



ANDERSON College  
Address: Level 6, 190 Queen Street  
Melbourne, VIC 3000  
Contact: (+61) 411 333 327  
www.andersoncollege.vic.edu.au

## **APPLICATION FORM (INTERNATIONAL STUDENTS)**

Thank you for expressing your interest in enrolling with our Registered Training Organization (RTO). This enrolment form must be completed in English. Should you require any assistance during the completion process, please do not hesitate to contact us via phone or email.

Upon completion, the form may be submitted by post or email. Please ensure that you include all required supporting documents, including a copy of your passport, visa (if applicable), High School Certificate, proof of English language proficiency as specified in the course entry requirements, and any additional documentation referenced in the relevant course brochure. [info@andersoncollege.au](mailto:info@andersoncollege.au)

### **Diversity and Inclusion Statement – Anderson College**

Anderson College values diversity and is committed to fostering a culturally safe, inclusive, and respectful learning environment for all students.

We recognise and celebrate the contributions of people from all backgrounds, including First Nations peoples, culturally and linguistically diverse communities, people with disability, LGBTIQ+ communities, and those from varied faiths, genders, and socio-economic groups.

We are dedicated to ensuring every learner feels supported, valued, and empowered to succeed

### **1. Applicant Details:**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Gender: Male  Female  Prefer Not to declare

Non-Binary  Prefer to self-describe

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**2. Do you hold a current Australian Visa** Yes  No

Visa Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Document Name:	Enrolment Form for International students	Created Date:	25 June 2025
Version No:	V 2.0	Last Modified Date:	30 Jun 2025
ANDERSON College   CRICOS 04057F   RTO: 45913		Page Sequence:	Page 1 of 8



ANDERSON College  
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RTO can be prevented from issuing you with a nationally recognized 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.

**3. Are you currently studying in Australia?** Yes  No

*If yes, please provide your USI no.*

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**Current Residential Address:**

*Please provide your full physical residential address, including street number and name. This should be your usual place of residence, not a temporary address used for study, work, or travel purposes. If you live in a rural area, use the official address format recognized by your state*

**4. Details in your home country:**

Address: \_\_\_\_\_

\_\_\_\_\_

State/Province/Region: \_\_\_\_\_ Post Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phon \_\_\_\_\_

**5. Details in Australia (if known):**

Address: \_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Document Name:	Enrolment Form for International students	Created Date:	25 June 2025
Version No:	V 2.0	Last Modified Date:	30 Jun 2025
ANDERSON College   CRICOS 04057F   RTO: 45913		Page Sequence:	Page 2 of 8



ANDERSON College  
Address: Level 6, 190 Queen Street  
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## 6. Emergency Contact Details:

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

## 7. Courses:

I Wish to Apply for The Following Course(s):

Course	Please Tick	# of Weeks
CHC33021 (115187F) Certificate III in Individual Support	<input type="checkbox"/>	64
CHC43121 (115188E) Certificate IV in Disability Support	<input type="checkbox"/>	40
CHC52021 (115189D) Diploma of Community Services	<input type="checkbox"/>	104
BSB80120 (115190M) Graduate Diploma of Management (Learning) (Entry Requirements: Australian equivalent to Diploma or Higher Qualifications)	<input type="checkbox"/>	52
ELICOS – General English	<input type="checkbox"/>	62

## 8. Start Date:

Please note: This is to identify your preferred option and is no guarantee of a start date.

When would you best like to start your course (mm/yyyy): \_\_\_\_\_

## 9. English Language Proficiency:

Is English your first language? Yes  No

IELTS / PTE/TOEFL Score: \_\_\_\_\_  
(Attach certified copy of certificate)

Other English language Qualification: \_\_\_\_\_  
(Attach certified copy of certificates)

How well would you rate your ability to speak (including reading and writing) English?

Very well  Well  Not well  I don't speak English at all

Do you speak a language other than English at home?

YES  NO

If yes, other language spoken: \_\_\_\_\_ I speak English only \_\_\_\_\_

Document Name:	Enrolment Form for International students	Created Date:	25 June 2025
Version No:	V 2.0	Last Modified Date:	30 Jun 2025
ANDERSON College   CRICOS 04057F   RTO: 45913		Page Sequence:	Page 3 of 8



ANDERSON College  
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### 10. Disability:

Do you consider yourself to have a disability, impairment or long-term condition that may impact on your studies?      **Yes**       **No**

If yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area. Please attach documentation describing your disability, impairment or long-term condition in more detail. *(You may indicate more than one area)*

- |  |  |
|--|--|
| <input type="checkbox"/> Hearing/deaf            | <input type="checkbox"/> Physical                  |
| <input type="checkbox"/> Intellectual            | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Mental illness          | <input type="checkbox"/> Learning                  |
| <input type="checkbox"/> Vision                  | <input type="checkbox"/> Medical condition:        |
| <input type="checkbox"/> Other (Please specify): | _____  |
| _____  |  |

### 11. Education Details:

Are you still enrolled in secondary or senior secondary education?      **Yes**       **No**

What is your highest COMPLETED school level? \_\_\_\_\_  
(not inclusive of post-secondary or higher education)

In which year did you complete highest school level? \_\_\_\_\_

### Previous Educational Qualifications:

Please specify any prior qualifications you have obtained, including your highest level of education completed. (If more qualifications need to be added, please use additional information space on last page of application form.)

### Additional Education Qualifications

Australian qualification       Overseas qualification

Award/Qualification: \_\_\_\_\_

Year Awarded: \_\_\_\_\_

Institution Attended: \_\_\_\_\_

Country/State: \_\_\_\_\_

Award/Qualification: \_\_\_\_\_

Year Awarded: \_\_\_\_\_

Document Name:	Enrolment Form for International students	Created Date:	Jan 24
Version No:	V1.1	Last Modified Date:	May 24
ANDERSON College   CRICOS 04057F   RTO: 45913		Page Sequence:	Page 4 of 8



ANDERSON College  
Address: Level 6, 190 Queen Street  
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Institution Attended: \_\_\_\_\_

Country/State: \_\_\_\_\_

Award/Qualification: \_\_\_\_\_

Year Awarded: \_\_\_\_\_

Institution Attended: \_\_\_\_\_

Country/State: \_\_\_\_\_

### 12. Credit Transfer (CT)

A student may be granted exemption from studying Unit/s of Competency due to previous completed Units of Competency or Qualifications. The student will need to submit an original Certificate and/or Statement of Attainment that demonstrates their competence for Unit/s of Competency. The RTO will validate the Certificate/Statement of Attainment and kept a copy of the document as evidence. Credit Transfer will be granted on a direct Unit for Unit basis. If you wish to apply for CT, the documentation must be lodged within 14 days of application.

Do you wish to apply for CT?      Yes       No

*If yes, please attach any relevant testamurs, together with credit transfer form, to support your application for Credit Transfer.*

### 13. Recognition of Prior Learning (RPL)

All applicants will have the chance to seek Recognition of Prior Learning (RPL), which recognizes skills and knowledge acquired through formal training, work experience, and life experience, especially in relation to specific Units of Competency.

A separate RPL application form shall be provided if your intention is to apply for RPL. As the student, it's your responsibility to collect the required documentation to support your RPL Application. This documentation may encompass testimonials, references, logbooks, interviews, evidence reviews, skills assessments, written evaluations, and verbal reviews.

