



# APPLICATION FOR ENROLMENT FORM DOMESTIC STUDENTS

## ABOUT THIS FORM

Thank you for your interest in seeking enrolment into Canberra Institute of Education and Technology (CIET). 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. Please provide a copy of your passport, your visa (if relevant), your High School Certificate, proof of English language proficiency as specified in the entry requirements and any other requested documents referred to in the course brochure.

## PERSONAL DETAILS (AS SHOWN ON PASSPORT)

Have you previously studied at the CIET? ☐ Yes ☐ No Student Id

USI Number (If available)					
Title: Mr/ Ms / Miss/ Mrs / Other:		Date of Birth:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Given Names:				Family Name:	
Country of Birth:			Citizenship:		
Passport number:		Expiry Date:		Country of Issue:	
At the time of application are you in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No			Year of Arrival in Australia:	
Current Employment Status:	<input type="checkbox"/> Full-time Employee <input type="checkbox"/> Part-time Employee <input type="checkbox"/> Unemployed				
Current Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced				
Address:					
Suburb:		State:		Country:	
				Postcode:	
Mobile Phone:				Telephone number:	
Email address:					
Permanent home address in home country (if different from above):					
Authorized Agent Details (If Applicable)	Agency name:			Contact person:	
	Email:			Telephone number:	

**CANBERRA INSTITUTE OF EDUCATION AND TECHNOLOGY**  
**RTO NO. 45592 CRICOS NO. 03835K**

APPLICATION FOR ENROLMENT FORM – DOMESTIC STUDENTS V5.0 April 2025

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## CAMPUS SELECTION

<input type="checkbox"/> Canberra Campus	<input type="checkbox"/> Melbourne Campus
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## COURSE SELECTION

I am seeking to enroll in,

<input type="checkbox"/> SIT30821 Certificate III IN Commercial Cookery	<input type="checkbox"/> BSB50420 Diploma of Leadership and Management
<input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management	<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management
<input type="checkbox"/> SIT50416 Diploma of Hospitality Management	<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)
<input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management	<input type="checkbox"/> CPC30220 Certificate III in Carpentry
<input type="checkbox"/> ICT50220 Diploma of Information Technology (Cybersecurity)	<input type="checkbox"/> CPC33020 Certificate III in Bricklaying and Block Laying
<input type="checkbox"/> ICT60220 Advanced Diploma of Information Technology (Cybersecurity and Telecommunications)	<input type="checkbox"/> CPC30620 Certificate III in Painting and Decorating
<input type="checkbox"/> CPC50220 Diploma of Building and Construction (Building)	<input type="checkbox"/> CPC40120 Certificate IV in Building and Construction (Building)
<input type="checkbox"/> CHC33021 Certificate III in Individual Support	<input type="checkbox"/> CPC60220 Advanced Diploma of Building and Construction Management
<input type="checkbox"/> CHC43121 Certificate IV in Disability Support	<input type="checkbox"/> CHC52021 Diploma of Community Services
<input type="checkbox"/> CPCCWHS1001 White Card	<input type="checkbox"/> HLTAID003 Provide First Aid



## INTAKE DATE

<input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN	Year	
<input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC		

## CURRENT OR PREVIOUS VISA STATUS AND IMMIGRATION HISTORY

<b>VISA STATUS</b>	<input type="checkbox"/> No Visa Yet (Offshore Application) <input type="checkbox"/> Current <input type="checkbox"/> Previous
<b>CURRENT/PREVIOUS VISA TYPE</b>	<input type="checkbox"/> Student Visa <input type="checkbox"/> Tourist Visa <input type="checkbox"/> Other Visa <div></div>
<b>HAS THE STUDENT APPLIED FOR A STUDENT VISA OR ANY OTHER VISA TO AUSTRALIA IN THE PAST?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF YES, WAS IT GRANTED?</b> <i>If yes, please attach the <b>Visa Copy</b></i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, what was the reason for visa refusal and refusal date (Please attach refusal letter from DHA) <div></div>
<b>EMBASSY/DEPARTMENT OF HOME AFFAIRS OFFICE WHERE VISA WILL BE LODGED/GRANTED</b>	



