



## INTERNATIONAL STUDENT APPLICATION DETAILS

PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM – PLEASE USE LETTERS.

AGENTS STAMP
Intake Date:

### Personal Details

#### Enter your full name

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Ingress Training Academy to apply for a USI on your behalf, you must write your name, including any middle names, **exactly as written in the identity document** you choose to use. See page 6 USI Section for a detailed explanation

Title (circle one)	<input type="radio"/> Ms <input type="radio"/> Miss <input type="radio"/> Mrs <input type="radio"/> Mr <input type="radio"/> Dr
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Single name only  (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).

First Given Name						
Second Given Name (middle name)						
Family Name (Surname)						
Maiden Name (or if known by any other Name)						
Enter your birth date	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 20px;">Day</td> <td style="border-bottom: 1px solid black; width: 20px;">/</td> <td style="border-bottom: 1px solid black; width: 20px;">month</td> <td style="border-bottom: 1px solid black; width: 20px;">/</td> <td style="border-bottom: 1px solid black; width: 20px;">year</td> </tr> </table>	Day	/	month	/	year
Day	/	month	/	year		
Gender (tick one box only)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other					

#### Enter your contact information

Home phone (including area code)	
Work Number	
Mobile Number	
Email Address	
Alternative Email Address	

#### International Document Details

Passport Number		Country of Issue	
Nationality		Visa No (If Applicable)	
Details			



### What is the address of your usual residence?

Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

#### Street Address

Building/Property name			
Flat/Unit Number		Street Number	
Street name			
Suburb /Locality or Town			
State/Territory		Postcode	

#### Postal Address (if different from above)?

Building/Property name			
Post Office Box			
Flat/Unit Number		Street Number	
Street name			
Suburb /Locality or Town			
State/Territory		Postcode	

#### Emergency Contact within Australia

Emergency contact name			
Relationship to you			
Emergency contact number			
Building/Property name			
Flat/Unit Number		Street Number	
Street name			
Suburb /Locality or Town			
State/Territory		Postcode	


#### Emergency Contact – International

Emergency contact name			
Relationship to you			
Emergency contact number			
Building/Property name			
Flat/Unit Number		Street Number	
Street name			
Suburb /Locality or Town			
State/Territory		Postcode	



Surveys	
Are you available for NCVET survey	Yes <input type="checkbox"/> No <input type="checkbox"/>

Language and Cultural Diversity			
In which country were you born?			
Are you in Australia on a Visa	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If no, please specify			
Do you speak a language other than English at home?	Yes <input type="checkbox"/>	No <input type="checkbox"/> - English only	
If yes please specify (if more than one language, indicate the one that is spoken most often)			
How well do you speak English?	Very well <input type="checkbox"/>	Not well <input type="checkbox"/>	
	Well <input type="checkbox"/>	Not at all <input type="checkbox"/>	
International English Test Score (IELTS, PTE, TOFEL)	Overall		Test type
	Listening		Speaking
	Reading		Writing

Disability		
Do you consider yourself to have a disability, impairment or long-term condition?	Yes <input type="checkbox"/> No <input type="checkbox"/> - Go to next section	
<p>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)</p> <p>Please refer to the Disability Supplement below, for explanation of the following disabilities.</p> <p><i>Double Click file to open:</i></p>  <p>Disability Supplement.docx</p>	Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other <input type="checkbox"/>	
	If you answered YES to above question do you require any assistance to participate in this course	Yes <input type="checkbox"/> - (We will arrange a meeting to discuss you) No <input type="checkbox"/>

Employment	
Of the follow categories, which BEST describes your current employment status? (Tick ONE box only)	Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Self-employed – employing others <input type="checkbox"/> Employed – unpaid work in a family Business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment <input type="checkbox"/>
For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (40 hours or more per fortnight) or part-time employed (less than 15 hours per week)	

Schooling	
<p>What is your highest COMPLETED school level? (Tick ONE box only)</p> <p><i>Note: If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the highest school level completed is Year 9</i></p>	<p>Year 12 or equivalent <input type="checkbox"/></p> <hr/> <p>Year 11 or equivalent <input type="checkbox"/></p> <hr/> <p>Year 10 or equivalent <input type="checkbox"/></p> <hr/> <p>Year 9 or equivalent <input type="checkbox"/></p> <hr/> <p>Year 8 or below <input type="checkbox"/></p> <hr/> <p>Never attended school <input type="checkbox"/></p>
<p>In which year did you complete school level? e.g. 2016</p>	
<p>Are you still enrolled in secondary or senior secondary education</p>	<p>Yes <input type="checkbox"/>          No <input type="checkbox"/></p>
<p>Are you currently studying at any other Registered Training Organization (RTO)?</p>	<p>Yes <input type="checkbox"/>          No <input type="checkbox"/> Please go to next page.</p> <p><i>If you answered yes, please complete the following:</i></p> <p>Name of Organization: _____</p> <p>Course you are studying with this organisation: _____</p> <p>Your Visa Class (for the purpose of the course): _____</p> <p>How many hours are you attending this organisation per week or fortnight? _____</p> <p>Are your tuition fees up to date, for this organisation?</p> <p>Yes <input type="checkbox"/>          No <input type="checkbox"/></p> <p>Are you seeking to be released from your enrolment with this organisation?</p> <p>Yes <input type="checkbox"/>          No <input type="checkbox"/></p>



Previous Qualifications Achieved	
Have you <b>SUCCESSFULLY</b> completed any of the qualifications listed below	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, tick any applicable boxes.	Bachelor degree or higher degree <input type="checkbox"/>
	Advanced diploma or associate degree <input type="checkbox"/>
	Diploma (or associate diploma) <input type="checkbox"/>
	Certificate IV (or advanced certificate/technician) <input type="checkbox"/>
	Certificate III (or trade certificate) <input type="checkbox"/>
	Certificate II <input type="checkbox"/>
	Certificate I <input type="checkbox"/>
Other education (including certificates or overseas qualifications not listed above) <input type="checkbox"/>	
Are you applying for RPL or Credit Transfer	Yes <input type="checkbox"/> No <input type="checkbox"/>

Intended Course of Study			
Course Code and Name	Duration	QLD	NSW
AUR30616 Certificate III in Light Vehicle Mechanical Technology CRICOS Code:0100004	50 WKS	<input type="checkbox"/>	<input type="checkbox"/>
AUR40216 Certificate IV in Automotive Mechanical Diagnosis CRICOS Code: 0100005	26 WKS	<input type="checkbox"/>	<input type="checkbox"/>
AUR50216 Diploma of Automotive Technology CRICOS Code: 0100006	28 WKS	<input type="checkbox"/>	<input type="checkbox"/>
BSB40215 Certificate IV in Business CRICOS Code: 097454A	52 WKS	<input type="checkbox"/>	<input type="checkbox"/>
BSB50215 Diploma of Business CRICOS Code: 097455M	52 WKS	<input type="checkbox"/>	<input type="checkbox"/>
BSB60215 Advanced Diploma of Business CRICOS Code: 097456K	52 WKS	<input type="checkbox"/>	<input type="checkbox"/>
ICT50118 Diploma of Information Technology CRICOS Code: 099840G	52 WKS	<input type="checkbox"/>	<input type="checkbox"/>
ICT60215 Advanced Diploma of Network Security CRICOS Code: 099417A	52 WKS	<input type="checkbox"/>	<input type="checkbox"/>
Intended Course of Study-Packages			
Course Code and Name	Duration	QLD	NSW
<u>Business Package</u> BSB40215 Certificate IV in Business CRICOS Code: 097454A BSB50215 Diploma of Business CRICOS Code: 097455M BSB60215 Advanced Diploma of Business CRICOS Code: 097456K	156 WKS	<input type="checkbox"/>	<input type="checkbox"/>
<u>IT Package</u> ICT50118 Diploma of Information Technology CRICOS Code: 099840G ICT60215 Advanced Diploma of Network Security CRICOS Code: 099417A	104 WKS	<input type="checkbox"/>	<input type="checkbox"/>
<u>Automotive Package</u> AUR30616 Certificate III in Light Vehicle Mechanical Technology CRICOS Code:0100004 AUR40216 Certificate IV in Automotive Mechanical Diagnosis CRICOS Code: 0100005 AUR50216 Diploma of Automotive Technology CRICOS Code: 0100006	104 WKS	<input type="checkbox"/>	<input type="checkbox"/>

Study Reasons	
<p>Of the following categories, select the one which BEST describes the main reason you are undertaking this course Tick ONE box only)</p>	To get a job in my home country <input type="checkbox"/>
	To develop my existing business <input type="checkbox"/>
	To start my own business <input type="checkbox"/>
	To try for a different career <input type="checkbox"/>
	To get a better job or promotion <input type="checkbox"/>
	It was a requirement of my job <input type="checkbox"/>
	I wanted extra skills for my job <input type="checkbox"/>
	To get into another course of study <input type="checkbox"/>
	For personal interest or self-development <input type="checkbox"/>
	To get skills for community/voluntary work <input type="checkbox"/>
Other reasons <input type="checkbox"/>	

