SYDNEY COLLEGE OF PROFESSIONAL EDUCATION

Application for Enrolment Form – International Students

About this form

Thank you for your interest in seeking enrolment into Sydney College of Professional Education. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form to us by post or email.

Instructions:

- Please print in BLOCK LETTERS when completing information required in each section
- Incomplete applications cannot be processed unless all sections have been completed, supporting evidence attached with the student signature
- Tick boxes where requested and include any required/additional information
- The student must sign the declaration at the end of the Application for Enrolment – International Students to evidence their understanding and agreement with the course(s) selected and the conditions of enrolment
- For information regarding the requirements to be eligible for simplified student visa framework, please go to the following website https://www.homeaffairs.gov.au/busi/Educ/simplified-student-visa

Student details

Title:	☐ Mr	☐ Mrs	☐ Ms	☐ Miss ☐ Other:
Given name/s (including Middle name if any)				
Surname				
Date of birth		Gender	☐ Male ☐ Female ☐ Other	

Current residential address Please provide the physical address (street number and name –not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Local Address	
Overseas Address	
Phone number/s	

Email address	
Nationality	
Passport no.	
Emergency contact	
(name, relationships and mobile phone number)	
Do you hold a current Australian visa? Type of visa and expiry date	

Onshore ☐	Offshore ☐
Preferred Campus Location	☐ Level 1, 133 Parramatta Road Granville NSW 2142

Course details

COURSE NAME	VET NATIONAL CODE	DURATION	CRICOS CODE
☐ Certificate IV in Leadership and Management	BSB40520	65 Weeks	113189J
☐ Diploma of Leadership and Management	BSB50420	78 Weeks	113190E
☐ Advanced Diploma of Leadership and Management	BSB60420	65 Weeks	113191D
☐ Certificate IV in Leadership and Management + Diploma of Leadership and Management	BSB40520 BSB50420	104 Weeks	113189J 113190E
☐ Diploma of Leadership and Management + Advanced Diploma of Leadership and Management	BSB50420 BSB60420	104 Weeks	113190E 113191D
☐ Certificate IV in Leadership and Management + Diploma of Leadership and Management + Advanced Diploma of Leadership and Management	BSB40520 BSB50420 BSB60420	156 Weeks	113189J 113190E 113191D
☐ Certificate III in Individual Support	CHC33021	52 Weeks	114171M
☐ Certificate IV in Disability	CHC43121	26 Weeks	114172K
☐ Diploma of community Services	CHC52021	104 Weeks	114173J
☐ Graduate Diploma of Management (Learning)	BSB80120	52 Weeks	114170A
☐ Certificate III in Individual Support Certificate IV in Disability	CHC33021 CHC43121	72 Weeks	114171M 114172K
☐ Certificate III in Individual Support Diploma of Community Services	CHC33021 CHC52021	156 Weeks	114171M 114173J
☐ Certificate III in Individual Support Certificate IV in Disability Diploma of Community Services	CHC33021 CHC43121 CHC52021	156 Weeks	114171M 114172K 114173J
☐ Certificate III in Heavy Commercial Vehicle Mechanical Technology	AUR31120	104 Weeks	114779A

Intake							
2025		2026		2027		2028	
☐	☐ 14/7/2025	☐ 12/1/2026	☐ 13/7/2026	☐ 11/01/2027	☐ 12/07/2027	☐ 10/01/2028	☐ 10/07/2028
☐	☐ 22/9/2025	☐ 16/2/2026	☐ 17/8/2026	☐ 15/02/2027	☐ 16/08/2027	☐ 14/02/2028	☐ 14/08/2028
☐ 14/4/2025	☐ 13/10/2025	☐ 13/4/2026	☐ 12/10/2026	☐ 12/04/2027	☐ 11/10/2027	☐ 10/04/2028	☐ 09/10/2028
☐ 23/6/2025	☐ 17/11/2025	☐ 18/5/2026	☐ 16/11/2026	☐ 17/05/2027	☐ 15/11/2027	☐ 15/05/2028	☐ 06/11/2028
☐		☐	☐	☐	☐	☐	☐
		☐		☐		☐	

Language and cultural diversity

In which country were you born?	☐ Australia [1101] ☐ Other; please specify:
Do you speak a language other than English at home? Ifmore than onelanguage,indicatetheone that is spoken most often.	☐ No, English only [1201] ☐ Yes other; please specify:
Are you of Aboriginal or Torres Strait Islander origin? Forpersonsof both Aboriginal andTorresStrait Islander origin, mark both 'Yes' boxes.	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Disability

Do you consider yourself to have a disability?	☐ Yes ☐ No – go the question about schooling
If you indicated the presence of a disability, impairment or long-term condition, please-select the area(s) in the following list. Review the disability supplement to help you select the right area(s).	☐ Hearing/deaf 11 ☐ Physical 12 ☐ Intellectual 13 ☐ Learning 14 ☐ Mental illness 15 ☐ Acquired brain impairment 16 ☐ Vision 17 ☐ Medical condition 18 ☐ Other 19
What is your highest COMPLETED school level Tick ONE box only	☐ Year 12 or equivalent 12 ☐ Year 11 or equivalent 11 ☐ Year 10 or equivalent 10 ☐ Year 9 or equivalent 09 ☐ Year 8 or below 08 ☐ Never attended school 02

Are you still enrolled in secondary or senior secondary education?	☐ Yes ☐ No

Previous qualifications studied

Have you successfully completed any of the qualifications listed below?	☐ Yes ☐ No
If YES, tick ANY applicable boxes	☐ Bachelor degree or higher degree 008 ☐ Advanced diploma or associate degree 410 ☐ Diploma (or associate diploma) 420 ☐ Certificate IV (or advanced certificate/technician) 511 ☐ Certificate III (or trade certificate) 514 ☐ Certificate II 521 ☐ Certificate I 524 ☐ Other education (including certificates or overseas qualifications not listed here) 990

Employment (if applicable)

Of the following categories, which BEST describes your current employment status? (Tick ONE box only) For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).	☐ Full-time employee 01 ☐ Part-time employee 02 ☐ Self-employed – not employing others 03 ☐ Self-employed – employing others 04 ☐ Employed – unpaid worker in a family business 05 ☐ Unemployed – seeking full-time work 06 ☐ Unemployed – seeking part-time work 07 ☐ Not employed – not seeking employment 08

Workplace Details (if applicable)

Company Name:	
Address:	
Contact Person:	
Email Address :	
Contact Person:	
Work No:	

Study reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/ apprenticeship (Tick ONE box only)	☐ To get a job 01 ☐ To develop my existing business 02 To ☐ start my own business 03 ☐ To try for a different career 04 ☐ To get a better job or promotion 05 It was ☐ a requirement of my job 06 ☐ I wanted extra skills for my job 07 ☐ To get into another course of study 08 ☐ For personal interest or self-development 12 To get ☐ skills for community/voluntary work 13 Other ☐ reasons 11

RPL and credit transfer application

Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer. Please note, applying for this will impact your course dura- tion so bear in mind that if this is approved then your course duration will be less than the time outlined on the course brochure. Depending on the amount that your course is re- duced your fees may also be reduced.	I want to apply for a credit transfer for the following unit/s: I want to apply for RPL for the following unit/s: If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.

USI -UNIQUE STUDENT IDENTIFIES

From 1st January 2015, all students undertaking nationally recognised training must have a Unique Student Identifier (USI) and provide that USI to their Registered Training Organisation for verification

Ifyou do not have a USI number, you can apply directly at https://usi.gov.au/create-your-usi/

Read the permission statements below and tick if consent is provided I give my permission to Sydney College of Professional Education to apply for a USI on my behalf

☐ I agree to provide one of the forms of identity required to create a USI (Australian Driving License, Passport, Non-Australian Passport with Australian Visa, Immi card, Citizenship Certificate, and Certificate of Registration by Descent)

☐ I give permission to Sydney College of Professional Education to verify my USI in accordance with section 11 of the Student Identifiers Act 2014, Sydney College of Professional Education will securely destroy all personal information which is collected from individuals solely for the purpose of applying for a USI as soon as possible.

Fees

- Fee schedules and payment plans will be emailed prior to enrolment. Student will be provided with all the necessary information prior to enrolment.
- Payment must be made in accordance with the fee schedule. The enrolment fee of is payable immediately. No refund is applicable
- for this fee. Cancellation fees may apply, refer to refund policy listed in the student handbook.
- SCPE will not accept fees greater than $1500 before training commenced and no more than $1500 is held in advance at any time during traininPayment plans are available. Please speak to our admin staff

Condition of Enrollment

Please read the following conditions carefully before signing.

Any questions may be referred directly to Sydney College of Professional Education for further information before proceeding with the enrolment.

- Only the student signature on this application form will be deemed as valid and agreeing to the course selection including fees and conditions of enrolment.
- Documents which are not in English must translated in English.
- This enrolment will not be processed until Sydney College of Professional Education has received a completed and signed copy of this Application for Enrolment.
- Prospective applicants seeking to enroll with Sydney College of Professional Education are required to submit acceptable evidence to demonstrate that they meet pub- listed entry criteria where required for their chosen course
- Incomplete applications will result in delays in the admission process.
- Successful applicants will receive a Letter of Offer and Acceptance Agreement with course details, conditions of study, payment of tuition and other fees
- Unsuccessful applicants will receive formal notification that their application has been unsuccessful including the reason

Please make sure the following are attached (if applicable),

- ☐ Certified Passport biodata page(s)
- ☐ Copy of Overseas or Australian qualification and transcripts (as applicable)
- ☐ Certified English Language Evidence (IELTS or another equivalent test)
- ☐ Certified copy of year 12 certificate
- ☐ Related work experience (if any)
- ☐ Copy of current Australian Visa and Copy of current COE (if applicable)
- ☐ Course codes or unit outline / syllabus if you are applying for exemptions (credit transfer) or Statement of attainment. (Student must apply within 28 days of their enrolment)
- ☐ For offshore applicants: A GTE - Statement of Purpose explaining the reason to studying the course, relevance to previous study / work experience and future goals, reason for choosing Sydney College of Professional Education for study and study in Australia rather than home country
- ☐ If you require any language, literacy or numeracy assistance, please provide related evidence

Please note that in the absence of any of the above documents, you application may be deemed as incomplete or invalid, which may not be processed ore result in a conditional offer of enrolment. Provide complete applications to avoid any delays.

Student Declaration

I declare that I have read, understood and agree with the following: All enrolments are confirmed in writing before the course starts, giving details of the course starting times and venue. In the unlikely event you do not receive confirmation of a course prior to the commencement date, please contact us immediately.
Training Services Information on the training services provided is available from SCPE's website, via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. If you have not seen or read information regarding the requirements of the courses, you should not submit this form until you have done so.
To complete this course, you are required to successfully complete all required assessments. Assessments of units will be conducted at various times throughout the course and will include both theoretical and practical components. Additional assessment processes will be explained to you during the course or can be provided to you by SCPE. Should you have any additional questions regarding your assessment process or have any concerns please discuss these with SCPE. Recognition of Prior Learning (RPL) may be offered by SCPE. Should you wish to undertake RPL please speak to SCPE prior to enrolment.
Language, Literacy Numeracy and Digital Skills (LLND) Students who are enrolling in a qualification may be required to complete an LLND pre-course assessment. SCPE may recommend that students who struggle to satisfactorily complete the LLND assessment undertake a pre-enrolment literacy and numeracy course prior to enrolment. This course will be at the student's expense. Students who require assistance or are unsure if they meet the LLND requirements for their chosen course are encouraged to speak to us prior to enrolment.
Support Services and Special Needs SCPE will support you throughout your training and assessment process. If at any point throughout your course you require assistance or support, please discuss your needs with your Trainer and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, digital capability, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake the course, please notify staff prior to enrolment. If you do not tell us of any condition that may affect your learning, we may not be able to assist you if the need arises. This may impact on your ability to finish the course. In the event SCPE does not have the capacity to cater for your needs we will recommend you to either an external support service, or another provider. Any costs associated with a third party are incurred by you, and not SCPE.
Your Rights As part of your training and assessment, you have various rights. Please refer to the Student Handbook for more information. SCPE wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated against or feel abused, please notify the CEO of SCPE immediately either face to face, via phone or in writing. If you feel you need to complain about any aspect of service or training and assessment you may do so verbally or in writing. Appeals on any decision made by SCPE may be lodged with the CEO and must be done so in writing. If required, you can gain access to your records by contacting the CEO of SCPE.
Complaints and Appeals We are committed to providing an effective, efficient, timely, fair and confidential complaint and appeal procedure for all students. Complainants are entitled to access the complaint procedures regardless of the location and delivery mode in which the complaint has arisen. Complaints should be formally lodged with the Student Support Officer or the CEO to ensure they are handled in the appropriate manner. To access SCPE's complaints and Appeals policy and procedure, please visit our website.

Refund Policy & Cooling Off Period SCPE has appropriate safeguards and fair options in place for any monies paid in advance and guarantees that once you have commenced your training / assessment you will be provided with every opportunity to complete the course. In the event that a course is cancelled, whilst in progress, due to circumstances beyond SCPE's control, SCPE will provide you with a refund of any fees on hold or offer to transfer you to another course. SCPE will refund a pro rata proportion of any money paid by you and not yet used for the delivery and assessment of the course, in the event we cancel or discontinue a course. See the website for information about a cooling off period.

Withdrawal and Refunds If you withdraw from a course at least 14 calendar days prior to the commencement date, you will receive a full refund less any enrolment fees. Should you withdraw within 14 calendar days of course commencement you will be liable for any enrolment fees and 50% of the course cost. Should you withdraw from the course once commenced, you will forfeit all monies paid and be liable for the full course cost.

Media Release At times during the course, staff / contractors of SCPE may take photos/video for use in promotional activity. These photos / videos will remain the property of SCPE and will not be sold to any third party. Some of the media may be used for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance of participating in such activities. Please advise the CEO of SCPE in writing if you do not wish to participate in any promotional activity.

Rules and Regulations

To graduate from your enrolled course, you must be able to fulfil the following obligations:

Demonstrate to the trainer and assessor through active participation and completing assessments that academic and professional skills have been obtained to a satisfactory level, as required by the Training Package.

Satisfy all academic, administrative and financial obligations to SCPE.

You must promptly notify RTOName of any change of name, address and contact details and notify the CEO of anything that may stop you from completing the course. You may be suspended or expelled from SCPE at the CEO's discretion for:

- Failure to uphold or maintain any of SCPE's Policies and Procedures
- Serious misconduct or breach of legislation

Privacy

The primary purpose of collecting personal information that you supply on this form is to process your enrolment and government reporting. We may also use these details to keep you informed of upcoming events. We will not disclose your information to a third party. For more details of our Privacy Policy, please visit the website or contact CEO of SCPE.

Collection Fees

By signing this enrolment form you acknowledge that you will be liable for all course fees and charges. In the event of non-payment of our invoice/s this result in the matter being handed to our Debt Collection Agency.

Name of applicant	
Signature	
Date	

For Education Agent Use Only

Please tick yes or no in the following Application Checklist Chart (√)

ITEM	Yes	No
Complete all sections of the application form	☐	☐
Attach certified/verified copy of visa (if applicable)	☐	☐
Original supporting documents sighted, and copies stamped by assessing agent	☐	☐
Attach certified/verified copy of passport	☐	☐
Statement of purpose	☐	☐
Attach certified/verified copy of documents.	☐	☐
Applicant has a confirmed source of funding and contingencies in place	☐	☐
Supporting documentation has been sighted and is available upon request.	☐	☐

I declare that:

- To the best of my knowledge the applicant is genuine in making this application and has every intention of completing all courses that have been offered in the study package.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.
- I am satisfied that the applicant has genuine access to the total funds required while in Australia to cover all travel, overseas student health cover, tuition and living costs for themselves and any accompanying family members.
- The applicant has read and understood the Sydney College of Professional Education “Student Handbook".
- I confirm that the student has signed this application form.

Agent’s comments on the application:

Agency Name			
Agent Branch Office			
Agent Staff Member Name			
Signature			
Date	Day	Month	Year

SYDNEY COLLEGE OF PROFESSIONAL EDUCATION
OFFICE USE ONLY

Application Received	
Please include any other comments	
Proposed Course Start Date	
Details entered into axcelerate	
Letter of Offer and Acceptance Agreement issued	
Letter of Offer and Acceptance Agreement Received	
Invoice Issued	
Payment Received	
RPL/Credit Transfer (revised and date recorded)	