

Golden Wattle Group Pty Ltd T/A Meridian Vocational College (MVC) ABN 19 611 267 166

Application for Enrolment

INSTRUCTIONS:

- **Pre Enrolment Information** This Application is to be completed using the accompanying Pre-enrolment information in [Student handbook](#) the [Course Guide](#) and discussions with course trainer.
- Please complete all sections where requested – including appropriate attachments.
- Return all **completed and certified** documents via email-admissions@mvc.edu.au ,In person

Golden Wattle Group Pty Ltd. T/A Meridian Vocational College
Level 2 West, 50 Grenfell Street, Adelaide SA 5000
 Ph- 0432 421 482 website www.mvc.edu.au

This is the first step in the enrolment Process. We will assess the information you provide here, and if all conditions are met, provide an offer of enrolment with specific details of your choice of course(s) and financial details to suit your request.

Application Checklist

All Applicants:

- 1) Certified true copies of your qualifications..... Attached
- 2) For Credit Transfer, certified true copies of transcript of results Attached
- 3) Selected desired Course Selected

International student's additional documents

- 4) Release evidence (If applicable) Attached
- 5) Copy of your VISA Attached
- 6) Copy of your Passport Attached
- 7) Copy of your English Proficiency test score Attached
- 8) Evidence of current OSHC Attached

MVC use only

Application assessed by:

Title: Admissions officer -MVC

Staff name: _____

Date: _____

** Attach enrolment assessment checklist - Doc#1865*

LETTER OF OFFER - **APPROVED** **NOT APPROVED**

(Notes if any)

Qualification Selection – Refer to Course guide, student handbook and: www.mvc.edu.au

*A non-refundable application fee of AUD\$250 must be paid on lodgement of this application for enrolment.

Intake you wish to commence studies with Meridian Vocational College: _____ (DD/MM/YY)

Mode of study for all qualifications	Face-to-face	Unpaid Work placement	Select Course	CRICOS
Expected contact hours for all qualifications	20 hours a week plus unsupervised self-study			
Cookery				
SIT30821 Certificate III in Commercial Cookery (52 Weeks)		Yes	<input type="checkbox"/>	109854D
SIT40521 Certificate IV in Kitchen Management (After Credit transfers 30 Weeks)		N/A	<input type="checkbox"/>	109518J
Patisserie				
SIT31021 Certificate III in Patisserie (58 Weeks)		Yes	<input type="checkbox"/>	109743M
SIT40721 Certificate IV in Patisserie (After Credit transfers 35 Weeks)		N/A	<input type="checkbox"/>	109475D
Hospitality Management				
SIT50422 Diploma of Hospitality Management (After Credit transfers 30 Weeks)		N/A	<input type="checkbox"/>	110237H
SIT60322 Advanced diploma of Hospitality Management (After Credit transfers 30 weeks)		N/A	<input type="checkbox"/>	110238G
Leadership & Management				
BSB50420 Diploma of Leadership and Management (52 Weeks)		N/A	<input type="checkbox"/>	104305G
BSB60420 Advanced Diploma of Leadership and Management (52 Weeks) <u>Check Special Entry requirements</u>		N/A	<input type="checkbox"/>	106030B
BSB80120 Graduate Diploma of Management (Learning) (52 Weeks)		N/A	<input type="checkbox"/>	110136B

Student 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 MVC 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 for this purpose. See section on the USI at the end of this form for a detailed explanation.

Single name only (Tick this box if you have one name only, Write your single name in the 'Family name' section).

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other.....
Family Name:	
First Name:	
Address:	
Phone:	
Email:	
Gender:	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other
Date of Birth:	
Passport Number:	
Passport Expiry Date:	
Visa Expiry Date (if known):	
Country of Residence:	
Health Cover (OSHC):	
Agent:	
Emergency contact name	
Emergency contact number	
Airport pickup required	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant must notify MVC Any changes to following details, within 7 days of the change of contact details including:

- The current residential address, mobile number, and email address
- Contact in emergency situations

Email notification to: info@mvc.edu.au

Annexure

Unique Student Identifier (USI)

From 1 January 2015, we 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 <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

Provide your Unique Student Identifier (USI) (if you already have one)

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 RTO. 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 <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)																			
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USI application through MVC (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like us MVC 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
Meridian Vocational College 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>

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 (numbered 1 to 8).

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's 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 _____ Details vary according to State/Territory

4. **Australian Passport:** Passport number _____

5. **Non-Australian Passport (with Australian Visa):** Passport number _____

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)

In accordance with section 11 of the *Student Identifiers Act 2014*, MVC 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.

Recognition of Prior Learning (RPL) / Credit Transfer Application

Are you submitting results for Credit Transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Please complete a Credit transfer application
Do you wish to apply for RPL?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Please complete a RPL application
Special Needs	
Do you require any language, literacy or numeracy assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Language, cultural and disability diversity

Country of Birth:	<input type="checkbox"/> Australia
	<input type="checkbox"/> Other – please specify
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify
Are you under 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No
	<input type="checkbox"/> Yes, Aboriginal
	<input type="checkbox"/> Yes, Torres Strait Islander (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

Disability Information

Disability Yes No

If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list:

Disability	Select	You may indicate more than one area Please refer to the Disability explanation of the disabilities
Hearing/deaf	<input type="checkbox"/>	Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe, or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.
Physical	<input type="checkbox"/>	A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.
Intellectual	<input type="checkbox"/>	In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.
Learning	<input type="checkbox"/>	A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.
Mental illness	<input type="checkbox"/>	Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.
Acquired brain impairment	<input type="checkbox"/>	Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.
Vision	<input type="checkbox"/>	This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.
Medical condition	<input type="checkbox"/>	Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.
Other	<input type="checkbox"/>	A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category

Schooling - What is your highest COMPLETED school level? (Tick ONE box only)	
If you are currently enrolled in secondary education, the <i>Highest school level completed</i> refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the <i>Highest school level completed</i> is Year 9.	
Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>
Never attended school	<input type="checkbox"/> Never completed any primary or secondary level education – go to question 9
Are you still enrolled in secondary or senior secondary education?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Qualification/s achieved	Yes <input type="checkbox"/>
Have you SUCCESSFULLY completed any of the following qualifications previously?	No <input type="checkbox"/>
If YES, tick ANY of following 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"/>
Employment	
Of the following categories, which BEST describes your current employment status? (Tick ONE box only) For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).	
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 worker 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"/>

Study reason (Tick ONE box only)

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship

To get a job	<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"/>

To be completed if you are already studying or have completed a previous course in Australia

Are you currently enrolled with another CRICOS Provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you been released from that provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a Letter of Offer to be released from your current provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Why are you leaving your current course/provider?

Do you owe fees to any previous provider? If Yes, Provide details Yes No

Did you abide by the conditions of your student visa with any previous provider including class attendance and progress in your course? If NO, Provide Details Yes No

Have you had your previous course cancelled? Yes No

When did you complete your last course in Australia?
(Attach evidence e.g.: Certificate of completion)

Transfers- Meridian Vocational College will not enrol a student wishing to transfer from another college unless the student can provide evidence that they have completed 6 calendar months of their principal course, or the previous provider has released the student in PRISMS.
Concurrent course/s Applicant can enrol in a concurrent course -applicant is required to maintain course progress and attendance in all enrolled courses/s

Privacy Notice

Under the *Data Provision Requirements 2012*, MVC is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). This includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by MVC for statistical, regulatory and research purposes. MVC 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, and if relevant the Tuition Assurance Scheme and the ESOS Fund Manager;
- NCVER;
- Organisations conducting student surveys and Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET 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 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.

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).

Personal information of students will be held by the College and may be accessed and used by people employed or engaged by the College in the delivery of services to the student.

- Information is collected in order to meet our obligations under the ESOS Act (as amended) and the National Code 2018 to ensure students compliance with the conditions of their visas and their obligations under Australian Immigration Laws generally.
- The authority to collect this information is contained in the Education Services for Overseas Students Act 2000(as amended), the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).
- Information collected about the student on this may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Services, Debt collection agencies.
- This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. In other instances, information collected on this form can be disclosed without the student's consent where authorised or required by law.

