



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 _____			
Marital Status		Number of Dependants	

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

Student Application Form

Australian College for Excellence

RTO No: 45577 CRICOS No: 03823C



Mobile		Home Phone		Email	
Permanent Address in Home Country					
Address					
Suburb		State		Postcode	
Australian Address (if known)					
Address					
Suburb		State		Postcode	
Postal Address					
Use of my ☐ Home Country Address ☐ Australian Address					
If different from above,					
Address					
Suburb		State		Postcode	
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) or Credit Transfer (CT)?

Yes ☐ No ☒

If you have ticked the box 'Yes' above indicating you are applying for CT or RPL, please fill Credit Transfer or RPL Application form available on our website and send to us together with this form. One of our Academic staff will contact you if we need further information or documents.

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)

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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 certified 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 relevant employment details (if applicable) | ☐ |

Applicant's Declaration

I [NAME]

1. Read and understood course information from the prospectus 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 RTO 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 RTO'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 prospectus or student's handbook
4. Understand that the RTO 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 RTO, 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.
5. Understand that the information contained on my application form may be used by the RTO 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 RTO 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 RTO 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 RTO at any stage.
9. I further understand that the RTO reserves the right to inform other RTOs 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 _____

If the student is less than 18 Years old at the time of signing the document, this form should be signed by the Guardian as well.

Guardian Name: _____ Relationship to the student: _____

Guardian signature _____ Date _____



Statement of Purpose *

Part 1 – Onshore & Offshore Students

Provide a brief statement setting out your reasons for undertaking your intended course(s) of study. The statement must include

- your reasons for choosing to undertake the course of study specified in your application;
- the relevance of your course of studies to your academic and/or employment background;
- the relevance of the course to your future career/educational plans;

Part 2 – Offshore Students

Provide a brief statement setting out your reasons for undertaking your intended course(s) of study at Australian College for Excellence (ACE) in Australia. The statement must include

- your reasons for choosing to study in Australia rather than in your home country;
- your reasons for choosing ACE;
- How are you going to have access to sufficient fund to support yourself and any dependents accompanying you while you are studying in Australia in terms of course fee, living expenses and welfare fees.

I here with declare that

- ☐ I am a genuine temporary entrant and genuine student.
- ☐ I have access to sufficient funds to cover all associated costs with my study, travel to and from Australia, living expenses for the duration of my studies for myself and my family members (if applicable) for the total period of my stay in Australia.
- ☐ I understand that if I don't have sufficient funds to cover all associated study and living costs, the RTO reserves the rights to terminate my enrolment and cancel my eCoE.
- ☐ I hereby certify that all the statements made on this document is true and correct

Student Signature: _____

Date: _____



OFFICE USE ONLY

☐ Student completed all the required fields

_____ Date Application Received

Decision on Application ☐ Accepted ☐ Rejected

Name: _____ signature: _____ Date: _____