

INTERNATIONAL STUDENT ENROLMENT FORM

Thank you for considering Horizon International College for your education journey. This application form must be completed in English only, and should you need any help, please feel free to contact us. Completed form can be submitted via email or in person at the respective campus. Please ensure all relevant document copies, as mentioned in the attached checklist are also provided."

This Enrolment Application Form requires you to provide your personal information and Horizon International College regard this as confidential information. All information collected in this form is treated as per Horizon International College privacy policy. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to ensure our course is suitable for your needs. All staff at Horizon International College are required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form. Please send the completed form to info@horizon.edu.au or contact Horizon International College for any question.

APPLICANT INFORMATION

Which course would you like to enroll into?

Select	Faculty	CRICOS Code	Course Name
	Trade	SIT40521	Certificate IV in Kitchen Management
	Trade	SIT50422	Diploma of Hospitality Management
	Community Services	CHC52025	Diploma of Community Services
	Leadership	BSB50420	Diploma of Leadership and Management
	Leadership	BSB60420	Advance Diploma of Leadership and Management
	Management	BSB80120	Graduate Diploma of Management (Learning)
	English	Cricos Course code: 117311B	ELICOS

INTAKE

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct
Nov	Dec	Next Available Intake			Year				

Have you ever studied with Horizon International College Before? Do you wish to apply for **Credit transfer**?

If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.

Yes No

Yes No

Maybe - I'd like more information

Do you wish to apply for **Recognition of Prior Learning**?

If you indicate YES, you will be contacted to discuss this further.

Yes No

Maybe - I'd like more information

RTO Enrolment Form V1.1 June 2025 RTO Code | RTO Code: 45865 | CRICOS: 04024D

Horizon International College

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info@horizon.edu.au

www.horizon.edu.au

1. Personal Details			
1. Enter your full name*			
Surname:			
Given names:			
Enter your birth date			
Gender (Tick ONE box only)	Male	Female	Other
Country of Birth		Nationality	
City of Birth			
2. Enter your contact details			
Home phone:		Work Phone:	
Mobile:			
Email address:			
Alternative email address (optional)			
3. Australian address (If you are already living in Australia)			
House Number			
Street Name			
Suburb			
Post Code			
State			
4. Overseas address			
Building/ property name			
Flat/unit details:			
Suburb, locality, or town:			
State/territory:		Postcode:	
Country			
Phone Number with country and area code			
5. Passport and Visa Details			
Passport issued by (Country)			
Passport Number		Passport Expiry Date	
Do you have current Australian Visa	Yes	No	
If yes, what is the visa type?	Visa Subclass:		Visa Expiry Date :

6. Health Cover			
Do you have current Overseas Student Health Cover (OSHC)	Yes		No
If yes, please provide Name of the insurance company			
What is your membership number?		OSHC Expiry Date	
Do you want Horizon International College to apply for your OSHC?	Yes	No	Do you agree that Horizon International College will charge the cost of OSHC to you in the final invoice?
			Yes
			No
What type of OSHC will you require?	Single (Student only) Dual Family (Student plus spouse or children) Family Cover (Student plus spouse and children)		
7. Next of kin/emergency contact			
These are people that Horizon International College may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Horizon International College.			
Name:		Relationship to you:	
Address:			
Home phone:		Work:	
Mobile:		Email:	
8. UNIQUE STUDENT IDENTIFIER	Do you have a USI or a Unique Student Identifier? Yes - No - (Please read the USI information on page 5 and sign the permission if you want the RTO create your USI)		
YOU ARE REQUIRED TO PROVIDE 1 CURRENT PHOTO IDENTIFICATION AND 1 OTHER ACCEPTABLE FORM OF IDENTIFICATION TO REGISTER INTO RTO AND IN ORDER FOR RTO TO CREATE YOUR USI			
PROOF OF ID	☐ Australian Passport ☐ Australian Birth Certificate ☐ Australian Driver's License	☐ Medicare Card ☐ Certificate of Registration by Descent ☐ Citizenship Certificate	☐ International Passport ☐ Immicard ☐ Others: -----
9. CULTURAL BACKGROUND			
ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? (For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes) No Yes, Aboriginal Yes, Torres Strait Islander			
COUNTRY OF CITIZENSHIP: Australia ☐ New Zealand ☐		OTHER, PLEASE SPECIFY:	
10. EDUCATION			
What is your highest COMPLETED school level? (tick one box only) ☐ Year 12 or equivalent ☐ Year 8 or below ☐ Year 9 or equivalent ☐ Year 10 or equivalent ☐ Year 11 or equivalent		In which year did you complete that school level ? Are you still attending secondary school? YES NO If yes, current school level:	

11. LANGUAGE

Do you speak a language other than English at Home? ☐ YES ☐ NO If Yes Please specify:

How well do you speak English?