Unique Student Identifier											
<p>From 1 January 2015, Ingress Training Academy 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). If you have not yet obtained a USI you can apply for it directly at <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a> on computer or mobile device.</p>											
<p>I have and provide my Unique Student Identifier:</p>											
<p><b>Enter your Unique Student Identifier (USI) (if you already have one)</b></p> <p>You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <a href="https://www.usi.gov.au/faws/i-have-forgotten-my-usi/">https://www.usi.gov.au/faws/i-have-forgotten-my-usi/</a>.</p>											
<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											<p>In providing my USI, I confirm Ingress Training Academy is authorised to collect, use and disclose my student identifier for the purposes required under the <i>Student Identifiers Act 2014</i>.</p>

**Ingress Training Academy is able to apply for a USI on your behalf. Please review the following:**

**Unique Student Identifier – Creating a USI**

Before completing this section, students should review the *Fact Sheet: Student Information for the Unique Student Identifier* available at the USI website [www.usi.gov.au/students](http://www.usi.gov.au/students)

If you would like Ingress Training Academy to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I .....authorise Ingress Training Academy to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

You understand that you may receive a National Centre for Vocational Education Research (NCVER) student survey. In accordance with section 11 of the Student Identifiers Act 2014, Ingress Training Academy will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

Signature		Date	
Town / City of Birth:			
Preferred Contact Method:	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail		

***USI Personal Identification Required document***

To create a USI, you will need to provide Ingress Training Academy with **ONE** valid Australian form of ID from the list below:

- |                                 |   |
|---------------------------------|---|
| 1. Australian Driver's Licence  | 5. Non-Australian Passport (with Australian Visa) |
| 2. Medicare card                | 6. Immicard                                       |
| 3. Australian Birth Certificate | 7. Citizen Certificate                            |
| 4. Australian Passport          | 8. Certificate of Registration by Descent         |



Enrolment Identification Required				Admin only	
Overseas Student Health Cover (OSHC)					
Do you have OSHC	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Details of Provider	Name				
	Member No				
	Expiry Date				
Passport - International (Colour copy required)					
Document number		Expiry date			
Country of Issue					
Visa Document					
Document number		Expiry date			
Type of Visa		Subclass			

Information concerning your chosen course
<b>Briefly</b> describe why you are interested in undertaking this course?
<b>Which of the following forms the basis for your belief that you are capable of completing this course?</b>
<input type="checkbox"/> My English language proficiency is appropriate for the course <input type="checkbox"/> I have a passionate interest in the subject <input type="checkbox"/> I have qualifications or experience appropriate for the course <input type="checkbox"/> Other: _____



## Privacy Statement & Student Declaration

### **Privacy Statement** *Overseas Students:*

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme (TPS). In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

### **Privacy Notice and Student Declaration:**

Under the Data Provision Requirements 2012, Ingress Training Academy 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 Ingress Training Academy for statistical, administrative, regulatory and research purposes. Ingress Training Academy 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)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

### **Student Declaration and Consent**

**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 above.

**I declare that I have received (or been directed), read and understood the following documents prior to enrolment**

- International Student Handbook - [www.ingressacademy.edu.au/International-Student-Handbook-Version-2.pdf](http://www.ingressacademy.edu.au/International-Student-Handbook-Version-2.pdf)
- Student Fees - *as per Schedule for my course (see Page 11 of this enrolment form)*
- Refund Policy – *Refer page 18 of Student Handbook (hyperlink above)*
- Privacy Statement - *Refer to page 9 of this enrolment form*
- Repeated and expected duration policy - [www.Completed-within-the-Expected-Duration-Policy.pdf](http://www.Completed-within-the-Expected-Duration-Policy.pdf)
- Online Learning Policy - [www.content/uploads/2016/09/Online-Learning-Policy.pdf](http://www.content/uploads/2016/09/Online-Learning-Policy.pdf)
- International education student fact sheet - <https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf>
- Overseas Student Visa Requirements fact sheet - <https://internationaleducation.gov.au/Regulatory-Information/Documents/National%20Code%202018%20Factsheets/Standard%208.pdf>

### **Media consent**

To capture true images and activities, Ingress Training Academy may record and/or disclosure a person's name, recording or image, specific activities and/or tasks completed and personal information, including but not limited to:

Any activities engaged in during the ordinary course of the provision of education and training

Training and assessment activities and other undertakings associated with the provision of education;

Public relations, promotion, advertising, media and commercial activities;

Any other events as specified by Ingress Training Academy

Included within the consent, I understand and agree to the following:

My consent can only be changed or withdrawn upon written notification to Ingress Training Academy

No financial compensation is given to take part in marketing or promotional activities

The media content maybe used for a long period of time

At all times ownership of any material obtained including but not limited to include photos, video/audio and samples of work I created or contributed to will be owned by Ingress Training Academy.

