



Domestic Student Application Form

Course Details

BUSINESS COURSES

- BSB40820 Certificate IV in Marketing and Communication
- BSB50620 Diploma of Marketing and Communication
- BSB60520 Advanced Diploma of Marketing and Communication
- BSB50120 Diploma of Business
- BSB60120 Advanced Diploma of Business
- BSB50420 Diploma of Leadership and Management
- BSB60420 Advanced Diploma of Leadership and Management
- BSB80120 Graduate Diploma of Management (Learning)

HOSPITALITY COURSES

- SIT30816 Certificate III in Commercial Cookery
- SIT40516 Certificate IV in Commercial Cookery
- SIT50416 Diploma of Hospitality Management
- SIT60316 Advanced Diploma of Hospitality Management
- SIT31016 Certificate III in Patisserie

ELICOS COURSES

- English for Academic Purposes
- General English

REAL ESTATE COURSES

- CPP41419 Certificate IV in Real Estate Practice

Start Date(dd/mm/yy)

End Date(dd/mm/yy)

Personal Details

Title: Mr. Mrs. Ms. Dr. Other

Gender: Male Female Other

Family name (as in passport):

Given name(s):

Date of Birth (dd/mm/yy):

Nationality (as per passport):

Contact Details

Address: State: Post Code:

Telephone/ Mobile: Email:

Emergency Contact Details

Name: Phone Number:

Address: Relationship to Applicant:



USI Information (Unique Student Identifier)

USI Number:

If you do not have USI yet, please go to www.usi.gov.au to apply for it. If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment.

Nationality

Country of Birth: Australia Other – Please specify:

Country of Citizenship: Australia Other – Please specify:

Are you an Australian visa holder? Yes No

If Yes Visa Type: Visa Number:

Are you of Aboriginal, Torres Strait Islander or Maori origin? (For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)

Yes, Aboriginal Yes, Torres Strait Islander

Native Language: English Other – Please specify:

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

Previous Education

Have you done your schooling? Yes

Highest Qualification:

Name of Institute: Completed Year:

Disability

Do you have any of the following disabilities, impairments or long-term conditions? Yes No

If 'Yes', then please indicate the areas of disability, impairment or long-term condition:

Hearing/Deaf Physical Intellectual Acquired Brain Impairment
 Mental Illness Vision Medical Condition Other

Employment

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

Full-time employee Part-time employee Self-employed Employer
 Employed in a family business Unemployed - seeking work Not employed - not seeking employment

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
 To get into another course of study For personal interest or self-development
 Other reasons

RPL/Credit

Are you seeking recognition of prior learning (RPL) or course credit transfer? Yes No
If 'Yes', then please contact training manager for further details about the RPL/CT process



Transferring student information: (if applicable)

Are you transferring from another education provider in Australia? Yes No
 If 'Yes', then have you completed the first 6 months of your principal course? Yes No
 Name of Institute:
 If you currently enrolled in another institute in Australia please provide release letter.

Education Agent Details

If you were referred by an Education Agent, please provide details below.

Agent Name/Business Name:	As an approved agent of BC, I am also certifying that I have verified all the original documents of the student.
----------------------------------	--

Signature _____

Privacy Notice

Under the Data Provision Requirements 2012, Bentley College Pty Ltd 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 Bentley College for statistical, regulatory and research purposes. Bentley College may disclose your personal information for these purposes to third parties. This practice is also required by the ESOS Act and the ESOS National Code 2018. 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 authorized agencies
NCVER
- Researchers

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

- Issuing a VET Statement of Attainment or VET 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 program 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

I _____, Declare that the information I have provided to the to the best of my knowledge is true and correct. I further declare that I have gone through the following policies and procedures available on www.bentley.edu.au:

- Admissions Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Course Progress Policy and Procedure
- Deferring, Suspending and Cancelling Overseas Student Enrolment Policy and Procedure
- Refund Policy and Procedure *(All refunds will be in accordance with the policy and refund arrangements defined in Agreement)*
- RPL and Credit Transfer Policy and Procedure
- Student Support Policy and Procedure
- Transfer Between Registered Providers Policy and Procedure

I Consent to the collection use and discloser of my personal information in accordance with the Privacy Notice Above.

Applicant Name

Applicant Signature

Date..... / /

Document Checklist

- Passport bio-data pages
- IELTS (or other English Language test) Results (if applicable)
- Evidence of highest academic qualifications
- Copy of current Australian Visa (if applicable)

FOR OFFICE USE ONLY

DATE RECEIVED

DATE APPROVED

Approved by: _____ Signature: _____