

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 were you born?	☐ Australia ☐ Other; please specify:		
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, please specify:		
Do you speak a 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 another country?	☐ No ☐ Yes If yes, please specify:		
Have you ever been reported to an immigration authority for breaching visa conditions in Australia or another country?	☐ No ☐ Yes If yes, please specify:		
2. VISA AND CURRENT STUDY DETAILS			
Do you hold a current Australian Visa?	☐ Yes ☐ No		
If No: Where do you expect to lodge a student visa application, if required?	☐ In Australia (Onshore) ☐ Outside Australia (Offshore)		
If Yes:	Visa Type		Visa expiry date
Are you currently enrolled with another Australian provider	☐ Yes ☐ No If Yes: Provider name:		
Current and principal course details if applicable	Current course and CoE number: Principal course and provider: Principal course actual start date:		

Transfer information if applicable		☐ Course completed — attach completion evidence ☐ Seeking transfer — attach current offer/CoE documents ☐ Release or exception evidence attached ☐ Evidence to follow before enrolment	
3. CONTACT DETAILS			
Home Country Address			
Postal Address			
Phone:			
Address in Australia			
Residential Address			
Phone:			
Postal address in Australia if different			
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) ☐ RII60520 Advanced Diploma of Civil Construction Design-(CRICOS Code: 114628E -104 Weeks)			
5.PREFERRED COMMENCEMENT DATE (Please tick)			
Your preference does not reserve or confirm a place. Admissions will confirm the approved course start and end dates, orientation and timetable in your offer. Check the current course calendar before accepting the offer.			
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 03 ☐ May 15 ☐ Jun 26 ☐ Aug 07 ☐ Sep 18 ☐ 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. RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER PLEASE COMPLETE THIS SECTION IF YOU BELIEVE YOU ARE ELIGIBLE TO APPLY FOR RECOGNITION OF PRIOR LEARNING(RPL) OR FOR CREDIT TRANSFER.					
Do you want to apply for Recognition of Prior Learning or Credit Transfer?	☐ Yes ☐ No If yes, please complete the Application for Credit or Recognition of Prior Learning Form and attach the supporting documents. Please note: Approved RPL or credit may reduce course duration and affect your fees and CoE; these effects will be confirmed in writing.				
7. UNIQUE STUDENT IDENTIFIER (USI)					
Do you have a USI?	☐ Yes ☐ No ☐ Exemption claimed — evidence attached				
Your USI if already assigned	_____ (10 characters) Enter every character exactly as issued, including letters. Do not create another USI if you already have one.				
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. OVERSEAS STUDENT HEALTH COVER					
Where your visa requires OSHC, have you arranged appropriate cover for yourself and any accompanying dependants for the required period? ☐ Yes ☐ No Official information: 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. ENGLISH LANGUAGE EVIDENCE					
College entry benchmark: IELTS overall 6.0, each band at least 5.5, with results no more than two years old or approved equivalent evidence.		Evidence submitted: ☐ IELTS Academic ☐ Pearson Test of English Academic (PTE Academic) ☐ TOEFL iBT			

Visa requirements are assessed separately.	☐ Cambridge C1 Advanced ☐ Occupational English Test (OET) ☐ Others, please specify:	
10. EDUCATION AND RELEVANT EXPERIENCE		
What is your highest level of school completed?	☐ Year 12 ☐ Year 11 ☐ Year 10 ☐ Year 9 ☐ Year 8 or below ☐ Never attended school Use the equivalent level for overseas schooling.	
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 AND EMPLOYMENT STATUS		
Main reason for study — tick one:		
☐ 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		