The provision of information is voluntary, but if this information is not provided, the College may be unable to process student enrolment. Students have a right of access to, and correction of, personal information in accordance with Privacy Legislation and the College's Privacy Policy.

Please refer to the Privacy Policy section in the Student Handbook or MVC Website <http://www.mvc.edu.au/privacy.html>

Student Declaration and Consent

- I understand that by signing this application form, I may be sent a Formal Letter/s of Offer/Written Agreement Contract from Meridian Vocational College.
- I authorise Meridian Vocational College to contact me by SMS, Email or phone.
- I authorise Meridian Vocational College to verify any information I have provided on this form.
- I give Meridian Vocational College permission to obtain official records / confirm details from a previous educational college attended by me.
- I have read and understood all of the information on this form.
- I am aware of my obligation to advise of any changes to my contact details within 7 days including a change to my next of kin / emergency contact / phone number /address or email
- I am aware of my obligation to pay outstanding fees and I understand non-payment of fees can lead to cancellation of my course enrolment by Meridian Vocational College.
- I am aware I must abide by visa conditions throughout my enrolment period in Australia including maintaining attendance and course progress as per the College policies and procedures.
- I understand my application fee (AUD\$250) payable with the lodgement of this form is non-refundable.
- I understand living costs in Australia may be higher than my home country and to understand approximate cost I have [calculated cost of living](#) before applying to study in Australia.
- I understand Tuition and Non-Tuition fees may change during my course.
- I have been provided with pre-enrolment information including the Meridian Vocational College International Student Handbook & marketing information containing: entry requirements for the course including English language, academic requirements, work experience and course credit/RPL applicable; any required work based training, course content, duration & holiday breaks, qualification/s on completion, modes of study and assessment methods; Meridian Vocational College campus locations, a general description of facilities, equipment, learning and library resources; details of any arrangements Meridian Vocational College has with any other organisations to provide the course; course related fees (Tuition and Non Tuition); the Meridian Vocational College Refund, Complaints and Appeals; Deferment, Suspension and Cancellation Policies; A description of the ESOS Framework including the ESOS Act 2000 (as amended) and the National Code 2018; costs of living in Australia, Accommodation options, and obligations of schooling for any school aged dependents I may have.
- I acknowledge and agree that Meridian Vocational College may share personal information with The Australian Government and designated authorities and, if relevant, the Australian Skills Quality Authority (ASQA), the Tuition Protection Service (where applicable) and their authorised auditors.
- I acknowledge and agree that Meridian Vocational College may advise the Department of Home Affairs (DHA) and my agent about personal information, changes in my enrolment and any breach of my student visa conditions.
- I am aware I can obtain additional copies of the International Student Handbook, Policies, Procedures and Marketing Information from the Meridian Vocational College website: <http://www.mvc.edu.au/>
 - **I declare I have received and reviewed a copy of Student handbook and Course guide.**
 - **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.

Applicant's Name:		
Applicant's Signature:	Date:	

Terms and Conditions

Fees and Charges:

Refer [Student Fees & Charges Policy\(included with this application in Student Handbook\)](#) and on the website www.mvc.edu.au

Refunds:

[Refund Policy\(included with this application in Student Handbook\)](#) and on MVC website. Course Fees are not transferrable to another provider.

[Complaints & Appeals Policy\(included with this application in Student Handbook\)](#) and on MVC website. Please Note- The availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Requirements for International Applicants:

For VISA requirements and conditions, please refer to the Australian Government website [Visa Finder](#)

As an education provider, MVC has the responsibility to ensure you maintain a satisfactory rate of Course progress in accordance with the National Code 2018 and Australian Government requirements.

For possible changes to enrolment please refer to [Deferral, Suspension & Cancellation Policy\(included with this application in Student Handbook\).and on MVC website.](#)

International students are encouraged to apply for Credit Transfer or RPL prior to enrolment. Please request an application kit for RPL and CT Where Credit Transferor RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE).If Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS and a new CoE will be issued – administration charges apply.

Privacy

Please refer to the MVC [Privacy Policy\(included with this application in Student Handbook\)](#) and on the MVC website, for personal information held. A Privacy Notice is included in this application

Further information

Golden Wattle Group Pty Ltd. T/A Meridian Vocational College
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www.mvc.edu.au