

STUDENT ENROLMENT APPLICATION FORM

1. STUDENT PERSONAL DETAILS			
Student name			
Gender	☐ Male ☐ Female ☐ Other	Date of Birth	
Home Phone		Mobile	
Email			
Preferred method of contact:	☐ Email ☐ Phone ☐ SMS/ Text		
Passport Number		Passport Expiry Date	
Country of Issue			
In which Country where you born?	☐ Australia ☐ Other; please specify:		
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, please specify:		
Do you speak language other than English at home?	☐ No, English only ☐ Yes other; please specify:		
Have you ever been refused a visa for entry into Australia or a country other than Australia?	☐ Yes ☐ No Please specify:		
Have you ever been reported to Australia's Department of Home Affairs for failing to meet visa conditions?	☐ Yes ☐ No Please specify:		
Have you ever been convicted of a criminal offence in Australia or any other country?	☐ Yes ☐ No Please specify:		
2. VISA LODGEMENT			
Do you hold a current Australian Visa?	☐ Yes ☐ No		
If No: Where will you be lodging your student visa application based on your enrolment with the College?	☐ Inside Australia (Onshore) ☐ Outside Australia (Offshore)		
If Yes:	Visa Type		Visa expiry date



3. CONTACT DETAILS			
Home Country Address			
Postal Address			
Phone:			
Address in Australia			
Residential Address			
Phone:			
EMERGENCY CONTACT			
Full Name			
Address			
Relationship to Student		Mobile:	
Email			
4. COURSE SELECTION DETAILS (Please tick)			
Program Name:			
☐ BSB40820 Certificate IV in Marketing and Communication (CRICOS Code: 104565J - 52 weeks) ☐ BSB50620 Diploma of Marketing and Communication (CRICOS Code: 104566H - 52 weeks) ☐ BSB60520 Advanced Diploma of Marketing and Communication (CRICOS Code: 104567G - 78 weeks) ☐ BSB40420 Certificate IV in Human Resource Management (CRICOS Code: 104568F - 52 weeks) ☐ BSB50320 Diploma of Human Resource Management (CRICOS Code: 104569E - 52 weeks) ☐ BSB60320 Advanced Diploma of Human Resource Management (CRICOS Code: 104570A - 52 weeks) ☐ ICT50220 Diploma of Information Technology (CRICOS Code: 106036G – 104 weeks) ☐ ICT60220 Advanced Diploma of Information Technology (CRICOS Code: 106037F – 104 weeks) ☐ BSB80120 Graduate Diploma in Management (Learning) (CRICOS Code: 104572K – 52 weeks) ☐ RII60520 Advanced Diploma of Civil Construction Design-2024-(CRICOS Code: 114628E -104 Weeks)			
5.PREFERED COMMENCEMENT DATE (Please tick)			
2026 COURSE INTAKE DATE	☐ Jan 12 ☐ Feb 23 ☐ Apr 06 ☐ May 18 ☐ Jun 29 ☐ Aug 10 ☐ Sep 21 ☐ Nov 02		
2027 COURSE INTAKE DATE	☐ Jan 11 ☐ Feb 22 ☐ Apr 05 ☐ May 17 ☐ Jun 28 ☐ Aug 09 ☐ ☐ Sep 20 ☐ Nov 01		
2028 COURSE INTAKE DATE	☐ Jan 10 ☐ Feb 21 ☐ Apr 04 ☐ May 16 ☐ Jun 27 ☐ Aug 08 ☐ ☐ Sep 19 ☐ Oct 30		
2029 COURSE INTAKE DATE	☐ Jan 08 ☐ Feb 19 ☐ Apr 02 ☐ May 14 ☐ Jun 25 ☐ Aug 06 ☐ ☐ Sep 17 ☐ Oct 29		
2030 COURSE INTAKE DATE	☐ Jan 07 ☐ Feb 18 ☐ Apr 01 ☐ May 13 ☐ Jun 24 ☐ Aug 05 ☐ Sep 16 ☐ Oct 28		

6. RPL AND CREDIT TRANSFER APPLICATION

PLEASE COMPLETE THIS SECTION IF YOU BELIEVE YOU ARE ELIGIBLE TO APPLY FOR RECOGNITION OF PRIOR (RPL) OR FOR CREDIT TRANSFER.

Do you want to apply for Recognition of Prior Learning or Credit Transfer?

☐ Yes

☐ No

Please specify:

If yes, please complete the Application for Credit or Recognition of Prior Learning Form and attached the supporting documents.

Please note: The granting of RPL may result in a reduction in your course duration. Contact the College for more information.

7. UNIQUE STUDENT IDENTIFIER (USI)

Do you have an Australian USI?

☐ Yes

☐ No

If Yes

_____ (10 digits in total)

If you do not have a USI, do you give the College permission to apply for one on your behalf?

☐ Yes

☐ No

To raise a USI, we will need one of the following proofs of Identity evidence.

Visa No

Expiry Date

/ /

Type

8. EXTRA REQUESTS

Have you arranged health cover for the duration of your stay in Australia? ☐ Yes ☐ No

See [link](#)

https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

If Yes

Type of cover

Name of insurer

Duration

Membership No.

If No

Do you require the College to arrange your Overseas Student Health Cover?

☐ Yes

☐ No

If yes, policy type:

☐ Single

☐ Family

9. ADMISSION ELIGIBILITY: ENGLISH LANGUAGE

What evidence of an IELTS of 6, with no band less than 5.5, are you able to provide?

- ☐ International English Language Testing System (IELTS)
- ☐ Test of English as a Foreign Language (TOEFL) paper based
- ☐ TOEFL internet-based test
- ☐ Cambridge English: Advanced (Certificate in Advanced English)
- ☐ Pearson Test of English Academic
- ☐ Occupational English Test

		☐ Others, please specify:	
10. ADMISSION ELIGIBILITY: EDUCATION			
What is your highest level of school completed?		☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Other	
In which year did you complete school?			
Have you successfully completed any of the following qualifications?		☐ Yes ☐ No	
☐ Bachelor's degree or Higher Degree ☐ Advanced Diploma or associate degree ☐ Diploma or Associate Diploma ☐ Certificate IV or Advanced Certificate/technician		☐ Certificate III or Trade Certificate ☐ Certificate II ☐ Certificate I ☐ Other education - including certificates or overseas qualifications not listed here)	
Have you studied in Australia before?		☐ Yes ☐ No	
If yes, how long have you been in Australia?		Please specify:	
If yes, what have you completed?		☐ Australian Certificate ☐ Australian Diploma/ ☐ Advanced Diploma	☐ Bachelor/ Master ☐ ELICOS ☐ Other
Australian Qualification			
Australian Institution			
Year of Completion			
11. DISABILITY AND LEARNING NEEDS			
Do you have a disability, impairment, specific learning needs or long-term medical condition that may affect your studies?		☐ Yes ☐ No	
Please state your disability, impairment or injury		☐ Hearing ☐ Learning	☐ Intellectual ☐ Mental Illness ☐ Physical ☐ Acquired
If yes, please provide details so we can best support you			
12. REASON FOR STUDY			
☐ To get a job or better job ☐ To develop my existing business ☐ To start my own business ☐ I want extra skills for my job		☐ It was a requirement of my job ☐ To try for a different career ☐ For personal interest or self-development ☐ Other	

13. MARKETING AND IMAGES

How did you hear about us?

- ☐ Existing Student
☐ Website
☐ Social Media
☐ Agent
☐ Other

The College may from time to time send you details about future training opportunities or offers. If you DO NOT wish to be contacted, please indicate below.

☐ I do not wish to be contacted regarding future training opportunities.

During training, photos or footage may be taken of you. Do you give the College permission to use these photos or footage for such things as improving training resources, promotional documents and reports?