I provide my consent and understand I may be identified either by image or name for marketing and/or promotional purposes.

I do not provide my consent to the above

Applicant name and signature:		Date:	
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**OFFICE USE ONLY**

**Academy Assessment**

- Completed enrolment / application form
- Copy of current passport (certified / original signed)
- Evidence of current English proficiency or equivalent: IELTS, PTE, TOEFEL with a minimum 5.5 overall band (certified / original signed)
- Course entry documents (Year 12) including academic history (certified / original copy)
- Evidence of overseas Student Health Cover (original signed)
- RPL/Course credit details if applicable
- Copy of Visa – if applicable
- Evidence of release – if applicable
- Application assessment outcome
- Offer Letter to be issued .....  Yes  No  
 Unconditional  Conditional
- If application is rejected or refused, form of correspondence:  
 Email  Phone  Others: please mention: \_\_\_\_\_

Assessing Officer Name:

Signature:

Date:



## Course Fee Schedule

Please refer to the fees schedule provided on the Ingress Training Academy website. Links provided below:

Course	Fee Schedule
AUR30616 Certificate III in Light Vehicle Mechanical Technology CRICOS Code:0100004	<a href="https://www.ingressacademy.edu.au/courses/aur30616-certificate-iii-light-vehicle-mechanical-technology/#1473659402564-90348167-fb62">https://www.ingressacademy.edu.au/courses/aur30616-certificate-iii-light-vehicle-mechanical-technology/#1473659402564-90348167-fb62</a>
AUR40216 Certificate IV in Automotive Mechanical Diagnosis CRICOS Code: 0100005	<a href="http://www.ingressacademy.edu.au/courses/aur40216-certificate-iv-in-automotive-mechanical-diagnosis/#1473659402564-90348167-fb62">http://www.ingressacademy.edu.au/courses/aur40216-certificate-iv-in-automotive-mechanical-diagnosis/#1473659402564-90348167-fb62</a>
AUR50216 Diploma of Automotive Technology CRICOS Code: 0100006	<a href="http://www.ingressacademy.edu.au/courses/aur50216-diploma-automotive-technology/#1473659402564-90348167-fb62">http://www.ingressacademy.edu.au/courses/aur50216-diploma-automotive-technology/#1473659402564-90348167-fb62</a>
BSB40215 Certificate IV in Business CRICOS Code: 097454A	<a href="http://www.ingressacademy.edu.au/courses/bsb40215-certificate-iv-in-business/#1473659402564-90348167-fb62">http://www.ingressacademy.edu.au/courses/bsb40215-certificate-iv-in-business/#1473659402564-90348167-fb62</a>
BSB50215 Diploma of Business CRICOS Code: 097455M	<a href="http://www.ingressacademy.edu.au/courses/bsb50215-diploma-business/#1473659402564-90348167-fb62">http://www.ingressacademy.edu.au/courses/bsb50215-diploma-business/#1473659402564-90348167-fb62</a>
BSB60215 Advanced Diploma of Business CRICOS Code: 097456K	<a href="http://www.ingressacademy.edu.au/courses/bsb60215-advanced-diploma-business/#1473659402564-90348167-fb62">http://www.ingressacademy.edu.au/courses/bsb60215-advanced-diploma-business/#1473659402564-90348167-fb62</a>
ICT50118 Diploma of Information Technology CRICOS Code: 099840G	<a href="http://www.ingressacademy.edu.au/courses/ict50118-diploma-information-technology/#1473659402564-90348167-fb62">http://www.ingressacademy.edu.au/courses/ict50118-diploma-information-technology/#1473659402564-90348167-fb62</a>
ICT60215 Advanced Diploma of Network Security CRICOS Code: 099417A	<a href="http://www.ingressacademy.edu.au/courses/ict60215-advanced-diploma-network-security/#1473659402564-90348167-fb62">http://www.ingressacademy.edu.au/courses/ict60215-advanced-diploma-network-security/#1473659402564-90348167-fb62</a>

## Payment Details

Bank	ANZ
Account name	Ingress Training
Swift Code	ANZBAU3M
BSB	012-492
Account number	467416392

**Note: You can now make payments through Debit Success.**

I \_\_\_\_\_, am enrolling in the following course and agree to payment of the total course fees for my course.

Name	
Signature	
Date	

