



# ENROLMENT FORM

## Personal details

### 1. Enter your full name \*

Family name (surname)

Given names

### 2. Enter your birth date

Day/month/year

### 3. Gender (Tick ONE box only)

Male

Female

Other

### 4. Enter your contact details

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

### 5. Home address

Suburb, locality or town

State/territory

Postcode

Country

### 6. Citizenship (as per passport) \_\_\_\_\_

### 7. Residency or Visa details

Australian resident/ citizen  Tourist/ Visitor visa  Working visa  Student visa  485 or Bridging visa

I don't have a visa yet  Other (please specify) \_\_\_\_\_

### 8. Have you ever undertaken any of the following English tests?

(IELTS, TOEFL, TOEIC, Cambridge, ISLPR)  Yes  No

Name of test \_\_\_\_\_ Year of test \_\_\_\_\_ Score (overall) \_\_\_\_\_

### 9. Next of Kin/ Emergency Contact details

Full Name \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_



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## Language and cultural diversity

### 10. In which country were you born?

Australia

Other – please specify

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### 11. 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

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### 12. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No  4

Yes, Aboriginal  1

Yes, Torres Strait Islander  2

3 (yes to both)

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## Disability

### 13. Do you consider yourself to have a disability, impairment or long-term condition?

Yes  Y

No  N **No – Go to question 16**

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

(You may indicate more than one area)

Hearing/deaf  11

Physical  12

Intellectual  13

Learning  14

Mental illness  15

Acquired brain impairment  16

Vision  17

Medical condition  18

Other  19

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### 15. Do you require any special learning support?

Yes  Y

No  N

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## Schooling

### 16. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent  12

Year 11 or equivalent  11

Year 10 or equivalent  10

Year 9 or equivalent  09

Year 8 or below  08

Never attended school  02

**Never completed any primary or secondary level education – go to question 18**

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17. Are you still enrolled in secondary or senior secondary education?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N

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**Previous qualifications achieved**

18. Have you SUCCESSFULLY completed any of the qualifications listed in question 19 below?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N

**No – go to question 20**

19. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/>	008
Advanced diploma or associate degree	<input type="checkbox"/>	410
Diploma (or associate diploma)	<input type="checkbox"/>	420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>	511
Certificate III (or trade certificate)	<input type="checkbox"/>	514
Certificate II	<input type="checkbox"/>	521
Certificate I	<input type="checkbox"/>	524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>	990

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**Employment**

20. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Full-time employee	<input type="checkbox"/>	01
Part-time employee	<input type="checkbox"/>	02
Self employed – not employing others	<input type="checkbox"/>	03
Self employed – employing others	<input type="checkbox"/>	04
Employed – unpaid worker in a family business	<input type="checkbox"/>	05
Unemployed – seeking full-time work	<input type="checkbox"/>	06
Unemployed – seeking part-time work	<input type="checkbox"/>	07
Not employed – not seeking employment	<input type="checkbox"/>	08

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**Study reason**

21. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	<input type="checkbox"/>	01
To develop my existing business	<input type="checkbox"/>	02
To start my own business	<input type="checkbox"/>	03
To try for a different career	<input type="checkbox"/>	04
To get a better job or promotion	<input type="checkbox"/>	05
It was a requirement of my job	<input type="checkbox"/>	06
I wanted extra skills for my job	<input type="checkbox"/>	07
To get into another course of study	<input type="checkbox"/>	08
For personal interest or self-development	<input type="checkbox"/>	12
To get skills for community/voluntary work	<input type="checkbox"/>	13
Other reasons	<input type="checkbox"/>	11



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## Program Selection

22. Please select the course/s you wish to enroll in (you can select more than one course)

[BSB51918](#) Diploma of Leadership and Management  01

[BSB61015](#) Advanced Diploma of Leadership and Management  02

23. What is your preferred starting date? \_\_\_\_\_

24. Do you need us to organize any of the following service for you?

Homestay

Airport Pick up

Overseas Student Health Cover (single)

Overseas Student Health Cover (family)

25. **Fee payment option:** Applies to courses longer than 25 weeks' duration. Students can *choose* to pay more than 50 per cent of their tuition fees before they start their course. Providers cannot require students to pay more than 50 per cent of their tuition fees before they start the course (if courses are longer than 25 weeks in duration)

I wish to pay the full fee in advance for courses longer than 25 weeks in duration.

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26. How did you find out about our College?

Friend  Website  Internet  Brochure  Advertisement

Agent/ Lawyer (Please complete agent's details) Agent's name \_\_\_\_\_

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## Unique Student Identifier (USI)

From 1 January 2015, we Davies Institute Pty Ltd. T/A Bella College 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 NCVET. 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.

27. Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

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## Student Declaration

Please read this document carefully before signing.

### Privacy Notice

Under the *Data Provision Requirements 2012*, Davies Institute Pty Ltd T/A Bella College (Bella College) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).



Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Bella College for statistical, regulatory and research purposes. Bella College may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVET;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVET may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVET will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at <https://www.ncvet.edu.au/>).

1. 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 in accordance with the Privacy Notice above
2. I understand that Bella College reserves the right to withdraw the Offer or terminate my enrolment where false or misleading information has been provided.
3. I confirm that I have received, read and accept the course details and assessment information related to the course for which I have enrolled at Bella College. I agree to comply with the terms and conditions related to the course and the Bella College policies
4. I give permission to Bella College to use, for official marketing and promotional purposes, any official photos, images, recordings and testimonials taken during my participation in Bella College programs.
5. I understand that *'this written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the right of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies'*.

## SIGNATURES

### **STUDENT TO COMPLETE**

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*For students under 18 years of age (if applicable):*

**PARENT/ LEGAL GUARDIAN NAME** \_\_\_\_\_

**PARENT/ LEGAL GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **SIGNED ON BEHALF OF Davies Institute Pty Ltd T/A Bella College**

**CHIEF EXECUTIVE OFFICER FULL NAME:** Diljit Singh Buttar

**PEO SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Next Steps

1. Complete and sign the above form.
2. Attach the copies of the following documents:
  - a. International Students
    - i. Certified copy of your last completed qualification and copies of your academic results from your home country



- ii. Certified copy of your last completed qualification and copies of your academic results from Australia, if relevant
- iii. Proof of date of birth (Copy of Date of Birth certificate or copy of passport)
- iv. Results from any internationally recognised English language test (e.g IELTS/ TOEFL etc) if you are an international student)

**b. Domestic Students**

- i. Proof of identity (with photograph), e.g Driver's Licence, passport
  - ii. Certificate and transcript of the last completed academic qualification (e.g High School Certificate, Bachelor Degree etc)
3. Submit your signed application with the above documents to: [info@bellacollege.edu.au](mailto:info@bellacollege.edu.au)
  4. Once we receive your application, we will assess it against the entry criteria. If your application is successful, you will receive an Offer Letter and Enrolment Agreement and invoice for payment within **2 working days**. You must sign the "Enrolment Agreement" and return to us with proof of payment as soon as possible.
  5. After we receive your payment and acceptance, we will issue a 'Confirmation of Enrolment" (COE). (If other conditions have been noted on your offer letter, you will be required to meet the conditions before a COE can be issued)
  6. Send us your arrival details if you need us to arrange airport meet and greet and/or homestay. Otherwise, come to the college on the first day of your course. We look forward to welcoming you.

