



APPLICATION FOR ENROLMENT – INTERNATIONAL STUDENTS

Instructions

1. **Student or Education Agent Completion:**
 - The form must be completed by the student or their authorised education agent.
 - All sections must be completed in full and all supporting documentation attached.
2. **Supporting Documents:**
 - Attach certified copies of passport, English proficiency results, academic transcripts, and other required documentation.
3. **Declaration:**
 - The student must read and sign the Student Declaration section.
 - If an education agent is completing the form, they must sign the education agent section.
4. **Submission:**
 - Submit the completed form and attachments to the College via the contact email provided.
 - Incomplete forms or missing documentation may delay processing.
5. **RTO Use Only Section:**
 - To be completed by authorised College staff after review of application and entry requirements.
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Application for Enrolment			
<input type="checkbox"/> Completed by Student			
<input type="checkbox"/> Completed by Education Agent: Education Agent Details (agent stamp or complete)			
Education Agent Name:		Counsellor Name:	
Date:		Signature:	
1. Student Details			
Title: Mr / Mrs / Ms / Miss		Date of Birth	/ /
Family name:		Given Names:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		

Home Phone:		Mobile:	
City of Birth:		Country of Birth:	
Preferred method of contact:	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> SMS/ Text		
Passport Number:		Passport Expiry Date:	
Country of Issue:			
Have you ever been refused a visa for entry into Australia or a country other than Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify:		
Have you ever been reported to Australia's Department of Home Affairs for failing to meet visa conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify:		
Have you ever been convicted of a criminal offence in Australia or any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify:		
I give permission for Allman College to refund any fees to my nominated education agent or third-party representative?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Visa Lodgement			
Do you hold a current Australian Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If No: Where will you be lodging your student visa application based on your enrolment with the College?	<input type="checkbox"/> Inside Australia (Onshore) <input type="checkbox"/> Outside Australia (Offshore)		
If Yes:	Visa Type _____	Category Number _____	
3. Contact Details			
Home Country Address			
Postal Address:		Suburb	

Postcode:		State	
Home Phone:		Personal Mobile:	
Email Address:			
Address in Australia			
Residential Address:		Suburb	
Postcode:		State	
Home Phone:		Personal Mobile:	
Email Address:			
4. Course Selection Details			
Program Code:		Program Cost:	
Program Name:	<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) CRICOS Course Code: 113284K <input type="checkbox"/> BSB60120 Advanced Diploma of Business CRICOS Course Code: 113283M <input type="checkbox"/> BSB50120 Diploma of Business CRICOS Course Code: 113282A		
Preferred Commencement		Preferred End Date:	
Why did you choose this course(s)?			
What are your goals for this course(s)?			
Do you want to apply for Recognition of Prior Learning or Credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the Application for Credit or Recognition of Prior Learning Form and attach the supporting documents. Please note: The granting of Credit may result in a reduction in your course duration. Contact the College for more information.		
5. Unique Student Identifier (USI)			

	Note: These tests must be taken in-person at approved secure test centres; remote/online versions (e.g., IELTS Online, TOEFL iBT Home Edition) are not accepted for visa evidence.	
8. Admission Eligibility: Education		
What is your highest level of school completed?	<input type="checkbox"/> Primary School <input type="checkbox"/> Senior High School <input type="checkbox"/> High School <input type="checkbox"/> Other	
In which year did you complete school?		
Have you successfully completed any of the following qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma or Associate Diploma <input type="checkbox"/> Certificate IV or Advanced Certificate	<input type="checkbox"/> Certificate III or Trade Certificate <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates - other	
Qualification Obtained:		
Institution:		
Country:		
Year of Completion:		
Have you studied in Australia before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how long have you been in Australia?	Please specify:	
If yes, what have you completed?	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma	<input type="checkbox"/> Bachelor/ Master <input type="checkbox"/> ELICOS <input type="checkbox"/> Other
Australian Qualification:		
Australian Institution:		
Year of Completion:		
9. Disability and Learning Needs		
Do you have a disability, impairment, specific learning	<input type="checkbox"/> Yes <input type="checkbox"/> No	

needs or long-term medical condition that may affect your studies?	
Please state your disability, impairment or injury:	<input type="checkbox"/> Hearing <input type="checkbox"/> Intellectual <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired
If yes, please provide details so we can best support you:	
10. Reason For Study	
<input type="checkbox"/> To get a job or better job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> I want extra skills for my job	<input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To try for a different career <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other
11. Emergency Contact	
Contact 1: Full Name	
Relationship	Mobile:
Email	
Contact 2: Full Name	
Relationship	Mobile:
Email	
12. Marketing And Images	
How did you hear about us?	<input type="checkbox"/> Existing Student <input type="checkbox"/> Website <input type="checkbox"/> Social Media <input type="checkbox"/> Education Agent <input type="checkbox"/> Other
The College may from time to time send you details about future training opportunities or offers. If you DO NOT wish to be contacted, please indicate below.	
<input type="checkbox"/> I do not wish to be contacted regarding future training opportunities.	

<p>During training, photos or footage may be taken of you. Do you give the College permission to use these photos or footage for such things as improving training resources, promotional documents and reports?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>13. Student Declaration</p>		
<p>By signing this form, I certify that the information provided is true and correct. I further certify that:</p> <p><input type="checkbox"/> By submitting this form I agree that all information provided in the application is complete and correct.</p> <p><input type="checkbox"/> I have reviewed the Course Brochure supplied to me and have been informed about and accept my rights and obligations.</p> <p><input type="checkbox"/> I have reviewed and accept the Schedule of Fees and Payments and have been informed of the Fees and Refund Policy.</p> <p><input type="checkbox"/> I have reviewed the Course Brochure and have been informed of and accept the training and assessment services to be provided including:</p> <ol style="list-style-type: none"> 1. the units of competency to be completed 2. course duration 3. the mode of delivery 4. the course location <p><input type="checkbox"/> I understand that Allman College may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.</p> <p><input type="checkbox"/> By submitting this form I agree that Allman College will independently verify the information supplied by me in this form and request further information or documentation as required.</p> <p><input type="checkbox"/> I authorise my education agent to act on my behalf in all matters relating to this application and associated visa application.</p> <p><input type="checkbox"/> I understand that a non-refundable* \$AUD200 enrolment fee is payable to secure a place in the course, payable on the signing of the Letter of Offer, Student Written Agreement and submission of this form to the College in order to progress my application for enrolment. *In the event your student visa is refused before you commence your course, the College will refund any course money received, minus the lesser of 5% of the total amount of course money paid or \$500 AUD.</p>		
<p>Student Name:</p>		
<p>Student Signature:</p>		
<p>Date:</p>		

Supporting Documentation

Please confirm you have attached the following documents, certified and accompanied by English translations if applicable:

- Passport including photo page and signature page
- Evidence of English language proficiency
- Academic certificates/transcripts (translation needed if not in English)
- Evidence of any other applicable entry requirements for the course into which you are seeking enrolment

Submitting Your Application

Please submit your application to ceo@allmancollege.com.au. You will receive a response within two business days.

Please note that the College may request additional information from you in support of your application.

You may also be required to attend a pre-enrolment interview via phone or video conferencing regarding course suitability.

RTO USE ONLY:

Has the Student Application and Enrolment Checklist been created and completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Does the applicant meet entry requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify:
Is student support indicated?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, referred to:
Details entered into Student Management System?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify:
Enrolment confirmation sent?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify:
English language proficiency confirmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify:
Has USI been verified (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes date:



Has an enrolment interview been scheduled?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes date:		
Training scheduled to commence on the following date:			
Comments:			
Position:			
Full Name:			
Signature:		Date:	/ /