Which category best describes your current employment status? Tick one. ☐ Full-time employee ☐ Part-time employee ☐ Self-employed — not employing others ☐ Self-employed — employing others ☐ Unpaid worker in a family business ☐ Unemployed — seeking full-time work ☐ Unemployed — seeking part-time work ☐ Not employed — not seeking employment			
13. OPTIONAL MARKETING AND IMAGE PERMISSIONS			
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. Would you like to receive optional course promotions? Select one		☐ Yes ☐ No	
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. IMPORTANT ENROLMENT INFORMATION AND PRIVACY			
Application and written agreement: This application does not create a course place, a fee liability or a Confirmation of Enrolment (CoE). If eligible, you will receive a separate Letter of Offer and Student Written Agreement identifying each course, conditions, delivery details, approved dates, tuition and non-tuition fees, payment schedule, refund terms, authorised refund recipient arrangements and complaints/appeal processes. You must sign or otherwise accept that agreement before, or at the same time as, the College accepts any tuition or non-tuition fees. Age and eligibility: Training Masters accepts applicants aged 18 years and over. Admissions will verify your identity, course-entry evidence, English evidence and pre-enrolment suitability before confirming your enrolment. You must meet any conditions stated in your offer. CoE and visa: A CoE may be issued only after your written agreement is accepted, applicable admission/payment conditions are met, and your enrolment is legally permitted. An offer, payment or CoE does not guarantee a visa. You must check current Home Affairs requirements and use an appropriately authorised adviser if you need migration advice. Orientation and late arrival: You must attend the orientation and classes confirmed in your offer and timetable. If delayed, you must contact Admissions promptly. Late commencement requires written approval based on course requirements, catch-up arrangements and CoE dates. Study and support: Full-time VET courses are scheduled for at least 20 hours of face-to-face training per week. Your offer will confirm the approved delivery location and timetable. You must participate in that timetable and meet the progress requirements supplied before enrolment. The College monitors your progress, offers early intervention and discusses support. To receive your qualification, you must be competent in all required units. Attendance and progress: The College expects you to maintain at least 80% attendance in each study term under its attendance policy. An attendance warning does not automatically result in a visa report. Reporting obligations depend on National Code Standard 8 and any relevant registration condition. The College will provide you with the required written notice and appeal opportunity and complete the applicable appeal process before reporting unsatisfactory progress or reportable attendance in PRISMS.			

Fee payments: You must pay the fees specified in your accepted written agreement by the stated due dates. Any late-payment charge must have been disclosed in that agreement. For a course longer than 25 weeks, the College will not require more than 50% of tuition fees before commencement.

OSHC and dependants: Where your visa requires it, you must arrange and maintain appropriate Overseas Student Health Cover (OSHC) for yourself and any accompanying dependants for the required period, unless a lawful exemption applies.

Transfers between providers: From 2 October 2026 to 30 June 2027 inclusive, the non-school overseas-student transfer restriction generally covers the first 12 months of your principal course. From 1 July 2027, it reverts to six months. The applicable rule includes preliminary packaged courses, lawful release/exception grounds and transitional arrangements. It is not calculated simply from your arrival in Australia. Your release request will be assessed individually under the Transfer Between Providers Policy. If your request is refused, you will receive written reasons and the required appeal opportunity. Visa eligibility is a separate matter.

Contact details: You must provide your current residential address, mobile number, email address and emergency-contact details and notify the College of changes within seven days. You may use the Change of Contact Details form or contact Admissions promptly for assistance. You must check your email and phone/SMS communications regularly.

USI and exemptions: You should provide your Unique Student Identifier (USI) as early as possible, and the College must verify it before use. The College cannot issue nationally recognised certification without your verified USI unless a lawful exemption applies. If you are exempt, the College will explain before enrolment or training, whichever occurs first, that your results will not be accessible through Commonwealth resources or appear on an authenticated VET transcript. Your exemption must be documented. Assistance to obtain your USI is available.

Deferment and suspension: You may apply in writing for deferment or suspension due to compassionate or compelling circumstances and provide available supporting evidence. Examples include serious illness, bereavement, trauma, major disruption or a visa delay affecting your commencement. These examples are not an exhaustive list. Decisions are made on individual merits and may require revised course or CoE dates.

College-initiated suspension or cancellation: The College may initiate action on lawful, disclosed grounds such as serious misconduct, non-payment of agreed fees or unsatisfactory progress. It will provide you with written reasons and at least 20 working days to access internal appeals and observe the required appeal sequence before taking action or reporting. A specific lawful health or wellbeing exception may permit immediate action; your access to appeal remains. Progress/attendance reporting requires applicable internal and external appeal protection. You should seek Home Affairs advice about any effect on your visa.

Refund rights: Your separate written agreement and the Fees Management and Refund Policy will state the refund procedure and relevant tuition/non-tuition treatment. No enrolment fee or other deduction overrides your statutory refund rights.

Complaints and appeals: You may lodge a complaint or appeal with the College without a lodgement fee and have a support person. Assessment of your complaint or appeal will commence within 10 working days, and you will receive written reasons for the outcome. If unresolved internally, eligible international-student complaints about this private VET provider may be referred free of charge to the Commonwealth Ombudsman: <https://www.ombudsman.gov.au/complaints/international-student-complaints>. Other appropriate independent appeal routes will be explained to you. Your Australian Consumer Law rights, where applicable, are preserved.

Changes and records: The College will advise you as soon as practicable of changes affecting your course. Changes to agreed fees, dates, delivery or conditions must follow your written agreement and applicable law; this form grants no unrestricted right to vary them. You should keep your accepted agreement and all fee receipts. The College will retain required agreement and payment records.

