

# APPLICATION FOR ENROLMENT

Please complete this form and return to Central Melbourne Institute with any supporting documents required. **Note:** Enrolment will not be processed unless this form is **completed fully**. Attach supporting documents, including copies of your passport and academic documents. You must sign the declaration to indicate understanding and agreement of the enrolment conditions. Students will be charged AUD \$250.00 (non-refundable) Application Fee.

**\* PLEASE COMPLETE ALL FIELDS \***

## Personal Details

**1. Enter your full name \***

**Family name (surname)** .....

**Given names** .....

\*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Central Melbourne Institute (CMI) to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See USI section at the end of this form for a detailed explanation.

**2. Enter your Date of Birth**

Day/month/year					
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**3. Gender (Tick ONE box only)**

Male     Female     Other

**4. Provide your contact details**

Mobile .....

Email address .....

**5. Emergency Contact Details**

Name .....

Relationship to you .....

Contact number .....

**6. What is the Address of your primary residence?**

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 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.

Flat / Unit details .....

Street or Lot number .....

Street name .....

Suburb / City / Town .....

State / Territory ..... Postcode .....



**7. What is your Postal Address (if different from above)?**

Flat / Unit details .....

Street or Lot number .....

Street name .....

Suburb / City / Town .....

State / Territory ..... Postcode .....

**Language and Cultural Diversity**

**8. Country of Birth** .....

**9. How well do you speak English?**

Not well     Well     Very well

**10. Do you speak a language other than English at home?**

If YES, please specify other language/s .....

**11. Are you of Aboriginal or Torres Strait Islander origin?**

Aboriginal     No     Yes    Torres Strait Islander     No     Yes

**Disability**

**12. Do you consider yourself to have a disability, impairment, or long-term condition?**

Yes     No

If YES, please select the area(s) in the following list:

Hearing/deaf     Physical     Intellectual     Learning     Mental illness

Acquired brain impairment     Vision     Medical condition     Other

If YES, do you require additional assistance or any other support during your study? Please provide details:

.....

**Employment**

**13. Of the following categories, which BEST describes your current employment status? Tick ANY**

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     Part time     Casual     Unemployed

Self-employed     Volunteer - Paid     Volunteer - Unpaid     Family business

Other, please specify: .....



## Education

### 14. What is your highest COMPLETED school level (Tick ONE box only)

- Year 12 or equivalent    
  Year 11 or equivalent    
  Year 10 or equivalent  
 Year 9 or equivalent    
  Year 8 or below    
  Never attended school

### Are you still enrolled in Secondary or Senior Secondary Education?

- Yes      No

### Have you successfully completed any of the following QUALIFICATIONS in Australia OR hold any Overseas Qualifications? Tick ANY

- Bachelor Degree or higher    
  Advanced Diploma or Associate Degree    
  Diploma  
 Certificate IV    
  Certificate III    
  Certificate II    
  Certificate I  
 Other education including Certificates or Overseas Qualifications not listed, please specify:

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### Would you like to make an application for Recognition of Prior Learning (RPL) / Credit?

- Yes      No      Not sure, will discuss further with CMI

If you are seeking Recognition of Prior Learning or Credit Transfer, you must attach translated (English) copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information, etc., so that CMI can assess your eligibility for credit recognition. Also attach copies of previous relevant qualifications or experience. Complete the RPL/CT Form available online at CMI's website or at Reception.

## Reason for Study

### 15. Of the following categories, select which BEST describes the main reason you are undertaking this course. Tick ANY

- To get a job    
  To get a better job    
  It was a requirement of my job  
 Career change    
  Start my own business    
  Learn extra skills    
  Personal interest  
 To get into another course of study    
  To get skills for volunteer work  
 Other, please specify: .....

## Unique Student Identifier (USI)

A USI is a reference number for students. It also gives you an online record of your vocational education and training (VET) undertaken in Australia. As per current legislation, an education or training provider must not issue a statement of attainment or a qualification unless the student has been assigned a USI. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au>.

### 16. Do you have a Unique Student Identifier (USI)?

- Yes

- No    
  I will create it myself (visit <http://www.usi.gov.au>)  
 I authorise CMI to create a USI on my behalf (please request USI request form)



## Education Agent

An education agent can give you information about course options and help you submit an international application to Central Melbourne Institute.

### 17. Did you choose any Education Agency, if Yes please provide details:

**Agent Company** .....

**Contact Name** .....

## Marketing

### 18. How did you find out about this course? Tick ANY

- Advertisement       Internet       Search Engines/Google  
 Newspaper       Social Medias       Friends/Referral  
 Education Agent       Other, please specify: .....

## Media Consent

19. CMI staff may request to take photographs/videos or verbal/written interviews/testimonials of students or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job work activities or could be published by CMI in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times request that students provide any of the above of the students' own creation for the same purposes.

- I consent to the use of my photos/videos/testimonials/interviews to be used in CMI's promotional materials prepared for marketing purposes in Australia and overseas.  
 I do NOT consent to the use of my photos/videos/testimonials/interviews to be used in CMI's promotional materials prepared for marketing purposes in Australia and overseas.

If you do not choose an option, you are giving consent by default.

## Emergency Medical Indemnity

20. I authorise CMI or their representative to obtain Medical Treatment in the event of an emergency. I indemnify CMI or their representative.

