

Student Application Form

Before you start

This is the paper version of our online application form. Please apply online at montford.edu.au/application-form if you can. Use this form only if you are unable to submit online.

Type into this PDF (or print it and write clearly in BLOCK LETTERS). Complete every section that applies to you, sign the declaration, and email the form with your documents (see Section 15) to enrolment@montford.edu.au.

Submitting this form is the first step of the enrolment process and does not guarantee enrolment. Enrolment is confirmed only after your Pre-Training Review and LLND (Language, Literacy, Numeracy and Digital literacy) assessment are completed and all entry requirements are met.

1. Personal Details

Use your full legal name exactly as it appears in your passport or identity document.

Title	☐ Ms ☐ Mrs ☐ Mr ☐ Other		
Family name (surname)		Given name(s)	
Do you have a single name only?	☐ Yes (write it in Family name) ☐ No		
Preferred name		Date of birth (DD/MM/YYYY)	
Gender	☐ Female ☐ Male ☐ X (non-binary / other)		
Nationality		Country of birth	
Town / city of birth		First language	
Application type	☐ Onshore (in Australia with a valid visa) ☐ Offshore		

2. Contact Details

Mobile		Other phone	
Email		Email for correspondence (agent email, if applying through an agent)	
Preferred contact method	☐ Mobile phone ☐ Email ☐ Post		
Address in your home country			

Residential address in Australia (if known)

Give the street address where you usually live (not a PO Box).

Building / property name		Flat / unit details	
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Street or lot number		Street name	
Suburb, locality or town		State / territory	
Postcode		Phone in Australia	
Postal address (if different)			

3. Emergency Contact

Full name		Relationship to you	
Phone		Email	

4. Passport, Visa and Health Cover

International applicants must complete this section. Domestic applicants: complete residency status only.

Residency status	☐ Australian citizen ☐ New Zealand citizen ☐ Permanent resident ☐ Student visa ☐ Other visa		
Passport number		Passport expiry (DD/MM/YYYY)	
Country of citizenship		Are you currently in Australia?	☐ Yes ☐ No
Current visa type / subclass		Visa expiry (DD/MM/YYYY)	
Do you hold valid OSHC (Overseas Student Health Cover)?	☐ Yes ☐ No	Applied for permanent residency in Australia?	☐ Yes ☐ No
OSHC provider		OSHC policy number	

5. Education Agent (if applicable)

Agency name		Agent / consultant name	
Agent email		Agent phone	

6. Course of Study

Write 1 next to your first preference (and 2, 3, 4 for any others), with your preferred intake.

Code	Course	Preference	Intake (MM/YYYY)
SIT30821	Certificate III in Commercial Cookery		
SIT40521	Certificate IV in Kitchen Management		
SIT50422	Diploma of Hospitality Management		
CHC33021	Certificate III in Individual Support		
CHC43121	Certificate IV in Disability Support		
CHC52025	Diploma of Community Services		

Your course duration and entry pathway will be confirmed in your Letter of Offer. Entry requirements, fees and intake dates are on our website.

Main reason for study (tick one)	☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get a better job or promotion	☐ It was a requirement of my job ☐ I wanted extra skills for my job ☐ To get into another course of study ☐ For personal interest or self-development ☐ To get skills for community / voluntary work ☐ Other reason
How did you hear about us? (tick all that apply)	☐ Website ☐ Education agent / seminar ☐ Advertisement	☐ Friends / word of mouth ☐ Social media ☐ Other

7. Language, Cultural Background and English

Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Aboriginal	☐ Yes, Torres Strait Islander ☐ Yes, Aboriginal and Torres Strait Islander
Do you speak a language other than English at home?	☐ No, English only ☐ Yes	<i>If yes, which language (most often spoken)?</i>
Language spoken at home		
How well do you speak English?	☐ Very well ☐ Well ☐ Not well ☐ Not at all	

English language proficiency (tick all that apply)	☐ English is my first language ☐ English was the language of instruction in my secondary / tertiary studies ☐ I have completed a recognised English language test ☐ I intend to complete an ELICOS course in Australia ☐ Other (please specify below)		
English test name (e.g. IELTS, PTE)		Overall score and test date	
Other (please specify)			

8. Schooling and Previous Education

Are you still enrolled in secondary school?	☐ Yes ☐ No		
Highest COMPLETED school level (tick one)	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent	☐ Year 9 or equivalent ☐ Year 8 or below ☐ Never attended school	
Year you completed that level			
Have you successfully COMPLETED any post-school qualification?	☐ Yes (complete the table below) ☐ No		

Qualification completed (tick where it was completed)	Australian	Australian equivalent	International
Bachelor degree or higher	☐	☐	☐
Advanced diploma or associate degree	☐	☐	☐
Diploma or associate diploma	☐	☐	☐
Certificate IV (or advanced certificate / technician)	☐	☐	☐
Certificate III (or trade certificate)	☐	☐	☐
Certificate II	☐	☐	☐
Certificate I	☐	☐	☐
Other education (including certificates or overseas qualifications not listed)	☐	☐	☐

Education history (most recent first)

Year	School / institution	Country	Qualification	Duration

9. Employment

Current employment status (tick one)	☐ Full-time employee ☐ Part-time employee ☐ Self-employed, not employing others ☐ Employer	☐ Employed, unpaid worker in a family business ☐ Unemployed, seeking full-time work ☐ Unemployed, seeking part-time work ☐ Not employed, not seeking employment
Occupation: which BEST describes your current or most recent job? (tick one)	☐ Managers ☐ Professionals ☐ Technicians and trades workers ☐ Community and personal service workers ☐ Clerical and administrative workers	☐ Sales workers ☐ Machinery operators and drivers ☐ Labourers ☐ Other
Industry: which BEST describes the industry of your current or most recent employer? (tick one)	☐ Agriculture, forestry and fishing ☐ Mining ☐ Manufacturing ☐ Electricity, gas, water and waste services ☐ Construction ☐ Wholesale trade ☐ Retail trade ☐ Accommodation and food services ☐ Transport, postal and warehousing ☐ Information media and telecommunications	☐ Financial and insurance services ☐ Rental, hiring and real estate services ☐ Professional, scientific and technical services ☐ Administrative and support services ☐ Public administration and safety ☐ Education and training ☐ Health care and social assistance ☐ Arts and recreation services ☐ Other services

Employment history (most recent first)

Dates (from - to)	Employer and country	Position	Main duties

10. Disability, Medical Conditions and Support

This information is confidential. It helps us plan support and reasonable adjustments, and will not affect your application.

Do you consider yourself to have a disability, impairment or long-term condition?	☐ Yes ☐ No	
If yes, tick all areas that apply (see the Disability Supplement at the end of this form)	☐ Hearing / deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness	☐ Acquired brain impairment ☐ Vision ☐ Medical condition ☐ Other
Medical conditions, or support / adjustments you may need during your course		

11. Unique Student Identifier (USI)

Every student doing nationally recognised training needs a USI. We cannot issue your qualification without one.

Your USI (if you have one)	
If you do not have a USI (tick one)	☐ I will create my own USI at usi.gov.au and give it to Montford International College ☐ I authorise Montford International College to search for my USI and, if none is found, to create one on my behalf (complete the authority below)

International students can only get a USI after arriving in Australia on a valid visa.

Authority to apply for a USI on my behalf

I authorise Montford International College to apply, under 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) as set out in the USI privacy notice at www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf.

To verify your identity, tick ONE document below and give its details. Your name in Section 1 must match the document exactly.

	Identity document	Details
☐	Australian driver licence State, licence number and card number	

	Identity document	Details
☐	Medicare card Card number, individual reference number, card colour (green / yellow / blue) and expiry date	
☐	Australian passport Passport number	
☐	Non-Australian passport (with Australian visa) Passport number and country of issue	
☐	Australian birth certificate State / territory and registration number or certificate number	
☐	Citizenship certificate Stock number and acquisition date	
☐	Certificate of Registration by Descent Acquisition date	
☐	ImmiCard ImmiCard number	

Under section 11 of the Student Identifiers Act 2014, Montford International College will securely destroy personal information collected solely for applying for a USI on your behalf as soon as practicable after the application is made or the information is no longer needed for that purpose.

12. Requests and Media Consent

Would you like MIC to organise your accommodation?	☐ Yes ☐ No	Would you like an airport pick-up?	☐ Yes ☐ No
If yes, accommodation type (tick all that apply)	☐ Homestay ☐ Sharing with others ☐ Apartment, unit or flat		

Media consent

From time to time, MIC staff may request to take photographs/videos or verbal/written interviews/testimonials of students at MIC or at places where the student is involved in an activity. These may be used in classroom or on-the-job work activities, or published by MIC in print, digital or broadcast media such as documents, student magazine, website, MIC TV, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also ask students to provide any of the above of their own creation for the same purposes. Participation is voluntary and you may withdraw consent in writing at any time.

- ☐ I consent to MIC using any of the above materials involving me for the purposes outlined above.
☐ I do not consent to MIC using any of the above materials involving me for the purposes outlined above.

13. Pre-Training Review

Before we can enrol you, we need to understand your existing skills and confirm you have been given enough information about your course. Your answers help us identify any support you may need. They are not a test, and there are no wrong answers.

Are you applying for Credit Transfer or Recognition of Prior Learning (RPL)?	☐ Credit Transfer ☐ RPL ☐ No	
	If yes, also complete the Credit Transfer and RPL Application Form (Forms & Policies page of our website) and attach it with your evidence. Credit Transfer is free of charge.	
How would you rate your overall digital skill level?	☐ Beginner ☐ Limited ☐ Capable ☐ Advanced	
Which of these have you used? (tick all that apply)	☐ Smart phone ☐ Laptop / computer / notebook computer	☐ Microsoft Word, Excel, PowerPoint and email ☐ Internet
Any other technology you use		
Do you have access to a computer at home with a reliable internet connection to study?	☐ Yes ☐ No	

How strongly do you agree with each statement?

Statement	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
I am comfortable communicating with others.	☐	☐	☐	☐	☐
I am comfortable problem-solving on my own.	☐	☐	☐	☐	☐
I am comfortable learning something new.	☐	☐	☐	☐	☐
I am comfortable watching videos and using social media.	☐	☐	☐	☐	☐
I am comfortable creating and editing different documents.	☐	☐	☐	☐	☐
I am comfortable researching on the internet and sending emails.	☐	☐	☐	☐	☐
I am comfortable using different applications and programs.	☐	☐	☐	☐	☐

Has enough information been provided to you?

If you tick "No", a Montford International College representative will give you more information before your enrolment proceeds.

Information	Yes	No, I need more information
Course information		
Entry requirements for your proposed course	☐	☐
Content of your proposed course	☐	☐
Duration and holidays of your proposed course	☐	☐

Information	Yes	No, I need more information
The campus at which classes will be conducted	☐	☐
Whether or not your course includes a work placement	☐	☐
Delivery method (i.e. class/workshop based, distance / online or a combination)	☐	☐
How assessment will be conducted during your course	☐	☐
Any materials or protective clothing you must supply and physical exertions required to complete practical tasks (lifting, handling)	☐	☐
Materials, equipment and resources that you will be supplied with as part of your fees	☐	☐
Any other organisation that will be involved in providing training or assessment in your course (if any)	☐	☐
The requirement for you to undertake an assessment of your Language, Literacy, Numeracy and digital literacy (LLND) skills before commencement of the course to determine any support needs you may have during your study	☐	☐
Services, facilities, complaints and appeals		
General student support services	☐	☐
Facilities and services available on campus (e.g. library, computers, cafeteria, parking)	☐	☐
Complaints and appeals management processes	☐	☐
Student handbook	☐	☐
Fee information and payment schemes		
The fees and other charges you will incur (fee for service: full fee, tuition fee, material fees, enrolment fees)	☐	☐
Payment schemes and plans that may assist in paying your fees	☐	☐
Fees and refund policy	☐	☐

14. Privacy Notice and Student Declaration

Privacy notice

Why we collect your personal information. As a Registered Training Organisation (RTO), Montford International College collects your personal information to process and manage your enrolment in a vocational education and training (VET) course. If you do not provide this information, we may not be able to enrol you or deliver VET training and services as required.

How we use your personal information. We use your personal information to deliver training and assessment services, manage course administration, and comply with our legal and regulatory obligations as an RTO.

How we disclose your personal information. Under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act), Montford International College is required to disclose your personal information to the National Centre for Vocational Education Research Ltd (NCVER) for inclusion in the National VET Data Collection, and to relevant State or Territory training authorities. This data is used to inform VET research, policy, funding and reporting. Your personal information may also be disclosed to a licensed debt collection agency, but only to the extent necessary to recover unpaid fees after MIC's late payment process (including your appeal rights) has been completed. If you apply through an education agent, we will share information about your application and enrolment with that agent, who may be located outside Australia. Other than that, we do not disclose your personal information to overseas recipients.

International students. Information about you collected during your enrolment may be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). This includes reporting your enrolment, and certain changes to it, to the Department of Home Affairs through PRISMS as required by the Education Services for Overseas Students Act 2000 (ESOS Act). In other instances, information you provide may be disclosed without your consent where authorised or required by law.

How NCVER and other bodies handle your information. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the NVETR Act and its privacy policies. Your information may be used for creating authenticated VET transcripts; administering VET; statistical research and data linkage; policy and workforce planning; and supporting consumer information. NCVER may disclose your information to the Department of Employment and Workplace Relations (DEWR), State and Territory authorities, VET regulators, and researchers acting on NCVER's behalf. More information: www.ncver.edu.au/privacy. DEWR's privacy notice: www.dewr.gov.au/national-vet-data/vet-privacy-notice.

Surveys. You may be invited to take part in student surveys by Montford International College, NCVER (including the National Student Outcomes Survey), government departments or authorised researchers. You may opt out at the time of contact.

Access and complaints. You may contact Montford International College at any time to request access to or correction of your personal information, make a complaint about how your information has been handled, or ask questions about this notice: Building AB, Ground Floor, 61 Riggall Street, Broadmeadows VIC 3047 | +61 3 7048 4870 | info@montford.edu.au. Our Privacy Policy is on the Forms & Policies page of our website.

Consent to release information and access evidence

Any discussions held with Montford International College representatives will be solely for the purpose of your assessment and skills development. During the course of training, we do not plan to discuss your evidence, work practices or progress with other students or trainees unless we have received your written permission to do so.

Declaration of information accuracy

By signing this form I declare that:

- I have read and understood, and consent to, the Privacy Notice above, and have completed all questions and details on this application form.
- I have read and understood Montford International College's current Student Handbook and the information on its website (www.montford.edu.au), which contains detailed information about the ESOS framework, course entry requirements, English entry requirements and LLND requirements.
- I have been informed about the training, assessment and support services to be provided, and about my rights and obligations as a student at Montford International College.
- I am fully aware of the fees and refund policy, conditions of enrolment and privacy statement as set out in the Privacy Policy and Procedure, available on the Montford International College website, which I agree to abide by as a student at Montford International College.
- International students: I understand that I am not required to pay more than the initial tuition fee amount stated on the offer letter (or 50% of the tuition fee) before the start of the course. However, I may choose to pay more than 50% of the tuition fees, or the full course fees, upfront. Any amount of fees paid before the start of the course will be reflected in my Confirmation of Enrolment (CoE).
- Arrangements have been made to pay all fees and charges applicable to this enrolment.
- I agree to be bound by Montford International College's Student Code of Conduct, regulations, policies and disciplinary procedures while I remain an enrolled student.
- I understand and have been provided with information in relation to Credit Transfer and Recognition of Prior Learning (RPL).
- I have visited the Montford International College website to review the training and assessment options available to me, including but not limited to duration, location, mode of delivery, fees, refunds, complaints and withdrawals.
- I authorise Montford International College, in the event of illness or accident during any Montford International College organised activity, and where my emergency contact or next of kin cannot be contacted within a reasonable time, to seek ambulance, medical or surgical treatment at my cost.
- My academic results will be withheld until my debt is fully paid and any property belonging to Montford International College has been returned.
- My participation in this course is subject to the right of Montford International College to cancel or amalgamate courses or classes, and I agree to abide by all rules and regulations of Montford International College.
- I am 18 years of age or older.
- All information provided in this application is complete and correct to the best of my knowledge. I understand that failure to provide correct information or documentation may result in cancellation of my enrolment.

- I acknowledge that Montford International College may send me information about course opportunities and other promotional offers from time to time, and that I can opt out.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Applicant full name			
Signature		Date (DD/MM/YYYY)	

If you are completing the PDF on screen, type your full name in the Signature box, or print, sign and scan the form.

15. Documents to Attach

Tick each document you are attaching to your email to enrolment@montford.edu.au.

☐ Passport (photo / details page)	☐ English language test results (if applicable)
☐ Current Australian visa (onshore applicants)	☐ Credit Transfer and RPL Application Form, with evidence (if applying)
☐ OSHC certificate (if held)	☐ Evidence of meeting any additional entry requirements
☐ Academic transcripts and certificates (with certified English translations)	☐ Any other supporting documents

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- ☐ Application received (date and initials)
- ☐ Entered in aXcelerate (Student ID recorded)
- ☐ Pre-Training Review assessed
- ☐ LLND assessment completed
- ☐ Entry requirements met
- ☐ USI verified or applied for
- ☐ Letter of Offer and Written Agreement issued

Disability Supplement

This supplement helps you answer the disability question in Section 10. Disability in this context does not include short-term disabling health conditions such as a fractured leg or influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

Hearing / deaf: Hearing impairment refers to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises 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 vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

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. It may have existed since birth or be 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.

Intellectual: Low general intellectual functioning and difficulties in adaptive behaviour, both of which were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

Learning: A group of disorders shown 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.

Mental illness: 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.

Acquired brain impairment: Injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. It can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke, and may be temporary or permanent.

Vision: A partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

Medical condition: A temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. It 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 hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

Other: A disability, impairment or long-term condition which is not suitably described by one or several of the types above. Autism spectrum disorders are reported under this category.