



# Application Form

- Please fill it in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option.

## PERSONAL DETAILS

Title:  Miss  Mrs.  Ms.  Mr.  Other \_\_\_\_\_

Given Names: \_\_\_\_\_ Date of Birth (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Family Name: \_\_\_\_\_ Gender: Male  Female

If you are not an Australian citizen/ permanent resident or New Zealand citizen, please provide the following details:

Passport No: \_\_\_\_\_

Visa Type: \_\_\_\_\_

Have you been enrolled at Melbourne City College Australia previously?  Yes  No Student No (If known) \_\_\_\_\_

Do you have an Unique Student Identifier Number (USI)?  Yes  No USI No. (if Yes) \_\_\_\_\_

Note - If No, you can create your own USI at the USI website [www.usi.gov.au](http://www.usi.gov.au) or fill out the [College USI Application Form](#).  
If you are a student undertaking nationally recognised training you **must** have a Unique Student Identifier (USI)

## Contact Details – Place of Residence

Street Address: \_\_\_\_\_

Suburb/ Town: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone (H): \_\_\_\_\_ Fax (H): \_\_\_\_\_

Telephone (W): \_\_\_\_\_ Fax (W): \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Next of Kin (Emergency Contact Details)

Relationship: \_\_\_\_\_

Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Address \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Other Details

Do you have a disability, medical condition, impairment or long term condition which requires special assistance from the College? (eg. Hearing/visual impairment, mobility requirements)?  Yes  No If you require assistance, please contact 03 9614 8422.

### Language, Literacy and Numeracy (LLN)

Are you willing to complete a Language, Literacy and Numeracy assessment by the College?  Yes  No

Do you intend to request for a Credit Transfer of Recognition of Prior Learning (RPL)?  Yes  No. If yes, please fill in a Credit Transfer or Recognition of Prior Learning Application Form. This is available from Student Services



### VSN Details

Are you new to the Victorian Education system or do not have your Victorian Student Number (VSN)? To be completed by all students aged up to 24 years.

Yes. I am new to the Victorian Education System. I have never attended a Victorian school since 2009, TAFE or other VET training provider since 2011. (Students who are enrolling for the first time since the VSN was introduced will get a new VSN)

No:

If you are aged 24 or below at time of enrolment, please provide your Victorian Student Number:

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I do not know my VSN  but I have participated in training at a Victorian school since 2009, TAFE or other VET training provider since 2011. Please list the most recent training \_\_\_\_\_

### COURSE DETAILS

Please indicate the course(s) you are applying for:

Select Course	Course	Course Duration (Weeks)	Tuition Fee AUD	Enrolment Fee (Non-refundable)	Materials & Services Fee	Course Start Date (If you are not sure provide month/year)
<b>Short Courses</b>						
<input type="checkbox"/>	General English Course	Min 4 Weeks	\$199/ Week	\$150	\$100/ 10 weeks	
<input type="checkbox"/>	OET Intensive Course	2 Weeks <input type="checkbox"/>	\$600	N/A	N/A	
		3 Weeks <input type="checkbox"/>	\$800			
		4 Weeks <input type="checkbox"/>	\$999			
		More _____ (Mention the weeks)	\$250 per week			
<b>Courses Leading to Qualifications</b>						
<input type="checkbox"/>	22251VIC Certificate II in EAL (Access)	26 Weeks	\$4,000	\$150	\$100	
<input type="checkbox"/>	22255VIC Certificate III in EAL (Further Study)	26 Weeks	\$4,000	\$150	\$100	
<input type="checkbox"/>	22257VIC Certificate IV in EAL (Employment/ Professional)	26 Weeks	\$4,000	\$150	\$100	
<input type="checkbox"/>	CHC33015 Certificate III in Individual Support	26 Weeks	\$2,500	\$150	\$150	
<input type="checkbox"/>	CHC30113 Certificate III Early Childhood Education and Care	28 Weeks	\$3,000	\$150	\$150	



<input type="checkbox"/>	BSB50215 Diploma of Business	26 Weeks	\$3,500	\$150	\$100	
<input type="checkbox"/>	BSB61015 Advanced Diploma of Leadership and Management	26 Weeks	\$3,500	\$150	\$100	

Does your chosen course meet your career needs and/ or goals?  Yes  No

**PREVIOUS QUALIFICATIONS ACHIEVED**

Qualifications (Highest Qualification First)	Institution	Country	Date of Completion

**WORK HISTORY**

Company \_\_\_\_\_ Years of Service \_\_\_\_\_

Position Title \_\_\_\_\_

**Payment Method**

A request for payment or tuition and other fees will be made if you receive a letter of Offer. Payment of fees will need to be made to Melbourne City College Australia. Please make your payment by bank cheque, credit card, telegraphic transfer or direct deposit into our account. Melbourne City College Australia has no obligation until funds are cleared and an official receipt is issued.

Melbourne City College Australia accepts payment of no more than \$1,500 from each individual student prior to the commencement of the course. Following course commencement, it may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500.

**Feedback**

How did you hear about Melbourne City College Australia:

Relative/Friend  Internet  Social Media  Agent/JSA  Centrelink  Other Please specify \_\_\_\_\_



**Privacy Statement:**

The information collected in this form is for the purpose of processing your application with the Melbourne City College Australia. The information will be held by the College in accordance with its Privacy Policy and Procedures and may be accessed and used by people employed/ engaged by the College.  
 The information may be made available to government departments and agencies in relation to the College's obligations under law including the Australian Skills Quality Authority (ASQA) reported under the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS).  
 The Education and Training Reform Act 2006 requires the College to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number, Unique Student Identifier and updating my personal information on the Victorian Student Register. You have a right to access and correct your personal information in accordance with privacy legislation and the College's Privacy Policy and Procedures. For more information in relation to how student information may be used or disclosed please access the Colleges Privacy Policy at: <https://www.melbournecitycollege.edu.au/pdfs/privacy.pdf>.

**Declaration:**

I declare that the information provided by me in this Application Form, is correct. I confirm that I have read, fully understand, and accept the College TERMS AND CONDITIONS and Policies and Procedures available on the College Website, and agree to be bound by them including the Fee and Refund Policy, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due. I acknowledge and agree to the terms described in this privacy statement

Applicant Signature:

\_\_\_\_\_

Applicant Full Name:

\_\_\_\_\_

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

**For under 18 years old applicant:**

Parent/ Guardian Signature:

\_\_\_\_\_

Parent/ Guardian Full Name:

\_\_\_\_\_

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

**Provider Offer (College Use Only)**

1. Applicant's ID is sighted and the copy is attached:

- Drivers Licence    Passport , if applicable including visa    Birth Certificate    Proof of Age Card    Keypass Card

**Provider Offer (College Use Only)**

- No Offer or    Offer (Indicate course (s) to be offered below)

**Short Courses**

- General English Course    OET Intensive Course    Any Other \_\_\_\_\_

**Courses Leading to Qualifications**

- |  |  |
|--|--|
| <input type="checkbox"/> 22251VIC Certificate II in EAL (Access)                     | <input type="checkbox"/> 22255VIC Certificate III in EAL (Further Study) |
| <input type="checkbox"/> 22257VIC Certificate IV in EAL (Employment/ Professional)   | <input type="checkbox"/> CHC33015 Certificate III in Individual Support  |
| <input type="checkbox"/> CHC30113 Certificate III Early Childhood Education and Care | <input type="checkbox"/> BSB50215 Diploma of Business                    |
| <input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management      |  |

Authorised Staff Name:

Signature:

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