☐ Yes

☐ No

14. AGENT DETAILS (If applicable-agent stamp or complete)

Agent Name

Counsellor Name

Email

Phone

Signature

Date

15. STUDNET WRITTEN AGREEMENT-TERMS & CONDITION

1. I understand the payment of my tuition fee and OSHC fee will not be accepted unless a signed copy of this written agreement is received prior to or at the same time of this remittance.
2. I declare that I am not under the age of 18. I understand that Training Masters does not accept students under the age of 18.
3. I am aware of the estimated cost of my stay in Australia and understand that the financial capacity to meet such costs is my responsibility.
4. I understand that any school-aged dependents accompanying me will be required to pay full fees if they are enrolled in either a government or non-government school.
5. I understand that I may not be permitted to enroll in the formal program if I arrive on campus more than four weeks after the program commences.
6. I understand that a Confirmation of Enrolment will be issued and forwarded to me upon receipt of payment of the tuition fee as outlined in my offer letter. I can then apply for a student visa at the Australian diplomatic mission or visa issuing authority closest to me.
7. I understand that I must meet the following DHA (Department of Home Affairs) student visa conditions:
 - All overseas students on a student visa are expected to maintain a minimum of 80 per cent attendance in each enrolled term of study and they must maintain satisfactory academic progress by passing more than 50% of enrolled units studied for each term for the duration of their course. Students who are not meeting these conditions will be warned and subsequently reported to Department of Home Affairs (DHA) via Provider Registration and International Students Management System (PRISMS).
 - Maintain payment of tuition fees within seven days of the commencement of each term, the late payment fee will apply.
 - Must maintain Overseas Student Health Cover (OSHC). The course fees do not include Overseas Student Health Cover (OSHC), and this cover is not arranged by Training Masters.
 - Remain enrolled at Training Masters for the first six months of my program. I will not be able to transfer to another Australian Institution within the first 6 months of my program (and in a package course

arrangement, completion of all preliminary courses plus the first 6 months of my principal course), unless the college decides to release me.

8. I will arrive on campus in time to attend the compulsory Orientation Program before the commencement of my formal studies. The Orientation Program, as outlined in the Letter of Offer, is mandatory for all students and includes induction into the College and the relevant course of study on the first day of classes.

If a student experiences a short delay but is able to commence within the first five (5) days of the course, they will still be required to complete registration and participate in an orientation session to ensure they fully understand the College's requirements, policies, and standards.

The College's primary methods of communication with students are via email and phone/SMS, and it is the student's responsibility to check these regularly.

9. I understand that training is conducted for 20 hours per week face-to-face in a classroom environment and all courses are delivered at the following location "Level 3, 84–86 Mary Street, Surry Hills NSW 2010, Australia"

10. I understand that during my enrolment with Training Masters, I am required to notify the College of any change to my address or other relevant contact details within seven (7) days. This includes changes to my residential address, telephone number, email address, and emergency contact information. Such updates must be submitted by completing the Change of Contact Details form. Failure to provide updated information within the required timeframe may result in not receiving important communications, which could impact on my course, enrolment status, or visa conditions.

11. I understand that students are not permitted to commence training and assessment until they have provided the College with their Unique Student Identifier (USI). In cases where the student has trouble obtaining a USI the College may assist the student to obtain a USI.

If an exemption from providing a USI applies (as detailed in the Student Identifiers Act 2014), Training Master will clearly inform the student, prior to the completion of enrolment or commencement of training and assessment (whichever occurs first), of the implications, specifically:

- The students' training outcomes will not be accessible through Commonwealth resources.
- The training results will not appear on any authenticated VET transcript prepared by the USI Registrar.

(Further details about the implications of being exempt can be obtained from the USI website - <https://www.usi.gov.au/>)

12. I understand that Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply in writing to the College. Deferrals of studies can only be granted for the following:

- Illness and/or misadventure
- Bereavement
- Delays in providing documentation
- Delays in student visa issuance

Certification or other forms of written evidence must be provided with the deferral request.

The College may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehavior by the student.

Deferrals of commencement, suspension of enrolment and cancellation of enrolment will be reported to Department of Home Affairs and may affect the status of a student visa.

13. I am aware that my personal details which are provided to Training Masters may be made available to Commonwealth and State agencies as required by the Australian Government's ESOS Act 2000 and the National Code of Practice (2018).
14. I understand that Training Masters is required, under Section 19 of the ESOS Act 2000, to inform the Department of Home Affairs (DHA) from time to time on matters concerning my attendance, academic performance and conduct in the course.
15. I understand that during my enrolment I may seek assistance from student service officers, and other support staff, concerning my general welfare and other matters, and from the principal and/or Academic Manager regarding my academic program. I understand that it may refer to me to other sources of assistance such as an independent dispute resolution service in the event that my concerns cannot be resolved solely through the work of Training Masters personnel.
16. I understand that the College reserves the right to change its fees, conditions, course commencement dates and course structure. Changes of tuition fees will not apply to students who have paid and have already commenced their course.
17. I understand in the unlikely event that TM does not provide the agreed training (defaults), I have the right to seek a refund or seek entry into another course.
18. I have read and understood the college Refund Policy that is listed below in this document and that is

also available in the student handbook and the college website. <https://tm.nsw.edu.au/policies-procedures/>

