

Enrolment Application Form

Matic International College (the college) requests that you complete all relevant questions and read through and understand all the information outlined in the sections below before submission:

1. Application Details
2. Important Information for Students
3. Student Acknowledgement and Declaration

Please advise the college of any changes to any of your contact details within 7 days of the change.

1. Application Details

EDUCATION AGENT DETAILS	
Has an education agent assisted with this application? ☐ Yes ☐ No	If yes, please specify the Name of the agent and company:
PERSONAL DETAILS	
Title ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other (Please specify)	Gender ☐ Male ☐ Female ☐ Unspecified
Family Name:	Given Name(s):
Date of Birth (DD/MM/YYYY):	Student ID:
Mobile:	Email:
Do you have a disability or special learning needs that will affect your studies? ☐ No ☐ Yes – Please attach details	
CONTACT DETAILS	
Address in Home Country:	Address in Australia:
Currently living in ☐ Australia ☐ Overseas	
Email:	
Phone:	
Mobile:	

Test Result:

COURSE SELECTION

Course VET Code	Course CRICOS Code	Course Name	Preferred intake

COURSE CREDIT APPLICATION

*If you are applying for Course Credit, please list the unit/s of competency you have completed and attach verified evidence for assessment.

Unit Code	Unit of Competency	Application for Course Credit*
		^CT
		☐ Yes
		☐ Yes
		☐ Yes
		☐ Yes
		☐ Yes
		☐ Yes
		☐ Yes
		☐ Yes
		☐ Yes
		☐ Yes
		☐ Yes
		☐ Yes

		☐ Yes	☐ Yes
		☐ Yes	☐ Yes
		☐ Yes	☐ Yes
		☐ Yes	☐ Yes
		☐ Yes	☐ Yes
		☐ Yes	☐ Yes
		☐ Yes	☐ Yes

***Course credit (CC)** - Course credit is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. This may come in the form of Credit transfer (CT).

^Credit transfer (CT) recognises previously completed units of study within a VET or higher education course. Formal evidence can be a verified qualification certificate, transcript, or statement of attainment with approved English language translations (if applicable) or your USI transcript.

For more details, please refer to the Credit Transfer policy at <https://matic.vic.edu.au>.

CAMPUS LOCATION

Campus Address

- Level 1 620 Bourke St, Melbourne, Victoria 3000

EDUCATION HISTORY

Please provide details of your highest completed secondary school qualification and any other qualifications completed.

Year	School/Institute	State/Country	Name of Qualification/ School level	Length of study	Results attached
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

CURRENT ENROLMENT

Are you currently enrolled with another Australian education provider? ☐ Yes ☐ No

If yes, please provide details in the table below:

Course Name	School/Institute	Proposed start date	Proposed end date

UNIQUE STUDENT IDENTIFIER (USI)

Do you have a Unique Student Identifier (USI)? ☐ No ☐ Yes, please provide USI details:

If you would like the college to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy>

☐ I authorise the college to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014 for a USI on my behalf.

☐ I have read and consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/about-us/privacy>.

Please note that in accordance with section 11 of the Student Identifiers Act 2014, the college will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have finalised the application, or the information is no longer needed for that purpose unless we are required by or under any law to retain it.

2. Important information for students

2.1 Pre-enrolment information

To help students make an informed enrolment decision before enrolling in a qualification with the college, students are required to attend a pre-enrolment consultation session provided by either an authorised Education Agent and/or by college staff.

During this Pre-Enrolment Consultation session, students will be provided with a comprehensive range of transparent, accurate, and complete information relevant to their intended course of study, prior to enrolment. This will enable students to make a formal decision that will reflect their existing skills and competencies and meet their needs.

Students will be provided with a Pre-Enrolment Consultation Checklist, Student Pre-Enrolment Information and Student Handbook. This ensures that students have a clear understanding of their intended course of study, the support services offered by the college, and their obligations as international students. Students must acknowledge that they have a clear understanding of their intended course of study before proceeding. This information includes, but is not limited to:

- i. The RTO and CRICOS information of the college
- ii. Intake dates

- iii. Entry requirements on training.gov.au and our website (i.e., academic requirements, language proficiency requirements, financial and employment requirements, etc.)
- iv. Information about training and assessment - Training and Assessment Strategy
- v. Course information on training.gov.au and our website (i.e., fees, duration, delivery mode, location, equipment, work placement requirements (where applicable), practical training locations, and other arrangements related to your application)
- vi. Student's course progress and attendance, including course monitoring and progression
- vii. Policies and procedures on course progress/attendance, assessment, and student conduct rules, etc, including refund policy
- viii. Information about the support services available to students in the college, including complaints and appeals

A Pre-Enrolment Consultation session is provided to a prospective student one or more times to give the student additional time and/or information to make an informed decision. In addition, the communication channels used for conducting Pre-Enrolment Consultation sessions can be various, such as face-to-face, video conference, telephone call, or email.

This information is provided to guide students in making a formal decision that will reflect their existing skills and competencies and meet their needs.

The college will only confirm the intake of a qualification when it meets the minimum number of applications. Students will receive a Letter of Offer in the proposed intake when the minimum number of applications is met. If the minimum number of applications has not been met, a student will be advised of the following proposed intake.

2.2 Fees

Non-tuition Fees Table

Item	Fee
Admin/ Handling Fee	\$250
Course Credit Application Fee	\$50 per unit of credit transfer
Course Withdrawal Application Fee	\$200
Request for Release Application Fee	\$200
Certificate Re-issuance Fee	\$100 per time of re-issuance
Assessment Re-submission Fee	\$50 per assessment of resubmission
Fees for late payment of course fees	\$50 applies for every 30 days if an instalment remains overdue after the due date.

For more information regarding the tuition (e.g., re-enrolment fees) and non-tuition fees, please refer to the website at <https://matic.vic.edu.au/>.

2.3 Visa conditions

2.3.1 For students whose enrolments do not require COEs

- a. The student must notify the college within 7 days if there's any change in the student's visa status (e.g., from Temporary Residence Visas to a Student Visa subclass 500).
- b. If the student's visa status has changed to a Student Visa subclass 500, significant changes in the enrolment of the student will be applied. The student must contact the college to receive guidance on the amendments of enrolment procedures.

2.3.2 For students whose enrolments do require COEs

- a. Students must maintain 20 scheduled contact hours per week.
- b. Students must maintain a satisfactory level of course progress and attendance in accordance with the college policy and procedure (Please refer to the Monitoring Course Attendance and Progress Policy and Procedures at <https://matic.vic.edu.au/>).
- c. Students must have Overseas Student Health Cover prior to arrival in Australia.
- d. Students must inform the college of any changes in the contact details (including but not limited to a residential address, email, contact number, emergency contact) within 7 days.

2.4 Personal information

Please make sure that all information you provide is true and correct. If you change your address during your studies, you must immediately contact the college and advise the college of your new address details. Personal information (such as personal and contact details, course, enrolment details and any changes that can affect a student's enrolment and study) provided by the student will be kept private and not shared with any organisation unless legally required to do so.

The terms and conditions stated in this form, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

2.5 Your rights to privacy

The information you provide to the college will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating training and assessment services and student support for you.

Your personal information will not be released by the college unless required by law or approval is first provided by you. Your information will never be sold to a third party. However, your information may be provided to a third-party provider who has entered into a legally binding agreement with the college to provide services to either you or the college and who agrees in writing to keep your personal information confidential except as required by law.

Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the Data Provision Requirements 2012 (Cth) and in line with current AVETMISS requirements; however, this information is reported in a manner that does not identify you. The college will retain a record of this enrolment form or any other agreements

receipts of payments for a period of at least two (2) years after you cease to be a student at the college.

2.6 Media releases

At times during the course, staff/contractors of the college may take photos/videos for use in promotional activity. These photos/videos will remain the property of the college and will not be sold to any third party. Some of the media may be used by the college 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.

Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to Marketing at <https://matic.vic.edu.au>.

2.7 Student Equipment required

Students MUST have the following IT equipment prior to enrolling with the college and will require to participate in assessment activities, or online classes.

Students are required to have their own laptop prior to the commencement of their course.

Hardware requirements:

Desktop or laptop with the following recommended System Requirements:

- Specification of desktop or laptop is as below:
 - Processor: 2.5–2.9 GHz processor
 - Memory: 8 GB
 - Disk Space: 100 GB
 - Microsoft® Windows® 8.1 or Windows 10 version 1809 or above
 - Apple® macOS® Monterey v12, or Apple® macOS® Big Sur v11, or Apple® macOS® Catalina v10.15
- A webcam, e.g. built-in to a laptop or a USB webcam.
- Audio input and output suitable for video conferencing or online classes.
- A headset or earbuds with a microphone is recommended.
- Photo/scan – a camera, e.g. on a mobile phone, can be required to scan and submit handwritten materials.

Software Requirements:

- A web browser such as Microsoft Edge, Firefox, Google Chrome, or Safari.
- Student is expected to access the web version of Microsoft Office 365 (i.e., Microsoft Outlook, Teams, Word, Excel, PowerPoint, Planner, To Do, and Project).

Internet Requirements:

- A reliable, high-speed broadband internet connection with sufficient upload and download capacity. A Wi-Fi or mobile connection can be acceptable.
- Students will have access to the college's wireless connection whilst on campus.
- Community internet and computer access:

- In Australia, public libraries offer free access to computers and the internet, although students may require a membership card or be required to pay a small charge.
- Students may need to book ahead if they wish to use library services.
- Students will also have access to printing and photocopying services on a pay-per-page basis. Most libraries also provide wireless hotspots and recharging stations at no cost for students using their own devices.

Other Information:

- The college encourages students to acquire the following skills and knowledge related to operating and maintaining an efficient study environment:
- Know how to install, use, and keep their computer's internet browser and other software up to date (e.g. installing security updates)
- Be proficient in connecting their laptop/or mobile device to wireless networks either at the college campus, your local library or other locations
- Ability to use a web camera and headset/microphone
- Know how to use cloud storage (e.g. through Office 365 OneDrive)
- Ability to use Microsoft Word and other related software packages.

3. Student Acknowledgement and Declaration

☐ I confirm that prior to completing my enrolment application, I have been provided with a Pre-Enrolment Consultation Session, where I have received transparent, accurate and complete information about courses, including:

- a) Information contained within the Training and Assessment Strategy relevant to my intended course.
- b) Website link to the Pre-Enrolment Information with Enrolment criteria, including:
 - i. English requirements, academic requirements,
 - ii. Financial requirements such as tuition fees and non-tuition fees,
 - iii. Policies & Procedures, including the Refund Policy,
 - iv. Duration,
 - v. Study mode (Face-to-Face and Online)
 - vi. Location,
 - vii. Work placement requirements (where applicable)
 - viii. Equipment,
 - ix. Information provided in the Student Handbook, including the cost of living in Australia, etc
 - x. Student Support Services (Face-to-Face and Online)
 - xi. Counselling Support
 - xii. Complaints and Appeals Process
 - xiii. Obligations of a student studying at the college.

☐ I have read, understood, and completed all the required questions and details above in this **Enrolment Application Form**.

☐ I agree that the information provided above in this **Student Enrolment Application Form** is,

to the best of my knowledge, true, correct, and complete at the time of my lodgement (including information and documents submitted to assess my eligibility).

☐ I will update the college with changes to any of my contact information that I have provided within 7 days of the change.

☐ I have read, understood, and agree to follow the information, rules, regulations, policies, and procedures stated in **Important Information for Students**, as mentioned at point 2 of this form.

☐ I have read, understood, and agree to follow the **Refund Policy** available on our website (<https://matic.vic.edu.au/>)

☐ I have read and understood the information stated in **Rights to Privacy and Media Releases**, as mentioned at points 2.5 and 2.6 of this form.

☐ I have read and understood the information outlined in **Student Equipment required**, as mentioned at point 2.7 of this form.

☐ I authorise the college to contact the listed education provider(s) on this enrolment form where I have obtained previous qualification(s), and I authorise the release of any details relating to these previous qualifications to the college.

☐ I authorise the college or its Education Agent, in the event of illness or accident during any college-organised activity, and where emergency contact or next of kin cannot be contacted within a reasonable time, to seek ambulance, medical or surgical treatment at my cost.

☐ I agree that my academic results will be withheld until my debt is fully paid and any property belonging to the college has been returned.

☐ I am responsible for keeping a copy of this document and any attachments that I have submitted for assessing the enrolment application.

Name of the Applicant:

Applicant's Signature:

Date (DD/MM/YYYY):