☐ Very Well ☐ Well ☐ Not well ☐ Not at all

Do you require English assistance to complete your studies?

☐ YES ☐ NO

12. INDIVIDUAL LEARNING REQUIREMENTS

Do you consider yourself to have a disability, impairment or long-term condition? ☐ YES ☐ NO (If Yes Please tick boxes applicable boxes below)

☐ Acquired Brain Injury ☐ Intellectual ☐ Psychological ☐ Physical ☐ Unspecified

☐ Hearing/Deafness ☐ Learning ☐ Neurological ☐ Visual ☐ Other

If you have indicated that you consider yourself to have a disability, impairment or long-term condition or other then please explain WHAT SUPPORT YOU WILL REQUIRE DURING YOUR TRAINING:

Do you have any other situation e.g. lifestyle, family, monetary, dependents, access etc that might impact on your learning that you would require training support for? ☐ YES ☐ NO

If YES what is the situation?

What support would you need?

13. EMPLOYMENT

Of the following categories, which best describes your current employment status? (tick one box only)

☐ 1. Full-time Employee

☐ 4. Employer

☐ 7. Unemployed – Seeking part-time work

☐ 2 Part-time Employee

☐ 5. Unpaid, working in a family business

☐ 8. Not Employed – Not seeking work

☐ 3. Self Employed – Not employing others

☐ 6. Unemployed – Seeking full-time work

☐ 9. Employed

IF EMPLOYED AND EMPLOYER IS PAYING FOR THIS COURSE:

Your employer/Company

Name:

Contact Person:

Contact Number:

Your Position:

Your Division:

14. PRIOR QUALIFICATIONS

Have you successfully completed any of the following qualifications? ☐ YES ☐ NO (If Yes Please tick boxes applicable boxes below)

☐ Advanced Diploma or Associate Degree

☐ Certificate I

☐ Certificate III (or Trade Certificate)

☐ Diploma (or Associate Diploma)

☐ Bachelor Degree or Higher

☐ Certificate II

☐ Certificate IV (Advanced Certificate/Technician)

☐ Certificates other than the above

15. PREVIOUS TRAINING AND EXPERIENCE

Have you successfully completed training or gained experience that is directly related to the course you are applying for? (Please tick boxes applicable boxes) ☐ NO or

☐ YES- please describe previous training:

☐ YES- please describe previous experience:

16. STUDY REASONS

Of the following categories, which best describes your main reason for undertaking this course? (tick one box only)

☐ To get a job

☐ I wanted extra skills for my job

☐ To develop my existing business

☐ To get a better job or promotion

☐ To try for a different career

☐ To get into another course of study

☐ It was a requirement of my job

☐ To start my own business

17. HOW DID YOU HEAR ABOUT US?

☐ REFERRAL	☐ CAREER EXPO	☐ FACEBOOK/TWITTER	I was referred by: _____
☐ GOOGLE SEARCH	☐ LOCAL NEWSPAPER (SPECIFY)	☐ FLYER/BROCHURE	
☐ WORD OF MOUTH	☐ JOB SERVICE PROVIDER	☐ OTHER (SPECIFY)	

18. PRIVACY DECLARATION

- Information requested on this form is used by this RTO to assist with student registration, academic and attendance tracking, communication and for qualification issuance as required. All data is confidential and is not forwarded to any other party (without the permission of the owner) with the sole exceptions of reporting to the national statistical database as required under legislation and if requested to do so by a recognized authority e.g. police
- Information contained in these forms will be used by RTO for administrative and legal purposes only. No access to your enrolment will be provided to any other third party without your consent, in accordance with the RTO Privacy Policy.
- Commonwealth and State government agencies will be granted access to enrolment information as requested for specific purposes, such as AVETMISS statistical data to substantiate funding arrangements.

19. USI INFORMATION

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

- Before attending your first session you will need to provide RTO with your verifiable **Unique Student Identification (USI)** number with the Australian Government Department of Industry Skills.
- To register for a USI number <http://www.usi.gov.au/Pages/default.aspx#>. Remember when you attend your training to bring your USI with you as this is now a mandatory requirement for the VET Sector.
- Alternatively, if you do not have access to the internet you can complete the attached declaration form, which gives RTO permission to apply for your USI on your behalf.

20. USI STUDENT COLLECTION PERMISSION

I confirm:

- That I give this RTO permission to apply for my USI on my behalf, if I do not already have one on enrolment.
- That I allow this RTO to use my Personal Contact Details to create a login at <http://www.usi.gov.au/Pages/default.aspx#>.
- That I have provided the original or certified copy of the required proof of identification
- That I understand that if this Enrolment Form is not completed in its entirety, I will not be issued my qualification until it is

Student Name: _____ Student Signature: _____ Date: _____

21. PRIVACY NOTICE

Why we collect your personal information

As a registered training organization (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 Education, Skills and Employment (DESE), 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

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.

DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at

<https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

Surveys

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

Contact Information

- At any time, your main contact Horizon International College 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

Please contact us using the contact details provided at the beginning of this Handbook. If you would like to view a copy of our privacy policy and associated procedures, let us know and we will provide this to you

PAYMENT OPTIONS

The RTO requires that payment of course fees be made through EFT or Direct Credit to our bank account.

Important: Please provide your surname as the payee reference to ensure that your payment is credited to your account.

Account Name:
Bank Name:
BSB: Account
No:

Registration Terms and Conditions

How to register: Please read and make any necessary inquiries about all pre-registration information including the information contained in this form. Complete the form and submit it to RTO along with the required payment and supporting documentation. If accepted you will be issued with a Letter of Offer/ Student Agreement for you to sign and return to RTO with proof of payment to RTO. Confirmation of Enrolment (COEs) will only be issued once a signed letter of offer and payment are received.

Unique Student Identifier: You are required to provide a valid USI which will be verified by RTO, to register. If you do not have a valid USI you can sign the declaration below and RTO will obtain one for you.

Student Induction. The Letter of Offer/Student Agreement includes instructions for you to attend a mandatory student induction session prior to the start of training. During which you will receive your student handbook and more information to achieve successful outcomes of your training.

Fee Payment: Once registered you are obligated to make all tuition fee instalments as scheduled and to pay any other course fees upon usage. Failure to do so will result in a warning letter followed by possible termination of your registration and notification to Department of Home Affairs (DHA)

Student Visa: You are required to maintain all student visa conditions at all times whilst registered with RTO. This includes a minimum of 80% attendance and satisfactory course progress in any study period .Failure to do so will result in series of warning letters including a final reporting letter followed by possible termination of your registration and notification to DHA

RTO Rules and Australian laws: You are required to follow all RTO rules and all Australian Laws at all times. Failure to do so will result in a warning letter followed by possible termination of your registration and notification to DHA. However the signing of this application form and student agreement does not remove any legal rights of students as consumers to involve external remedies and their own legal representation at any time.

RTO Obligations and Responsibilities: RTO is obligated to provide the products and services as promoted and agreed to in writing between RTO and student. RTO is obligated to comply with the 2015 RTO Standards, National Code 2018 (CRICOS) and all relevant legislation, regulations and licensing requirements.

Training and Assessment: All scheduled training and assessment is timetabled. Students are required to bring references, notes, and laptops to training. Unit training will be by supervised supported face-to-face tutorials and assessment will include both applied knowledge and practical assessments which may include questions, research, projects and reports.

Self Study: It is highly recommended that students supplement tutorials with their own un-scheduled but supported self study.

Recognition of Prior Learning: RTO recognises the qualifications issued by another Australian RTO through Credit Transfer (CT). RTO recognises the prior learning and experiences of all students through RPL. Charges apply for RPL. Students will receive a written notification of CT /RPL outcome and no further

I confirm:

- That all details provided on this enrolment form are correct and true
- That I am not a Student Visa holder or the holder of any visa that does not allow study in Australia
- That I have provided a verifiable copy of my ID as Proof of Identification
- That I understand that if this Enrolment Form is not completed in its entirety, including the USI, I will not be issued my qualification until it is
- That I have obtained and understand and have had any enquiry answered in regard to RTO and the course I have registered into
- That I have read RTO's terms and conditions and understand my rights and obligations with respect to access and equity, privacy, access to records, payments of fees and refunds, course cancellation, and complaints and appeals.
- That I have been provided with adequate pre-enrolment information about the course in which I am enrolling to enable me to make an informed choice.

By completing this Enrolment form, I agree to:

- Abide by the terms and conditions policies of RTO
- Provide information to RTO to identify my individual learning requirements and any support that I may require.
- Advise RTO, during my training of any issues (unforeseen compassionate or otherwise) that could affect my ability to complete the course in which I am enrolling
- Conduct myself in a professional manner and respect the RTO staff and its clients
- Provide current contact details to RTO at all times
- Complete and submit all assessments in accordance with the course requirements and RTO policies and procedures for assessment
- Pay all course fees when due

By signing this agreement, I understand that this does not remove my right under any other relevant Australian legislation including consumer protection EEO and anti-discrimination legislation, and I reserve the right to seek independent legal representation (at my own cost) at any time

Student Name: _____ Student Signature: _____ Date: _____