

International Student Application Form

1. YOUR DETAILS

Title: Mr Mrs Miss Ms Dr Other

Given name: Family name (surname):

Gender: Male Female Date of Birth / /

Are you currently living in Australia? YES NO

Are you of Aboriginal or Torres Strait Islander Origin? YES (Aboriginal) YES (Torres Strait islander) NO

Address: Suburb/ Town:

State/ Territory: P/Code:

Phone (home): Mobile:

Email:

Passport and visa

Passport number: Passport expiry date: Nationality:

Do you currently hold an Australian visa? YES NO If yes, visa type? Expiry date:

Unique Student Identifier (USI)

Do you already possess a Unique Student Identifier (USI)? Yes No

If you already have a Unique Student Identifier, please provide here:

If you wish to grant Melbourne Education Institute permission to source a Unique Student Identifier, on your behalf, tick this box

Emergency contact details

Name: Relationship: E-mail:

Daytime telephone: Mobile:

Address:

2. COURSE DETAILS

Indicate the name and code of the course or unit of competency you are applying for.

(Tick)	Course Code	Course Name (CRICOS Code)	Duration (Weeks)	Preferred Intake
	Non AQF	General English I (CRICOS Code: 0100064)	12	
	Non AQF	General English II (CRICOS Code: 0100065)	12	
	Non AQF	General English III (CRICOS Code: 0100066)	12	
	Non AQF	General English IV (CRICOS Code: 0100067)	12	
	Non AQF	General English V (CRICOS Code: 0100068)	12	
	Non AQF	English for Academic Purposes I (CRICOS Code: 0100069)	12	
	Non AQF	English for Academic Purposes II (CRICOS Code: 0100070)	12	
	Non AQF	English for Academic Purposes III (CRICOS Code: 0100071)	12	

BSB42015	Certificate IV in Leadership and Management (CRICOS Code: 097042K)	52	
BSB40520	Certificate IV in Leadership and Management (CRICOS Code: 103999B) *For intakes on 15 th April 2021 or after	52	
BSB51918	Diploma of Leadership and Management (CRICOS Code: 098926K)	52	
BSB50420	Diploma of Leadership and Management (CRICOS Code: 104361K) *For intakes on 15 th April 2021 or after	52	
BSB60420	Advanced Diploma of Leadership and Management (CRICOS Code: 104599K)	78	
BSB41015	Certificate IV in Human Resources (CRICOS Code: 0100061)	52	
BSB50618	Diploma of Human Resources Management (CRICOS Code: 0100062)	52	

Do you satisfy the course entry requirements (if any)? Yes No Evidence attached? Yes No

Are you applying through an Education agent? Yes No If Yes, Education agent name:

Address:

E-mail: Phone:

Are you transferring from another Australian education provider? Yes No (If yes, MEI may seek release information from your previous provider if you have not completed 6 months of your principal course of study)

Do you have any visual or hearing difficulty or do you require any special assistance?
 YES (Please specify) NO

3. YOUR QUALIFICATIONS

Name of Highest Qualifications completed (e.g. schooling Year 12, Diploma or Bachelor)

Qualification achieved: Name of Institution:

State & Country: Year achieved: Language of instruction:

Qualification achieved: Name of Institution:

State & Country: Year achieved: Language of instruction:

*If you are a mature student and do not possess qualifications, please provide details of your work experience and attach it to this Enrolment form.

English language proficiency

IELTS Score: PTE Score: Other (State name and Score):

Are you currently enrolled in an ELICOS/ English language school? Yes No

If yes, please provide the name and address of the institution and course currently studying:

4. RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

Do you wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)? Yes No

RPL assessment fees are charged at \$250 per unit of competency (non-refundable).

There is no fee for processing CT applications. However, all CT requests must be submitted in writing to the Student Administration within 28 days of commencement of your course. (For further details, please refer to RPL Credit Transfer Policy and Procedure)



5. PRIVACY

Under the Data Provision Requirements 2012, Melbourne Education Institute 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 document and during the course of your study), may be used or disclosed by Melbourne Education Institute for statistical, administrative, regulatory and research purposes. Melbourne Education Institute 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).

6. OVERSEAS STUDENT HEALTH COVER (OSHC)

Do you require Overseas Student Health Cover (OSHC)? Yes No

Please Note: All student visa holders must have Overseas Student Health Cover (OSHC) which provides medical and hospital insurance in Australia. You must not arrive in Australia before your health insurance starts. If you are in Australia and do not have adequate health insurance, you are in breach of visa condition 8501.

For further details, please visit: <https://www.homeaffairs.gov.au/trav/stud/more/health-insurance-for-students>

7. DECLARATION

Please read this section carefully before signing and submitting the application.

- I also acknowledge that I have read and understood the information in Melbourne Education Institute's International student prospectus, website, marketing material before making the decision to submit this enrolment application.
- I acknowledge that I have been provided the opportunity to clarify any item relating to my enrolment at Melbourne Education Institute prior to submitting this enrolment form.
- I understand how to access Melbourne Education Institute services as described in the International student prospectus.
- I understand that access to my academic records is provided free of charge. (if I have paid all fees relating to the record I wish to access).
- I declare that the information provided by me in this application is true, correct and complete at the time of application.
- I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/ or the continued provision of training and assessment services
- I have read and understand the Melbourne Education Institute's refund policy and procedure.
- I acknowledge that I am required to pay course fees on accepting an enrolment offer and prior to the commencement of the term that the fees relate to.
- I understand my rights when undertaking a course with Melbourne Education Institute including the right to access the Complaints and Appeals Policy. I also understand I have the right to access Australian Consumer Protection Law.
- I acknowledge that the information that I provide to Melbourne Education Institute may be made available to Commonwealth and State agencies through its obligations to comply with the National Vocational Education and Training Regulator Act 2011.
- I hereby certify that the information provided on this form, and on all documents submitted may be made available to Commonwealth and State agencies and the Fund Manager of ESOS Assurance Fund, pursuant to obligations under ESOS Act 2000 and National Code.



- I understand that the institution is required under section 19 of the ESOS Act 2000 to inform Department of Education, Employment and Workplace Relations of changes to my enrolment and any breach of a student visa condition relating to attendance or unsatisfactory academic performance.
- I acknowledge that my Education agent has provided me with full information on Melbourne Education Institute, the courses applied for, student visa information and information on living and studying in Melbourne. (If enrolled through an Education agent)
- I understand that by signing this enrolment form, I may be sent a Formal Letter/sof Offer/ Enrolment Acceptance Agreement from Melbourne Education Institute if all of the admission requirements are met.
- I agree to abide by the terms and conditions of Melbourne Education Institute's Code of conduct and policies and procedures relating to my enrolment at Melbourne Education Institute.
- I authorise Melbourne Education Institute to contact me or to verify any information provided in this form.
- I grant Melbourne Education Institute permission to obtain official records / confirm details from a previous educational institution attended by me listed on this form.
- I am aware off and agree to abide by the visa conditions throughout my enrolment period in Australia.
- I understand my enrolment fee (\$250) payable with lodgement of this Enrolment application is non-refundable in all circumstances (except provider default).
- I grant Melbourne Education Institute permission to source a Unique Student Identifier, on my behalf (students who do not currently possess a USI only).

Student signature

Student name: Student signature: Date:

Return the completed Enrolment form along with supporting documentation to the Training Manager Melbourne Education Institute Level1, 310 King Street Melbourne VIC Australia 3000 or via email to admin@mei.edu.au.

To be completed by Melbourne Education Institute staff

This section is to be completed by Melbourne Education Institute staff member assessing the application.

The student has submitted the appropriate evidence/documentation in support of the application. Yes No

The student satisfies the entry requirements. Yes No

Place offered Application declined Further information requested

Reason for decline or further information requested:

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The student has been notified of the outcome of the application. Yes No

Staff name: Staff signature: Date: