

## ENROLMENT FORM FOR INTERNATIONAL STUDENTS

### Personal details:

**1. Enter your full name:**

Single name only  (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).

Family name (surname)

\_\_\_\_\_

First given name

\_\_\_\_\_

Second given name (middle)

\_\_\_\_\_

**2. Enter your date of birth:**

Day/month/year					
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**3. Gender (Tick ONE box only):**

Male

Female

Other

**4. Enter your contact details:**

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

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

Alternative email address (optional) \_\_\_\_\_

**5. What is the address of your usual residence?**

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 state 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.

Building/property name: \_\_\_\_\_

Flat/unit details: \_\_\_\_\_

Street / lot number: \_\_\_\_\_

Street name: \_\_\_\_\_

Suburb, locality or town:

State/territory:

Postcode :

**6. What is your postal address (if different from above)?**

Building/property name:

Flat/unit details:

Street / lot number:

Street name:

Suburb, locality or town:

State/territory:

Postcode :

Nationality:		Passport No:	
Are you currently?	<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore		
Are you on a Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Current Visa Grant Number:	
<b>Please tick the relevant course (you may tick more than one, please note pre-requisites):</b>			
<input type="checkbox"/>	HLT55118 Diploma of Dental Technology	CRICOS 0101102J	
<input type="checkbox"/>	HLT51020 Diploma of Emergency Health Care	CRICOS 112690D	
<input type="checkbox"/>	HLT35021 Certificate III in Dental Assisting	CRICOS 110067K	
<input type="checkbox"/>	HLT45021 Certificate IV in Dental Assisting (Pre-requisite: CIII Dental Assisting)	CRICOS 107028K	
<input type="checkbox"/>	BSB41419 Certificate IV in Work Health and Safety	CRICOS 0101209	
<input type="checkbox"/>	BSB51319 Diploma of Work Health and Safety (Pre-requisite: Cert IV WHS)	CRICOS 0101206	
<input type="checkbox"/>	BSB60619 Advanced Diploma of Work Health and Safety (Pre-requisite: Diploma WHS)	CRICOS 102842J	
<input type="checkbox"/>	BSB40520 Certificate IV in Leadership and Management	CRICOS 103956B	
<input type="checkbox"/>	BSB50420 Diploma of Leadership and Management	CRICOS 104185K	
<input type="checkbox"/>	BSB60420 Advanced Diploma of Leadership and Management	CRICOS 107166M	
<input type="checkbox"/>	CHC33021 Cert III in Individual Support	CRICOS 111833B	
<input type="checkbox"/>	CHC43015 Certificate IV in Ageing Support	CRICOS 098123A	
<b>PREFERRED COURSE COMMENCEMENT DATE:</b>			
Year:		Month:	

## Privacy Notice:

- **Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

- **How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

- **How we disclose your personal information**

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

- **How NCVER and other bodies handle your personal information**

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

- **Surveys**

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

- For more information on how we collect, store, use and disclose your personal information, please refer to our Privacy Policy and Procedure at <https://www.dnakingstontraining.edu.au/about/policies-and-documents/>

- **Contact information – DNA Kingston Training**

Email: [admin@dnakingstontraining.edu.au](mailto:admin@dnakingstontraining.edu.au)

Telephone: +61 8 9479 4865 (international), 1300 855 503 (local)

At any time, you may contact DNA Kingston Training to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice.

### Language and Cultural Diversity (Government requirement details)

**1. In which country were you born?**

Australia  1101 Other - please specify:  \_\_\_\_\_

**2. Do you speak a language other than English at home?** (If more than one language, indicate the one spoken the most)

No, English only  1201 Yes, please specify:  \_\_\_\_\_

**3. How well do you speak English?**

Very well  1 Well  2 Not well  3 Not at all  4

**4. Are you of Aboriginal or Torres Strait Islander origin?** (For persons of both, mark both "yes" boxes)

No  Yes, Aboriginal  Yes, Torres Strait Islander

### Disability (Government requirement details)

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

Yes  Y No  N If NO, Go to Question 0

**If YES, please indicate the areas of disability, impairment or long-term condition:** (you may indicate more than one area)

Hearing/Deaf <input type="checkbox"/> 11	Learning <input type="checkbox"/> 14	Vision <input type="checkbox"/> 17
Physical <input type="checkbox"/> 12	Mental Illness <input type="checkbox"/> 15	Medical Condition <input type="checkbox"/> 18
No Intellectual <input type="checkbox"/> 12	Acquired Brain Impairment <input type="checkbox"/> 16	Other <input type="checkbox"/> 19

### Schooling

**6. What is your highest COMPLETED school level?** (Tick ONE box only)

Year 12 or equivalent <input type="checkbox"/> 12	Year 10 or equivalent <input type="checkbox"/> 10	Year 8 or below <input type="checkbox"/> 08
Year 11 or equivalent <input type="checkbox"/> 11	Year 9 or equivalent <input type="checkbox"/> 09	Never attended school* <input type="checkbox"/> 02

If NEVER, Go to Question 7

**7. In which YEAR did you complete that school level?** \_\_\_\_\_

**8. Are you still attending secondary school?** Yes  No

### Previous Qualifications Achieved (Government requirement details)

**9. Have you SUCCESSFULLY completed any of the following qualifications?**

Yes  Y No  N If NO, Go to Question 10

**If YES, then tick ALL applicable boxes.**

Bachelor's degree or higher degree <input type="checkbox"/> 008	Certificate III (or Trade Certificate) <input type="checkbox"/> 514
Advanced Diploma or associate degree <input type="checkbox"/> 410	Certificate II <input type="checkbox"/> 521
Diploma (or Associate Diploma) <input type="checkbox"/> 420	Certificate I <input type="checkbox"/> 524
Certificate IV (or Adv Certificate/Technician) <input type="checkbox"/> 511	Certificates other than the above <input type="checkbox"/> 990

If YES, in which YEAR did you complete this Qualification? \_\_\_\_\_

If YES, in which COUNTRY did you complete this Qualification? \_\_\_\_\_

### Employment (Government requirement details)

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

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

### Study Reason (Government requirement details)

11. Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

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

#### APPLICATION INSTRUCTIONS

- **Unique Student Identifier (USI)**

DNA Kingston Training 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. **Please let us have your USI once you have received it.**

- **Submission details:** Please submit your application to [admin@dnakingstontraining.edu.au](mailto:admin@dnakingstontraining.edu.au), via post or in person via reception. For us to properly assess your enrolment eligibility, you **must** attach a copy of the following:

- Passport photo page.
- Your current and valid visa (if applicable).
- Academic results /transcript of your previous study / qualifications.
- Evidence / transcript of your English test results. Please note that the minimum score required to apply is **IELTS 6.0**. If packaged with ELICOS, the minimum requirement is IELTS 5.5.
- Completed Genuine Student form (pages 8 to 12 of this Application).

- **Processing time:** Please allow up to 5 days for processing of applications. Once processed successfully, a Letter of Offer will be provided to you outlining your course information and fees payable.

- **Read our policies:** Please ensure that you have read and understood your offer as well as applicable course information and college policies – including the college Fee Policy and Cancellation and Refund Policy prior to proceeding with your offer. All relevant policies can be found on the DNA Kingston Training College website: [www.dnakingstontraining.edu.au](http://www.dnakingstontraining.edu.au).

- **Acceptance and Confirmation of Enrolment (CoE):** Once your initial payment has cleared our bank account and you have submitted your signed Acceptance of Offer, we will issue your electronic CoE.

### STUDENT DECLARATION

I declare the information provided in this document is current and correct.

I agree to commit to the training qualifications enrolled and pay the associated fees.

I have read and agree to follow the policies and procedures outlined by DNA Kingston Training, including the College's Fee Policy and Cancellation and Refund Policy:

Student signature:		Date:	
Guardian Signature (if student is under 18 years of age):		Date:	
Guardian Name:			

### AGENT DECLARATION

I declare that the person making this application has been assessed as a Genuine Student as defined by the Australian Department of Immigration and Border Protection. The applicant has every intention of completing all courses listed in this application and I have verified the authenticity and validity of the documents presented by the applicant. The applicant has been given information about DNA Kingston Training's courses and the campus location, and information on fees and living costs in Australia and understand their obligations to pay all fees:

Agency Name:		Name of Agent:	
Signature:		Date:	

DNA Kingston Training  
Empower your dreams, make them happen!

# GENUINE STUDENT (GS) APPLICANT ASSESSMENT FORM

This form is to be completed by students **ONLY**.

GS forms completed by Agents will **not** be accepted.

Dear Student,

Thank you for your application to study at DNA Kingston Training. Please complete the following questions:

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: *dd / mm / yyyy* \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

1. Have you travelled to Australia before?  
*\* If yes, when and for what reasons?*  Yes  No

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2. Have you ever had a visa application denied or a visa cancelled? *\* If yes, please provide more details and which countries:*  Yes  No

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3. Do you have any relatives or friends living in Australia?  
*\* If yes, please provide:*  Yes  No

Their name/s:

Their relationship to you:

State they live in:

4. Do you have any immediate family members (e.g. children, parents) who will remain in your home country whilst you are in Australia?  
*\* If yes, please provide:*  Yes  No

Their name/s:

Their relationship to you:

5. What is your relationship status? Please specify:  Single  Married  De facto

If you have a spouse/partner, is he/she coming to Australia with you, as a dependent on your student visa?  Yes  No

If yes, has he/she previously applied for an Australia visa?  
Please provide his/her full name  Yes  No

His/her full name:

6. Do you have any children?  
*\* If yes, how many and will they accompany you to Australia?*  Yes  No

7. Do you have property or own a business in your home country?  
*\* If yes, please describe*  Yes  No

8. Do you have guaranteed employment when you return home after your study has been completed?

Yes  No

*\* If yes, please advise company name, title, and attach letter from company*

9. Student visa applicants will need to show they have a minimum of **AU\$24,505** in savings to cover annual living costs. Please **detail** how you intend to sustain your living and study expenses throughout the duration of your course.

10. Why did you choose to study in Australia and not in your home country?

11. Why have you chosen to study at DNA Kingston Training?

12. Why have you chosen to study this course/s?

13. How will this program benefit your future?

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14. How is this program related to your previous studies?

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15. If this program is not related to your previous studies, why have you decided to change your career path?

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16. What do you know about this program?

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17. What do you like about the program structure?

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18. How will you implement the qualification, once you return to your home country?

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**Student Declaration**

I declare that all information I have provided in this form is accurate and complete, and that DNA Kingston Training may refuse my application or cancel my enrolment if any information is found to be incorrect, false or misleading.

I also understand that, by completing this form, I am giving DNA Kingston Training written consent to verify the information I have supplied in this form and to request further support documentation.

I declare that I have a genuine intention to undertake the study pathway for which I have applied.

Student signature:		Date:	
Guardian Signature (if student is under 18 years of age):		Date:	
Guardian Name:			

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**COLLEGE OFFICE USE ONLY - (this section)**

Received by:		Date:	
Processed by:		Date:	
Outcome:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Date Notified:	