



APPLICATION / ENROLMENT FORM - INTERNATIONAL STUDENTS

About this form

Thank you for your interest in enrolling at **Management Institute Australia**. This **Enrolment Application Form** must be completed in **English**. If you need any assistance while filling out this form, please feel free to contact us via **phone or email**. You can submit the completed form to us by **post or email**.

Instructions:

- Please use **BLOCK LETTERS** when filling out each section of the form.
- Applications **cannot be processed** unless all sections are **fully completed**, required **supporting documents** are attached, and the student has provided their **signature**.
- **Tick the appropriate boxes** where applicable and ensure all **necessary/additional information** is included.
- The student must **sign the declaration** at the end of the **Application for Enrolment – International Students**, confirming their **understanding and agreement** with the selected course(s) and the **enrolment conditions**.
- For details on **eligibility requirements** under the **Simplified Student Visa Framework (SSVF)**, please visit: <https://www.homeaffairs.gov.au/busi/Educ/simplified-student-visa>

Student details:

Given name/s (including middle name if any):			
Surname:			
Preferred First Name, if different to the above:			
Date of Birth:	DD / MM / YYYY	Gender:	

Current residential address Please provide the physical address (street number and name –not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area, use the address from your states or territory’s ‘rural property addressing’ or ‘numbering’ system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Local Address:			
Overseas Address:			
Phone Number/s:			
Email Address:			
Nationality:		Passport Number:	
Emergency Contact Name:		Relationship:	
Emergency Contact No:			
Do you hold a current Australian visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, type of the visa:	
Expiry Date of the visa:	DD / MM / YYYY		



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Applicant Type:

Onshore

Offshore

Course Details

Course Code - Course Name	CRICOS Code	Duration	Intake Dates
<input type="checkbox"/> BSB50420 – Diploma of Leadership and Management	113392F	58 Weeks	
<input type="checkbox"/> BSB60420 – Advanced Diploma of Leadership and Management	113393E	64 Weeks	
<input type="checkbox"/> BSB80120 – Graduate Diploma of Management (Learning)	113394D	76 Weeks	
<input type="checkbox"/> CPC30620 – Certificate III in Painting and Decorating	119204M	78 Weeks	

Language and Cultural Diversity

In which country were you born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Others, 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.	<input type="checkbox"/> No, English only	<input type="checkbox"/> Others, Please Specify:	
Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander



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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 <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Others
What is your highest COMPLETED school level Tick ONE box only	<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 Qualifications Studied	
Have you successfully completed any of the qualifications listed below?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, tick ANY applicable boxes	<input type="checkbox"/> Bachelor’s degree or higher degree <input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Diploma (or associate diploma) <input type="checkbox"/> Certificate IV (or advanced certificate/technician) <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed here)



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Employment

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
- Part-time employee
- Self-employed – not employing others
- Self-employed – employing others
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

Study Reason

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
- 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 reasons

Please complete this section if you believe you are eligible to apply for Recognition of Prior (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 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.

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

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

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.



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USI - UNIQUE STUDENT IDENTIFIERS

From 1st January 2015, all students undertaking nationally recognised training must have a Unique Student Identifier (USI) and provide that USI to their Registered Training Organisation for verification.

If you do not have a USI number, you can apply directly at <https://usi.gov.au/create-your-usi/> Read the permission statements below and tick if consent is provided I give my permission to Management Institute Australia to Verify for a USI on my behalf

- I agree to provide one of the forms of identity required to create a USI (Australian Driving License, Passport, Non-Australian Passport with Australian Visa, Immicard, Citizenship Certificate, and Certificate of Registration by Descent)
- I give permission to Management Institute Australia to verify my USI in accordance with section 11 of the Student Identifiers Act 2014, Management Institute Australia will securely destroy all personal information which is collected from individuals solely for the purpose of applying for a USI as soon as possible.

Condition of Enrolment

Please read the following conditions carefully before signing.

Any questions may be referred directly to Management Institute Australia for further information before proceeding with the enrolment.

- Only the student signature on this application form will be deemed as valid and agreeing to the course selection including fees and conditions of enrolment.
- Documents which are not in English must translated in English.
- This enrolment will not be processed until Management Institute Australia has received a completed and signed copy of this Application for Enrolment.
- Prospective applicants seeking to enrol with Management Institute Australia are required to submit acceptable evidence to demonstrate that they meet published entry criteria where required for their chosen course
- Incomplete applications will result in delays in the admission process.
- Successful applicants will receive a Letter of Offer and Acceptance Agreement with course details, conditions of study, payment of tuition and other fees
- Unsuccessful applicants will receive formal notification that their application has been unsuccessful including the reason(s)

Please make sure the following are attached (if applicable),

- Certified Passport biodata page(s)
- Copy of Overseas or Australian qualification and transcripts (as applicable)
- Certified English Language Evidence (IELTS or another equivalent test)
- Certified copy of year 12 certificate
- Related work experience (if any)
- Copy of current Australian Visa and Copy of current COE (if applicable)
- Course codes or unit outline / syllabus if you are applying for exemptions (credit transfer) or Statement of attainment. (Student must apply within 28 days of their enrolment)
- For offshore applicants: A GTE - Statement of Purpose explaining the reason to studying the course, relevance to previous study / work experience and future goals, reason for choosing Management Institute of Australia for study and study in Australia rather than home country.
- If you require any language, literacy or numeracy assistance, please provide related evidence



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Please note that in the absence of any of the above documents, your application may be deemed as incomplete or invalid which may not be processed or result in a conditional offer of enrolment. Provide complete applications to avoid any delays.

Student Declaration

In signing and submitting this 'Application for Enrolment International Students' the applicant acknowledges:

- I declare that the information submitted with this application is true and complete.
- I acknowledge that failure to provide any document or disclose my academic record may result in Management Institute Australia. revoking an offer or terminating my studies at any stage.
- I authorize Management Institute Australia to seek verification of my academic and professional qualifications, and work experience.
- I understand that Management Institute Australia, reserves the right to inform other tertiary institutions and regulatory agencies and right to cancel the enrolment if any of the material presented to support my application is found to be false.
- I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
- I acknowledge that Management Institute Australia. reserves the right to alter any course, subject, admission requirement or fee without prior notice.
- I understand that the personal information I have provided may be released to government agencies as required by law.
- I further understand that it may be disclosed to third parties for the purpose of this application. I also undertake to update about any address/ contact detail change within 5 working days in writing to the institute.
- I acknowledge that I have read and understand the description of the course that I am applying for on Management Institute Australia website.
- I agree to pay the applicable tuition fees prior to COE Issuance, term commencement and subsequent instalments of nominated studies set out on Offer Letter and I agree to be personally liable to the debt arising from fees owing.
- I understand that Management Institute Australia, may seek the services of external debt collection agencies for the collection purpose. I will be liable to pay for any legal or linked charges for any such agencies.
- I authorised Management Institute Australia, to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
- I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on <http://www.homeaffairs.gov.au>.
- I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
- I have read and understand the description of the ESOS framework made available at: <https://internationaleducation.gov.au/regulatory-information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>
- I declare that my signature is true and correct I acknowledge and agree to the terms in the student declaration.

Name of applicant	
Signature	
Date	DD / MM / YYYY



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For Education Agent Use Only

Please tick yes or no in the following Application Checklist Chart (√)

ITEM	Yes	No
Complete all sections of the application form	<input type="checkbox"/>	<input type="checkbox"/>
Attach certified/verified copy of visa (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Original supporting documents sighted, and copies stamped by assessing agent	<input type="checkbox"/>	<input type="checkbox"/>
Attach certified/verified copy of passport	<input type="checkbox"/>	<input type="checkbox"/>
Statement of purpose	<input type="checkbox"/>	<input type="checkbox"/>
Attach certified/verified copy of documents.	<input type="checkbox"/>	<input type="checkbox"/>
Applicant has a confirmed source of funding and contingencies in place	<input type="checkbox"/>	<input type="checkbox"/>
Supporting documentation has been sighted and is available upon request.	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

I declare that:

- To the best of my knowledge the applicant is genuine in making this application and has every intention of completing all courses that have been offered in the study package.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.
- I am satisfied that the applicant has genuine access to the total funds required while in Australia to cover all travel, overseas student health cover, tuition and living costs for themselves and any accompanying family members.
- The applicant has read and understood the Management Institute of Australia "Student Handbook". I
- confirm that the student has signed this application form.

Agent's Comments On The Application:

Agency Name:	
Agent Branch Office:	
Agent Staff Member Name:	
Signature:	
Date:	DD / MM / YYYY



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MIA INSTITUTE OF VOCATIONAL STUDIES OFFICE USE ONLY

Application Received:	
Please include any other comments:	
Proposed Course Start Date:	
Details entered into Accelerate:	
Letter of Offer and Acceptance Agreement issued:	
Letter of Offer and Acceptance Agreement Received:	
Invoice Issued:	
Payment Received:	
Payment Received:	