

# APPLICATION FORM

RTO NO:46022 CRICOS:04139D

— INTERNATIONAL STUDENT



Title :  Gender : ☐ Male ☐ Female ☐ Prefer not to answer

First Name : Last Name :

Nationality :

Date of Birth : dd/mm/yyyy

Passport No. :

USI Number :

Moblie :

Email Address :

Address in Home Country :

Address in Australia :

Emergency Contact :

Fisrt Name :

Last Name :  Postcode Phone Numbers

## COURSE COMMENCEMENT

**YEAR:** ☐ January ☐ February ☐ March ☐ April ☐ May

☐ June ☐ July ☐ August ☐ September ☐ October ☐ November ☐ December

## COURSE SELECTION

☐ CPC30220 Certificate III in Carpentry

☐ CPC31320 Certificate III in Wall and Floor Tiling



info@ctaaustralia.vic.edu.au



www.ctaustralia.vic.edu.au



### ACCOMMODATION

Do you require accommodation arrangement?

☐ No

☐ Yes

### OVERSEA STUDENT HEALTH COVER

Are you applying for OSHC ?

☐ No

☐ Yes (Single)

☐ Yes (Family)

### CLAIM CREDIT TRANSFER

Do you require credit transfer ?

☐ No

☐ Yes, provide supporting documentation

### RECOGNITION OF PRIOR LEARNING (RPL)

Are you applying for RPL ?

☐ No

☐ Yes, provide supporting documentation

## ENGLISH LANGUAGE PROFICIENCY

Test You Sit

:

☐ IELTS

☐ PTE

☐ TOEFL

☐ OET

Other

:

☐ My First Language

☐ Other, please specify

## HIGHEST QUALIFICATION ACHIEVED

☐ Year 11 or Equal

☐ Certificate II

☐ Certificate III

☐ Certificate IV

☐ Diploma

☐ ADV Diploma

☐ Bachelor

☐ Masters

## HOW DID YOU HEAR ABOUT US

☐ Agents

☐ Web

☐ TikTok

☐ Facebook/Instagram

☐ Other

Agency Name :

Phone :

E-Mail :

## PAYMENT DETAILS

Please arrange a telegraphic transfer to the Bank Account of Construction Training Australia as per the individual's student agreement

**Bank Name: Commonwealth Bank**  
**Account Name: Construction Training Australia**  
**Branch Number (BSB): 063147**  
**Account Number: 10878936**



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## GENUINE STUDENT ASSESSMENT

Do you hold a valid Australian visa?

☐ No ☐ Yes, please attach evidence

What is your current employment status?

☐ Student ☐ Employed, please attach evidence ☐ Unemployed ☐ Self Employed

What is your relationship status?

☐ Single ☐ Married/De Facto, attach evidence ☐ Engaged ☐ Divorced

Are there any gaps in education or work history since leaving school?

☐ No ☐ Yes, please attach evidence

Have you visited or studied in Australia or other countries previously?

☐ No ☐ Yes, please specify

Have you or your spouse had a visa application rejected or a visa cancelled to Australia or other countries ?

☐ No ☐ Yes, please specify

Do you have any dependents who will be included in your student visa application?

☐ No ☐ Yes, please specify

Do you have any relatives currently living in Australia?

☐ No ☐ Yes, please specify their relationship with you and their visa status

## DOCUMENTS CHECKLIST

Passport	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Australia Visa if applicable	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Evidence of English Language Test	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Application Form with All Sections Completed	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Evidence of Funds	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Certified Copies of your Academic Qualifications	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Any Relevant Employment Documentation if Applicable	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Curriculum Vitae	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Construction Training Australia Pty Ltd will provide applicants with the opportunity to apply for credit prior to Application for Enrolment or during the initial part of the course. CTA will recognize past study and life experience and assess these aspects against the units and training package requirements. Students may apply for exemptions from units of competency in courses where they can demonstrate that they have the skills or knowledge already. These skills have been obtained from prior study (similar courses) or even from life skills. Recognition of prior learning is a way of recognising these skills and prior learning where it is relevant to a training course offered by CTA.

Applicant students will be required to provide documentary evidence of prior learning for each module where exemption is claimed. Documentary evidence is required to be original qualification / certification or certified true copy.

## PRIVACY NOTICE

Under the Data Provision Requirements 2012, CTA 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 CTA for statistical, administrative, regulatory and research purposes. CTA 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](http://www.ncver.edu.au)).

CTA respects your right to information privacy. Information collected is kept in accordance with the Privacy Legislation. Please contact us if you would like a copy of our Privacy Policy and/or information on privacy.



1. Enrolment fees, Accommodation Placement Fees and Airport Pickup fees are non-refundable.
2. All tuition fees less \$250.00 Administration fee will be refunded if the application for an initial student visa is rejected where the student is not yet studying at CTA. Proof of refusal must be provided no later than two weeks after the date of refusal, otherwise normal cancellation fees will be charged (clause 9).
3. Tuition fees will not be refunded if a student visa is cancelled or refused by the relevant authority due to non-compliance on the part of the student with the rules and regulations set by the Australian government. This applies where the student is already enrolled and studying at CTA.
4. No reduction in tuition fees for students who arrive after course commencement will be considered, however the student's CoE will be adjusted to reflect the new finish date and the student will complete the missed units at the end of their study period.
5. A student whose enrolment is terminated by CTA will not be entitled to any fee refund.
6. Notification of cancellation/withdrawal from unit/s, withdrawal or deferral from a course of study must be made in writing to CTA. Under these circumstances cancellation fees will be applied – please refer to Clause 9 for details of cancellation/withdrawal fees.
7. Where applicable, a refund will be paid within 20 working days after receiving a written notice from the student; and a statement explaining how the refund is calculated will be included upon request.
8. Material fees for the current course being studied are NON-REFUNDABLE after Course Commencement Date.
9. Where students apply for cancellation/withdrawal, the following cancellation fees will apply.
  - 9.1 All cancellations/withdrawal will attract a fee of \$250.00 for administration costs
  - 9.2 Before course commencement date of course
    - More than 10 weeks - A \$250.00
    - Between 4 and 10 weeks - A \$250.00 plus 50% of tuition paid as per the individual's student agreement
    - Less than 4 weeks - A \$250.00 plus 75% of tuition paid as per the individual's student agreement
  - 9.3 After Course Commencement date of course
    - During 1st term of course - A \$250.00 plus 100% of tuition paid as per the individual's student agreement
    - During 2nd term of course before close of business week 7 - A \$250.00 plus 100% of tuition paid as per the individual's student agreement
    - After close of business week 7 of 2nd term of course - A \$250.00 plus 100% of 3rd term tuition fees
    - Before close of business week 7 of subsequent terms - A \$250.00 plus remainder of current term's tuition fees
    - After close of business week 7 of subsequent terms - A \$250.00 plus 100% of the next terms tuition fees
10. Exemptions to Clause 8 and Clause 9 may only occur where there are extenuating or compassionate grounds, as determined by the CEO of CTA.
11. In the event of any disagreement between the parties, the dispute resolution process of CTA does not circumscribe the student's right to pursue other legal remedies.
12. This agreement does not remove the right to take further action under Australia's consumer protection laws.



1. CTA reserves the right to cancel or postpone any courses prior to the scheduled commencement date as deemed necessary.
2. If CTA defaults: (a) the course does not start on the agreed date, or (b) the course ceases to be provided before it is completed, or (b) the course is not provided in full to the student; the student is entitled to a full refund. Under these circumstances, a refund will be paid within 14 days after the occurrence of these events.
3. CTA reserves the right to accept or reject any application for enrollment at its discretion. If an applicant accepts a place offered by CTA and pays the fees, it constitutes a binding contract between CTA and the student.
4. All fees, charges and accounts will be payable in advance as determined by CTA. Students will not be permitted to commence or continue their course, at the beginning of any semester, until all outstanding fees, charges or accounts are paid.
5. Any payments not made by the due date will incur a late payment penalty of A\$200. After a further two weeks, a penalty of A\$50 per week or part thereof will be payable until the full amount has been paid.
6. Subject to staff availability there is no guarantee that every unit will be offered in any particular semester. All units are subject to change through the processes of regular course revision.
7. Fees and charges, while correct at the time of printing, are subject to change without prior notice.

## APPLICATION'S STATEMENT

- I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct.
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrollment. I have read and understood the published course information in the brochure or website and I have sufficient information about CTA to enroll.
- I give CTA permission to obtain official records from any educational institution attended by me.
- I understand that any information gathered by CTA relating to me "may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code".
- I accept liability for payment of all fees.
- I have read and understood the refund policy of CTA.

**I agree to abide by the above TERMS AND CONDITIONS.**

☐

Yes

☐

No

**Student Signature:**

**Date** :

**REPRESENTATIVE'S STAMP**