Do you wish to apply for RPL?      Yes       No

### 14. Applicant Documents Checklist

Anderson College Australia warmly welcomes overseas students. In order for us to process your application without delay can you please make sure that you have you completed all sections of this Application Form and have attached the following:

Certified copies of all your academic qualifications (translated into English)

Document Name:	Enrolment Form for International students	Created Date:	Jan 24
Version No:	V1.1	Last Modified Date:	May 24
ANDERSON College   CRICOS 04057F   RTO: 45913		Page Sequence:	Page 5 of 8



ANDERSON College  
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- Certified IELTS score / Proof of English Language Proficiency (6.0 IELTS or equivalent or above)
- Certified copy of your passport
- Copy of your Visa (if applicable)
- Relevant employment details (if applicable)

## 15. 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. If you do not provide this information, we will be unable to process your enrolment.

### 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 the NCVER and other bodies handle your personal information

The 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.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (Department of Education (DET)), 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.

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

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

For more information about how the 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)

Document Name:	Enrolment Form for International students	Created Date:	Jan 24
Version No:	V1.1	Last Modified Date:	May 24
ANDERSON College   CRICOS 04057F   RTO: 45913		Page Sequence:	Page 6 of 8



ANDERSON College  
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Department of Education (DET) is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how Department of Education (DET) will handle your personal information, please refer to the Department of Education (DET) VET Privacy Notice at [Department of Education privacy policy | vic.gov.au](http://www.vic.gov.au/department-of-education-privacy-policy)

## 16. 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.

### Contact information

At any time, you may contact RTO) 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

### Agent Use Only

As an approved agent of **Anderson College**, I certify that I have verified all the student's original documents.

#### Agent representative:

Agency:

Agent name:

Agent email:

## 17. Applicant Declaration of Information Accuracy

In signing or emailing this form I acknowledge and declare that;

- I understand that by completing and sending the required application fee with this form I am applying for enrolment into the course indicated above and if successful in this application will receive a Letter of Offer and Written Agreement confirming my enrolment details.

Document Name:	Enrolment Form for International students	Created Date:	Jan 24
Version No:	V1.1	Last Modified Date:	May 24
ANDERSON College   CRICOS 04057F   RTO: 45913		Page Sequence:	Page 7 of 8



ANDERSON College  
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- I also understand that this is an application to study and fees associated with this application only relate to the application to study and not the tuition fees. Arrangement for the payment of tuition fees will be included in the 'Written Agreement' which will be issued once the application has been assessed. I understand the RTO has the right to reject my application prior to issuing a 'Letter of Offer' and 'Written Agreement' and that the application fee paid is non-refundable.
- I have read and understood and consent to the privacy notice and have completed all questions and details on the enrolment forms.
- Arrangements have been made to pay all fees and charges applicable to this enrolment.
- I have read and understood the 'Student Handbook' including the information relating to tuition fees and associated costs, the refund arrangement of course fees, and general information and conditions of studying in Australia as an international student.
- I agree to be bound by the RTO's Student Code of Conduct, regulations, policies and disciplinary procedures whilst I remain an enrolled student.
- My participation in this course is subject to the right of RTO to cancel or combine courses or classes. I agree to abide by all rules and regulations of RTO.
- I understand and have been provided with information by RTO in relation to Credit Transfer and Recognition of Prior Learning (RPL).
- I confirm that I have been informed about the training, assessment and support services to be provided, and about my rights and obligations as a student at RTO.
- I have also visited RTO website to review Training and Assessment options available to me including but not limited to duration, location, mode of delivery and work placement (if any), fees, refunds, complaints and withdrawals.
- I authorize RTO or its agent, in the event of illness or accident during any RTO organized activity, and where emergency contact next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
- My academic results will be withheld until my debit is fully paid and any property belonging to RTO has been returned.
- I acknowledge that from time-to-time RTO may send me information regarding course opportunities and other promotional offers and that I have the ability to opt out.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I declare that the information I have provided to the best of my knowledge is true and correct.
- I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

APPLICANT'S SIGNATURE

DATE

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Document Name:	Enrolment Form for International students	Created Date:	Jan 24
Version No:	V1.1	Last Modified Date:	May 24
ANDERSON College   CRICOS 04057F   RTO: 45913		Page Sequence:	Page 8 of 8