

Student Application Form

ABOUT THIS FORM

Thank you for your interest in seeking enrollment into Hillshire International College. This application for enrollment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form back to us by post or email. Please provide a copy of your passport, visa (if relevant), High School Certificate and proof of English language proficiency as specified in the entry requirements and any other requested documents referred to in the course brochure.

Please read carefully the Hillshire International College prospectus for International Students, complete this Application Form and send back to us with attachments into the address below.

Hillshire International College

Admission Department

Level 3, 72 Mary Street

Surry Hills, NSW 2010.

Email: admissions@hillshire.edu.au

- All documents must be certified by a recognized authority e.g., school, university, or an Institute representative.
- Where necessary, provide official certified English translations.
- This application is the property of the Institute & supporting documentation will NOT be returned.
- It is your responsibility to advise HIC of any change of address prior to enrolment at the Institute.

The information in this Application Form is correct as of June 2023, but course information for HIC is subject to change. Admission to any particular course is not guaranteed and will be assessed by HIC policies and procedures.

Applicant Information

Title: Mr. Miss. Mrs. Ms.

Existing Student Number:

First Name:

Last Name:

Date of Birth:

Gender: Male Female

Marital Status: Married Single Other

Passport and Visa Details

Passport No.:

Country of Passport:

Passport Expiry Date:

Have you applied for an Australian Visa before or hold an Australian visa? Yes No **Please tick below if yes*

Student Visa, Subclass Other,
Please Specify

Visitor Visa

Working Holiday Visa

If applying for a student visa, where will you apply? In Australia? Outside Australia

Overseas Residential Address

Address:		Suburb:
Province/State:	Postcode:	Country:
Telephone:	Mobile:	Email:

Emergency Contact

Name:	Relationship:
Address:	Email:
Home Phone:	Mobile Number:

Contact Details of Australia.

Current Address:	Suburb:
Postcode:	State:
Home phone:	Mobile phone:
Email address:	

Course Enrolment Information

<input type="checkbox"/>	CHC30125 Certificate III in Early Childhood Education and Care
<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning)
<input type="checkbox"/>	ICT60220 Advanced Diploma of Information Technology
<input type="checkbox"/>	RII50520 Diploma of Construction Design
<input type="checkbox"/>	RII60520 Advanced Diploma of Construction Design
<input type="checkbox"/>	CHC50125 Diploma of Early Childhood Education and Care
<input type="checkbox"/>	ICT50220 Diploma of Information Technology
<input type="checkbox"/>	ICT40120 Certificate IV in Information Technology
<input type="checkbox"/>	BSB50420 Diploma of Leadership and Management
<input type="checkbox"/>	CHC52025 Diploma of Community Services
<input type="checkbox"/>	SIT60322 Advanced Diploma of Hospitality Management
Campus Location	<input type="checkbox"/> HIC Main Campus Level 3, 72 Mary Street Surry Hills, NSW 2010.

Intake Date	<input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> October <input type="checkbox"/> November
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Are you applying for any of the above courses as a concurrent study option? Yes No

Are you transferring from another provider? Yes No

Have you completed 6 months of your principal course with your current provider? Yes No

HIC does not enroll a student from another provider who is transferring to HIC without completing 6 months of their principal course from their current provider unless the student has been released by the provider or except.

The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered.

The original registered provider has provided a written letter of release.

the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or

any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

*Please tick one that applies to your condition

OSHC [Overseas Student Health Cover]

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

Do you want the Hillshire International College to organize the Overseas Student Health Cover (OSHC) for you?
 Yes No If yes, please specify your cover status: Single Couple Family

Name of OSHC provider:

Policy start date:	Policy end date:
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Unique Student Identifier [USI]

From 1 January 2015, we Hillshire International College can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). Also, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-yourUSI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance

USI	<input type="checkbox"/> I do not have USI Yes; I will apply for USI Via HIC
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Language and Cultural Diversity

Country of Birth:	Citizenship:
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Is English your first language? Yes No

If not, please indicate the English test you completed. IELTS/ PTE or other forms of English Test? Yes No

Registration number/ TRF No:	Date:
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Average score:	Listening:	Reading:	Speaking:	Writing:
Do you speak a language other than English at home? If more than one language indicates the one that is spoken most often.				<input type="checkbox"/> No, English only <input type="checkbox"/> Yes other; please specify:
Are you of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>				<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

Disability

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No – go the question about schooling
If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list. Review the disability supplement to help you select the right area(s).	<input type="checkbox"/> Hearing/deaf 11 <input type="checkbox"/> Physical 12 <input type="checkbox"/> Intellectual 13 <input type="checkbox"/> Learning 14 <input type="checkbox"/> Mental illness 15 <input type="checkbox"/> Acquired brain impairment 16 <input type="checkbox"/> Vision 17 <input type="checkbox"/> Medical condition 18 <input type="checkbox"/> Other 19

Schooling

What is your highest COMPLETED school level? <i>Tick ONE box only</i>	<input type="checkbox"/> Year 12 or equivalent 12 <input type="checkbox"/> Year 11 or equivalent 11 <input type="checkbox"/> Year 10 or equivalent 10 <input type="checkbox"/> Year 9 or equivalent 09 <input type="checkbox"/> Year 8 or below 08 <input type="checkbox"/> Never attended school 02
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Previous Qualification

If you have more than two qualifications, please attach details with application in a plain paper with verified or color scanned copy.

Qualification 1	Qualification 2
Qualification name:	Qualification name:
Name of institution:	Name of institution:
Country:	Country:

Year completed:

Year completed:

Employment Information

Which of the following categories BEST describes your current employment status? (*Tick ONE box only*)

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Self-employed – not employing others
<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Employed – unpaid worker in a family business	<input type="checkbox"/> Unemployed – seeking fulltime work
<input type="checkbox"/> Unemployed – seeking part-time work	<input type="checkbox"/> Not employed – not seeking employment	<input type="checkbox"/> Not Specified

Please attach a copy of your resume. Ensure you provide your employment history starting with the latest on the top

Study Reason

Which of the following categories BEST one describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)	<input type="checkbox"/> To get a job	01
	<input type="checkbox"/> To develop my existing business	02
	<input type="checkbox"/> To start my own business	03
	<input type="checkbox"/> To try for a different career	04
	<input type="checkbox"/> To get a better job or promotion	05
	<input type="checkbox"/> It was a requirement of my job	06
	<input type="checkbox"/> I wanted extra skills for my job	07
	<input type="checkbox"/> To get into another course of study	08
	<input type="checkbox"/> For personal interest or self-development	12
	<input type="checkbox"/> To get skills for community/voluntary work	13
<input type="checkbox"/> Other Reason	11	

RPL and Credit Transfer

Please complete this section if you believe you are eligible to apply for Recognition of Prior Learning (RPL) or for credit transfer.

Please note, applying for this will impact your course duration so bear in mind that if this is approved then

I want to apply for a credit transfer for the following unit/s:

I want to apply for RPL for the following unit/s:

your course duration will be less than the time outlined on the course brochure. Depending on the amount that your course is reduced your fees may also be reduced

If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit

Recruitment Agent Details

Agent Organization Name:		Address:	
Email:	Phone:	Contact Person:	
Agent ID or QEAC No:		MARA Number:	

Advanced Tuition Fees Information

Under the Tuition Protection Service (TPS) framework, HIC Does not require students to pay more than 50% of the course tuition fee in advance. If student wish to pay more than 50% of the tuition fee to HIC in the advance student must notify the HIC via this application so HIC can include this information in the letter of offer (student agreement).

Do you wish to pay more than a 50% tuition fee for your first course with HIC? Yes No

Privacy Notice

Why we collect your personal information.

As a registered training organization (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide this information, we will be unable to process your enrolment.

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, analyzing and communicating research and statistics about the Australian VET sector.

We are also authorized 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 authorized to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organizations) 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 us using the contact details listed below.

DESE is authorized 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.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 authorized agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact HIC 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

[Email: info@hillshire.edu.au and please see student handbook for our privacy policy at www.hillshire.edu.au]

Admission Contact

Hillshire International College

Admission Department

Level 3, 72 Mary Street

Surry Hills, NSW 2010.

Email: admissions@hillshire.edu.au

Student Declaration and Signature

- 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 following the Privacy Notice on page 1. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment
- I permit the Hillshire International College to obtain official records from an educational institution that I have attended.
- I understand that Hillshire International College collects, stores and uses personal information only to administer prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements.
- I understand that if I have applied through an approved Hillshire International College agent, all correspondence relating to my application will be forwarded to that agent.
- I understand that any vocational placement undertaken as a part of any of the courses offered at the Hillshire International College will be unpaid.
- I have read, understood, and agree to abide by the College Refund Policy found in the Student Handbook on the website of the College; www.hillshire.edu.au
- I understand that HIC may use my name/photograph/image/audio recording/video recording and likeness in all forms and manner ("My Image") for the purposes of advertising, media, social media publicity, publication, general display or for any other institute purposes in whole or in part, including but not limited to publication on internet web sites, broadcasts and any other publications as released to or by HIC ("Publication"). I waive any interest that I may have in the copyright to My Image now or at any future time and acknowledge that I am not entitled, nor shall in the future be entitled, to receive any payment or consideration in respect of it and agree to make no claim against HIC for any payments for the Publication of My Image.
- I have read, understood and agree to abide by the Student Code of Conduct as found in the Student Academic and General Code of Conduct Policy and Procedure and Student Handbook on the website of the College; www.hillshire.edu.au
- I understand that by signing this application form, I will be sent a letter(s) of an offer for the Hillshire International College if all admission requirements are met.
- I agree that on acceptance of enrolment by the Hillshire International College, I must sign and return an Acceptance to my Letter of Offer which will be the contract of Enrolment.
- I agree that I may choose to pay more than 50% of the total tuition fees upfront for the course before I commence the course that is more than 25 weeks. The College can request 100% of the total tuition fees for short courses of 25 weeks or less.

Signature of Applicant:

Name of Applicant:

Date:

Document Checklist

Onshore Students

- Completed Application Form
- Resume
- Certified Copy of Passport
- Certified Copy of Academic Certificates
- Qualification Evidence of English Language Test
- Visa Copy
- OHIC details
- Letter of Release (if applicable)

International Student Offshore

- Completed Application Form
- Resume
- Certified Copy of Passport
- Certified Copy of Academic Certificates
- Qualification Evidence of English Language Test
- Visa Copy
- OHIC details
- Personal Statement
- Proof of Finance

HIC will request further Genuine Temporary Entrant Document after assessment by the eligibility of students in the course.

Disability Supplement Information (DISABILITY SUPPLEMENT)

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list: Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

‘11 — Hearing/deaf’

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe, or profound hearing loss after learning to speak, communicates orally and maximizes residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon the vision to communicate, whether through lip reading, gestures, cued speech, fingerspelling, and/or sign language.

‘12 — Physical’

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or maybe the result of an accident, illness, or injury suffered later in life, for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

‘13 — Intellectual’

In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behavior, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

‘14 — Learning’

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

‘15 — Mental illness’

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning.

‘16 — Acquired brain impairment’

Acquired brain impairment is an injury to the brain that results in deterioration in cognitive, physical, emotional, or independent functioning. Acquired brain impairment can occur because of trauma, hypoxia, infection, tumor, accidents, violence, substance abuse, degenerative neurological diseases, or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

‘17 — Vision’

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired because of disease, illness, or injury.

‘18 — Medical condition’

The medical condition is a temporary or permanent condition that may be hereditary, genetically acquired, or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalization; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn’s disease, cystic fibrosis, asthma, or diabetes.

‘19 — Other’

A disability, impairment, or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.