Information and assistance: Before accepting an offer, you should obtain the course information, fee/payment schedule, Student Handbook and applicable fees/refund, progress/attendance, transfer and complaints/appeal policies. Admissions will provide copies and explain anything unclear. Current policy links: <https://tm.nsw.edu.au/policies-procedures/>. For enrolment queries, contact admissions@tm.nsw.edu.au or (02) 8278 7722. Learning/welfare assistance is available from Student Services and the Academic Manager. For immediate danger, call 000 first.

Privacy notice

Training Masters collects the information needed to assess and administer your application, deliver training and support, and meet its regulatory obligations. The authority includes the Education Services for Overseas Students Act 2000, the ESOS Regulations 2019 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Information may be disclosed to the Australian Government, designated authorities and, where relevant, the Tuition Protection Service as authorised or required by law. Other disclosures require appropriate consent or a lawful basis.

If you do not provide information needed to verify your identity, entry eligibility or legal enrolment requirements, the College may be unable to finalise your application until it is supplied. Statistical questions are requested for reporting; you are not required to answer every statistical question. Your support-related health information may be discussed privately and is limited to what is needed to consider appropriate assistance.

Under the Data Provision Requirements 2020, as amended, and the applicable VET data reporting arrangements, the College is required to collect and report relevant VET activity and personal information to the National Centre for Vocational Education Research Ltd (NCVER) or the relevant training authority.

Why do we collect your personal information?

As an 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 do 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 do 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). 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 do NCVER and other bodies handle your personal information?

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.

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, 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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on its behalf. NCVER does not intend to disclose your personal information to any overseas recipients. This statement describes NCVER; it does not describe every College or agent disclosure. For more information about how NCVER will handle your personal information, please refer to its Privacy Policy at <https://www.ncver.edu.au/privacy>.

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

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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/vet-activity-data/vet-privacy-notice>. Ask Admissions for a download or paper copy if you cannot access it electronically.

Surveys

You may receive a student survey run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. You may opt out of the survey when contacted.

College contact and authorised disclosures

At any time, you may contact Training Masters to request access to or correct your personal information, make a privacy complaint or ask a question about this notice. Contact admissions@tm.nsw.edu.au, (02) 8278 7722, or Level 3, 84–86 Mary Street, Surry Hills NSW 2010. Admissions will provide the College's Privacy Policy and explain access, correction and complaints processes.

If you nominate an agent, the College may share the application information needed for the limited authority you give in Section 16. An overseas agent may receive that information in the country where they operate. You may withdraw that authority for future disclosures by contacting Admissions. Ask for the applicable privacy information before authorising an overseas representative. Other disclosures will be handled under the College's Privacy Policy and applicable law.

16. STUDENT DECLARATION

By signing, I confirm the following:

- ☐ The information and documents I have supplied are accurate and complete to the best of my knowledge. I understand that false or misleading information may lead to refusal of an application or lawful action affecting enrolment after the required assessment, notice and appeal process.
- ☐ I understand that this is an application only. It does not confirm acceptance, authorise a fee payment or replace the separate Letter of Offer and Student Written Agreement.
- ☐ I have reviewed the Student Prospectus supplied to me and have been informed about and accept my rights and obligations.
- ☐ Before accepting an offer, I will read the supplied course information, fee/payment schedule, refund, transfer, progress/attendance, my rights and complaints/appeal terms and ask about anything unclear.
- ☐ I have read section 15 and the privacy notice, and understand that the College may verify my identity, academic/English evidence and other relevant entry information using lawful methods.
- ☐ 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.
- ☐ If I nominate an education agent in Section 14, I authorise that agent to lodge and communicate about this enrolment application and receive information necessary for that purpose.
- ☐ 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 identity/signature pages
- ☐ Academic certificates and transcripts (translation needed if not in English)
- ☐ English-language results or approved alternative evidence

☐ Evidence of any other applicable entry requirements for the course into which you are seeking enrolment ☐ Current/principal CoEs and completion/release/exception evidence if transferring ☐ Relevant visa, OSHC evidence where applicable			
18. SUBMITTING YOUR APPLICATION			
Please submit your application to admissions@tm.nsw.edu.au . The College will respond within five business days and may request further documents or a pre-enrolment suitability interview/assessment.			
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 not, please specify:	
Have details been entered into the Student Management System?		☐ Yes ☐ No If not, please specify:	
English language proficiency confirmed?		☐ Yes ☐ No If not, please specify:	
Has USI been verified (if applicable)?		☐ Yes ☐ No If yes date:	
Final admissions decision		☐ Accepted — requirements met ☐ Conditional — outstanding items recorded ☐ Declined ☐ Pending Reason/outstanding items: _____	
Enrolment confirmation sent?		☐ Yes ☐ No If not, please specify:	
Training scheduled to commence on the following date			
Comments:			
Position:			
Full Name:			
Signature:		Date:	/ /