## LANGUAGE AND CULTURAL DIVERSITY

<b>IN WHICH COUNTRY WHERE YOU BORN?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other; please specify: <div></div>
<b>DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?</b> <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes other; please specify: <div></div>
<b>ENGLISH LANGUAGE PROFICIENCY</b> <i>Please indicate if you have taken any of the following English tests.</i>	<input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> Other (please specify) <div></div> Overall score <div></div> Test date <div></div> To check if you have met CIET's English Language Entry Requirements, please refer to the Student Admission Policy and Procedure available on the CIET website ( <a href="http://www.ciet.edu.au">www.ciet.edu.au</a> )
<b>ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?</b> <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander



## DISABILITY

<b>DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No – go the question about schooling
<i>If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list.</i>  <i>Review the disability supplement to help you select the right area(s).</i>	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other

## SCHOOLING

<b>WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL?</b> <i>Tick ONE box only.</i>	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school
<b>ARE YOU STILL ENROLLED IN SECONDARY OR SENIOR SECONDARY EDUCATION?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



## QUALIFICATION BACKGROUND

<b>ARE YOU CURRENTLY ENROLLED IN ANY STUDIES</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No															
<b>IF YES PLEASE PROVIDE CURRENT EDUCATION PROVIDER INFORMATION</b>	Current Education Provider Name and Course Name <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> Address/contact details <div style="border: 1px solid black; height: 30px;"></div>															
<b>HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE QUALIFICATIONS LISTED BELOW IN ENGLISH?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No															
<i>If YES, tick ANY applicable boxes.</i>	<input type="checkbox"/> Bachelor's 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/technician) <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed here)															
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Institution or School</th> <th style="width: 30%;">Name of Qualification</th> <th style="width: 20%;">Location</th> <th style="width: 20%;">Year completed</th> </tr> </thead> <tbody> <tr> <td style="height: 50px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 50px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Institution or School	Name of Qualification	Location	Year completed												
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## OVERSEAS STUDENT HEALTH COVER (OSHC)

<b>IT IS A REQUIREMENT THAT ALL OVERSEAS STUDENTS IN AUSTRALIA PURCHASE HEALTH COVER</b> <i>Would you like us to arrange health cover for you?</i> <i>(Example: 2 years and 3 months OSHC for a 2-year course)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please indicate which type of cover:</i>	<input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family



## EMPLOYMENT

### WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS OF THE FOLLOWING CATEGORIES?

*(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
- ☐ 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
- ☐ Not Applicable

## STUDY REASON

### SELECT THE ONE WHICH BEST DESCRIBES THE MAIN REASON YOU ARE UNDERTAKING THIS COURSE OF THE FOLLOWING CATEGORIES?

*(Tick ONE 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 course of study
- ☐ For personal interest or self-development
- ☐ To get skills for community/voluntary work
- ☐ Other reasons



## ADDITIONAL SERVICES

<b>WOULD YOU LIKE CIET TO ARRANGE HOME STAY/ACCOMMODATION ASSISTANCE?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>AIRPORT PICK UP</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Please provide arrival details, flight numbers etc <div style="border: 1px solid black; height: 30px; width: 100%;"></div>

## RPL AND CREDIT TRANSFER APPLICATION

<p><b>PLEASE COMPLETE THIS SECTION IF YOU BELIEVE YOU ARE ELIGIBLE TO APPLY FOR RECOGNITION OF PRIOR (RPL) OR FOR CREDIT TRANSFER.</b></p> <p><i>If you have studied or are currently studying at another academic institution, you may be eligible for credit/advanced standing towards your degree at CIET. Please refer to the CIET Credit for Prior Learning Policy available on the CIET website (<a href="http://www.ciet.edu.au">www.ciet.edu.au</a>) for further information on the process and the application deadline. Please note: Applications for Credit should be submitted at the time of application to the course.</i></p>	<p>I want to apply for a credit transfer for the following unit/s:</p> <div style="border: 1px solid black; height: 350px; width: 100%;"></div>
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	I want to apply for RPL for the following unit/s:
	<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p>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.</p>

## UNIQUE STUDENT IDENTIFIER (USI)

Canberra Institute of Education and Technology can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.