19. I have read and understood the college Complaints and Appeals Policy and Procedure that is listed below in this document and that is also available in the student handbook and the college website. <https://tm.nsw.edu.au/policies-procedures/>
20. I understand that I have access to a full set of the college policies and procedures manual and student handbook at the college website <https://tm.nsw.edu.au/policies-procedures/>
21. The College reserves the right to expel students for serious breaches of discipline following appropriate disciplinary procedures. Refunds are subject to the Fees Management and Refund Policy. Department of Home Affairs will be notified of the action taken.
22. It is the responsibility of the student to remain aware of and abide by the conditions of their visa relating to their course of study.
The student is responsible for keeping a copy of this written agreement and receipts received from the College of any payments of tuition fees or non-tuition fees.
23. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.
24. I declare that I have been provided with sufficient information that allows me to make an informed decision to enroll on the course stated in this Letter of Offer and Enrolment Agreement for study at TM that best meets my study needs and goals, whilst taking into account my existing skills and competencies.

Privacy Notice

The information collected on this form and during enrolment is required in order to meet the College's obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and to ensure compliance with the student visa conditions and obligations under Australian immigration laws generally.

The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2001 and the National Code 2018. Information collected on this form and during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances, information collected on this form or during enrolment cannot be disclosed without the student's consent or where authorised or required by law.

Under the Data Provision Requirements 2020, the 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).

Why we collect your personal information

As a RTO, we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Department of Education, Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact the College.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact the College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

16. STUDENT DECLARATION

By signing this form, I certify that the information provided is true and correct. I further certify that:

- ☐ By submitting this form, I agree that all information provided in the application is complete and correct.
- ☐ I have reviewed the Student Prospectus supplied to me and have been informed about and accept my rights and obligations.
- ☐ I have reviewed and accepted the Schedule of Fees and Payments and have been informed of the Fees Management & Refund Policy and Procedure.
- ☐ I have reviewed the Student Prospectus and Course Brochure and have been informed of and accept the training and assessment services to be provided including:
 - (i) the units of competency to be completed
 - (ii) course duration

(iii) the mode of delivery	
(iv) the course location	
☐ I understand that Training Masters may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading. ☐ By submitting this form, I agree that Training Masters will independently verify the information supplied by me in this form and request further information or documentation as required. ☐ I authorise my booking agent to act on my behalf in all matters relating to this application and associated visa application. ☐ I understand that a non-refundable \$AUD200 enrolment fee is payable to secure a place in the course, payable on the signing of the Letter of Offer, Student Written Agreement and submission of this form to the College in order to progress my application for enrolment.	
Student Name:	
Student Signature:	
Date:	
17. SUPPORTING DOCUMENTATION	
Please confirm you have attached the following documents, certified and accompanied by English translations if applicable	
☐ Passport including photo page and signature page ☐ Evidence of English language proficiency ☐ Academic certificates/transcripts (translation needed if not in English) ☐ Evidence of any other applicable entry requirements for the course into which you are seeking enrolment	
18. SUBMITTING YOUR APPLICATION	
Please submit your application to admissions@tm.nsw.edu.au . You will receive a response within five business days. Please note that the College may request additional information from you in support of your application. You may also be required to attend a pre-enrolment interview via phone or video conferencing regarding course suitability.	
19. FOR OFFICE USE ONLY	
Has the Student Application and Enrolment Checklist been created and completed?	☐ Yes ☐ No
Does the applicant meet entry requirements?	☐ Yes ☐ No If no, please specify:
Have details entered to Student Management System?	☐ Yes ☐ No If no, please specify:

**TRAINING MASTERS PTY. LTD.**

RTO Code: 41479 | CRICOS Provider Code: 03510J | ABN: 72 611 635 128

Level 3, 84–86 Mary Street, Surry Hills NSW 2010, Australia

T: (02) 8278 7722 E: admissions@tm.nsw.edu.au W: www.tm.nsw.edu.au

Enrolment confirmation sent?	☐ Yes ☐ No If no, please specify:		
English language proficiency confirmed?	☐ Yes ☐ No If no, please specify:		
Has USI been verified (if applicable)?	☐ Yes ☐ No If yes date:		
Training scheduled to commence on the following date			
Comments:			
Position:			
Full Name:			
Signature:		Date:	/ /