



Note to Students

This application is for **international students** only. Please ensure all sections are completed clearly and in **BLOCK LETTERS**. Missing or incorrect information may cause delays in the application process. Please note that all the fields are **MANDATORY**.

Applicant must be 18 years of age or above at the time of Course Commencement

Fill this form and send it either by email or post together with required documents to:

Australian College for Excellence, Level M, 406 Collins Street, Melbourne VIC 3000

Email: enrolments@acemelbourne.edu.au

1. Personal Details

Have you previously applied to OR been a student at ACE? No Yes If Yes, Student ID _____

Title Mr. Ms. Mrs. Other

Given Name

Surname

Date of Birth

Gender

Male

Female

Other

Passport Details

Passport No: _____ Expiry Date _____

Country of Passport _____

Are you currently holding any Australian Visa? No Yes

If Yes, Visa Subclass (Type) _____ Visa Grant Number _____

Have you ever been rejected for Australian Visa? No Yes If Yes, Visa Type _____

Do you have OSHC? Yes No (If no, please arrange for it soon and provide us the evidence or contact ACE for more details)

If you answered Yes, OSHC Provider Name _____ Expiry Date _____



2. Contact Details (email will be the primary mode of communication at ACE)

Mobile		Phone		Email	
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Permanent Address in Home Country

Address						
Suburb		State		Postcode		Country

Australian Address (if known)

Address						
Suburb		State		Postcode		Country

Postal Address

Use of my Home Country Address Australian Address

If different from above,

Address						
Suburb		State		Postcode		Country

Emergency Contact Details

Name		Contact No.		Relation	
Email					

3. Employment Status

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

Full-time employee Part-time employee Self employed – not employing others

Employer Employed – unpaid worker in a family business

Unemployed – seeking full-time work Unemployed – seeking part-time work

Not employed – not seeking employment



4. Schooling

What is your highest COMPLETED Australian equivalent school level?

- Year 12, Year 11, Year 10, Year 9, Year 8 or below, Never attended school

In which YEAR did you complete that school level? _____

Are you still attending the school? Yes No

5. Previous Qualifications Achieved

Have you SUCCESSFULLY completed any of the following qualifications?

Yes tick any applicable boxes No (if No, go to section 6)

- Bachelor degree or higher degree, Advanced diploma or associate degree, Diploma (or associate diploma) certificate/technician, Certificate IV (or advanced), Certificate III (or trade certificate), Certificate II, Certificate I, Certificates other than the above

6. Language and Cultural Diversity

In which country were you born? Australia Other - Please Specify _____

English is my first language:

- Yes, No

Do you speak a 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



Have you undertaken any English Exams or completed any English Course in the last 24 months?

No Completed English Exam Completed English Course
 Examination Name _____ Course Name _____
 Score _____ Result _____

Are you of Aboriginal or Torres Strait Islander origin?

(for persons of both Aboriginal and Torres Strait Islander origin, mark both 'yes' boxes)

No Yes, Aboriginal Yes, Torres Strait Islander

7. Disability

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

Yes No (If No, go to section 8)

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: **(you may indicate more than one area)**

Hearing/deaf Physical Intellectual Learning Mental illness
 Acquired brain impairment Vision Medical condition Other

8. Study Reason

Of the following categories, which best describes your main reason for undertaking this course

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

9. Recognition of Prior Learning (RPL) / Credit Transfer (CT)

Are you seeking for Recognition of Prior Learning (RPL)?

Yes No (If you answered Yes, please contact ACE to complete RPL Application)



Are you seeking for Credit Transfer (CT)?

Yes No (If you answered Yes, please contact ACE to complete CT Application)

10. How did you know about Australian College for Excellence (ACE)?

- ACE Website
 Newspaper/Magazine
 Exhibition/Fair
 Facebook
 Friends/Family
 Recommended by an education agent
 Former ACE student
 Other, Please Specify _____

11. Agent Details

12. Course Preference

Leadership & Management

- BSB40520 – Certificate IV in Leadership and Management (104012J)
 BSB50420 – Diploma of Leadership and Management (104407A)

ELICOS

- General English (0101762)
 Preferred No. of Weeks: _____ Weeks
 Preferred Entry Level:
 Pre-Intermediate
 Intermediate
 Upper-Intermediate
 Preferred Exit Level:
 Pre-Intermediate
 Intermediate
 Upper-Intermediate

Intake Preference

When do you want to start your 1st course? (MM/YYYY)



13. Unique Student Identifier

ACE 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 computer or mobile device or Please contact our admission officer for assistance.

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

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I authorise ACE to create / retrieve my USI Number

Applicant's Signature _____

Before submitting your application, please make sure you have:

- Completed all sections of this Application Form
- Attached academic transcripts
(English translation together with original, if it is not in English)
- Attached copy of your passport
(including address details)
- Attached copy of Australian Visa and/or eCOE (if applicable)
- Attached OSHC Certificate (if no, please contact ACE)
- Attached relevant employment details (if applicable)

(Please note that your application process may be delayed due to missing of required documents)



Privacy Policy & Applicant's Declaration

I [NAME]

1. Read and understood course information from the student information pack or flyers or from the website or received full information from ACE's Education Agent (in case of enrolment through education agent) before making the decision to enrol in the course.
2. Understand that the ACE also reserves the right to vary courses, subjects, the mode of delivery, assessment and admission requirements at any time at its discretion
3. Read and understood the ACE's policies on student code of conduct, fees and refund, student complaints and appeals, student transfer between registered providers, deferment suspension and cancellation, monitoring international student academic progress, academic misconduct and other policies that are published on the college website or student's handbook
4. Understand that the ACE is required to submit data sourced from this enrolment form and the training data to the national VET administrative collection as a regulatory reporting requirement. I further understand that the ACE, as an education provider, is required to provide information about my enrolment to Government agencies where required by relevant legislation, including Department of Education and Training, National Centre for Vocational Education Research (NCVER), Australian Skills Quality Authority (ASQA), Department of Home Affairs (DHA), Tuition Protection Services (TPS) and ESOS Assurance Fund Manager in accordance with the Privacy Act 1988(Cth).
5. Understand that the information contained on my application form may be used by the ACE or Government departments and agencies, VET regulators and authorised VET related bodies and their contractors for administrative, regulatory and/or research purposes.
6. Understand that the ACE and the regulatory departments may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. This includes disclosure of student enrolment and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER) as necessary and where lawful,
7. Authorise the ACE to check my visa status on VEVO and IELTS result on IELTS Test Report Form verification service (If IELTS score is provided)
8. Declare that the information I have provided in this application form and all supporting documentation submitted together is correct and complete. I am aware that, providing false, misleading or incomplete information may lead to cancellation of my enrolment or the withdrawal of any offer made by the ACE at any stage.
9. I further understand that the ACE reserves the right to inform other ACEs or tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false or fraudulent.

Applicant's Signature _____

Date ____/____/____

Parent / Legal Guardian Signature _____

Date ____/____/____

(If the student is less than 18 years old at the time of signing this application, parental / legal guardian must sign)

ACE – Student Application Form	RTO: 45577	CRICOS Provider: 03823C	V2.1	January 2022
Australian College for Excellence Pty Ltd	Level M, 406 Collins Street, Melbourne VIC 3000	www.acemelbourne.edu.au	Page 7 of 8	



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Student completed all the required fields

_____ Date Application Received

Student Application Checklist Completed Yes No (If no, please complete before completing decision on Application)

Decision on Application Accepted Rejected

Name: _____

signature: _____

Date: _____