate III in Light Vehicle Mechanical Technology (081577K) | 82 weeks |
| <input type="checkbox"/> Certificate III in Automotive Diesel Engine Technology (081578J) | 72 weeks |
| <input type="checkbox"/> Certificate IV in Automotive Mechanical Diagnosis (081579G) | 30 weeks |
| <input type="checkbox"/> Certificate IV in Business (086968K) | 26 weeks |
| <input type="checkbox"/> Certificate IV in Leadership and Management (089120A) | 26 weeks |
| <input type="checkbox"/> Diploma of Leadership and Management (089119E) | 52 weeks |

Start Date

07 / AUG / 2017

Are you applying for Recognition of Prior Learning (RPL)? ☐ Yes ☐ No

Are you applying for Credit Transfers from previous studies? ☐ Yes ☐ No

6. EDUCATION AND EXPERIENCE

(Evidence of qualifications must be attached. Documents not in English must be accompanied by certified translations list most recent first)

School level completed: ☒ Year 12 eq ☐ Year 11 eq ☐ Year 10 eq or below Country: JAPAN

Qualification title: HIGH SCHOOL GRADUATED School/Institute: LANGPEDIA HIGH SCHOOL

Country: JAPAN Year Completed: 2013

Qualification title: School/Institute:

Country: Year Completed:

Are you currently enrolled at another College/University in Australia? ☐ No ☐ Yes, since: / /

6.1 VICTORIAN STUDENT NUMBER

Do you have or have you ever been issued a **Victorian Student Number (VSN)**?

☐ Yes, please specify: ☐ Yes, but I don't know it ☒ No

If you have one and/or have provided your VSN, you do not need to complete the following questions

Have you attended any Victorian school since 2009 or done any training with a vocational education and Training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

☒ No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

☐ Yes - I have attended a Victorian School since 2009. Most recent school attended:

☐ Yes - I have participated in training at a TAFE or other training organisation since the beginning of 2011.

List the most recent training organisations with which you have participated in training in Victorian since 2011.

List up to 3 organisations below:

1. 2. 3.

6.2 UNIQUE STUDENT IDENTIFIER (USI)

As of January 1st 2015, all candidates undertaking VET training in Australia must have a **Unique Student Identifier (USI)**. Do you have or have you ever been issued a USI?

☐ Yes, please specify: ☐ Yes, but I don't know it ☒ No, not sure

If you answered "No/Not sure" above, you must complete the details of **ONE** of the following listed forms of identification in order for Ashton College to apply for a USI on your behalf. If this section does not apply to you and you already have a USI, please leave it blank.

☐ **Driver's Licence:** State: Licence No.:

☐ **Passport (Visa):** Document No: ☐ **ImmiCard:** Card No.:

7. TRAINING AND LEARNING SUPPORT

Do you consider yourself to have a permanent or significant disability and/or learning difficulties? ☐ Yes ☒ No

If you ticked "Yes" above, please indicate which disability/ies apply to you:

☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Medical Condition
☐ Mental Illness ☐ Vision ☐ Acquired Brain Impairment ☐ Other - Specify:

TRAINING AND LEARNING SUPPORT

If you feel you have any training or learning needs that require additional support, please write a brief explanation below. You will be contacted by an Ashton College staff member to discuss this need in further detail.

8. AIRPORT PICK UP & ACCOMMODATION

Do you require airport pick up? ☒ Yes ☐ No

Do you require assistance with accommodation? ☒ Yes ☐ No

No. of weeks:
Minimum 4 Weeks

(If you ticked "yes", please specify the place and attach the Accommodation Application Form.)

9. PRIVACY STATEMENT

- Ashton College respects its client's rights and operate in compliance with the Australian Privacy Principles (APPs). Refer to Ashton College's Privacy Policy on the Ashton College website (www.ashtoncollege.edu.au) or visit www.oaic.gov.au/privacy for more information. Ashton College treats all client personal information confidentially and will not disclose any details to a third party without client's prior written consent.

** Except where required through its commitment to comply with the Training Reform Act 2006 and supply client data to ASQA and other regulatory bodies.

- In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it. The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

- If you ask Ashton College Pty Ltd to make an application for a student identifier on your behalf, Ashton College Pty Ltd will have to declare that Ashton College Pty Ltd has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Ashton College Pty Ltd too has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI is collected by the Registrar for the purposes of:

1. Applying for, verifying and giving a USI; 2. Resolving problems with a USI; and 3. Creating authenticated vocational education and training (VET) transcripts;

May be disclosed to:

Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:

1. The purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs; 2. Education related policy and research purposes; and 3. To assist in determining eligibility for training subsidies;

VET Regulators to enable them to perform their VET regulatory functions;

VET Admission Bodies for the purposes of administering VET and VET programs;

Current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;

Schools for the purposes of delivering VET courses to the individual and reporting on these courses;

The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;

Researchers for education and training related research purposes;

Any other person or agency that may be authorised or required by law to access the information;

Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and

Will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy (<http://usi.gov.au/Pages/privacy-policy.aspx>) or by contacting the

Registrar at: Privacy Officer, Office of the USI Registrar, Canberra City, ACT 2601, GPO Box 9839, Canberra ACT 2601 or Email: usi@industry.gov.au.

The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

Misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how Ashton College Pty Ltd collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Ashton College's privacy policy which can be found at www.ashtoncollege.edu.au

Ashton College's Privacy Policy is also available in our Student Handbook, at each Ashton College office location and provided on request. This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint. In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

10. FEES AND REFUNDS

Students who wish to cancel their enrolment must provide written advice of their intention to cancel their enrolment by completing a Withdrawal form. This form is available from the student services at Ashton College and on the website www.ashtoncollege.com.au. Withdrawal forms are to be submitted to Ashton College, 213 Nicholson Street, Footscray, VIC 3011 or at info@ashtoncollege.edu.au. Advice of withdrawal made by telephone will not be accepted.

✓ If an application for a student visa is rejected for a student applying for enrolment offshore, then all tuition fees will be refunded in full provided that documentary evidence is supplied within fourteen (14) days of visa rejection.

✓ If an enrolment is cancelled more than 28 days prior to commencement of the course (non visa refusal) there will be a cancellation fee equivalent to 20% of the total tuition fees.

✓ If an enrolment is cancelled within 28 days of commencement of the course (non visa refusal) or the student does not commence on the agreed date (non visa refusal), or withdraws from the course once it has commenced (non visa refusal) there will be no refund, except in the unlikely event where a student experiences compelling circumstances, a refund of tuition fees will be made for the proportion of the course not completed, less the application fee.

✓ Refunds are paid under section 47E of the ESOS Act are calculated under the Education Services for Overseas Students (Calculation of Refund) specification 2014.

✓ Students can only pay fees for a second or further study periods a maximum of 14 days prior to the commencement of the study period. If an enrolment is cancelled within 14 days of the second or further study period commencing (once fees for that study period have been paid) no refund will be provided.

✓ In the unlikely event that Ashton College is unable to deliver a course in full, the student will in the first instance be offered an alternative course in which the entry requirements are met and which is acceptable to the student. If a suitable course is not offered or available, then a refund of an amount of unexpended pre-paid tuition fees will be made by the Tuition Protection Services Director (TPS Director). The student has the right to choose whether he/she would prefer a refund equivalent to the unexpected pre-paid tuition fees, or to accept a place in another course. If the student chooses placement in another course, Ashton College will ask the student to sign a document to indicate acceptance of the placement. Where the student agrees to this arrangement, Ashton College will not be liable to refund the money owed for the original enrolment. If Ashton College is unable to provide a refund or place a student in an alternative course then the TPS Director will place the student or provide a refund in accordance with the TPS.

✓ Students who breach the College Code of Conduct may be excluded from the course. The College will review each case on its individual merits when deciding whether to pay a refund in such circumstances.

✓ Course can be deferred, suspended or cancelled according to the Ashton College course deferment, suspension and cancellation policy and procedure.

✓ A refund decision will be made within 15 working days of receipt of the required documentation.

✓ The refund will be made in the same manner the fee were paid. If candidate paid fee through credit card, the refund amount will be credited to the credit card; and same holds for other methods of payments.

✓ Student can access Ashton College complaints & appeals process if they are in disagreement with the refund decision. http://international.ashtoncollege.edu.au/all_public_documents/FormsAndPolicies/POLICY_Fees-and-Refunds.pdf The agreement to, and availability of the Complaints and Appeals policy, does not remove the right of the student to take action under Australia's Consumer Protection Law.

11. STUDENT DECLARATION

Please tick (✓):

- ☒ I confirm that by signing this declaration, I am applying for a place in the course as outlined within this enrolment form.
- ☒ I declare that information provided to Ashton College in application for study is to the best of my knowledge true, correct and complete at the time of my enrolment/application.
- ☒ I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to fully complete an enrolment form may result in the delay in processing my application.
- ☒ I have read the Ashton College pre-enrolment documentation including the refund policy along with information on credit transfer, recognition or prior learning (RPL) and living in Melbourne.
- ☒ I understand the conditions for deferring, suspending and cancelling my enrolment and the impact these actions may have on my student visa.
- ☒ I understand the conditions enabling me to change provider and the impact this action may have on my student visa.
- ☒ I understand that I must maintain satisfactory course progress during my studies at Ashton College and the impact of not doing so may have on my enrolment and student visa.
- ☒ I agree to inform the College if I change my address during the period of enrolment. I also agree to maintain Overseas Student Health Cover for the period of my enrolment.
- ☒ I have disclosed to Ashton College any special needs which may affect my learning.
- ☒ I have read and understood the privacy statement above. This agreement, and the availability of the College complaints and appeals process, does not alter my right to action under Australia's consumer protection laws.
- ☒ I agree to complete my studies in accordance with Ashton College policies and procedures and Code of Conduct when studying at Ashton College.
- ☒ I understand that if I do not comply with the College policies and procedures and Code of Conduct, my enrolment and student visa may be affected.
- ☒ I understand that Ashton College takes pictures and videos of classes and students from time to time for use in newsletters, our website, social media sites and marketing material to promote and celebrate achievement. I will inform the college in writing if I do not wish for my picture/image to be included in any of the above.

12. APPLICANT CHECKLIST

Before submitting your application to Ashton College, please ensure you have completed all sections of this application form and attached:

Please tick:

- ☒ Certified copies of your academic qualification (translated into English)
- ☒ Evidence of your English Language ability
- ☒ Evidence of Overseas Health Cover (if already purchased)
- ☒ Copy of Passport
- ☒ Copy of Visa (if available)

Student Print Name: HANAKO YAMADA

Student Signature: 山田花子

Date:
01 / JUL / 2017

13. EDUCATION AGENT DETAILS (if applicable)

Agent name: LANGPEDIA Company name: ABLOGG
Address: _____
Suburb/town: _____ State: _____ Postcode: _____
Agent telephone (country code/area code/ number): _____
Agent email address: SUPPORT@LANGPEDIA.JP

**Please note that an offer letter will be sent to both your agent and to the email address listed under your contact details*

14. EDUCATION AGENT DECLARATION (if applicable)

As the Education Agent of the student seeking to apply for enrolment at Ashton College, I confirm:

Please tick:

- ☒ That the company that I represent complies with the standards of the ESOS Framework (including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code.
- ☒ That the information contained within this Application to form is accurate, and that the supporting documentation, including, but not limited to the 'certified copy' of the candidate's academic record is correct and has not been altered in any way.
- ☒ That any Enrolment Fees paid to me by the student to support this Application will be immediately transferred to Ashton College so that Ashton College can uphold its commitment to ESOS legislation with regards to enhancing the Refund Policy where appropriate

As the Education Agent of the student seeking to apply for enrolment at Ashton College, I understand that Ashton College:

- ☒ Expects Education Agents to act ethically in dealings with the Overseas Students and their families.
- ☒ Expects Education Agents to ensure that each Overseas Student applying for entry to Ashton College is familiar with the information contained in: the Application Form, Overseas Student Pre-Enrolment Information and the Client Handbook.

Education Agent name: LANGPEDIA

Education Agent signature: _____ Date: ____ / ____ / ____

15. OFFICE USE ONLY

Date received: ____ / ____ / ____ Application accepted: ☐ Yes ☐ No
Application No: _____ Enrolled on SMS: _____
Staff: _____ Signature: _____