

An application form must be completed to apply to study in any courses. Please read through the Overseas Student Pre-Enrolment Handbook on our website before submitting an application.

ENTRY REQUIREMENTS

1. All applicants must be **18 years** or over at commencement of the course.
2. The applicants first language is English; or the applicant has successfully completed an Australian Year 12 program; or successfully completed an English language course and achieve a language proficiency equivalent to IELTS 5.5 or higher; or hold an overall IELTS band score of at least 5.5 (Academic or General); or a TOEFL iBT test score between 46-59 or a score of 45 or higher in the Pearson Test of English.
3. Minimum completion of **Year 12** in Australia and/or international equivalent.

APPLICATIONS

- **Complete this Application Form in its entirety.**
- Provide a copy of your current passport (and a copy of your Australian Visa if you are already in Australia).
- Provide documentation of relevant qualifications as appropriate to the application (refer to Document Checklist).
- Provide proof of current level English (i.e. official test results **or arrange for an English Interview with Quality College of Australia (QCA)**). Please refer to Document Checklist.

APPLICATION ASSESSMENT

- The Admissions team will assess each application and may request additional documents such as: Statement of Purpose, additional questions, financial documentations or any other information that may relate to your application.

OFFER

- Once QCA has approved an application, the applicant is required to pay a non-refundable \$AUD150 application fee.
- After QCA receives evidence of \$AUD150 application fee, the successful applicant will be issued with a Letter of Offer and their 1st semester invoice.
- Please ensure that the applicants understand the terms and conditions on the Letter of Offer and arrange **payment for the invoice**.

ACCEPTANCE

- Applicants understand, have read through all the details and signed the acceptance form.
- Return the form together with evidence of payment to QCA.
- QCA will issue the Confirmation of Enrolment (CoE) for your student visa application.
- Attend orientation session at commencement at Quality College of Australia.

DOCUMENT CHECKLIST

1. APPLICATION FORM

- Completed all sections
- Signed student declarations
- Signed parent/guardian declarations (if under 18 years of age)
- Ensure you have read, understood and agree to comply to the terms and conditions of enrolment

2. PASSPORT

- Copy of identification pages of your passport
- Copy of current visa (if you are in Australia)

3. ACADEMIC DOCUMENTS

- Certified copies of relevant academic records in your home country, such as high school or college/university graduation certificates
- Certified copies of relevant academic records in Australia, such as high school or college/university graduation certificates (if relevant)

4. ENGLISH EVIDENCE

- Copy of enrolment in any course (other than English language course) if you are undertaking the course in Australia
- If you have completed English in Australia, a certified copy of your English language certificate
- If you have completed an IELTS, TOEFL or PTE, please provide the test report. QCA will verify your test score online
- If you are studying English in Australia prior to course commencement, you have attached a copy of the English language course Offer Letter and the CoE from the English language centre

5. OTHER REQUIRED DOCUMENTS

- For students currently in Australia, a copy of Overseas Student Health Cover card
- Certified copies of work references (if relevant)
- Other documents (if requested by QCA)

6. BEFORE ARRIVAL

- Check details of study and life in Sydney www.study.sydney or...
- Check details of study and life in Adelaide www.studyadelaide.com

PART 1A : PERSONAL DETAILSPlease tick the appropriate title box MR MRS MISS MS OTHER Family name Given names Preferred name Date of Birth DD /MM /YYYY Nationality/Country of Birth Mobile number Email address Home Phone (current residential address) **Contact and residential information in home country**Address Country Contact phone number **Emergency contact in home country**Name Relationship to student Contact phone number **Current residential address in Australia (if currently in Australia)**Street Address Suburb State Post Code Contact phone number **Emergency contact in Australia**Name Relationship to student Street Address Suburb State Post Code Contact phone number Email address **PART 1B : VISA INFORMATION** Please attach applicable documentsPassport number Expiry Date DD /MM /YYYY Issuing country Are you currently in Australia? YES NO **If NO go to PART 1D**If YES state your visa type, visa subclass and expiry date below...*Visa type Subclass no. Expiry Date DD /MM /YYYY Are you in the process of applying for any other type of visa? YES NO*If YES what is the visa type you have applied for?* Date of application DD /MM /YYYY **PART 1C : OVERSEAS STUDENT HEALTH COVER** Please attach applicable documents*If you are already in Australia fill in the details below...*Do you have OSHC? YES NOOSHC provider name OSHC number Expiry Date DD /MM /YYYY

PART 1D : EDUCATION HISTORYHave you completed High School? NO YES Please attach applicable documents (including academic transcripts translated in English).

If YES, where...

Name of institution Country Do you hold any other qualifications? NO YES

Please list and include any tertiary qualifications below...

International (1) International (2) Australian (1) Australian (2) Name of last educational establishment attended Country **PART 1E : ENGLISH LANGUAGE PROFICIENCY**

Please tick the appropriate box and attach your results...

 Please attach proof of results or intent to undertake an English test/course). I am a citizen and hold a passport from UK, USA, Canada, New Zealand or Republic of Ireland I have completed an approved English language test within the last 2 years
(complete the details below and attach evidence) IELTS TOEFL iBT PTE Academic Other English testDate taken DD /MM /YYYY Results (if known) Overall Listening Reading Writing Speaking I intend to complete the following test on the date specified below
(Complete the details below). Test must be taken within the last 2 years. IELTS TOEFL iBT PTE Academic Other English testDate to be taken DD /MM /YYYY Completed English course in Australia within the last 2 years (attach evidence)Name of English language course Name of English language provider Start date DD /MM /YYYY Completion date DD /MM /YYYY English level Achieved Completing English course in Australia (attach evidence)Name of English language course Name of English language provider Start date DD /MM /YYYY Completion date DD /MM /YYYY I completed (within the last 2 years) in Australia in English: Requirement for Senior Secondary Certificate of Education (attach evidence) I completed (within the last 2 years) in Australia in English: AQF level 4 or higher on a student visa (attach evidence)

PART 2A : COURSE DETAILS

Office
Use
Only

Cookery/ Hospitality

Packaged Courses

Package Option 1.

- SIT30821 Certificate III in Commercial Cookery
- SIT40521 Certificate IV in Kitchen Management

Package Option 2.

- SIT30821 Certificate III in Commercial Cookery
- SIT40521 Certificate IV in Kitchen Management
- SIT50422 Diploma of Hospitality Management

Package Option 3.

- SIT30821 Certificate III in Commercial Cookery
- SIT40521 Certificate IV in Kitchen Management
- SIT50422 Diploma of Hospitality Management
- SIT60322 Advanced Diploma of Hospitality Management

Individual Courses

**Only applicable to students applying for credit transfer or recognition of prior learning*

- SIT30821 Certificate III in Commercial Cookery
- SIT40521 Certificate IV in Kitchen Management (must meet prerequisites)
- SIT50422 Diploma in Hospitality Management (must meet prerequisites)
- SIT60322 Advanced Diploma of Hospitality Management (must meet prerequisites)

PART 2B : COURSE LOCATION & INTAKE DATE

Office
Use
Only

Adelaide Campus

- January/February (year)
- April (year)
- July (year)
- October (year)

Sydney Campus

- January/February (year)
- April (year)
- July (year)
- October (year)

PART 2C : CREDIT TRANSFER & RECOGNITION OF PRIOR LEARNING

Office
Use
Only

Are you applying for Credit Transfer (CT) or Recognition of Prior Learning (RPL)?

(Please see Overseas Student Pre-enrolment Handbook for further information on the procedures for application for CT or RPL).

- NO CT RPL

 *Please attach relevant academic transcripts and documents.*

QCA requires any applicant applying for CT or RPL to complete a Verification of Qualifications Consent and Authorisation Form. If required this form will be sent to you after you have submitted this application.

Do you have any form of learning difficulty, disability, medical condition or other personal issues that may affect your study with Quality College of Australia?

- NO YES *If YES please outline*
-

Office
Use
Only

PART 3 : STUDENT STATEMENT

Please answer each question in detail...

1. How did you first find out about QCA and why did you choose QCA over other colleges in Australia?

2. How will this course improve your employment prospects or salary when you return to your home country?

3. What do you expect to learn from your intended course of study?

4. Why are you coming to Australia to study this course when you could study the same course in your home country at potentially a cheaper cost?

5. If you have previously studied or worked in an industry other than hospitality, please explain your choice of course and change of career path.

6. Have you or any family members had any visa grants or refusals from any other countries including Australia? If yes, please provide details about the country, visa type, reasoning and provide documentation.

7. Have you previously applied for or are you currently applying for admission at another Australian education provider? If yes, please provide details of all applications and outcomes.

8. Do you have any family members and/or relatives currently living in Australia? If yes, how long have they been living in Australia? If so, are they on a Visa and how are they related to you?

COMMENTS (OFFICE USE ONLY)

Office
Use
Only

PART 4 : EMPLOYMENT HISTORY *(attach resume or complete the below)*

No employment history

Employer
Position
City Country
Employment period Start End
Duties

Employer
Position
City Country
Employment period Start End
Duties

Employer
Position
City Country
Employment period Start End
Duties

PART 5 : AGENT INFORMATION

Agency
Name of consultant
Email address
Contact phone number

- I declare that the above-listed agent has not actively recruited me after I had engaged the services of another official Education Agent of QCA and that the services they have offered are ethical and have upheld the standards of the International Education sector in Australia.
- I authorise my nominated education agent (as listed above) to communicate on my behalf about matters pertaining to my enrolment and study with QCA.
- I authorise QCA to include my education agent in any communication/correspondence relating to my studies throughout my enrolment with QCA.



PART 6 : APPLICATION FEE PAYABLE

Your application fee should be enclosed with this application form. We accept bank cheques, credit cards, or direct funds transfer as our methods of payment. Bank cheques should be made payable to Quality College of Australia.

Please note a payment processing fee applies to credit card payment.

If mailing this form and paying by Credit Card, please complete the following:

Card number

Expiry date MM /YY CVV

Name of card holder

Signature of card holder

Type of Credit Card Mastercard Visa

DIRECT FUNDS TRANSFER DETAILS

Account name The Quality Training and Hospitality College

BSB 015 225 Account Number 2243 59661 Swift Code ANZBAU3M

NATIONAL VET DATA POLICY – PRIVACY NOTICE

Under the Data Provision Requirements 2012, Quality Training and Hospitality College Pty Ltd 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 and your training activity data) may be used or disclosed by Quality Training and Hospitality College Pty Ltd for statistical, regulatory and research purposes. Quality Training and Hospitality College 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;
- Employers – 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 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;
- 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).

OVERSEAS STUDENT HEALTH COVER (OSHC)

As mentioned in our Overseas Student Pre-Enrolment Information booklet, you will be required (under the conditions of your student visa) to obtain Overseas Student Health Cover (OSHC) for yourself and any dependents accompanying you. We can arrange this on your behalf if required, our providers of choice are Medibank Private and NIB.

Please contact Quality College of Australia for premiums payable for this cover, or go to www.medibank.com.au or www.nib.com.au.

PART 7 : STATEMENT OF UNDERSTANDING

- Read the Overseas Student Pre-Enrolment Handbook in its entirety
- Completed this application form in its entirety
- Attached a copy of your passport (and Australian Visa if relevant)
- Attached documentation of relevant qualifications as appropriate to the application
- Attached evidence of your level of English (IELTS or TOEFL parchment, within the last 2 years)
- Made arrangements to pay the non-refundable application fee of AUD\$150.00
- Attached a copy of your current Overseas Student Health Cover card (if you are already studying in Australia)
- I have read, understood and agree to comply with the terms and conditions of enrolment.**
- I declare that I have genuine intention to study at QCA and all of the information I have provided in this form is truthful, accurate and complete.**
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.**
- I acknowledge that QCA may refuse my student application or cancel my enrolment if any information is found to be false, inaccurate or misleading.**

I authorise Quality College of Australia to make relevant enquiries where necessary and in accordance with legislation regarding my academic qualifications and any work experience, in relation to my application for undertaking a course of study. I understand that my information will only be released to third parties in accordance with legislation. I also understand that I may at any time revoke my authorisation for Quality College of Australia to release my information to third parties by notifying Quality College of Australia in writing.

The 'terms and conditions of enrolment' are outlined in the contents of the Overseas Student Pre-Enrolment Handbook. Please read this booklet in its entirety prior to signing this application form.

Student Declarations and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

Name

Student Signature

DD /MM /YYYY

Parent / Guardian Signature*

DD /MM /YYYY

** Parental/Guardian consent is required for all students under the age of 18.*