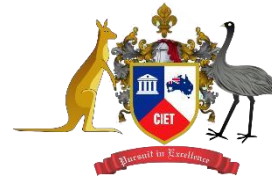
If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Enter your Unique Student Identifier (USI) here:

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If you are exempt from having a Unique Student Identifier (USI), please email your USI exemption letter to us, along with your application for enrolment. Further details about USI exemptions can be found here:

<https://www.usi.gov.au/exemptions>



# PRIVACY NOTICE

## WHY WE COLLECT YOUR PERSONAL INFORMATION

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide this information, we will be unable to process your enrolment.

## HOW WE USE YOUR PERSONAL INFORMATION

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

## HOW WE DISCLOSE YOUR PERSONAL INFORMATION

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

## HOW THE NCVER AND OTHER BODIES HANDLE YOUR PERSONAL INFORMATION

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer
- information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).



If you would like to seek access to or correct your information, in the first instance, please contact us using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

## **SURVEYS**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

## **CONTACT INFORMATION**

At any time, you may contact Canberra Institute of Education and Technology to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice.

Our contact details are:

Email: [admin@ciet.edu.au](mailto:admin@ciet.edu.au)

Phone: 02 6170 3300

You may also request our privacy policy if you wish.



## HOW TO APPLY

<p>1. Complete the application form or apply online by visiting <a href="http://www.ciet.edu.au">www.ciet.edu.au</a>.</p> <p>Offshore international students may apply through an authorised CIET agent. To find a list of our approved Agents, please visit <a href="http://www.ciet.edu.au">www.ciet.edu.au</a></p> <p>Students/Agents will be requested to complete an additional GS form, Which is available at CIET's website.</p>	<p>3. Submit your application:</p> <ul style="list-style-type: none"> <li>• By an authorised education agent</li> <li>• By email: <a href="mailto:admission@ciet.edu.au">admission@ciet.edu.au</a></li> <li>• In person or by post to: GF 15 BARRY DRIVE TURNER 2612 ACT</li> </ul>
<p>2. Provide certified* copies of the following documents:</p> <ul style="list-style-type: none"> <li>• Academic transcripts and certificates translated into English (if applicable)</li> <li>• Evidence of English language proficiency</li> <li>• Passport</li> <li>• Visa (if applicable)</li> </ul> <p><i>*Documents can be certified by an CIET representative, authorised agent, Justice of the Peace, Public Notary, Australian Embassy or Consulate.</i></p>	<p>4. CIET will assess the application and will notify you of the outcome. Accepted students will receive a Letter of Offer and Written Agreement.</p> <p>5. To enrol in the course, students must sign the Letter of Offer and Written Agreement and submit the payment as specified therein.</p> <p>6. International students will receive a Confirmation of Enrolment (CoE) in order to apply for a student visa.</p>

## CHECKLIST

- ☐ Completed all sections of the application form
- ☐ Attached completed GS form
- ☐ Attached certified copies of my passport
- ☐ Attached current Australian visa (if applicable)
- ☐ Attached evidence of English language proficiency
- ☐ Read and signed the student declaration
- ☐ Attached certified copies of academic transcript(s) and certificate(s) translated into English (if applicable)
- ☐ Financial Documents



## TUITION FEES

For information about tuition fees, please contact our admission department: [admission@ciet.edu.au](mailto:admission@ciet.edu.au).

## ADDITIONAL COST

**\$250** enrolment fee to be paid at the time of acceptance (non-refundable).

**Bank Name:** NAB

**Account Name:** Canberra Institute of Education and Technology

**BSB:** 082-902

**Account Number:** 886040780

## STUDENT DECLARATION

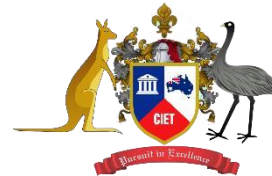
<b>I DECLARE THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>I AGREE TO THE COLLECTION, USE AND DISCLOSURE OF MY PERSONAL INFORMATION AS PER THE PRIVACY NOTICE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>NAME OF APPLICANT</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

**CANBERRA INSTITUTE OF EDUCATION AND TECHNOLOGY**

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## DISABILITY SUPPLEMENT

The purpose of the Disability supplement is to provide additional information to assist you with answering the disability question.

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

### 'Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

### 'Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

### 'Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

### 'Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

### 'Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

### 'Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

### 'Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

### 'Medical condition'



Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.