



INTERNATIONAL STUDENT APPLICATION FORM

Please fill all sections of the Application Form and sign to complete the application. Please refer to the Course Information and the International Student Handbook on the website www.sunbeam.edu.au. The main purpose for collecting this information is to ensure our course is suitable for your needs. You must supply additional information - see the checklist

CAMPUS SELECTION

Sydney

Adelaide

INTAKE

| Year | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | |
|-------|------|------|------|------|------|------|------|-----|
| Month | Jan | Feb | Apr | May | July | Aug | Oct | Nov |

COURSE DESCRIPTION

BUSINESS

BSB50420 Diploma of Leadership and Management

CRICOS code : 107639E | Duration : 52 Weeks

BSB60420 Advanced Diploma of Leadership and Management

CRICOS code : 107640A | Duration : 65 Weeks

BSB80120 Graduate Diploma of Management (Learning)

CRICOS code : 114343G | Duration : 104 Weeks

HOSPITALITY

SIT40521 Certificate IV in Kitchen Management

CRICOS code : 109607H | Duration : 78 Weeks

SIT50422 Diploma of Hospitality Management

CRICOS code : 114349A | Duration : 78 Weeks

GENERAL ENGLISH

091501 General English - ELICOS

CRICOS code : 115358C | Duration : 70 Weeks

INFORMATION TECHNOLOGY

ICT50220 Diploma of Information Technology

CRICOS code : 109427A | Duration : 78 Weeks

ICT60220 Advanced Diploma of Information Technology (Telecommunication Engineering)

CRICOS code : 109428M | Duration : 104 Weeks

CIVIL CONSTRUCTION DESIGN

RII60520 Advanced Diploma of Civil Construction Design

CRICOS code : 114342H | Duration : 104 Weeks

HUMAN WELFARE STUDIES

CHC43015 Certificate IV in Ageing Support

CRICOS code : 115474K | Duration : 52 Weeks

CHC52021 Diploma of Community Service

CRICOS code : 115475J | Duration : 104 Weeks

PERSONAL DETAILS

| | |
|---|-------------|
| Family Name (Surname) | Given Name |
| Date of Birth (DD/MM/YYYY) | Gender |
| Passport No | Nationality |
| Issued Date | Expiry Date |
| 1. Have you previously enrolled at Sunbeam International College (SUNBEAM)? | YES NO |
| 2. Are you a Sunbeam International College employee? | YES NO |
| 3. Is this enrolment a traineeship? | YES NO |

ADDRESSES

CURRENT ADDRESS

ADDRESS IN HOME COUNTRY

Address
Address 2
City / Suburb
Post Code
Home Phone
Mobile Phone
Email Address
Country

EMERGENCY CONTACT DETAILS

Name Relationship Telephone
Mobile Email
Address

LANGUAGE AND CULTURAL DIVERSITY

In which country were you born? In Australia Other, Please Specify:

Is English your First language?

Test Taken IELTS TOEFL PTE Other (please specify)

Test Center Test date

Listening Reading Writing Speaking Overall Score

SCHOOLING

What is your highest COMPLETED secondary school level? (Tick one box only)

Completed year 12 Completed year 9 or equivalent Completed year 11 Completed year 8 or below
Completed year 10 Never attended school

Which year did you complete that secondary school level? Year:

Are you still attending secondary school? YES NO

PREVIOUS QUALIFICATION ACHIEVED

Please list the highest educational qualifications from secondary school and above. Certified copy of academic records and transcripts of subjects must be attached. Official English translations are required for documents in other languages.

| Qualification/Award | Educational Institute | Month & Year | |
|---------------------|-----------------------|--------------|-----------|
| | | Started | Completed |
| | | | |
| | | | |
| | | | |

VISA DETAILS

Are you currently in Australia? YES NO Visa processing branch (if applicable)

Do you hold a valid Australian Visa which has study right? YES NO

Indicate Visa type (visa subclass/visa name) Visa Number (if applicable)

I understand and agree that it is my responsibility and obligation to obtain and retain a visa which permits me to study full time in Australia for the duration of the Course

DISABILITY AND MENTAL HEALTH

In order to provide appropriate support services, we invite you to give us information about any disability or mental health issue you may have.

1. Do you consider yourself to have a disability, impairment or long term condition? YES NO

If yes, then please indicate the area of disability, impairment or long term condition: (you may indicate more than one area)

Hearing/deaf Medical condition Learning Vision
Intellectual Acquired brain injury Physical Mental Illness
Other

2. Do you require special assistance? YES NO

EMPLOYMENT

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

- | | | |
|--------------------|---------------------------------------|--------------------------------------|
| Full time employee | Part time employee | Self-employed (not employing others) |
| Unemployed | Not employed (not seeking employment) | Others |

Of the following categories, which BEST describes your current or recent occupation? (Tick one box only). If unemployed continue to section 10.

- | | | | |
|-----------------------------|---------------|---------------|-------------------------------|
| Managers | Sales workers | Professionals | Machinery operators & drivers |
| Technicians & trade workers | Laborers | Other | |

Of the following categories, which BEST describes the industry of your current or recent employer? (Tick one box only). If unemployed continue to section 10.

- | | | | |
|---------------------------------|--|---------------------------------|--------------------------------------|
| Agriculture, forestry, fishing | Financial & insurance | Rental, hiring & real estate | Professional, scientific & Technical |
| Administrative & support | Manufacturing | Electricity, gas, water & waste | Construction |
| Public administration & safety | Wholesale trade | Retail trade | Education & Training |
| Health care & social assistance | Information media & telecommunications | Other | |

REASON FOR STUDY

Of the following categories, which BEST describes your main reason for undertaking this Course (Tick one box only)

- | | | | |
|-------------------------------|----------------------------------|-------------------------------------|--|
| To get a better job/promotion | To start my own business | To develop my existing business | It was a requirement of my job |
| To try for a different career | I wanted extra skills for my job | To get into another course of study | For Personal Interest / Self-development |
| Other (please specify): | | | |

UNIQUE STUDENT IDENTIFIER (USI)

Compulsory for all students enrolling in accredited courses as at 1 January 2015. 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. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

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

UNIQUE STUDENT IDENTIFIER(USI) APPLICATION THROUGH YOUR RTO (IF YOU DO NOT ALREADY HAVE ONE)

To allow the Student Support Officer to provide individuals with their USI and explain how to activate their USI account (phone or email) complete below to allow Sunbeam International College (SUNBEAM) to create your USI on your behalf. Please fill in your First / Given, Middle and Surname/Family names EXACTLY as they appear on your chosen form of ID. Ensure you include your City/Town of birth.

Family Name (Surname)

Given Name(s)

Gender

Date of Birth

City / Town of Birth

Country of Birth

Preferred contact details

Please provide the document number of one of the following forms of ID:

| Form of Identification | Tick Chosen (only 1 required) | Document Details (Number, Expiry Date, etc.) |
|--|-------------------------------|--|
| Driver's License - State issued: | | |
| Medicare Card Green Yellow Blue | | |
| Australian Passport: | | |
| Non-Australian Passport with Australian visa Place of issue: | | |
| Certificate of Registration by Descent: | | |
| Citizenship Certificate: | | |
| Immi Card: | | |

I agree to allow Sunbeam International College (Sunbeam) to create the USI on my behalf: For information about how Sunbeam International College (SUNBEAM) collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Sunbeam International College (SUNBEAM)'s privacy policy.

Name of Student

Signature

EDUCATION AGENT / REPRESENTATIVE

Are you applying through an education agent? YES NO

Organisation Name

Contact Name

Address

Country

Telephone

Email Address

PRIVACY NOTICE

Under the Data Provision Requirements 2012, SUNBEAM 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 and your training activity data) may be used or disclosed by SUNBEAM for statistical, regulatory and research purposes. SUNBEAM may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts; facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

STUDENT DECLARATION AND CONSENT

1. I declare that the information I have provided to the best of my knowledge is true and correct. I acknowledge that providing any false information and/or failing to disclose any information (including any supporting documents) relevant to my application for enrolment and/or failure to complete an application/enrolment form in full may result in the withdrawal of any offer.
2. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
3. I understand that by completing and signing this form, I am applying for enrolment into the course indicated above and if successful in this application, I will receive a Letter of Offer and Written Agreement confirming my enrolment details and arrangements of the payment of tuition and non-tuition fees.
4. I understand that tuition fees do not include books and other course materials other than those specifically stated on an offer letter.
5. I authorise SUNBEAM to verify my academic and professional qualification, and work experience.
6. I understand that at the time of enrolment, I will be required to supply originals of all documents provided at the time of this application.
7. I declare that I have received, read, understood, and agree to adhere to the rights and obligations as stated in the International Student Prospectus and/or Student Handbook.
8. I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs (DOHA) <http://www.homeaffairs.gov.au/Trav/Visa1/500-?modal=/Visas/supporting/Pages/500/GTE-requirement.aspx>.
9. I declare that I have access to sufficient funds to cover tuition fee, travel, living and OSHC costs for myself and my dependants (if applicable) for the total duration of my stay in Australia as a student.
10. I authorise SUNBEAM to access the Australian Immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
11. I authorise SUNBEAM to access IELTS, PTE and/or TOEFL systems at any time to verify my test score.
12. I understand that SUNBEAM reserves the right to discontinue or alter any

course, subject (unit of competency), fee, admission requirement, staffing or other arrangement without prior notice. SUNBEAM reserves the right to cancel or not offer a programme. If any programme is cancelled or not offered, SUNBEAM will refund all tuition fees in accordance with the Education Services for Overseas Students Act 2000. This agreement, and the availability of the complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection. I understand that all personal information collected by SUNBEAM is confidential and may be made available for the relevant Commonwealth and State Government agencies, and the Fund Manager of the ESOS Assurance Fund. This information includes personal and contact details, course enrolment details and changes and the circumstance of any suspected breach by the student of the visa condition.

13. I declare that I have read and understood the information & requirements of the qualification(s) I am applying for (including any entry requirements, work-placement and/or Pre-requisites), and other information relating to tuition and non-tuition fee (including other associated costs, materials fee, enrolment fee, Refund Policy) and general information and conditions of studying in Australia as an international student.
14. I acknowledge and understand that it is my responsibility to keep copies of all assessments before submissions and SUNBEAM takes no responsibility for submissions lost in transit.
15. I acknowledge that the Application Fee for VET courses which I am including to have this application assessed is non-refundable, irrespective of the outcome of my application.
16. I understand that I must notify the relevant state campus of SUNBEAM as soon as my visa approval has been granted by emailing a copy of the approval document.

Name of Student

Signature and Date:

DOCUMENT CHECKLIST (APPLICANTS NEED TO SUPPLY)

Enrolment Form (Filled)

Copy of Current Passport

Copy of Visa (if Applicable)

Copy of Educational Certificate

Copy of English Proficiency Certificate
(i.e. IELTS, PTE)

Any Experience Certificate
(if Applicable)

Other

FOR OFFICE USE ONLY

LLN test completed

Pre-training review completed

Trainer notified of any special requests YES NO

Date enrolled in SMS:

Name:

Signature:

Details entered

Date:

Initials: