

## FOR257 STUDENT ENROLMENT DATA

PART A – STUDENT DETAILS			
Given names			
Surname			
Date of Birth (DD/MM/YYYY)		Gender	Female  Male  Indeterminate/Intersex/Unspecified
What is the address location and postcode of the suburb, locality; or town in which you usually live?  (international home address)	Building/Property name		
	Flat/ Unit Number		
	Street Number		
	Street Name		
	Suburb, Locality or Town		
	State/ Territory		
	Post Code		
What is the temporary address in which you will live in Australia during your studies?  (Australian Address)	Building/Property name		
	Flat/ Unit Number		
	Street Number		
	Street Name		
	Suburb, Locality or Town		
	State/ Territory		
	Post Code		
Phone Number			
Email Address			
Emergency Contact Name			
Relationship to student			
Emergency Contact Number			

PART B - COURSE	
Course Code and Name	
Intake Date	
Campus	
PART C – LANGUAGE AND CULTURAL DIVERSITY	
In which country were you born?	Australia Other, please specify _____
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
Are you of Aboriginal or Torres Strait Islander origin?  (For person of both Aboriginal and Torres Strait Islander origin, mark both “Yes” boxes)	No, English Only Yes, Aboriginal Yes, Torres Strait Islander
PART D - DISABILITY	
Do you consider yourself to have a disability, impairment or long-term condition?	No Yes, please specify _____ If yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area)  <div style="display: flex; justify-content: space-between;"> <div>Hearing /Deaf Learning Vision</div> <div>Physical Mental Illness Medical Condition</div> <div>Intellectual Acquired brain impairment</div> </div> Other, please specify _____
PART E - SCHOOLING	
What is your highest <b>completed</b> school level?	Completed Year 12 Completed Year 11

	Completed Year 10 Completed Year 9 or Equivalent Completed Year 8 or Lower Never attended school			
In which <b>Year</b> did you complete that school level?	_____			
Are you still attending secondary school?	Yes No			
<b>PART F – PREVIOUS QUALIFICATION ACHIEVED</b>				
Have you <b>SUCCESSFULLY</b> completed any of the qualifications?	Yes No			
If Yes, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification level.  <b>Note:</b> if you have multiple Prior Education Achievement Recognition Identifiers for any other qualifications, use the following priority order to determine which identifier to use: <b>A - Australian</b> <b>E - Australian Equivalent</b> <b>I - International</b>	<b>A</b> (Australian)	<b>E</b> (Australian Equivalent)	<b>I</b> (International)	<b>Qualifications</b>
				Bachelor Degree or Higher Degree
				Advanced Diploma or Associate Degree
				Diploma (or Associate Diploma)
				Certificate IV (or Advanced Certificate/ technician)
				Certificate III (or Trade Certificate)
				Certificate II
				Certificate I
				Certificates other than the above
<b>PART G – STUDY REASON</b>				
Of the following categories, which <b>BEST</b> describes your main reason for undertaking this program?  (Tick <b>one</b> box only)		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 program of study
	For personal interest or self-development
	For other reasons
	To get skills for community voluntary work
<b>PART H – EMPLOYMENT</b>	
Of the following categories, which BEST describes your current employment status?  (Tick <b>one</b> box only)	Full-time employee
	Part-time employee
	Self-employed - not employing others
	Self-employed - employing others
	Employed - unpaid worker in a family business
	Unemployed - seeking full-time work
	Unemployed - seeking part-time work
	Not employed - not seeking employment
Which of the following classifications BEST describes your current or recent occupation?	Managers
	Professionals
	Technicians and Trade Workers
	Community and Personal Service Workers
	Clerical and Administrative Workers
	Sales Workers
	Machinery Operators and Drivers
	Labourers
	Others
Of the following categories, which BEST describes your main reason for undertaking this program?  (Tick <b>one</b> box only)	Agriculture, Forestry and Fishing
	Mining
	Manufacturing
	Electricity, Gas, Water and Waste Services
	Construction
	Wholesale Trade
	Retail Trade
	Accommodation and Food Services
	Transport, Postal and Warehousing
Information Media and Telecommunications	

	Financial and Insurance Services
	Rental, Hiring and Real Estate Services
	Professional, Scientific and Technical Services
	Administrative and Support Services
	Public Administration and Safety
	Education and Training
	Health Care and Social Assistance
	Arts and Creation Services
	Other Services

### PART I – SURVEY CONTACT STATUS

Survey Contact Status is used to exclude clients from participating in the Student Outcomes Survey and other communications

Of the following categories, which BEST describes your Survey Contact Status

(Tick **one** box only)

- |   |
|---|
| Available for survey use  |
| Correctional facility (address or enrolment)                        |
| Deceased student  |
| Excluded  |
| Invalid address/Itinerant student (very low likelihood of response) |
| Minor - under age of 15 (not to be surveyed)                        |
| Overseas (address or enrolment)                                     |

### PART J – UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, we Southern Cross Education Institute can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI).

If you have not yet obtained a USI, you can apply for it directly at <https://www.usi.gov.au/your-usi/create-usi> computer or mobile device

Enter your USI

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If you have not have a USI and would like to SCEI to apply on behalf of you, please complete and attach **Unique Student Identifier Application Form and relevant documents**

## PART J. STUDENT ENROLMENT PRIVACY NOTICE

### STUDENT ENROLMENT PRIVACY NOTICE

I understand that:

SCEI is required to provide the State and Commonwealth Governments with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the VET Student Statistical Collection Guidelines (which are available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>)

The State Education Departments may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities.

For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or an audit or review.

For more information in relation to how student information may be used or disclosed please contact SCEI's Privacy Officer on phone 03 9602 4110.

<b>Student's Name (Printed)</b>	
<b>Student's Signature</b>	
<b>Date</b>	

## FOR12 STUDENTS AGENT FEEDBACK FORM

Please complete this form **only if you have enrolled at Southern Cross Institute (SCEI) through an Authorised**

**Education Agent of Southern Cross Education Institute**

PART A – STUDENT DETAILS	
Given names	
Surname	
Student ID Number	
Country	
Course Code and Name	
Agent name	

PART B – FEEDBACK			
The questions below are designed to give us sufficient feedback to ensure that Education Agents provide you the best possible service. Your truthful response is very much appreciated by SCEI.			
How would you rate your agent in the following?	Satisfactory	Not Satisfactory	Comment
1. How would you describe the quality of the service you have received from your agent?			
2. How would you describe the quality of information provided to you by your agent?			
3. Did you find that information provided by your education agent about the SCEI was accurate and useful?			

Did the agent	Satisfactory	Not Satisfactory	Comment
1. Provide you with International Student Fact Sheet relating to ESOS Framework?			
2. Return your phone calls/ emails within 48 hours?			
3. Provide you with the course information guide that contained information on: a. course entry requirement including English language proficiency, b. course content, c. duration, d. delivery mode and e. assessment methods course content and f. additional requirements			
4. Provide you with indicative fees payable to SCEI and the SCEI's refund policy?			
5. Provide you with information about living in Australia including indicative costs of living?			
6. Provide you with details with SCEI's campus(s) location, facilities & welfare support services?			
7. Provide you with information on SCEI's policies and procedures?			
8. Provide you with SCEI's policy on enrolment, deferment, suspension, or cancellation?			



9. Provide you with SCEI's attendance & course progress policy			
10. Provide you with SCEI's terms and conditions prior to signing the application form and letter of offer?			
11. Provide you information on Visa requirements which must be satisfied by a person on Student Visa?			
12. Provide you with SCEI's internal and external complaints and appeals procedures?			
<b>Any other feedback/ comment that you would like to share?</b>			

## Privacy & Confidentiality Statement

## Student Declaration

**Student Name**

**Student Signature**

Date \_\_\_\_\_

### Action required

Yes ☐ No ☐

**Staff Name**

Date \_\_\_\_\_

### Action Details

**Brief information on proposed action to be taken:**

## FOR40 STUDENT CONSENT FOR MARKETING MATERIALS

This form is to be completed by the student in order to give SCEI permission to use the student's items for SCEI's marketing and Promotional activities

PART A – STUDENT DETAILS	
Student ID Number	
Student First Name	
Student Surname	
Date of Birth (DD/MM/YYYY)	
Course Code and Title	
PART B – MARKETING MATERIAL DETAILS	
please tick and initial the items that you agree to the Southern Cross Education Institute using for marketing purposes	
ITEMS	STUDENT INITIAL
<input type="checkbox"/> Own Image	
<input type="checkbox"/> Completed Assessments	
<input type="checkbox"/> Other Please specify: _____	
PART C – STUDENT DECLARATION	
I, _____, give permission to the Southern Cross Education Institute to use my items ticked above for its Marketing & Promotional purposes	
Student Name	
Student's Signature	
Date	

THANK YOU