



QUALITY
TRAINING & HOSPITALITY
COLLEGE

PLEASE READ THIS BEFORE BEGINNING YOUR APPLICATION

Follow the instructions below to complete the enrollment form.

1. **Download** this form and **save** it to your desktop
2. Fill in the form as required
3. **Save** the completed form under the title *Application form [Your Name] [Date]*
4. Email this form to the qthc staff member you have been corresponding with. If you do not know their email address please use *international@qthc.edu.au*
5. Await an email confirmation that your application form has been received.

INTERNATIONAL STUDENT APPLICATION FORM

An application for a full time course is accepted from any overseas student who meets the course prerequisites. Please read through the Student Pre-Enrolment Handbook on our website before submitting an application.

ENTRY REQUIREMENTS

1. All applicants must be **18 years** or over at commencement of the Course.
2. The applicants first language is English; or the applicant has successfully completed an Australian Year 12 program; or successfully completed an English language course approved by Quality Training & Hospitality College; or an overall IELTS band score of at least 5.5 (Academic or General); or a TOEFL iBT test score between 46-59 or a score of 45 or higher in the Pearson Test of English.
3. Minimum completion of **Year 12** in Australia and/or International equivalent.

APPLICATIONS

- **Complete this Application Form in its entirety.**
- Pay a non-refundable Application Fee \$AUD150 (any applicable tuition and health cover fees for applicants will be due after acceptance but prior to course commencement).
- Provide a copy of your current passport (and a copy of your Australian Visa if you are already in Australia).
- Provide documentation of relevant qualifications as appropriate to the application (refer to Document Checklist).
- Provide proof of current level English (i.e. official test results or arrange for an English Interview. Please refer to Document Checklist).

APPLICATION ASSESSMENT

- The Admission team will assess each application and may request additional documents such as: Statement of Purpose, additional questions, financial documentations or any other information that may relate to your application.

OFFER

- After QTHC receives evidence of \$150.000 application fee, a successful applicant will be issued with a Letter of Offer. Unsuccessful applicants will receive notification via email.
- Please ensure that the Applicants understand the terms and conditions on the Letter of Offer and arrange payment for the invoice.

ACCEPTANCE

- Applicants understand, have read through all the details and signed the Acceptance Form.
- Return the form together with evidence of payment to Quality Training & Hospitality College.
- Quality Training & Hospitality College will issue the Confirmation of Enrollment (CoE) for your student visa application.
- Attend orientation session at commencement at Quality Training & Hospitality College.

DOCUMENT CHECKLIST

1. APPLICATION FORM

- Completed all sections
- Signed student declarations
- Signed parent/guardian declarations (if under 18 years of age)
- Ensure you have read, understood and agree to comply to the terms and conditions of enrollment

2. PASSPORT

- Copy of identification pages of your passport
- Copy of current visa (if you are in Australia)

3. ACADEMIC DOCUMENTS

- Certified copies of relevant academic records in your home country, such as high school or college/university graduation certificates
- Certified copies of relevant academic records in Australia, such as high school or college/university graduation certificates (if relevant)

4. ENGLISH EVIDENCE

- Copy of enrollment in any course (other than English language course) if you are undertaking the course in Australia
- If you have completed English in Australia, a certified copy of your English language certificate
- If you have completed an IELTS, TOEFL or PTE, please provide the certificate. QTHC will verify your test score online
- If you are studying English in Australia prior to course commencement, you have attached a copy of the English language course Offer Letter and the CoE from the English language centre

5. OTHER REQUIRED DOCUMENTS

- For students currently in Australia, a copy of Overseas Student Health Cover card
- Certified copies of work references (if relevant)
- Other documents (if requested by QTHC)

6. BEFORE ARRIVAL

- You are required to apply for a Unique Student Identifier (USI) as soon as your student visa has been granted. Please ensure that you go to the website below and apply for a USI before the Orientation program: www.usi.gov.au/create-your-USI/Pages/default.aspx
- Check details of study and life in Sydney www.study.sydney or...
- Check details of study and life in Adelaide www.studyadelaide.com

PART ONE (A) : PERSONAL DETAILS

Please tick the appropriate title box MR MRS MISS MS OTHER

Family name

Given names

Preferred name

Date of Birth DD /MM /YYYY

Nationality/Country of Birth

Mobile number Email address

Home Phone (current residential address)

Contact and residential information in home country...

Address

Country

Contact phone number

Emergency contact in home country

Name

Relationship to student

Contact phone number

Current residential address in Australia (if currently in Australia)

Address

Country

Contact phone number

Do you have an emergency contact person in Australia?

Name

Relationship to student

Address

State

Post Code

Contact phone number

Email address

PART ONE (B) : VISA INFORMATION Please attach applicable documents

Passport number

Expiry Date DD/ /MM /YYYY

Issuing country

Are you currently in Australia? YES NO *If NO go to PART ONE (D)**If YES state your visa type, visa subclass and expiry date below...*

Visa type

Subclass no.

Expiry Date DD/ /MM /YYYY

Are you in the process of applying for any other type of visa? YES NO

If YES what is the visa type you have applied for?

Date of application DD/ /MM /YYYY

PART ONE (C) : OVERSEAS STUDENT HEALTH COVER Please attach applicable documents*If you are already in Australia fill in the details below...*

Do you have OSHC? YES NO

OSHC provider name

OSHC number

Expiry Date DD/ /MM /YYYY

PART ONE (D) : EDUCATION HISTORY

Have you completed High School? NO YES

 Please attach applicable documents (including academic transcripts translated in English).
If YES, Where...

Name of institution

Country Do you hold any other qualifications? NO YES

Please list and include any tertiary qualifications below...

International (1)

International (2)

Australian (1)

Australian (2)

Name of last educational establishment attended

Country

PART ONE (E): ENGLISH LANGUAGE PROFICIENCY*Please tick the appropriate box and attach your results...*
 Please attach proof of results or intent to undertake an English test/course).

English is your first language

English was the language of instruction in your secondary/tertiary studies

(Documentary evidence must be provided if the institution is located in a non-English speaking country)

I have completed an approved English language test

(complete the details below and attach evidence)

IELTS	Date taken	DD	/MM	/YYYY
TOEFL	Date taken	DD	/MM	/YYYY
PTE Academic	Date taken	DD	/MM	/YYYY
Other English test	Date taken	DD	/MM	/YYYY

Results (if known) Overall	Listening	Reading	Writing	Speaking
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I have not yet completed an approved English language test. I intend to complete the following test on the date specified below.

(Complete the details below). Test must be taken within the last 2 years.

IELTS	Date to be taken	DD	/MM	/YYYY
TOEFL	Date to be taken	DD	/MM	/YYYY
PTE Academic	Date to be taken	DD	/MM	/YYYY
Other English test	Date to be taken	DD	/MM	/YYYY

Completed English course in Australia *(attach evidence)*

Name of English language course

Name of English language provider

Start date DD/ /MM /YYYY

Completion date DD/ /MM /YYYY English level Achieved

Completing English course in Australia *(attach evidence)*

Name of English language course

Name of English language provider

Start date DD/ /MM /YYYY

Completion date DD/ /MM /YYYY

PART TWO (A): COURSE DETAILS

Office
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Please tick the box corresponding to the course you are applying to study...

Individual Courses

SIT30816 Certificate III in Commercial Cookery
CRICOS | 092470G

SIT40516 Certificate IV in Commercial Cookery
CRICOS | 092471G
(must meet prerequisites)

SIT50416 Diploma in Hospitality Management
CRICOS | 091037M
(must meet prerequisites)

SIT60316 Advanced Diploma of
Hospitality Management
CRICOS | 091117M
(must meet prerequisites)

SIT50416 Diploma of Hospitality
Management (electives specialising in
Hotel and Restaurant Operations)
CRICOS | 091037M

BSB51915 Diploma of Leadership
and Management
(Only available in Adelaide)
CRICOS | 092472F

Packaged Courses

Certificate IV in Commercial Cookery
including:
- SIT30816 Certificate III in
Commercial Cookery CRICOS | 092470G

Diploma of Hospitality Management
including:
- SIT30816 Certificate III in
Commercial Cookery CRICOS | 092470G
- SIT40516 Certificate IV in
Commercial Cookery CRICOS | 092471G

Advanced Diploma of Hospitality Management
including:
- SIT30816 Certificate III in
Commercial Cookery CRICOS | 092470G
- SIT40516 Certificate IV in
Commercial Cookery CRICOS | 092471G
- SIT50416 Diploma of Hospitality
Management CRICOS | 091037M

PART TWO (B): COURSE LOCATION & INTAKE DATE

Office
Use
Only

Please tick the box corresponding to the course location and intake date you are applying to study...

Adelaide Campus

January (year)

July (year)

or

Flexible Intake Date

(month) (year)

Please indicate which month you
would like to begin your study.

Sydney Campus

January (year)

April (year)

July (year)

October (year)

PART TWO (C): CREDIT TRANSFER & RECOGNITION OF PRIOR LEARNING

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Are you applying for Credit Transfer (CT) or Recognition of Prior Learning (RPL)?

(Please see Overseas Student Pre-enrollment Information Booklet for further information on the procedures for application for CT or RPL).

NO YES

If YES please mark appropriate box...

CT RPL

QTHC requires any applicant applying for CT or RPL to complete a Verification of Qualifications Consent and Authorisation Form. If required this form will be sent to you after you have submitted this application.

Do you have any form of learning difficulty, disability, medical condition or other personal issues that may affect your study with Quality Training & Hospitality College?

NO YES If YES please outline

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PART THREE : STUDENT STATEMENT

Please answer each question in detail...

1. How did you first find out about QTHC and why did you choose QTHC over other colleges in Australia?

2. Why did you choose to undertake the intended course of study?

3. What do you expect to learn from your intended course of study?

4. Explain what research you have done into similar course options in your home country and why you have chosen to study in Australia at QTHC rather than in your home country?

5. What type of employment positions will you apply for after graduating from QTHC and what is your expected monthly salary in your home country (in Australian Dollars)?

6. Have you undertaken previous post-secondary study or work that is not related to the intended course of study? If yes, please explain your choice of course and change of career path.

7. Have you or any family member had any visa grants or refusals from any other countries including Australia? If yes, please provide details about the country, visa type, reasoning and provide documentation.

8. Have you previously applied for or are you currently applying for admission at another Australian education provider? If yes, please provide details of all applications and outcomes.

9. Do you have any family members currently living in Australia? If yes, how long have they been living in Australia?

COMMENTS (OFFICE USE ONLY)

**Office
Use
Only**

PART FOUR: EMPLOYMENT HISTORY

No employment history

Employer

Position

Country

Employment period *Start* *End*

Duties

Employer

Position

Country

Employment period *Start* *End*

Duties

Employer

Position

Country

Employment period *Start* *End*

Duties

PART FIVE : APPLICATION FEE PAYABLE

I,
have enclosed the AUD\$150.00 Application Fee for the following course.

DD/ /MM /YYYY

APPLICATION FEE DETAILS

Your Application Fee should be enclosed with this Application Form. We accept bank cheques, credit cards, or direct funds transfer as our methods of payment. Bank cheques should be made payable to Quality Training & Hospitality College.

If mailing this form and paying by Credit Card, please complete the following:

Card number

Expiry date MM /YY CVV

Name of card holder

Signature of card holder

Type of Credit Card Mastercard Visa

DIRECT FUNDS TRANSFER DETAILS

Account name The Quality Training and Hospitality College

BSB 015 225 Account Number 2243 59661 Swift Code ANZBAU3M

NATIONAL VET DATA POLICY – PRIVACY NOTICE

Under the Data Provision Requirements 2012, Quality Training and Hospitality 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 Quality Training and Hospitality College Pty Ltd for statistical, regulatory and research purposes. Quality Training and Hospitality College Pty Ltd 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;
- Employers – 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 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;
- 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).

OVERSEAS STUDENT HEALTH COVER (OSHC)

As mentioned in our Overseas Student Pre-Enrolment Information booklet, you will be required (under the conditions of your student visa) to obtain Overseas Student Health Cover (OSHC) for yourself and any dependents accompanying you. We can arrange this on your behalf if required, our providers of choice are Medibank Private and NIB.

Please contact Quality Training & Hospitality College for premiums payable for this cover, or go to www.medibank.com.au or www.nib.com.au.

PART SIX: STATEMENT OF UNDERSTANDING

Please mark the following as completed...

- 1) Read the Overseas Student Pre-Enrolment Information booklet in its entirety
- 2) Completed this application form in its entirety
- 3) Attached a copy of your passport (and Australian Visa if relevant)
- 4) Attached documentation of relevant qualifications as appropriate to the application
- 5) Attached evidence of your level of English (IELTS or TOEFL parchment, not more than 18 months old)
- 6) Made arrangements to pay the non-refundable Application Fee of AUD\$150.00
- 7) Attached a copy of your current Overseas Student Health Cover card
(if you are already studying in Australia)

I authorise Quality Training & Hospitality College to make relevant enquiries where necessary and in accordance with legislation regarding my academic qualifications and any work experience, in relation to my application for undertaking a course of study. I understand that my information will only be released to third parties in accordance with legislation. I also understand that I may at any time revoke my authorisation for Quality Training and Hospitality College to release my information to third parties by notifying Quality Training & Hospitality College in writing.

(The 'terms and conditions of enrolment' are outlined in the contents of the Overseas Student Pre-Enrolment Information booklet. Please read this booklet in its entirety prior to completing this application form).

I have read, understood and agree to comply with the terms and conditions of enrolment.

I declare that I have genuine intention to study at QTHC and all of the information I have provided in this form is truthful, accurate and complete.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Declarations and Consent

I declare that the information I have provided to the best of my knowledge is true and correct and that I have met the above criteria.

Student Signature	DD/	/MM	/YYYY
Parent / Guardian Signature*	DD/	/MM	/YYYY

** Parental/Guardian consent is required for all students under the age of 18.*