

Application & Enrolment Form (International Student)

You must complete this form in FULL to initiate your enrolment process. Please ensure that certified copies of all supporting documentation are provided. You must refer to our website www.mintraining.edu.au for course information and International Student Prospectus and Student Handbook prior to completing this form.

Qualification / Course to apply

<input type="checkbox"/> BSB42015 Certificate IV in Leadership and Management	<input type="checkbox"/> BSB80515 Graduate Certificate in Management (Learning)
<input type="checkbox"/> BSB51918 Diploma of Leadership and Management	<input type="checkbox"/> BSB80615 Graduate Diploma of Management (Learning)
<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management	<input type="checkbox"/> BSB80215 Graduate Diploma of Strategic Leadership
<input type="checkbox"/> ICT50418 Diploma of Information Technology Networking	
<input type="checkbox"/> ICT60215 Advanced Diploma of Network Security	

Course Commencement (Intake) (This is to identify your preferred option and is not a guarantee of commencement)

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June
<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

Personal Details

(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 Mint Training Pty Ltd to apply for a USI on your behalf, **you must write your full name; exactly as written in the identity document (Passport)** for this purpose. See USI section of this form for a detailed explanation).

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (specify):
Family Name <i>(Surname)</i>				Middle Name	
Given Name <i>(First name)</i>					
Date of birth <i>(day/month/year)</i>				Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mobile Phone <i>(with country code)</i>				Home Phone <i>(with country code)</i>	
Email					
Full Address in your home country					
Nationality <i>(as per Passport)</i>	Post/PIN Code:				
Passport no.				Expiry Date	
If your application is accepted, are you willing to pay more than 50% of the total tuition fees as a part of initial deposit?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
If your application is accepted, would you like Mint International College to arrange your Overseas Student Health Cover (OSHC)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If no, you must arrange & provide a copy of your OSHC certificate before a Confirmation of Enrolment (CoE) can be issued.</i>					
Airport pick-up required (Service Fee- \$200 each)				<input type="checkbox"/> NO	<input type="checkbox"/> Yes
Accommodation arrangement required (Service Fee- \$200 each)				<input type="checkbox"/> NO	<input type="checkbox"/> Yes

If yes, you must complete Airport Pick-up and Accommodation Assistance form available at www.mintraining.edu.au . The fees for these services will be added in the Letter of Offer.	
Are you currently studying in Australia?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, Name of Institute	
Course of study	Code: _____ Title: _____

Next of Kin / Emergency Contact (Mint Training may contact this person in an emergency. Please ensure that this person is aware that you have been nominated as an emergency contact and agree to their details being provided to Mint Training).

Full Name			
Relationship to you			
Phone		Email	

Language and Cultural Diversity

In which country you were born?		Town / City of Birth	
Is English your first language?	<input type="checkbox"/> YES <input type="checkbox"/> NO (<i>please specify language spoken at home</i>):		
IELTS / TOEFL / PTE Score			
Do you consider yourself to have a disability, impairment or long-term condition? <i>If you indicated the presence of disability, impairment or long-term condition, please select the area(s).</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Hearing <input type="checkbox"/> Mental Illness <input type="checkbox"/> Physical <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Intellectual <input type="checkbox"/> Vision <input type="checkbox"/> Learning <input type="checkbox"/> Medical condition <input type="checkbox"/> Other:		
You may indicate more than one. Please refer to Disability Supplement (available at www.mintraining.edu.au) for an explanation of the disabilities.			

Schooling

Are you still enrolled in Secondary or Senior Secondary education?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
What is your highest COMPLETED school level? <i>(tick ONE box only)</i>	<input type="checkbox"/> Completed Year 12 or equivalent <input type="checkbox"/> Completed Year 11 or equivalent <input type="checkbox"/> Completed Year 10 or equivalent	<input type="checkbox"/> Completed Year 9 or equivalent <input type="checkbox"/> Completed Year 8 or below <input type="checkbox"/> Never attended school	
In which year did you complete School?			

Previous Qualifications Achieved

Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> 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 (<i>including certificates or overseas qualification not listed above</i>)	

Credit Transfer / Recognition of Prior Learning

Would you like to apply for Credit Transfer / Recognition of prior learning (RPL)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If yes, you must complete a Credit Transfer / RPL Application. (available at www.mintraining.edu.au)</i>		

Employment

Of the following categories, which BEST describes your current employment? (Tick ONE box only).	
<input type="checkbox"/> Full time employee	<input type="checkbox"/> Part time employee
<input type="checkbox"/> Employed - unpaid worker in family business	<input type="checkbox"/> Self-employed – not employing others
<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Unemployed - seeking full time work
<input type="checkbox"/> Unemployed - seeking part time work	<input type="checkbox"/> Not employed – not seeking employment

Study Reason

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

Residential Address in Australia *[if known]*

Street no. & Name			
Suburb		State/Territory	
Post Code		AU Mobile phone	

Please provide your Unique Student Identifier (USI) *[if known]*

<p>From 1 January 2015, we, 'Mint Training Pty Ltd' 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). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/ on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI office for assistance. If you would like Mint Training Pty Ltd to apply/locate for a USI on your behalf you must authorise us to do so at the end of this enrolment form and declare that you have read the privacy information at https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf</p> <p>We will use your passport details to create and/or verify your USI. Please provide a certified copy of your passport.</p> <p>Please ensure that the name written in 'Personal Details' section of this form is exactly the same as written in the Passport.</p> <p>In accordance with section 11 of the <i>Student Identifiers Act 2014</i>, Mint Training Pty Ltd 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.</p>									

Checklist

Please ensure that you have completed all sections of this form and have attached the following:

- Certified copy of your Passport
- Certified copy of IELTS score or equivalent
- Certified copy of Year 12 Certificate & Transcript

Student Enrolment - Privacy Notice and Declaration

PRIVACY NOTICE

1. Under the *Data Provision Requirements 2012*, Mint Training Pty Ltd is required to collect personal information about you and to disclose that personal information to National Centre for Vocational Education Research Ltd (NCVER).
2. Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Mint Training Pty Ltd for statistical, regulatory and research purposes. Mint Training Pty Ltd may disclose your personal information for these purposes to third parties, including:
 - School - if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
 - Employer - if you are enrolled in training paid by my employer.
 - Government departments and authorised agencies.
 - NCVER.
 - Organisations conducting student surveys.
 - Researchers.
3. Personal information disclosed to NCVER may be used or disclosed for the following purposes:
 - Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
 - Facilitating statistics and research relating to education, including surveys;
 - Understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - Administering VET, including programme administration, regulation, monitoring and evaluation.
4. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt-out of the survey at the time of being contacted.
5. NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988 (Cth)*, the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

DECLARATION

1. I consent to the collection, use and disclose of my personal information in accordance with the Privacy notice above.
2. I declare that the information I have provided to the best of knowledge is true and correct. I acknowledge that providing any false information and/or failing to disclose any information (including any supporting documents) relevant to my application for enrolment and/or failure to complete an application/enrolment form in full may result in the withdrawal of any offer.
3. I understand that by completing and signing this form, I am applying for enrolment into the course indicated above and if successful in this application, I will receive a Letter of Offer and Written Agreement confirming my enrolment details and arrangements of the payment of tuition and non-tuition fees.
4. I understand that tuition fees do not include books and other course materials other than those specifically stated on an offer letter.
5. I authorise Mint Training Pty Ltd to verify my academic and professional qualification, and work experience.
6. I understand that at the time of enrolment, I will be required to supply originals of all documents provided at the time of this application.
7. I declare that I have received, read, understood and agree to adhere to the rights and obligations as stated in the International Student Prospectus and Student Handbook (available at www.minttraining.edu.au).
8. I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs (DOHA) <http://www.homeaffairs.gov.au/Trav/Visa-1/500-?modal=Visas/supporting/Pages/500/GTE-requirement.aspx>.
9. I declare that I have access to sufficient funds to cover tuition fee, travel, living and OSHC costs for myself and my dependants (if applicable) for the total duration of my stay in Australia as a student.
10. I authorise Mint Training Pty Ltd to access the Australian Immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
11. I authorise Mint Training Pty Ltd to access IELTS and/or TOEFL systems at any time to verify my test score.
12. I understand that Mint Training reserves the right to discontinue or alter any course, subject (unit of competency), fee, admission requirement, staffing or other arrangement without prior notice. Mint Training's reserves the right to cancel or not offer a programme. If any programme is cancelled or not offered, Mint Training will refund all tuition fees in accordance with the Education Services for Overseas Students Act 2000. **This agreement, and the availability of the complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection.** I understand that all personal information collected by Mint Training is confidential and may be made available for the relevant Commonwealth and State

Government agencies, and the Fund Manager of the ESOS Assurance Fund. This information includes personal and contact details, course enrolment details and changes and the circumstance of any suspected breach by the student of the visa condition.

13. I declare that I have read and understood the information & requirements of the qualification(s) I am applying for (including any entry requirements, work-placement and/or Pre-requisites), and other information relating to tuition and non-tuition fee (including other associated costs, materials fee, enrolment fee, Refund Policy) and general information and conditions of studying in Australia as an international student.
14. I acknowledge and understand that it is my responsibility to keep copies of all assessments before submissions and Mint Training Pty Ltd takes no responsibility for submissions lost in transit.

If you would like to Mint Training Pty Ltd to apply for a USI on your behalf:

I [full name] authorise Mint Training Pty Ltd to apply and/or locate pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a Unique Student Identifier (USI) on my behalf for the purpose of issuing a nationally recognised qualification or a Statement of Attainment. 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>.

Applicant's Signature		Date	
Student's Signature		Date	

Registered Education Agent (If you are applying through an education agency (education agent), please complete the details below)

Business Name	
Contact Name	
Address	
Phone number	
Email	
Website	