

1. Personal Details

Client Family Name (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)	☐ Male ☐ Female ☐ 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?

Address of Usual Residence:

Please provide the physical address (street number and name, not a 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.

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 (With Postcode)		Country	

Home Telephone		Mobile	
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5. General Information

Have you ever studied with Ei before?	☐ No ☐ Yes, If Yes Please provide Student ID _____		
In which country where you born?	☐ Australia ☐ Other (please specify) _____		
Nationality		Town / City of Birth	
Identification Document – Domestic Students only	☐ Australian Passport ☐ Australian Driver's license ☐ 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.)	☐ No ☐ Yes, Aboriginal ☐ 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)	☐ No, English only ☐ Yes, other (please specify) _____		
How well do you speak English?	☐ Very well ☐ Well ☐ Not well ☐ Not at all		

For International Students only: Please specify your English Test Details -

Test Type	☐ IELTS ☐ PTE Academic ☐ TOFEL ☐ CAE ☐ OET		
Test Score			
Test Date		Ref No.	

6. International Students only –

What is your current location?	☐ Onshore ☐ Offshore		
Passport Number			
Do you currently hold a valid Australian student visa?	☐ Yes ☐ No		
If Yes, please specify Visa Number:		Visa Expiry Date:	
Do you currently hold any Valid Australian Visa of any type?	☐ Yes ☐ 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?	☐ No ☐ 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?	☐ Yes ☐ No		
If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)	☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Acquired brain impairment ☐ Vision ☐ Medical condition ☐ Other		
9. Schooling:			
What is your highest COMPLETED school level? (Tick ONE box only)	☐ Completed Year 12 ☐ Completed Year 11 ☐ Completed Year 10 ☐ Completed Year 9 or Equivalent ☐ Completed Year 8 or Lower ☐ Never Attended School Year Completed..... (Mention the year you completed your highest school level)		
Are you still attending secondary school?	☐ Yes ☐ No		
10. Study reason:			

Of the following categories, which BEST describes your main reason for undertaking this program / traineeship / apprenticeship?

(Tick ONE box only)

- ☐ 01 - To get a job
- ☐ 02 - To develop my existing business
- ☐ 03 - To start my own business
- ☐ 04 - To try for a different career
- ☐ 05 - To get a better job or promotion
- ☐ 06 - It was a requirement of my job
- ☐ 07 - I wanted extra skills for my job
- ☐ 08 - To get into another course of study
- ☐ 11 – Other reasons
- ☐ 12 – For personal interest or self-development
- ☐ 13 – To get skills for community / voluntary work

11. Previous Qualification completed:

Have you SUCCESSFULLY completed any of the qualifications listed in question below?

- ☐ Yes
- ☐ No

If Yes, please enter **one** of these Prior Education Achievement Recognition Identifiers **any** applicable qualification level.

A - Australian

E - Australian equivalent

I - International

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:

A - Australian

E - Australian equivalent

I - International

- | A | E | I | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | 008 - Bachelor Degree or Higher Degree |
| ☐ | ☐ | ☐ | 410 - Advanced Diploma or Associate Degree |
| ☐ | ☐ | ☐ | 420 - Diploma (or Associate Diploma) |
| ☐ | ☐ | ☐ | 511 - Certificate IV (or Advanced Certificate/Technician) |
| ☐ | ☐ | ☐ | 514 - Certificate III (or Trade Certificate) |
| ☐ | ☐ | ☐ | 521 - Certificate II |
| ☐ | ☐ | ☐ | 524 - Certificate I |
| ☐ | ☐ | ☐ | 990 - Certificates other than the above |

12. Employment:

Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

- ☐ 01 - Full-time employee
- ☐ 02 - Part-time employee
- ☐ 03 - Self-Employed – Not employing others
- ☐ 04 - Self-Employed – Employing others
- ☐ 05 - Employed – Unpaid worker in a family business
- ☐ 06 - Unemployed – seeking full-time work
- ☐ 07 - Unemployed – seeking part-time work
- ☐ 08 - Not employed – Not seeking employment

Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only) If never employed go to Next Section 13.	☐ 1 – Managers ☐ 2 – Professionals ☐ 3 – Technicians and Trade Workers ☐ 4 – Community and Personal Service Workers ☐ 5 – Clerical and Administrative Workers ☐ 6 – Sales Workers ☐ 7 – Machinery Operators and Drivers ☐ 8 – Labourers ☐ 9 – Other
Which of the following classifications BEST describes the Industry of your current or previous Employer?	☐ A - Agriculture, Forestry and Fishing ☐ B - Mining ☐ C - Manufacturing ☐ D - Electricity, Gas, Water and Waste Services ☐ E - Construction ☐ F- Wholesale Trade ☐ G - Retail Trade ☐ H - Accommodation and Food Services ☐ I - Transport, Postal and Warehousing ☐ J - Information Media and telecommunications ☐ K - Financial and Insurance Services ☐ L -Rental, Hiring and real Estate Services ☐ M -Professional, Scientific and Technical Services ☐ N - Administrative and Support Services ☐ O - Public Administration and Safety ☐ P -Education and Training ☐ Q - Health Care and Social Assistance ☐ R - Arts and recreation Services ☐ S - Other Services
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.	
Enter your Victorian Student Number (VSN)	
Have you attended any Victorian school since 2009? or done any training with a vocational education and training	☐ No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. No more questions if you answer No above.

(VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

☐ Yes - I have attended a Victorian school since 2009

Most recent Victorian School

_____ and / or

☐ 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)

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 program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at <https://www.usi.gov.au/students/get-a-usi> on a 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 NCVER policies, procedures and protocols published on NCVER'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 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)
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20. National VET Data Policy Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact Everest Institute using the contact details listed below.

Ei's Privacy Officer in the first instance by phone 03 8393 6550 or email enquiries@everest.edu.au.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Everest Institute to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Ei's Privacy Officer in the first instance by phone 03 8393 6550 or email enquiries@everest.edu.au .

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

☐ **I acknowledge that I have read the National VET Data Policy Privacy Notice.**

Student Signature: _____ **Date:** _____

21. Victorian Government VET Student Enrolment Privacy Notice

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 <https://www.vic.gov.au/sites/default/files/2024-11/Victorian-VET-Student-Statistical-Collection-Guidelines-2025-accessability.pdf>

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 NCVER 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 NCVER 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:** _____

22. 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/resources/fact-sheets/overseas-student-attendance>
- 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.studyaustralia.gov.au/en/work-in-australia/work-rights-and-responsibilities>
- 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://www.education.gov.au/esos-framework>

Student Signature		Date	/ /
Printed Name			

FOR OFFICE USE ONLY:

Form Received by:		Date	/ /
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