



If handwriting your application, please write clearly and in **BLOCK LETTERS**.

Personal Details:				
First Name(Given name):		Family Name(surname):		
Date of Birth (dd/mm/yyyy):				
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Indeterminate <input type="checkbox"/>	
Nationality:		Passport Number:		
Visa Type (Please tick):	Student <input type="checkbox"/>	Tourist <input type="checkbox"/>	Working holiday <input type="checkbox"/>	Other Specify: <input type="checkbox"/>
Do you have an Overseas Student Health Cover (OSHC)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, who is your provider?				
Membership Number:		Expiry: / / (Please attach a copy of your membership details)		
If not, would you like SCM to apply on your behalf?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Contact Details:				
Home Phone:		Work Phone:	Mobile Phone:	
Email Address:				
Address:				
Address in home country:				
Address in Australia:				
Postal address (if different from above):				
Emergency Contact Details: (LOCAL or INTERNATIONAL)				
Name:		Relationship:		
Contact Number:		Address:		
Language and Cultural Diversity:				
In which country were you born?				
Do you speak a language other than English at home?		No <input type="checkbox"/>	Yes <input type="checkbox"/> please specify :	
English Language Proficiency Result (if available) _____	IELTS <input type="checkbox"/>	PTE <input type="checkbox"/>	CAE <input type="checkbox"/>	TOEFL <input type="checkbox"/>
Disability:				
Do you consider yourself to have a disability, impairment or long-term condition?			Yes <input type="checkbox"/>	No <input type="checkbox"/>



If yes please select the area/s:
 Hearing/deaf Physical Intellectual Learning Mental Illness Acquired brain impairment Vision
 Medical condition Other _____

Schooling:

What is your highest COMPLETED school level? (Tick ONE box only)
 Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or below Never attended school

Previous Qualifications Achieved:

Which of the qualifications listed below have you SUCCESSFULLY completed? (Please tick below)
 Bachelor's degree or higher degree 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 above)

Recognition of Prior Learning & Credit Transfer:

I wish to apply for RPL: No Yes
 I have attached my RPL Application Form: No Yes
 I wish to apply for a Credit Transfer: No Yes
 I have attached my Credit Transfer Application Form: No Yes

Choose Your Course

Please note that application fees and material fees for all courses are non-refundable.

Food And Hospitality

Tick	Course Name	CRICOS Course Code	Course Duration	Total Tuition Fees
<input type="checkbox"/>	SIT30821 Certificate III in Commercial Cookery	109794M	52 weeks	\$24,000.00

Tuition Fees include Material and Application Fees (\$200 Application fee + \$1800 Material Fee)
 Payment as per study periods* {\$5500.00 (x4) + (\$200 Application fee + \$1800 Material Fee)

<input type="checkbox"/>	SIT40521 Certificate IV in Kitchen Management	109665J	104 weeks	\$28,000.00
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Tuition Fees include Material and Application Fees (\$200 Application fee + \$1800 Material Fee)
 Payment as per study periods* {\$6500 (x4) + (\$200 Application fee + \$1800 Material Fee)

Management

<input type="checkbox"/>	SIT50422 Diploma of Hospitality Management	114419C	100 weeks	\$30,000.00
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Tuition Fees include Material and Application Fees (\$200 Application fee + \$1800 Material Fee)
 Payment as per study periods* {\$5600 (x5) + (\$200 Application fee + \$1800 Material Fee)

<input type="checkbox"/>	SIT60322 Advanced Diploma of Hospitality Management	114420K	115weeks	\$32,000.00
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Tuition Fees include Material and Application Fees (\$200 Application fee + \$1800 Material Fee)
 Payment as per study periods* {\$6,000.00 (x5) + (\$200 Application fee + \$1800 Material Fee)

Payment Details

Payment Options prior to commencement:

In full <input type="checkbox"/>	Half <input type="checkbox"/>	Study period* <input type="checkbox"/> (qualification/s details)	Payment plan <input type="checkbox"/>
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*Please note: Study period **refers to the number of terms within the delivery of a course. If you have chosen this option, payment is due at the commencement of the study period.**

Preferable intake:

- Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
 2024 2025 2026

Reason of Study:

Of the following categories, select the one that BEST describes the main reason you are undertaking this course:

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

Employment:

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

- | | |
|---|--|
| <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"/> Self-employed – employing others | <input type="checkbox"/> Not employed – not seeking employment |

Unique Student Identifier (USI):

From 1 January 2015, we - Sunshine College of Management Pty Ltd, 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 <http://www.usi.gov.au/create-your-USI/> on a computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

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Enter your Unique Student Identifier (USI) (If you already have one)

If you do not have a USI, you can apply at www.usi.gov.au Sunshine College of Management can apply to the Student Identifiers registrar on your behalf for a USI. You will be required to complete the Unique Student Identifier Application Form

Non-tuition fees and charges	Fee Amount (AUD)	Refundable	Non-Refundable
Application fee	\$200.00		✓
Overseas Student Health Cover (OSHC)	Approx. \$1,273 ¹	✓	
Re-Issue of Testamurs / Statements of attainment	\$50.00		✓
RPL application and assessment	\$300 per unit		
Re-Assessment Fee (after the third attempt)	\$300.00		✓
Re-issue of Student Card	\$20.00		✓
Confirmation of Enrolment Letter	\$20.00		✓
Change to CoE (Not applicable where support has been provided to achieve learning outcomes)	\$200.00		✓
Unit re-enrolment fee (for students who exceed the maximum duration period)	\$500.00		✓
Assessment Re-assessment/markings	\$80.00		✓

¹ Price is based on 2023 Allianz singles cover for the duration of a two (2) year course.



Holiday/Travel Letter	\$20.00		✓
Late course commencement fee per week	\$50.00		✓
Late payment fees per instalment	\$250.00		✓
World Education Services (WES) Application completion	\$100.00		✓

Privacy Statement

Under the *Data Provision Requirements 2012*, **Sunshine College of Management Pty Ltd** 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), may be used or disclosed by **Sunshine College of Management Pty Ltd** for statistical, administrative, regulatory and research purposes. **Sunshine College of Management Pty Ltd** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).



Student Agreement and Declaration

In signing this Application Form,

1. I confirm I have been provided the necessary information to make an informed choice into the qualification/s for which I am applying including, entry requirements, course duration, modes of study and assessment requirements
2. I have a genuine interest in studying the course, and I have the financial capacity to meet tuition fees, living expenses, travel expenses, and Overseas Student Health Cover for the duration of my studies.
3. I understand that I can pay full fees if I wish to, but I am not required to pay more than 50 percent up front. I also agree to pay tuition fees as they become due.
4. I understand that the application fee is payable at the time of lodging the application form and is non-refundable.
5. I understand that the material fee is payable upon commencement and is non-refundable.
6. I can view current policies and procedures online at www.scm.vic.edu.au
7. The college has permission to use any photographic image on which you may appear on marketing and advertising materials;
8. Sunshine College of Management Pty Ltd is required, under s19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic performance;
9. I understand that Sunshine College of Management Pty Ltd has access to my personal information for the purpose of verifying the USI number.
10. As an overseas student or intending overseas student, while in Australia and studying, I must notify Sunshine College of Management Pty Ltd within 7 days of any changes to my contact details including:
 - my current residential address, mobile number (if any) and email address (if any)
 - who to contact in emergency situations
 - any changes to those details, within 7 days of the change being made
11. I declare that the information I have provided to the best of my knowledge is true and correct.
12. I acknowledge that providing false information and /or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application form may result in the withdrawal of any offer
13. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name: _____

Student Signature [or electronic acknowledgment]: _____

Date: _____