

1. Personal Details			
Surname (Legal Family Name)		Title (Please circle)	Mr / Mrs / Ms / Dr
First Name (Legal Given Name)		Middle Name (Legal Middle Name)	
Date of Birth (Day / Month / Year)		Mobile	
Gender (Please tick)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate / Intersex / Unspecified	Home Phone	
Email		Work Phone	
Email Alternative			
2. Australian Address: What is the address and postcode of the suburb, locality or town in which you usually live?			
<p>Address of 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.</p>			
Building/Property Name			
Flat/Unit Number		Street Number	
Street Name			
Suburb, locality or town			
State/Territory		Postcode	
3. Postal Address: What is your postal address (if different from above)?			
Building/Property Name			
Flat/Unit Number		Street Number	
Street Name		PO Box	
Suburb, locality or town			
State/Territory		Postcode	
4. International Students only – Home Address: What is the address and postcode of the suburb, locality or town in which you usually live in your home country?			
Home Address			
City / Town		Country	
Home Telephone		Mobile	

5. General Information			
Have you ever studied with Ei before?	<input type="checkbox"/> No <input type="checkbox"/> Yes, If Yes Please provide Student ID _____		
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify) _____		
Nationality		Town / City of Birth	
Identification Document – Domestic Students only	<input type="checkbox"/> Australian Passport <input type="checkbox"/> Australian Driver's license <input type="checkbox"/> Proof of Age Card		
Identification Document Number – Domestic Students only			
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander		
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other (please specify) _____		
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all		
For International Students only: Please specify your English Test Details -			
Test Type	<input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOFEL <input type="checkbox"/> CAE <input type="checkbox"/> OTE		
Test Score			
Test Date		Ref No.	
6. International Students only –			
What is your current location?	<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore		
Passport Number			
Do you currently hold a valid Australian student visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please specify Visa Number:		Visa Expiry Date:	
Do you currently hold any Valid Australian Visa of any type?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please specify Visa Type:		Visa Number:	
OSHC (Policy) Number:			
OSHC Expiry Date:			
OSHC Provider:			
Are you using an Educational Agent for your application?	<input type="checkbox"/> No <input type="checkbox"/> Yes, If Yes please provide the following details below if possible :		
Agency / Company Name		Contact Person	
Contact Number		Email	
Agency Address			

7. Enrolment Details:			
Qualification / Course 1			
Course 1 – Preferred Location		Preferred Intake	
Qualification / Course 2			
Course 2 – Preferred Location		Preferred Intake	
Qualification / Course 3			
Course 3 – Preferred Location		Preferred Intake	
Qualification / Course 4			
Course 4 – Preferred Location		Preferred Intake	
8. Disability			
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)	<input type="checkbox"/> 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		
9. Schooling:			
What is your highest COMPLETED school level? (Tick ONE box only)	<input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Completed Year 9 or Equivalent <input type="checkbox"/> Completed Year 8 or Lower <input type="checkbox"/> Never Attended School		
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10. Study reason:			
Of the following categories, which BEST describes your main reason for undertaking this program / traineeship / apprenticeship? (Tick ONE box only)	<input type="checkbox"/> 01 - To get a job <input type="checkbox"/> 02 - To develop my existing business <input type="checkbox"/> 03 - To start my own business <input type="checkbox"/> 04 - To try for a different career <input type="checkbox"/> 05 - To get a better job or promotion <input type="checkbox"/> 06 - It was a requirement of my job <input type="checkbox"/> 07 - I wanted extra skills for my job <input type="checkbox"/> 08 - To get into another course of study <input type="checkbox"/> 11 – Other reasons <input type="checkbox"/> 12 – For personal interest or self-development <input type="checkbox"/> 13 – To get skills for community / voluntary work		

