



APPLICATION RECEIVED STAMP/DATE

HQ: Suite 2, Level 11, 55 Swanston Street,
Melbourne, Victoria 3000
Campus: Level 3, 67 Lake Street Cairns 4870

HQ Phone +613 9654 8822 Fax +613 9654 8833
E-mail: info@acah.edu.au
Visit: www.acah.edu.au
RTO Provider Code: 21316

NATIONAL STUDENT APPLICATION FORM

This form is to be completed by Australian Citizens, Permanent or Temporary Visa Holders.

Section A: Personal details

Mrs / Mr / Ms / Miss (please circle one) Family Name: _____

Given Names: _____

Middle Name : _____

Date of Birth: ____/____/____ E-mail: _____

Residence Address:

Post Code: _____

Postal Address: _____

Post Code: _____

Telephone: _____ Mobile: _____

Work Phone : _____

Medicare No: _____ Expiry: _____

Green Medicare No: _____ Blue Medicare No (Interim) : _____

Centrelink register No: _____ Gender (please circle one): Male / Female / Other

Section B: AVETMISS Information

Residency Requirements: I am an (tick appropriate – attach evidence);

- Australian Citizen
- Permanent Resident
- Holder of a special category visa (subclass 444)
- East Timorese Asylum Seeker
- Holder of a Temporary Protection Visa
- Holder of a Temporary Residence Visa (Subclass 485)

Language and Cultural diversity:

In Which Country Were you bourn?

Australia _____

Other – Please specify _____

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 _____

Are you:

- Aboriginal
- Torres Strait Islander
- Aboriginal and Torres Strait Islander
- Neither

How well do you speak English?

- Very Well Well Not Well Not at All

Do you have a consider yourself to have a disability, impairment or long term condition?

- YES; give details _____
- NO

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

- Hearing/deaf Physical
Intellectual Learning
Mental illness Acquired brain impairment
Vision Medical condition
Other

Are you still attending High School?

YES

NO

What is your highest completed school level?

- | | |
|--|---|
| <input type="checkbox"/> Completed Year 12 | <input type="checkbox"/> Completed Year 9 or Equivalent |
| <input type="checkbox"/> Completed Year 11 | <input type="checkbox"/> Completed Year 8 or Lower |
| <input type="checkbox"/> Completed Year 10 | <input type="checkbox"/> Did Not Go to High School |

In which year did you complete that school level: _____

Government Survey Disclosure:

- Available Not Available

Have you successfully completed any of the following qualifications?

- | | |
|---|---|
| <input type="checkbox"/> Bachelor Degree or Higher Degree | <input type="checkbox"/> Certificate/Technician |
| <input type="checkbox"/> Advanced Diploma or Associate | <input type="checkbox"/> Certificate III or Trade Certificate |
| <input type="checkbox"/> Degree | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Diploma or Associate Diploma | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Certificate IV or Advanced | <input type="checkbox"/> Certificates Other Than the Above |

If you have completed a prior qualification was this completed:

- In Australia
- Overseas, Country _____
- Overseas & Assessed as Australian equivalent by _____ (assessing body)

Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)

- | | |
|---|--|
| <input type="checkbox"/> Full-time Employee | <input type="checkbox"/> Employed - Unpaid Worker in a Family Business |
| <input type="checkbox"/> Part-time Employee | <input type="checkbox"/> Unemployed - Seeking Full-time Work |
| <input type="checkbox"/> Self Employed - Not Employing Others | <input type="checkbox"/> Unemployed - Seeking Part-time Work |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Not Employed - Not Seeking Employment |

If you are employed, which BEST describes your occupation? (Tick ONE box only.)

- | | |
|---|--|
| <input type="checkbox"/> Manager | <input type="checkbox"/> Sales Workers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Machinery Operators and Drivers |
| <input type="checkbox"/> Technicians and Trade Workers | <input type="checkbox"/> Labourers |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Other |
| <input type="checkbox"/> Clerical and Administrative Workers | |

If you are employed, which BEST describes your industry of employment? (Tick ONE box only.)

- | | |
|--|--|
| <input type="checkbox"/> Agriculture, Forestry and Fishing | <input type="checkbox"/> Accommodation and Feed Services |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Transport, Postal and Warehousing |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Information, Media and Telecommunications |
| <input type="checkbox"/> Electricity, Gas and Water Services | <input type="checkbox"/> Financial and Insurance Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Other |
| <input type="checkbox"/> Wholesale Trade | |
| <input type="checkbox"/> Retail Trade | |
| <input type="checkbox"/> Professional, Scientific and Technical Services | |
| <input type="checkbox"/> Administrative and Support Services | |
| <input type="checkbox"/> Public Administration and Safety | |
| <input type="checkbox"/> Education and Training | |
| <input type="checkbox"/> Health Care and Social Assistance | |
| <input type="checkbox"/> Arts and Recreation Services | |

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only.)

- | | |
|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> Other reasons |
| <input type="checkbox"/> To get a better job or promotion | |
| <input type="checkbox"/> It was a requirement of my job | |

Enter your Victorian Student Number (VSN)/ LUI Number if applicable:

--	--	--	--	--	--	--	--	--

I am new to the Victorian Education System. I have never attended a school, TAFE or other VET training provider in Victoria.

Leave both the VSN and the above tick box blank if you HAVE previously attended a Victorian school, TAFE or vocational education and training provider.

From 1 January 2015, we ACAH can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, 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 <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

Enter your Unique Student Number (USI) if applicable:

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If you do not have a USI you must create a USI prior to enrolment with ACAH. Please visit <http://www.usi.gov.au/Pages/default.aspx> or contact Student Administration for more Information.

Section C: Course details

Government Traineeship Apprenticeship Full fees
Funded*

Course Code	Course Name	Start Date

I am applying for FULL TIME Preferred Campus: _____
 PART TIME Preferred Campus: _____
 ONLINE Preferred Campus for Practical: _____

Section D: Short Course Enrolment/Unit by Unit Enrolments

Please complete this section if enrolment is not for the full course. Please note single unit enrolment fees will vary according to unit.

UNIT CODE:	UNIT NAME:

Section D: Academic Status

CERTIFICATES / DIPLOMAS /DEGREES	DATE OF GRADUATION	INSTITUTION

Please attach a certified copy of all academic transcripts from previous qualifications at any institution.

Licenses/Membership of professional associations or bodies:

Section E: Employment Details

Current Employment (Please attach a separate sheet if there is insufficient room):

Current Role	Duties	Employer

Section F: Skills Recognition

A student may apply for exemption from a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes recognition of current competency, recognition of informal learning and recognition of prior learning.

Do you believe you should be considered for exemption from a particular part of the course as a result of previous study, experience or recognition of a current competency held?

No Yes

▶ **If yes, you're a Course Credit Application will be forwarded to you on receipt of this application**

100% course credit will be granted for similar units of competency, completed at another training provider.

Section G: Statement of Application

Give any other information you think would support your application and also a brief statement of your current ambitions and particular interests in agriculture/horticulture:

Refund Policy

Important: All refunds will be made EFT.

The following outlines Australian College of Agriculture & Horticulture's refund policy:

1. **Enrolment fees are non-refundable**
2. You cannot make payments greater than \$1500 unless the amount is reflective of units already completed.
3. **100% refund of tuition fees, for subjects' studies and enrolled in**, if AUSTRALIAN COLLEGE OF AGRICULTURE & HORTICULTURE cancels the course, or the student applies **within four weeks of commencement of classes** for a refund on the basis of **transfer to another educational institution**.
4. **No refund** of fees once the start date of the course is within 7 days. (You owe full fees)
5. **No refund** of fees once the course commencement date has passed.
6. **No refund** of fees will be made to any student, who by way of cancellation of subject enrolments reduces their hours after commencement of classes in any subject for which the student is enrolled.
7. **No refund** of fees may be applied for outside the current academic year.

Note: AUSTRALIAN COLLEGE OF AGRICULTURE & HORTICULTURE short courses are subject to different fee structures and refund policies.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia's Consumer Protection Laws.

Privacy Statement

Information provided by the student to Australian College of Agriculture & Horticulture, will be used by ACAH to process your application and enrolment. This information will be treated as confidential and is available for your review, subject to the provisions of the Privacy legislation in your relevant State. The personal information about the student may be shared between the registered provider and the Australian Government and designated authorities if relevant.

It is the student's obligation to keep their address and other personal details up to date with the provider, whilst enrolled at Australian College of Agriculture & Horticulture.

Conditions of Enrolment

By signing this application form, you are agreeing to the following conditions of enrolment as a student with Rabarl Pty Ltd trading as Australian College of Agriculture & Horticulture (ACAH):

I agree that I will not hold ACAH, and/or its employees, and/or agents liable for and will not make any claim against them for any loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of:

- a) My attendance at any premises owned, operated or controlled by Australian College of Agriculture & Horticulture
- b) I understand that images taken of me (the student), during my enrolment may be used by ACAH for promotional and marketing activities, and that I (the student) have no objection to this.
- c) My attendance at any activity that Australian College of Agriculture & Horticulture (ACAH) has any knowledge of (whether work experience, sporting, cultural, social, educational, recreational or otherwise) that is organised by, or on behalf of, or with the assistance of ACAH.

On behalf of myself, executives and administrators, I hereby release and indemnify Australian College of Agriculture & Horticulture, and/or its employees, and/or agents against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted within the laws of the State of Victoria or State of Queensland in the Commonwealth of Australia.

Declaration and Signature

- I certify that I have read this form thoroughly and agree to the conditions stated herein.
- I certify that I have read the Privacy Statement and Conditions of Enrolment thoroughly and agree to the conditions stated.
- I understand that enrolment is accepted under the condition that my tuition fees may change.
- I have supplied copies of relevant documentation.
- All information provided by me is correct and complete as at the date of enrolment.
- Incomplete and unsigned applications will not be accepted.
- I agree to being interviewed to verify my interest in studying at ACAH.

Applicant's Signature: _____ Date: _____

Guardian Signature (if under 18): _____ Date: _____

ACAH OFFICE USE ONLY – Student Induction Record

Campuses / and description of facilities

Student has been advised of the multiple campuses and that he/she may be required to study at either location depending on course circumstances

Comments:

Timetable

Students timetable has been discussed and is aware that the need for flexibility may be required, training plan

Comments:

Public Transport / Access to Campuses

Student has been advised as to the public transport options available in relation to suburb of arranged accommodation and how to access further information

Comments:

Refunds, Deferment, Cancellation and Withdrawal

Student understands the grounds on which this can occur.

Comments:

Course(s) Content, duration, qualification offered, modes of study and assessment methods

Student has been advised of a basic contents of course selected and relevant units. Assessment methods may include various types of assessments for each subject studied.

Comments:

Welfare

Student has been advised of the welfare services available and responsible ACAH personnel to contact should there be a need.

Comments:

Career Options/Student understands why they want to complete their course of Study

Comments:

Course related fees, and potential changes to fees during the course and refund policies.

Student understands the about fees payment, changes and refunds.

Comments:

Past experience in field of study

Comments:

.....

Choice to ACAH

Student has received the appropriate advice from Agent or other source re the specialty of ACAH and faculty experience and qualifications.

How did you make your decision to study at ACAH?

- Introduced by Agent Searched on the net
- Recommended by friend Advertisement
- Researched my options Other.....

Comments.....
.....
.....
.....

Interview Outcome

Please tick (✓)

	Poor	OK	Good	Excellent
<i>The client showed awareness of course materials and course structure, assessment outcomes and training needs, repeating units (costs), policies regarding plagiarism</i>				
<i>The client is aware of college locations, refund policy and other pre-enrolment information</i>				
<i>Client is aware of all relevant policies and procedures that will impact on their enrolment.</i>				

If client has achieved a poor level in any of the above the client is NOT be enrolled with ACAH.

Client offered a position to be an enrolled student at ACAH? YES / NO

Interviewer Name: _____

Date of Interview: _____

Time Started: _____ Time Completed: _____