



**Sunbeam** International College  
RTO CODE: 45759 | CRICOS CODE: 03951F

## **Sunbeam International College**

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**A: 62-64 Gawler Place, Adelaide, SA 5000**

**E: [admission@sunbeam.edu.au](mailto:admission@sunbeam.edu.au) | P: 1300 799 630**

**W: <https://sunbeam.edu.au> | <https://sbic.edu.au>**

**ENROLMENT FORM V1.1**

## Enrolment Form

### Instructions to Applicants

Please type or use **BLOCK LETTERS** when completing this form. Return the completed form to:  
Sunbeam International College Pty Ltd, 62-64 Gawler Place, Adelaide SA 5000.

Telephone: +61 1300 799 630 | Email: [admission@sunbeam.edu.au](mailto:admission@sunbeam.edu.au) | [www.sunbeam.edu.au](http://www.sunbeam.edu.au)

### General Information

Which course are you enrolling in?

Course Code

Course Name

Location of training:

Please check and complete all details, then sign the declaration on Page 2:

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| 1. Have you previously enrolled at Sunbeam International College (SUNBEAM)? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2. Are you a Sunbeam International College employee?                        | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 3. Is this enrolment a traineeship?   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

### Personal Detail

Family Name (Surname)

Given Name

Date of Birth (DD/MM/YYYY)

Gender (Male/Female/Other)

Passport No

Country of Passport

### Contact details

Address 1

Address 2

City / Suburb

Post Code

Home Phone

Mobile Phone

Email Address

### Postal Address (if different to residential address)

Address 1

Address 2

City / Suburb

Post Code

### Home Country Contact details

Address 1

Address 2

City / Suburb / Town

Country

Post Code

Phone

Mobile

Email Address

### Emergency Contact Details

Contact Name

Relationship

Address 1

Address 2

City / Suburb / Town

Country

Post Code

Phone

Mobile

Email Address

### Language and Cultural Diversity

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

1. Citizenship status: \_\_\_\_\_

2. Are you of Aboriginal or Torres Strait Islander origin? YES ☐ NO ☐

3. Do you speak a language other than English at home? YES ☐ NO ☐

4. How well do you speak English? Very well ☐ Well ☐ Not Well ☐ Not at all ☐

### Schooling

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

- |  |   |
|--|---|
| <input type="checkbox"/> Completed year 12 | <input type="checkbox"/> Completed year 9 or equivalent |
| <input type="checkbox"/> Completed year 11 | <input type="checkbox"/> Completed year 8 or below      |
| <input type="checkbox"/> Completed year 10 | <input type="checkbox"/> Never attended school          |

2. Which year did you complete that secondary school level? Year: \_\_\_\_\_

3. Are you still attending secondary school? YES ☐ NO ☐

## Previous Qualification Achieved

1. Have you SUCCESSFULLY completed any of the following qualifications? YES ☐ NO ☐

2. If yes, please select which qualifications from the list below:

	A	E	I
Bachelor Degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma (or Associate Diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificates other than those listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(A - Australia, E - Australian Equivalent, I - International)

3. If yes, year completed and Training Organization

## Visa details

<p>Are you currently in Australia?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>_____ Visa processing branch (if applicable)</p>
<p>Do you hold a valid Australian Visa which has study right?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>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.</p>	<p>_____ Indicate Visa type (i.e.: Student, Working Holiday)</p> <p>_____ Visa Number (if applicable)</p>

## 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.

- Do you consider yourself to have a disability, impairment or long term condition? YES ☐ NO ☐ (go to next section)
- If yes, then please indicate the area of disability, impairment or long term condition: (you may indicate more than one area)
 

<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Medical condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Intellectual
<input type="checkbox"/> Vision	<input type="checkbox"/> Acquired brain injury
<input type="checkbox"/> Physical	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Mental Illness	

3. Do you require special assistance?

YES

☐

NO

☐

### Employment

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

- |  |  |
|--|--|
| <input type="checkbox"/> Full time employee                          | <input type="checkbox"/> Part time employee                    |
| <input type="checkbox"/> Self-employed (not employing others)        | <input type="checkbox"/> Employer                              |
| <input type="checkbox"/> Employed (unpaid worker in family business) | <input type="checkbox"/> Unemployed (seeking full time work)   |
| <input type="checkbox"/> Unemployed (seeking parttime work)          | <input type="checkbox"/> Not employed (not seeking employment) |

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

- |   |  |
|---|--|
| <input type="checkbox"/> Managers                             | <input type="checkbox"/> Sales workers                 |
| <input type="checkbox"/> Professionals                        | <input type="checkbox"/> Machinery operators & drivers |
| <input type="checkbox"/> Technicians & trade workers          | <input type="checkbox"/> Laborers                      |
| <input type="checkbox"/> Community & personal service workers | <input type="checkbox"/> Other                         |
| <input type="checkbox"/> Clerical & administrative workers    |  |

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.

- |   |   |
|---|---|
| <input type="checkbox"/> Agriculture, forestry, fishing         | <input type="checkbox"/> Financial & insurance                |
| <input type="checkbox"/> Mining                                 | <input type="checkbox"/> Rental, hiring & real estate         |
| <input type="checkbox"/> Manufacturing                          | <input type="checkbox"/> Professional, scientific & Technical |
| <input type="checkbox"/> Electricity, gas, water & waste        | <input type="checkbox"/> Administrative & support             |
| <input type="checkbox"/> Construction                           | <input type="checkbox"/> Public administration & safety       |
| <input type="checkbox"/> Wholesale trade                        | <input type="checkbox"/> Education & Training                 |
| <input type="checkbox"/> Retail trade                           | <input type="checkbox"/> Health care & social assistance      |
| <input type="checkbox"/> Accommodation & food service           | <input type="checkbox"/> Transport, postal & warehousing      |
| <input type="checkbox"/> Information media & telecommunications | <input type="checkbox"/> Arts & recreation                    |
| <input type="checkbox"/> Other                                  |   |

### Reason for study

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

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                             | <input type="checkbox"/> To get a better job/promotion       |
| <input type="checkbox"/> To develop my existing business          | <input type="checkbox"/> It was a requirement of my job      |
| <input type="checkbox"/> To start my own business                 | <input type="checkbox"/> I wanted extra skills for my job    |
| <input type="checkbox"/> To try for a different career            | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> For Personal Interest / self-development | <input type="checkbox"/> 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.

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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.

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Family Name (Surname)

---

Given Name(s)

---

Gender

---

Date of Birth

---

City / Town of Birth

---

Country of Birth

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Preferred contact details

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

Form of identification (ID)	Tick chosen ID (only 1 required)	Document number
Driver's License - State issued:	<input type="checkbox"/>	
Medicare Card Green Yellow Blue	<input type="checkbox"/>	
Expiry Date:                  Position on card:		
Australian Passport:	<input type="checkbox"/>	
Non-Australian Passport with Australian visa Place of issue:	<input type="checkbox"/>	
Certificate of Registration by Descent:	<input type="checkbox"/>	
Citizenship Certificate:	<input type="checkbox"/>	

Immi Card:	<input type="checkbox"/>	
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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.

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Name of Student

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Signature and Date:

### Education Agent / Representative

Are you applying through an education agent?

YES ☐

NO ☐

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Organisation Name

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Contact Name

---

Address

---

Country

---

Telephone

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Email address

### Privacy Notice

#### 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](http://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/Visa-1/500-?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 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 of **AUD \$200** 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.

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Name of Student

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Signature and Date:

### 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: