

APPLICATION FOR ADMISSION

COURSE CODE

COURSE TITLE

Family Name

Given Name(s)

Address (in Australia)

Town

State

Post Code

Email

Telephone (Mobile)

Telephone (Home)

Date of Birth

Gender

Male

Female

Not Specified

Languages spoken at home

I already have a USI

I do not already have a USI, please apply for a USI on my behalf by submitting my personal information to the Student Identifiers Register in accordance with the privacy notice made available to me

Marital Status

Single

Married

Defacto

Nationality

Country of Birth

Do you identify yourself as an Aboriginal or Torres Strait Islander?

No

Aboriginal

Torres Strait Islander

Both

Medical Conditions

Special access considerations

EMERGENCY CONTACT DETAILS

Family Name

Given Name(s)

Relationship to you

Address (in Australia)

Town

State

Post Code

Email

Telephone (Mobile)

Telephone (Home)

EDUCATION DETAILS

Have you previously been a Student at TriSector Education & Training?

Yes

No

Secondary Studies

Name of Institution

Name of Course

Year of last enrolment

Is qualification complete?

Yes

No

Tertiary Studies

Name of Institution

Name of Course

Year of last enrolment

Is qualification complete?

Yes

No

RECOGNITION OF PRIOR LEARNING & SUPPORTING EVIDENCE

To be considered for Recognition of Prior Learning you must:

- Read the RPL Section of the website
- Submit a completed RPL Application available for download (See bottom of Home Page)
- Prepare to provide appropriate evidence for each unit detailed in your application for RPL

Once enrolled, we will issue you an RPL Checklist for the units you wish to have recognised.

Please note. All Evidence must be provided in clear PDF Format Only. Illegible documents will not be considered.

ACCOMMODATION

Do you wish TriSector to arrange Homestay Accommodation for you?

Yes

No

TriSector has a contract agreement with the Australian Homestay Network who can arrange everything for you, including airport pickup. If you would like to take up residence in a Homestay, please advise us at the time of application or at least 4 weeks prior to arrival in Perth. For more information see The Australian Homestay Network website www.homestaynetwork.org

OVERSEAS STUDENTS

Are you an Overseas Student?

Yes

No

Address in home country

Town

State

Post Code

Country

Telephone (with Country Code)

Date of Arrival in Australia (if known)

DIBP Office for Visa Application

Passport Number

Date of Expiry

Agent Name

Supporting Documents

All International Students must provide a copy of their Passport – Front Page with photo showing

Students who are already in possession of the following must provide copies with their passport

- Visa Page (from Passport)
- Visa Grant Letter issued by the DIBP
- IELTS Results
- Overseas Student Health Cover – member Card (Only required where you do not wish TriSector to arrange cover)

All Scanned documents must be clear in PDF format only

Documents will be verified at your orientation day

INSURANCE

Would you like TriSector to arrange Overseas Student Health Cover through Bupa for the Duration of your course(s)? (Prices available at www.bupa.com.au)

Yes

No

Number of months OSHC required

Single Cover

Couple Cover

Family Cover

Important Notice – Overseas Students must have Health Cover in place for the duration of Enrolment. Failure to do so may affect your visa application, compliance and outcomes

LANGUAGE SKILLS

You may be required to demonstrate that your English language proficiency is of a standard necessary to successfully complete the Education & Training Program. Generally this is IELTS 5.5 or higher. The DIBP may have additional requirements.

If you have completed an English Language Proficiency test please complete this section.

Please insert English Band Scores in Each Box

Listening

Reading

Writing

Speaking

Overall Band/Score

EXPLANATORY NOTES

1. SUPPORTING DOCUMENTATION

Take time to read this section carefully. You will have to provide documentation with your application. If you fail to supply documentation that meets the requirements outlined below you could jeopardise your application which may result in your application being unsuccessful.

1.1 What is documentation and why do you have to provide it?

Documentation is proof of the qualifications and experience you enter on your application. You have to provide documentation in order for us to assess your application and determine whether to make you an offer of a place in the course of your selection. The type of documentation you have to provide may vary depending on the types of qualifications and experience you have.

1.2 Certified copies of documentation.

TriSector will not return the documents you submit with your application. It is therefore important that you **DO NOT** submit original documents with your application. You should only submit certified copies of documents. A certified document has been witnessed and declared to be a true and correct copy of the original. The following people can certify documents: Justice of the Peace, a Postal Manager, a Bank Manager, a School Principal, a Solicitor, or an Accountant.

1.3 Documents not certified or not certified correctly:

TriSector **WILL NOT** accept photocopies of certified documents or documents that are not certified correctly. If you fail to supply documentation that demonstrates you meet the published entry requirements for the course you have applied for this may result in your application being unsuccessful.

1.4 What type of documentation should you provide?

- Secondary Study Results
- Tertiary and other Post-Secondary Studies
- Academic Statements
- International English Language Testing results or other acceptable English Language Testing (if applicable)
- Employment Experience – Statement of Service
- Resumé

1.5 International Students and overseas documents

Documentation in a language other than English must be accompanied by an official and certified English translation. Certified copies of the following documents must be provided:

- The original language transcript of studies showing subjects & results
- The original language award certificate (if a qualification has been completed)
- An English translation of those documents

2. PERSONAL INFORMATION AND PRIVACY

TriSector will only collect personal information by fair and lawful means which is necessary for the functions of the institution and is committed to ensuring the confidentiality and security of the information provided. The personal information supplied by individuals to TriSector will only be used to provide information about study opportunities, to enable efficient course administration, and to maintain proper academic records. If you choose not to give us certain information then we may be unable to enrol you in a course or supply you with appropriate information.

3. SUBMITTING YOUR APPLICATION

Complete all sections on the application and ensure you have attached all of the requested and any other supporting documentation.

4. DECLARATION

You must read the declaration and sign this form in order for your application to be processed. Unsigned applications will not be considered.

4.1 I declare that the information I have provided is true and accurate in every detail.

4.2 I have read and understand the TriSector Enrolment Process and applicable forms

4.3 I have read the course brochure or TriSector website and understand the requirements and content of the course for which I am applying.

4.4 If I wish to apply for RPL I must submit a completed Application for Recognition of Prior Learning prior to the commencement of each course in accordance with the RPL requirements detailed on the TriSector website.

4.5 I confirm that copies of these documents were available to me in my own language upon my request.

Signed

Date

APPLICATION CHECKLIST

Complete all sections of the Application for Admission form.

Read and understand all Conditions of Enrolment including the Refund Policy. You must also include:

- Certified copies of your academic records / qualifications and previous employment details
- Email your application and supporting documentation via student.services@trisector.edu.au. Non Refundable Application fee for International students of \$200, Domestic Students \$50