## Course & Other Fees

21. Please refer to Central Melbourne Institute's fees schedule (available at CMI's reception). Please also ensure you refer to the entry requirements of the course you are applying for. These requirements are detailed in the student information section of the prospectus and CMI's website [www.cmi.vic.edu.au](http://www.cmi.vic.edu.au)

**Application Fee Onshore:** \$250 (non-refundable)

**Application Fee Offshore:** \$500 (non-refundable)



## Central Melbourne Institute Bank Details

22. CMI does not carry or keep any cash on its premises. Please make all bank deposits directly to the following bank account:

**Name of Bank:** Commonwealth Bank of Australia (CBA)  
**Account Name:** Malvern Institute Pty Ltd  
**BSB:** 063-009  
**Account Number:** 10543762  
**SWIFT Code:** CTBAA U2S

## Central Melbourne Institute Contact Details

23. **Street Address:**

**City Campus:** Level 6, 460 Bourke Street MELBOURNE VIC 3000 AUSTRALIA

**Malvern Campus:** 1291-1293 Malvern Road MALVERN VIC 3144 AUSTRALIA

**Postal Address:** PO BOX 2524 MELBOURNE VIC 3001

**Email:** [admission@cmi.vic.edu.au](mailto:admission@cmi.vic.edu.au)

**Web:** [www.cmi.vic.edu.au](http://www.cmi.vic.edu.au)

**Phone:** +61 3 8367 7700

Please send **COMPLETED** Application for Enrolment Form along with supporting documents and applicable fees to the above postal address or email us on [admission@cmi.vic.edu.au](mailto:admission@cmi.vic.edu.au)

## Enrolment Conditions

24. In completing this enrolment form you are agreeing to a contract with Central Melbourne Institute (CMI) that stipulates the following:

- Once the student commences the nominated course, Central Melbourne Institute will deliver the Training Program using competency-based training principles and practices in accordance with the VET Quality Framework.
  - CMI and the student agree to work together to produce a unified approach in the student achieving the relevant qualification.
  - The course fees payable to Central Melbourne Institute are for the provision of the following services:
    - Training and Assessment
    - Ongoing Administration Processes
    - Certification/Statement of Attainment
  - Where a student has undertaken an assessment and it has been marked as 'Not Yet Competent' (NYC), student be allowed to re-sit the test/or have a re-assessment free of charge for two reattempts. If they are deemed 'NYC' for a third time they are to re-enrol into that unit/ subject. This will include re-training in the particular unit of competency.
  - CMI reserves the right to accept or reject any application for enrolment at its discretion.
- CMI recommends you refer to Fees and Refund Policy for refund queries - Policy available on CMI's website.

## Privacy Statement

### 25. Privacy Notice

Under the *Data Provision Requirements 2012*, Central Melbourne Institute (CMI) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by CMI for statistical, regulatory and research purposes. CMI may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation

You may receive a NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## Student Consent and Declaration

### 25. I make the following declarations about my enrolment with Central Melbourne Institute (CMI):

- I declare that the information provided on this form and supporting documentation is true and correct.
- I have read and understood the information in handbook/prospectus including Entry requirements, Privacy policy, Fees and Refund policy, Course progress and Attendance policy, Complaints and Appeals policy and procedures of CMI provided to me along with this application form.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I have read and understand CMI's Enrolment policy and procedures. (Available on CMI's website and student handbook)
- I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.
- I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at CMI.
- I declare that the information I have provided to the best of my knowledge is true and correct.

**STUDENT SIGNATURE:** ..... **DATE:** .....

**(or Electronic Acknowledgement)**

**Note:-** Students are responsible for keeping a copy of written agreements as supplied by CMI, including receipts of any payments of Tuition and other fees.

**COURSE DETAILS**

COURSE NAME	CRICOS Code	Course Code	Duration (weeks)	Select
<b>GENERAL ENGLISH</b>				
Pre-Intermediate (Level 3)	116432A	N/A	12	<input type="checkbox"/>
Intermediate (Level 4)	116432A	N/A	12	<input type="checkbox"/>
Upper-Intermediate (Level 5)	116432A	N/A	12	<input type="checkbox"/>
<b>AUTOMOTIVE COURSES – Training component of the courses will be delivered at CMI's Ultra Tune Workshop</b>				
Certificate III in Light Vehicle Mechanical Technology	103633K	AUR30620	66	<input type="checkbox"/>
Certificate IV in Automotive Mechanical Diagnosis	102056	AUR40216	32	<input type="checkbox"/>
Diploma of Automotive Technology	113940E	AUR50216	26	<input type="checkbox"/>
<b>MESSAGE COURSES – Practical component of the courses will be delivered at CMI's massage clinic</b>				
Certificate IV in Massage Therapy	113938K	HLT42021	52	<input type="checkbox"/>
Diploma of Remedial Massage	113939J	HLT52021	104	<input type="checkbox"/>
Package Course (Certificate IV & Diploma)			104	<input type="checkbox"/>
<b>MANAGEMENT COURSES</b>				
Diploma of Project Management	104053M	BSB50820	50	<input type="checkbox"/>
Diploma of Leadership & Management	104247A	BSB50420	52	<input type="checkbox"/>
Advanced Diploma of Leadership & Management	105986B	BSB60420	60	<input type="checkbox"/>
Graduate Diploma of Management (Learning)	113941D	BSB80120	52	<input type="checkbox"/>
<b>Preferred Intake Month / Date (please specify): .....</b>				

**Application Checklist**

Use this list to ensure you have all the correct documentation to ensure an efficient application process.

- |   |   |
|---|---|
| <input type="checkbox"/> Passport copy                                | <input type="checkbox"/> Completion of Secondary School       |
| <input type="checkbox"/> English Language Proficiency (if applicable) | <input type="checkbox"/> Complete Application Form            |
| <input type="checkbox"/> Copies of Qualifications                     | <input type="checkbox"/> Signed and Dated Student Declaration |
| <input type="checkbox"/> Overseas Health Insurance                    |   |