



# Enrolment Application Form

## International Students

Before completing this application form, make sure that you read the EEI Student Handbook, EEI's Pre-application and Enrolment Policy and Procedure, and the Refund policy available online at [www.eei.wa.edu.au](http://www.eei.wa.edu.au)

Please choose the campus	<input type="checkbox"/> <b>Mandurah Campus</b>	65/85 Mahogany Dr, Halls Head WA 6020
	<input type="checkbox"/> <b>Rockingham Campus</b>	Lot 2 Warnbro Sound Ave, Port Kennedy WA 6172
	<input type="checkbox"/> <b>Fremantle Campus</b>	16-18 The Terrace, Fremantle WA 6160

### APPLICANT PERSONAL DETAIL

Unique Student Identifier (USI)		If you do not have a USI, do you give authorisation to EEI to apply on your behalf	<input type="checkbox"/> Yes <input type="checkbox"/> No
Family Name	Given Name		
Date of Birth	DD / MM / YY	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Intersex
Nationality			
Address (in Australia)* (If Any)			

**\*Students MUST always inform EEI of a change of address or contact details within 7 days, by completing a Change of Contact Details form available at EEI.**

Contact Number:	Email:
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### EDUCATION AGENT

Are you using an Education Agent	<input type="checkbox"/> Yes <input type="checkbox"/> No , If yes please provide Education Agent details below:		
Agent Stamp (Insert Here)	Name:	Address:	
	Phone Number:	Email Address:	

### HOME COUNTRY DETAILS

Address (home country)			
Mobile:		Home Phone:	

### EMERGENCY CONTACT DETAILS

Full Name:	Relationship:
Address:	
Contact number:	Email:

### EDUCATION DETAILS

Highest completed school level?	Year that level was achieved:
Are you still attending school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you successfully completed any of the following qualifications? (please tick)	<input type="checkbox"/> Bachelor Degree or Higher Degree <span style="float: right;"><input type="checkbox"/> Cert IV (or Advanced Cert/Technical)</span>
	<input type="checkbox"/> Advanced Diploma or Associate Degree <span style="float: right;"><input type="checkbox"/> Diploma (or Associate Diploma)</span>
	<input type="checkbox"/> Certificate III (or Trade Certificate) <span style="float: right;"><input type="checkbox"/> Certificate I/II</span>
	<input type="checkbox"/> Certificates other than the above (Please specify) <span style="float: right;"></span>



Do you wish to apply for Course Credit?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please complete the 'EEI Course Credit/RPL Application Form'
English Language Proficiency	<input type="checkbox"/> IELTS Score..... Date obtained____/____/____ <input type="checkbox"/> Other Score..... Date obtained____/____/____ <input type="checkbox"/> Not required, English is my first language

**Note, certified copies of stated qualifications and English results must accompany this application**

### COURSE SELECTION

Courses we offer. Please refer to the student handbook for full details of course and duration. Details also available on <a href="http://www.eei.wa.edu.au">www.eei.wa.edu.au</a>	<input type="checkbox"/> SIT31016 (093808A) Certificate III in Patisserie <input type="checkbox"/> SIT40716 (095106D) Certificate IV in Patisserie <input type="checkbox"/> SIT30816 (094633M) Certificate III in Commercial Cookery <input type="checkbox"/> SIT40516 (094634K) Certificate IV in Commercial Cookery <input type="checkbox"/> SIT50416 (091070K) Diploma of Hospitality Management <input type="checkbox"/> SIT60316 (093379F) Advanced Diploma of Hospitality Management
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### INTAKE DATE

Please chose the intake:     Jan 20\_\_\_\_     April 20\_\_\_\_     July 20\_\_\_\_     Sept 20\_\_\_\_

### ADDITIONAL INFORMATION

Which country where you born?		
Do you mainly speak English at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you speak a language other than English at home?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, please specify:
Are you Aboriginal or Torre Strait Islander origin?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you consider yourself to have a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES please indicate the disability, impairment or long term condition.		
<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"/> Others _____		
Of the following categories, which best describes your current employment status?	<input type="checkbox"/> Full – Time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employed (unpaid in a family business) <input type="checkbox"/> Unemployed – seeking part-time work	<input type="checkbox"/> Part-time employee <input type="checkbox"/> Employer <input type="checkbox"/> Unemployed (seeking full-time work) <input type="checkbox"/> Not employed (not seeking work)
Of the following categories, which BEST describes your main reason for undertaking this course / traineeship / apprenticeship?	<input type="checkbox"/> To get a job <input type="checkbox"/> To start my own business <input type="checkbox"/> To get a better job/promotion <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons _____	<input type="checkbox"/> To develop my existing business <input type="checkbox"/> To try for a different career <input type="checkbox"/> Requirement of my job <input type="checkbox"/> To get into another course of study

### VISA STATUS

Type of visa	<input type="checkbox"/> Student <input type="checkbox"/> Working <input type="checkbox"/> Visitor <input type="checkbox"/> Bridging
Date of current visa expiry:	DD / MM / YY <b>(Include certified copies of original documents)</b>

***If you do not hold a current visa but have applied for one complete this section.***



DIBP office where application is lodged (or will be lodged)	Country:	City:
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Visa Application date (or intended) :	DD	/	MM	/	YY
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### PASSPORT INFORMATION

Country of Passport	Passport Number:
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Passport expiry date: DD / MM / YY	<i>*Include certified copies of original documents.</i>
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### MEDICAL COVERAGE

*If you currently hold Overseas Student Health Cover complete this section. Please enter the details below.*

Name of Insurer:	Member Number:
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If you do not currently hold Overseas Student Health Cover, would you like EEI to arrange it for you?

No  
 Yes, for myself (Single Cover)  
 Yes, for my family (Family Cover)

Note: OSHC will be arranged with Allianz or BUPA, more information please see <https://allianzassistancehealth.com.au/en/student-visa-oshc/> or <https://www.bupa.com.au/health-insurance/cover/>

### TERMS AND CONDITIONS

#### U S I

- A unique student identifier (USI) is required of students who enrol or re-enrol in training from 1 January 2015. This includes continuing students who has already started a course in the previous year (and not yet completed it) and will continue studying after 1 Jan 2015.
- On admissions, EEI will provide all students with a copy of the 'Student Information for the Unique Student Identifier' information sheet issued by the Australian Government, Department of Industry.
- Empyrean Education Institute can apply for a USI on behalf of a student, but they must obtain the student's permission. Students can authorise EEI to apply on their behalf (consent from a parent or legal guardian is not required).
- When the student authorises the Institute to apply for a USI, the student will be required to supply information from a form of Identification (ID). The Document Verification Service used by the USI system accepts any one of the following valid Australian forms of ID: Driver's license, Medicare card, Australian passport, visa (with non-Australian passport), birth certificate (Australian), Certificate of Registration by descent or Citizenship Certificate
- In instances where a student does not have access to one of the above forms of ID or where information from that ID document is not accepted by the Document Verification Service, they are required to contact the Institute who will then contact the USI Registrar.
- EEI is obliged under the legislation to obtain the student's permission and will not be able to access the USI system without declaring that it has the permission of the student.

#### FEES

- There is a NON REFUNDABLE registration fee of \$230 for processing of enrolment application.
- Payment of course fees are paid in advance by term.
- Payment of other fees such as health cover, accommodation placement fee, accommodation and airport pick up fees are due when a Letter of Offer and Acceptance is sent to the student.

### VISA CONDITIONS

- Students must maintain a study load of 20 contact hours per week.
- Students must maintain a rate of progress in the course of study to be able to complete the course in the scheduled timeframe and in accordance with their Confirmation of Enrolment.
- Students must have Overseas Student Health Cover prior to arrival in Australia.
- For the full conditions of your visa, please contact or visit the Department of Immigration and Border Protection (DIBP) website at [www.immi.gov.au](http://www.immi.gov.au)



**PERSONAL INFORMATION AND PRIVACY**

- Personal information provided by the student will be kept private and not shared with any organisation unless legally required to do so. Legally we are obligated to provide your personal information to:
  - ESOS Assurance Fund Manager.
  - Department of Immigration and Border Protection (DIBP) if there are changes to the student’s enrolment or unsatisfactory attendance or progress in the course of study.
- Information will be provided to DEEWR, DIBP and other state/territory government agencies in relation to administering the ESOS Act and the Migration Act 1958.
- Under the Data Provision Requirements 2012, Empyrean 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 (National Centre for Vocational Education Research)).
- Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Empyrean Education Institute for statistical, regulatory and research purposes. Empyrean Education Institute may disclose your personal information for these purposes to third parties, including:
  - i. School - if you are a secondary student undertaking VET (Vocational Education and Training), including a school-based apprenticeship or traineeship;
  - ii. Employer - if you are enrolled in training paid by your employer;
  - iii. Commonwealth and State or Territory government departments and authorised agencies;
  - iv. NCVER;
  - v. Organisations conducting student surveys; and Researchers.
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
  - i. Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
  - ii. facilitating statistics and research relating to education, including surveys;
  - iii. 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](http://www.ncver.edu.au) (<http://www.ncver.edu.au>)).

**Student Declaration and Consent**

- 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.
- 'Parental/guardian consent is required for all students under the age of 18.

**The terms and conditions stated do not remove the right of the student to undertake action under Australia’s consumer protection laws.**

1. I declare that the information provided in this Application for Enrolment form is true and correct and that I understand and agree to comply with the terms and conditions as set out in this Application for Enrolment form.
2. I have read the course brochure or EEI website and understand the requirements and content of the course for which I am applying.

**STUDENT SIGNATURE**..... **DATE** ...../...../.....

Office Use Only	
Date Form Received:	
EEI Staff Member Name:	EEI Staff Member Signature:
Notes/Comments:	