11. Previous Qualification completed:

<p>Have you SUCCESSFULLY completed any of the qualifications listed in question below?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No																																				
<p>If Yes, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification level.</p> <p>A - Australian E - Australian equivalent I - International</p> <p>Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:</p> <p>A - Australian E - Australian equivalent I - International</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">A</th> <th style="text-align: center;">E</th> <th style="text-align: center;">I</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>008 - Bachelor Degree or Higher Degree</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>410 - Advanced Diploma or Associate Degree</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>420 - Diploma (or Associate Diploma)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>511 - Certificate IV (or Advanced Certificate/Technician)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>514 - Certificate III (or Trade Certificate)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>521 - Certificate II</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>524 - Certificate I</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>990 - Certificates other than the above</td> </tr> </tbody> </table>	A	E	I		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	008 - Bachelor Degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	410 - Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	420 - Diploma (or Associate Diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	511 - Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	514 - Certificate III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	521 - Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	524 - Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	990 - Certificates other than the above
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12. Employment:

<p>Of the following categories, which BEST describes your current employment status? (Tick ONE box only)</p>	<input type="checkbox"/> 01 - Full time employee <input type="checkbox"/> 02 - Part time employee <input type="checkbox"/> 03 - Self Employed – Not employing others <input type="checkbox"/> 04 - Self Employed – Employing others <input type="checkbox"/> 05 - Employed – Unpaid worker in a family business <input type="checkbox"/> 06 - Unemployed – seeking full time work <input type="checkbox"/> 07 - Unemployed – seeking part time work <input type="checkbox"/> 08 - Not employed – Not seeking employment
<p>Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only)</p> <p>If never employed go to Next Section 13.</p>	<input type="checkbox"/> 1 – Managers <input type="checkbox"/> 2 – Professionals <input type="checkbox"/> 3 – Technicians and Trade Workers <input type="checkbox"/> 4 – Community and Personal Service Workers <input type="checkbox"/> 5 – Clerical and Administrative Workers <input type="checkbox"/> 6 – Sales Workers <input type="checkbox"/> 7 – Machinery Operators and Drivers <input type="checkbox"/> 8 – Labourers <input type="checkbox"/> 9 – Other

<p>Which of the following classifications BEST describes the Industry of your current or previous Employer?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F- Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Food Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications <input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L -Rental, Hiring and real Estate Services <input type="checkbox"/> M -Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P -Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance <input type="checkbox"/> R - Arts and recreation Services <input type="checkbox"/> S - Other Services
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13. Victorian Student Number (VSN):

To be completed by all students aged up to 24 years.
 Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.
 Students must report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.
 Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

<p>Enter your Victorian Student Number (VSN)</p>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> </div>
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<p>Have you attended any Victorian school since 2009, or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?</p>	<p><input type="checkbox"/> No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.</p> <p>No more questions if you answer No above.</p> <hr/> <p><input type="checkbox"/> Yes - I have attended a Victorian school since 2009</p> <p>Most recent Victorian School _____ and / or</p> <hr/> <p><input type="checkbox"/> Yes - I have participated in training at a TAFE or other training organisation since the beginning of 2011. List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)</p> <p>_____</p> <p>_____</p> <p>_____</p>
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14. Unique Student Identifier (USI):

From 1 January 2015, Everest Institute 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 NCVET. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

Enter your Unique Student identifier (if you already have one)

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If you would like Everest Institute 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 [NAME]authorise
 Everest Instituteto 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>, and NCVET policies, procedures and protocols published on NCVET's website at www.ncver.edu.au.

Town/City of Birth _____
 (please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI. Please provide details for one of the forms of identity below.

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. Australian Driver Licence: - State: _____ Licence Number: _____

2. Medicare Card: - Medicare card number _____
 Individual reference number (next to your name on Medicare card): ____
 Card colour: (select which applies)
 Green Expiry date ____/____/____ (format MM/YYYY)
 (month/year)
 Yellow Blue Expiry date ____/____/____ (format DD/MM/YYYY)
 (day/month/year)

3. Australian Birth Certificate: State/Territory _____

4. Australian Passport: Passport number _____

5. Non-Australian Passport (with Australian Visa)
 Passport number _____ Country of issue _____

6. Immicard: Immicard Number _____

7. Citizenship Certificate: Stock number _____ Acquisition date ____/____/____
 (day/month/year)

8. Certificate of Registration by Descent: Acquisition date ____/____/____
 (day/month/year)

15. Recognition of Prior Learning (RPL):

Everest Institute in line with Standards for Registered Training Organisation (RTO'S) 2015 must take into account any of my prior learning in determining the amount of training they will provide to me with regards to my existing skills, knowledge and experience. Please tick the appropriate box/s :-

Formal learning Yes Not Applicable

Acquired through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (for example, a Certificate or Diploma)

Non-formal learning Yes Not Applicable

Acquired through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business)

Informal learning Yes Not Applicable

Acquired through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative)

16. FEES:

Do you wish to pay only the initial deposit before the start of the course? Yes No

Do you wish to pay initial deposit and additional tuition fees before the start of the course? Yes No

17. Emergency Contact Details in Australia:

Name		Relationship	
Address			
Email		Mobile	
Home Phone		Work Phone	

18. Overseas Emergency Contact Details (International students only)

Name		Relationship	
Address			
Email		Mobile	
Home Phone		Work Phone	

19. Application Document Checklist

All Domestic students must provide the following: -

- Identification document e.g. Australian Passport, Driver's licence, Medicare Card etc.
- Concession if applicable health care card etc.
- Qualifications/Academic documents and transcripts
- Employment/Career portfolio/resume if applicable

All International students must provide the following:

- Copy of Passport
- Copies of Academic certificates and transcripts
- English language proficiency test results
- Copy of Visa notification letter (where applicable)
- Copy of Overseas Student Health Cover (OSHC) if applicable
- Release Letter from previous education provider (if applicable)

20. VET Student Enrolment Privacy Notice (Victorian Government and NCVER)

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

Collection of your data

Everest Institute (Ei) is required to provide the Department with student and training activity data. This includes personal information collected in Ei's enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Ei provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

Under the Data Provision Requirements 2012, Ei 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 Ei for statistical, administrative, regulatory and research purposes. Ei 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 your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers

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 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. 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).

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVET or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the NCVET survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Ei's Privacy Officer in the first instance by phone 03 8393 6550 or email enquiries@everest.edu.au.

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

[Insert a "tick" below on the statement to confirm acknowledgement of the privacy notice]

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

Student Signature:

Date :

21. Student Declaration

In signing this Enrolment Application Form I agree:

- That the information I have provided on this form is true, correct and complete.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- That I have been provided with appropriate and sufficient information to make an informed decision about my enrolment in this course.
- That Everest Institute has explained Recognition of Prior Learning (RPL) so that I can make an informed decision whether or not to proceed with the RPL process.
 - If RPL is granted this will alter the course duration of my enrolment/s which will be recorded against my e CoE's.
 - I will make payment for RPL - Non-Formal or Informal Learning at the time I submit evidence for assessment. I am agreeing that the payment of this RPL - Non-Formal or Informal will be made by me irrespective of whether RPL is granted or not granted.
- That I have read and understood Everest Institute of Education (Ei)'s Student Handbook including Ei's Privacy Policy, Access to Records Policy and Complaints and Appeals Policy.

- I agree to adhere by the minimum of 20 scheduled course contact hours per week as per the ASQA Fact sheet – overseas student attendance located at https://www.asqa.gov.au/sites/default/files/201907/fs_overseas_student_attendance.pdf?v=1569825862
- I agree that I have read and understood the requirements to help me as an international students about my workplace rights while studying here in Australia located at <https://www.studyinaustralia.gov.au/english/live-in-australia/work/fair-work-ombudsman/provider-toolkit>
- That I have been provided with detailed information about the fees and charges associated with my course enrolment including information on tuition fees, Enrolment fees (\$250 non-refundable), materials fees, payment terms and the applicable Refund Policy.
- To provide Ei with up to date and accurate contact details and notify them if anything changes.
- To be bound by Ei’s Student Code of Conduct, and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.
- That I have read, understood and agree to the terms and conditions Education Services for Overseas Students (ESOS) framework located at <https://docs.education.gov.au/documents/international-student-fact-sheet>

Student Signature		Date	/ /
Printed Name			

FOR OFFICE USE ONLY:

Form Received by:		Date	/ /
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