



**RIVERDALE
INSTITUTE**

RTO NO: 45754 | CRICOS CODE: 03949M

INTERNATIONAL APPLICANT ENROLMENT FORM





RIVERDALE INSTITUTE

RTO NO: 45754 | CRICOS Provider Code: 03949M

1800-902-480

www.riverdaleinstitute.edu.au

Suite 19, 2-14 Station Place, Werribee, VIC 3030
176 Gladstone Street, South Melbourne, VIC 3205



Instructions

1. Read this form carefully, complete all sections and ensure that supporting documents are attached.
2. Your name, signature, and details must all appear consistent with your passport and other official documents.
3. All fields in the form are mandatory and all dates should be mentioned in (DD/MM/YY) format.
4. Please use 'NA' where information is not relevant.

SECTION A: APPLICANT DETAILS

TITLE: Mr. Ms. Mrs. Others: _____

FAMILY NAME (SURNAME) (As in your passport): _____

FIRST NAME (As in your passport): _____

MIDDLE NAME (As in your passport): _____

DATE OF BIRTH: _____ GENDER: Male Female Other

EMAIL: _____

ALTERNATIVE EMAIL:(Optional) _____

PHONE: _____ MOBILE: _____

COUNTRY OF BIRTH: _____ NATIONALITY: _____

PASSPORT NUMBER: _____ PASSPORT EXPIRY: _____

DO YOU CURRENTLY HOLD AN AUSTRALIAN VISA? YES NO (go to Section B)

CURRENT LOCATION: ONSHORE (in Australia) OFFSHORE (outside Australia)

VISA SUBCLASS: _____ VISA EXPIRY: _____

MARITAL STATUS:

SINGLE NEVER BEEN MARRIED MARRIED DE FACTO RELATIONSHIP

HAVE YOUR VISA TO AUSTRALIA OR OTHER COUNTRIES BEEN REJECTED?

NO YES, PLEASE PROVIDE DETAILS: _____

SECTION B: COURSE SELECTION

Please refer to the International Student Handbook for detailed information about our courses. You can find the International Student Handbook on our website at www.riverdaleinstitute.edu.au

SELECT	COURSE NAME	CRICOS CODE	COURSE DURATION	PREFERRED INTAKE
<input type="checkbox"/>	Cookery Package SIT30821 Certificate III in Commercial Cookery; SIT40521 Certificate IV in Kitchen Management; SIT50422 Diploma of Hospitality Management	112186J 112187H 112188G	104 WEEKS	
<input type="checkbox"/>	SIT30821 Certificate III in Commercial Cookery	112186J	52 WEEKS	
<input type="checkbox"/>	SIT40521 Certificate IV in Kitchen Management	112187H	68 WEEKS	
<input type="checkbox"/>	SIT50422 Diploma of Hospitality Management	112188G	62 WEEKS	
<input type="checkbox"/>	CHC30121 Certificate III in Early Childhood Education & Care	108726J	52 WEEKS	
<input type="checkbox"/>	CHC50121 Diploma of Early Childhood Education and Care	108727H	52 WEEKS	
<input type="checkbox"/>	CHC43015 Certificate IV in Ageing Support	114399B	52 WEEKS	
<input type="checkbox"/>	CPC31020 Certificate III in Solid Plastering	110079F	96 WEEKS	
<input type="checkbox"/>	CPC33020 Certificate III in Bricklaying & Blocklaying	110078G	96 WEEKS	
<input type="checkbox"/>	RII60520 Advanced Diploma of Civil Construction Design	114398C	96 WEEKS	
<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning)	108811A	96 WEEKS	

SECTION C: ADDRESS DETAILS

CURRENT RESIDENTIAL ADDRESS IN AUSTRALIA (if applicable)

STREET ADDRESS: _____

TOWN/CITY: _____

STATE: _____ POSTCODE: _____

PERMANENT ADDRESS IN HOME COUNTRY

STREET ADDRESS: _____

TOWN/CITY: _____ STATE: _____

COUNTRY: _____ POSTCODE: _____

CURRENT POSTAL ADDRESS (If different from residential address)

STREET ADDRESS: _____

TOWN/CITY: _____ STATE: _____

COUNTRY: _____ POSTCODE: _____

EMERGENCY CONTACT DETAILS

FULL NAME: _____

RELATIONSHIP: _____

MOBILE: _____ PHONE: _____

EMAIL: _____

SECTION D: LANGUAGE & CULTURAL DIVERSITY

In which country were you born?

- Australia
 Other (please specify): _____

Do you speak language other than English at home?

(If more than one language, indicate the one that is spoken most often)

- No, English only
 Yes, other (please specify): _____

How well do you speak English?

- Very well
 Well
 Not well
 Not at all

How well do you write English?

- Very well
 Well
 Not well
 Not at all

Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

- Yes, Aboriginal
 Yes, Torres Strait Islander
 No

SECTION E: SCHOOLING

What is your highest COMPLETED school level?

(Tick ONE box only. If never completed any primary or secondary level education, go to Section F.)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or equivalent
- Never attended school

Are you still enrolled in secondary or senior secondary education?

- Yes
- No

SECTION F: PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the qualifications listed below?

- No
- Yes. If YES, tick applicable boxes below:

- Bachelor degree (or higher degree)
- Advanced diploma (or associated degree)
- Diploma (or associated degree)
- Certificate IV
(or advanced certificate/technician)
- Certificate III (or trade certificate)
- Certificate II
- Certificate I
- Other education
(Including certificates or other overseas qualifications not listed)

SECTION G: EMPLOYMENT

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

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). (Tick ONE box only)

- Full-time
- Part-time
- 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)

SECTION H: STUDY REASON

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

(Tick ONE box only)

- To get a job
- To try for a different career
- It was a requirement of my job
- To develop my existing business
- For personal interest or self-development
- I wanted extra skills for my job
- To start my own business
- To get a better job or promotion
- To get into another course of study
- To get skills for community/voluntary work
- Other reason

SECTION I: DISABILITY

Providing information about a disability or medical condition will not disadvantage your application. However, Riverdale Institute needs to assess if we can make any reasonable adjustments to accommodate your disability or medical condition and advise you accordingly. In some cases, there may be a cost.

For further information regarding health matters please refer to: <https://www.immi.gov.au/allforms/health-requirements/meeting-healthreq.htm>

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

- Yes
- No

If 'YES', please provide the details below:

- Hearing/Deaf
- Vision
- Physical
- Intellectual
- Learning
- Medical Condition
- Mental Illness
- Acquired Brain Impairment
- Other: _____

Do you have a medical or health related issue that may prevent a student visa being issued?

- Yes
- No

If 'YES', please provide the details:

SECTION J: UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, Riverdale Institute 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/get-a-usi> on computer or mobile device or Riverdale Institute can apply on your behalf. If you would like Riverdale Institute to apply the USI on your behalf, please complete and submit the USI application form. Enter your Unique Student Identifier (USI) (If you already have one) You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to Create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Find my USI' link on the USI website at <https://www.usi.gov.au/students/find-your-usi>

UNIQUE STUDENT IDENTIFIER (USI)

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SECTION K: ENGLISH LANGUAGE PROFICIENCY

Is English your first language?

(If 'NO', please specify your first language)

- Yes
- No (please specify): _____

Have you studied at secondary level with English as the language of instruction?

- Yes
- No

Have you undertaken an English Language Proficiency Test?

- Yes
- No

TEST NAME

SCORE

TEST DATE

SECTION L: FUNDS REQUIRED

Do you understand the costs associated with studying in Australia and associated policies of Riverdale Institute available on our website (www.riverdaleinstitute.edu.au)?

(Including the cost of tuition, living expenses, overseas student health cover and travelling costs etc.)

- Yes
- No

What is your planned source of funding while studying?

You may choose more than one option given:

- Self-financed
- Family in home country
- Family in Australia
- Bank loan
- Other (please specify): _____

Please refer to the link given below to know more about cost of tuition, living expenses, overseas student health cover and travelling costs etc. while studying in Australia please visit [Study Australia Website](#).

SECTION M: OVERSEAS STUDENT HEALTH COVER (OSHC) DETAILS

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 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 (DESE), 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.

If you would like to seek access to or correct your information, in the first instance, please contact DESE 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 the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

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

APPLICANT DECLARATION

I, _____ (Full Name)

make the following declarations:

- All information provided in this application form is accurate and complete and Riverdale Institute may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- I understand that by completing this application form, I am giving written consent to Riverdale Institute to independently verify the information supplied by me in this form and request further documents as required.
- I have been informed of my rights and obligations as a student with Riverdale Institute, and agree to abide by all rules and regulations of Riverdale Institute. I confirm that all arrangements are made to pay outstanding fees and charges applicable to the course and that Riverdale Institute can withhold my academic results until my debt is fully paid and any property belonging to Riverdale Institute has been returned.
- I am a Genuine Temporary Entrant and a Genuine Student in the context of the Department of Home Affairs requirements, please refer to the website for details <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>
- I agree to undertake an LLN test if required prior to course entry and deemed necessary by Riverdale Institute and adhere to any other pre-requisite identified.
- I have read and understood Riverdale Institute's Enrolment Policy and Procedure, Fees Charges and Refund Policy and Procedure and Deferment, Suspension or Cancellation Policy and Procedure, and all the Pre-enrolment information provided by Riverdale Institute to myself.
- I understand that the availability of complaints and appeals process at Riverdale Institute does not remove my rights to take action under Australia's consumer protection laws.
- I confirm that I have received, read and understood the International Student Handbook provided by Riverdale Institute and fully understand the requirements of the course and relevant policies and procedures.
- (Optional) I hereby give my permission to Riverdale Institute to use my (Name, Testimonial, Image/photograph) in publications and advertisements produced by or for Riverdale Institute. I understand that:
 - These may be used for publication in film, photographs, in printed materials, electronically and on the internet.
 - The above permission will apply for three years from the date of signing this form.
 - I will not receive any compensation or payment for the above.
 - Once my personal information has been published on the internet, Riverdale Institute has no control over its subsequent use and disclosure.
- I agree to the Privacy Notice provided above in the International Enrolment Application Form and Riverdale Institute Privacy Policy.

APPLICANT'S SIGNATURE:

APPLICANT'S NAME:

DATE:

Do you have a current OSHC? Yes No

Would you like Riverdale Institute to arrange an OSHC on your behalf? Yes No

If 'YES', please select the type of OSHC Single Couple Family

Please refer to the link below for the current OSHC prices and other information at https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

SECTION N: RECOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER (CT)

Do you wish to apply for recognition of prior learning? Yes No

Have you been employed or gained experience through informal learning in the area covered by the course applied for?

(If you have, you may be eligible for Recognition of Prior Learning - contact the Admission Office for further information. You must attach verified copies of documents to support an RPL application.)

Yes No

Do you wish to apply for credit transfer?

Yes No

Have you enrolled in the same or a similar course you have selected above elsewhere?

(If you have, you may be eligible for a credit transfer - contact the Admission Office for further information. You must attach verified copies of documents to support a credit transfer application.)

Yes No

SECTION O: TUITION FEE PAYMENT OPTIONS

Kindly choose one of the following methods for settling your ongoing tuition fees:

A. PAY SEMESTER FEE IN FULL

Pay the full semester fee prior to the scheduled due date.

OR

B. PAYMENT PLAN (DIRECT DEBIT)

Establish a structured payment plan, enabling automatic withdrawals from your designated bank account or credit/debit card through EziDebit <https://www.ezidebit.com/en-au>.

Note:

- You will be required to complete a Direct Debit Authority Form on the day of your induction
- The student is accountable for covering fees associated with the initiation of the Direct Debit
- A late fee of \$100 will be applied for any payments made after the specified due date

SECTION P: STUDENT'S CHECKLIST

Student must make sure that you attaches all the documents (if applicable) as mentioned below.
Please note that all the documents must be in English Only.

DOCUMENTS

TICK APPROPRIATE

Passport (Bio data page)

Yes No N/A

VISA or VEVO

Yes No N/A

Overseas Student Health Cover (copy of OSHC)

Yes No N/A

English Proficiency Test

Yes No N/A

Academic Transcripts

(Testamurs, Statement of Attainment, Results obtained overseas and/or in Australia)

Yes No N/A

Employment Certificates
(if applicable)

Yes No N/A

Do you require any language, literacy or numeracy assistance?

Yes No N/A

Do you require help organising accommodation or Temporary Accommodation?

Yes No N/A

Do you require airport pick-up?

Yes No N/A

SECTION Q: EDUCATION AGENT DETAILS & DECLARATION

COMPANY NAME: _____

CONTACT NAME: _____

SUBMISSION OF APPLICATION

If you are a successful applicant, Riverdale Institute will issue you with an Offer Letter and Student Agreement expressing the course for which you have been offered a place to study at Riverdale Institute. The Offer Letter and Student Agreement will express all the course points of interest and in addition the charges for the course.

The acknowledgment of the Offer Letter and Student Agreement is the genuine assertion, which expresses all the information about the course, fees, refund, and other details.

Sign and return the Offer Letter and Student Agreement to Riverdale Institute and retain a copy of the signed Offer Letter and Student Agreement for your records.

Email it to:
info@riverdaleinstitute.edu.au

or hand over your application at our head office:
Suite 19, 2-14 Station Place, Werribee, Victoria 3030

Training Locations:
Suite 19, 2-14 Station Place, Werribee, Victoria 3030
176 Gladstone Street, South Melbourne, VIC 3205

CONTACT DETAILS

Riverdale Institute Pty Ltd t/a Riverdale Institute
RTO No: 45754 | CRICOS Code: 03949M

Office: Suite 19, 2-14 Station Place, Werribee, Victoria 3030

E-mail: info@riverdaleinstitute.edu.au

Website: www.riverdaleinstitute.edu.au

Phone: 1800 902 480

FOR OFFICE USE ONLY

APPLICATION APPROVED:

Yes No

STAFF'S COMMENTS:

STAFF NAME:

SIGNATURE:

DATE: