Enrolment Application Form

National Polytechnic of Australia Pty Ltd (NPA) requests that you complete all relevant questions and read through and understand all the information outlined in the sections below before submission:

1. **Application Details**
2. **Important Information for Students**
3. **Student Acknowledgement and Declaration**

1. Application Details

EDUCATION AGENT DETAILS	
Has an education agent assisted with this application? ☐Yes ☐No	If yes, please specify the Name of the agent and company:
PERSONAL DETAILS	
Title ☐ Mr ☐ Ms ☐ Mrs ☐Miss ☐ Other (Please specify)	Gender ☐ Male ☐ Female ☐ Unspecified
Family Name:	Given Name(s):
Date of Birth (DD/MM/YYYY):	Student ID:
Mobile:	Email:
Do you have a disability or special learning needs that will affect your studies? ☐ No ☐ Yes – Please attach details	
CONTACT DETAILS	
Address in Home Country:	Address in Australia:
Currently living in ☐ Australia ☐ Overseas	
Email:	
Phone:	
Mobile:	
EMERGENCY CONTACT	
Name:	Email:
Phone:	Relationship:
Please advise the College of any changes to any of your contact details within 7 days of the change.	

PASSPORT, VISA, AND STUDENT HEALTH COVER (OSHC) DETAILS

Country of citizen: Passport Number:

Country of birth:

Do you hold a current Australian visa? ☐ Yes ☐ No
Visa type:☐ Student ☐ Working ☐ Tourist ☐ Other   Please specify:

Visa Expiry Date:

Do you already have OSHC cover? ☐ Yes   ☐ No
If yes, Name of the provider:

Expiry Date:

If no, please tick the type of OSHC* cover that you require? ☐ Single ☐ Couple ☐ Family

As part of your student visa conditions, you will be required to obtain and pay for health insurance whilst studying in Australia. To obtain further information on the health insurance requirements for overseas students studying in Australia,
https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

DEPENDANTS DETAILS

Do you have any dependents on your visa application? ☐No ☐Yes
If yes, please provide complete details in the table below:

Family Name	Given Name(s)	Relationship	Date of birth	Studying in Australia	Name of Education provider
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	

Please attach a separate sheet if there are more than 3 dependants

ENGLISH LANGUAGE

Is English your first language?   ☐No, please specify:

☐Yes – go to next section

Have you taken a recognised English language test in the past 2 years?
☐ Yes   ☐ No
If yes:
Test Name: Test Date (DD/MM/YYYY):

Test Result:

COURSE SELECTION

Course VET Code	Course CRICOS Code	Course Name	Preferred intake	CT*	RPL**
				☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No

*Credit transfer (CT) - Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

**Recognised Prior Learning (RPL) - Recognition of prior learning is a process that assesses your competency acquired through formal and informal learning to determine if you meet the requirements for a unit of study. For more details, please refer to Credit Transfer and RPL policies at https://npa.edu.au/.

CAMPUS LOCATION

☐ **Sydney Campus**
Level 2/8 Quay Street
Haymarket NSW 2000

☐ **Melbourne Campus**
51 Brady Street
South Melbourne VIC 3205

EDUCATION HISTORY

Year	School/Institute	State/Country	Name of Qualification/School level	Length of study	Results attached
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

Please advise your highest completed secondary school level and all other qualifications completed.

CURRENT ENROLMENT

Are you currently enrolled with another Australian education provider? ☐Yes ☐No
If yes, please provide details in the table below:

Course Name	School/Institute	Proposed start date	Proposed end date

UNIQUE STUDENT IDENTIFIER (USI)

Do you have a Unique Student Identifier (USI)? ☐ No   ☐ Yes, please provide USI details:

If you would like the College 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/about-us/privacy

☐ I authorise the College (NPA) to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014 for a USI on my behalf.

☐ I have read and consent to the collection, use and disclosure of my personal information pursuant to the information detailed at https://www.usi.gov.au/about-us/privacy.

Please note that in accordance with section 11 of the Student Identifiers Act 2014, the College will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have finalised the application, or the information is no longer needed for that purpose unless we are required by or under any law to retain it.

2. Important information for students

2.1 Pre-enrolment information

To help you make an informed enrolment decision, you are encouraged to attend a pre-enrolment consultation session provided by your authorised education agent and/or representative staff from the College before completing this Student Enrolment Application Form. You will be provided with transparent, accurate and complete information that is relevant to your application. The information can include, but is not limited to:
   a) Intake dates
   b) The VET and CRICOS information of the College
   c) Course information (i.e., fees, duration, delivery mode, location, equipment, unpaid work placement, practical training locations if applicable, and other arrangements related to your application)
   d) Entry requirements (i.e., academic requirements, language proficiency requirements, employment requirements, financial requirements, etc.)
   e) Information about training and assessment
   f) Policies and procedures on course progress/attendance, assessment, and student conduct rules, etc.
   g) Information about the support services available to students in the College

The College will only confirm the intake of a qualification when it meets the minimum number of applications. Students will receive a Letter of Offer in the proposed intake when the minimum number of applications is met.

If the minimum number of applications is not met, a student will be advised of the next proposed intake.

2.2 Non-tuition fees

Non-tuition fees table

Item	Price
Enrolment Handling fee	$200
Credit Transfer application fee	$50 per unit of credit transfer
Course Withdrawal application fee	$200
Request for Release application fee	$200
Certificate Re-issuance fee	$50 per time of re-issuance
Assessment Re-submission fee	$50 per assessment of re-submission

For more information regarding the tuition (e.g., re-enrolment fees) and non-tuition fees, please refer to the website at https://npa.edu.au/.

2.3 Visa conditions

2.3.1 For students whose enrolments do not require COEs
a) The student must notify the College within 7 days if there's any change in the student's visa status (e.g., from Temporary Residence Visas to a Student Visa subclass 500).
b) If the student's visa status has changed to a Student Visa subclass 500, significant changes in the enrolment of the student will be applied. The student must contact the College to receive guidance on the amendments of enrolment procedures.

2.3.2 For students whose enrolments do require COEs
a) ELICOS Students must maintain a study load of 20 scheduled contact hours per week.
b) Students must maintain a satisfactory level of course progress and attendance in accordance with the College policy and procedure (Search for the Monitoring Course Attendance and Progress Policy and Procedures at https://npa.edu.au/.
c) Students must have Overseas Student Health Cover prior to arrival in Australia.
d) Students must inform the College of any changes in the contact details (including but not limited to a residential address, email, contact number, emergency contact) within 7 days.

2.4 Personal information

Please make sure that all information you provide is true and correct. If you change your address during your studies, you must immediately contact the College and advise the College of your new address details. Personal information (such as personal and contact details, course, enrolment details and any changes that can affect a student's enrolment and study) provided by the student will be kept private and not shared with any organisation unless legally required to do so.

The terms and conditions stated in this form, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

2.5 Your rights to privacy

The information you provide to the College will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating training and assessment services and student support to you.

Your personal information will not be released by the College unless required by law or approval is first provided by you. Your information will never be sold to a third party. However, your information may be provided to a third-party provider who has entered into a legally binding agreement with the College to provide services to either you or the College and who agrees in writing to keep your personal information confidential except as required by law.

Our Privacy Policy is available at https://npa.edu.au/.

Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the Data Provision Requirements 2012 (Cth) and in line with current AVETMISS requirements; however, this information is reported in a manner that does not identify you. The College will retain a record of this enrolment form or any other agreements receipts of payments for a period of at least two (2) years after you cease to be a student at the College.

2.6 Media releases

At times during the course, staff/contractors of the College may take photos/videos for use in promotional activity. These photos/videos will remain the property of the College and will not be sold to any third party. Some of the media may be used by the College for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance of participating in such activities.

Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the Marketing Manager at info@npa.edu.au.

2.7 Student Equipment required

Students MUST have the following IT equipment prior to enrolling with the College and will require a suitable study space for self-study, assessment activities, or participation in online classes.

2.7.1 Hardware requirements:

a) Desktop or laptop with the following recommended System Requirements:

   i.   Windows 7 (2009) or higher
   ii. Apple Macintosh OS X version 10.6 (Snow Leopard) or higher

b) A webcam, e.g., built-in to a laptop or a USB webcam.
c) Audio input and output suitable for video conferencing or online classes.
d) A headset or earbuds with a microphone is recommended. Speakers and a microphone can be acceptable but need to be tested to check they do not introduce echo into a video conference or online classes.
e) Photo/scan - a camera, e.g., on a mobile phone, can be required to scan and submit handwritten materials.

2.7.2 Software Requirements:

a) a web browser such as Internet Explorer, Firefox, Google Chrome, or Safari (Please note that Apple users will be required to install Google Chrome in order to use Microsoft Teams) that will allow students to:

i. Stream videos from YouTube-style sites (a student must be aware of their internet usage limits and costs);
ii. Run word processing software such as Microsoft Teams, Word and PowerPoint;
iii. Participate in virtual classrooms or online live-streaming webinars (e.g., Microsoft Teams or Zoom). (for classes delivered online or via live-streaming webinar).

b) The College will provide students with access to Microsoft Office 365 software (i.e., Microsoft Teams, Word, Excel, and PowerPoint), however:

i. Students may require administration rights to their computer in order to install additional software.
ii. Students are strongly advised to install a suitable anti-virus program to protect their work.

2.7.3 Internet Requirements:

a) A reliable, high-speed broadband internet connection with sufficient upload and download capacity. A Wi-Fi or mobile connection can be acceptable if it is adequately stable to perform well in a video conference or online classes;
c) Students will have access to the College's wireless connection whilst on campus;
d) Community internet and computer access:
   a. In Australia, public libraries offer free access to computers and the internet, although students may require a membership card or be required to pay a small charge. Students may need to book ahead if they wish to use library services. Students will also have access to printing and photocopying services on a pay per page basis. Most libraries also provide wireless hotspots and recharging stations at no cost for students using their own devices.

2.7.4 Other Information:

The College encourages students to acquire the following skills and knowledge related to operating and maintaining an efficient online study environment:

a) Know how to install, use, and keep their computer's internet browser and other software up to date (e.g., installing security updates)
b) Be proficient in connecting their laptop and/or mobile device to wireless networks either at the College's campus, your local library, or other locations
c) Ability to use a web camera and headset/microphone
d) Know how to use cloud storage (e.g., through Office 365 OneDrive)
e) Ability to use Microsoft Word and other related software packages

3. Student Acknowledgement and Declaration
☐ I confirm that during my enrolment application, I have been provided with transparent, accurate and complete information about courses, including:
   • Enrolment criteria, including English requirements, academic requirements, and any other requirements for my course enrolment,
   • Financial requirements such as tuition fees and non-tuition fees,

- Duration,
- Study mode,
- Location,
- Learning Resources,
- Unpaid work placement,
- Equipment,
- Information provided in my Student Guide, including the cost of living in Australia etc.,
- Website link to Pre-Enrolment Information and information about training and assessment, support services, rights and obligations of a student studying at the College.

☐ I have read, understood, and completed all the required questions and details above in this Enrolment.

Application Form.

☐ I agree that the information provided above in this **Student Enrolment Application Form** is, to the best of my knowledge, true, correct, and complete at the time of my lodgement (including information and documents submitted to assess my eligibility). I will update the College with changes to any of the information that I have provided within 7 days of the change or as soon as practicable.

☐ I have read, understood, and agree to follow the information, rules, regulations, policies, and procedures stated in **Important Information for Students**, as mentioned at point 2 of this form.

☐ I have read, understood, and agree to follow the **Refund Policy** *(Search for the Refund Policy at* https://npa.edu.au/*)*.

☐ I have read and understood the information stated in **Rights to Privacy** and **Media Releases**, as mentioned at points 2.5 and 2.6 of this form.

☐ I have read and understood the information outlined in **Student Equipment required,** as mentioned at point 2.7 of this form.

☐ I authorise the College to contact the listed education provider(s) on this enrolment form where I have obtained previous qualification(s), and I authorise to release any details relating to these previous qualifications to the College.

☐ I authorise the College or its Education Agent, in the event of illness or accident during any College organised activity, and where emergency contact or next of kin cannot be contacted within a reasonable time, to seek ambulance, medical or surgical treatment at my cost.

☐ I agree that my academic results will be withheld until my debt is fully paid and any property belonging to the College has been returned.

☐ I am responsible for keeping a copy of this document and any attachments that I have submitted for assessing the enrolment application.

Print name of the applicant:

Signature:

Date *(DD/MM/YYYY)***:**