



Future Education Group

RTO No: 45606 CRICOS Provider No: 03842M
Level 4, 28 Foveaux Street, Surry Hills, NSW 2010 Australia
Phone: +61 2 91698978
Web: www.feg.nsw.edu.au
Email: info@futureeducationgroup.com.au

STUDENT APPLICATION FORM

Please complete **ALL** details on this application form. This will be used to enrol you in the qualification you are seeking. Some of the information contained herein will be keyed into a database and used for statistical and other reporting purposes.

Please ask your agent for assistance; or contact Future Education Group Pty Ltd on (02) 9169 8978 for any help that you may require. **PLEASE USE BLACK PEN AND WRITE IN BLOCK LETTERS**

PERSONAL DETAILS			
1) Preferred Title	First Name	Middle Name	Surname
Mr / Miss / Mrs / Ms			
2) Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
3) Date of Birth (Day/month/year)	/	/	
4) Passport Number: (Copy of Passport to be provided with this application)			
5) Date Issued (Day/month/year)	/	/	
6) Do you currently hold an Australian Visa? (Copy of Visa to be provided with this application)			
<input type="checkbox"/> Yes	Visa Type:	Expiry Date(Day/month/year)	
		/ /	
<input type="checkbox"/> No	Which Australian Embassy / High Commission will you lodge your visa application?		
	City:	Country:	
7) Are you using an Education Agent?	<input type="checkbox"/> Yes (Provide Agent details below) <input type="checkbox"/> No (Go to Question 8)		
Agent Name:	Contact Person:		
Email:	Contact Phone:		
<input type="checkbox"/> I nominate this agent to be my Education Agent in further dealings with FEG.			
8) Contact Information			
Contact Phone:		Mobile:	
Email Address:			
9) Emergency Contact Information			
Contact Name:	Relationship to you:		Contact Number:
10) Overseas Home Address:			



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11) Do you have a residential address in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>Go to Question 12</i>)		
Flat / Unit Number:	Street Number:	Street Name:
Suburb:	State:	Postcode:
Is your postal address same as above? <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>Please fill in details below</i>)		
Flat / Unit Number:	Street Number:	Street Name:
Suburb:	State:	Postcode:
LANGUAGE AND CULTURAL DIVERSITY		
12) Have you completed any English Test? (<i>supporting evidence to be provided with this application</i>) <input type="checkbox"/> Yes (<i>Provide details below</i>) <input type="checkbox"/> No (<i>Go to Question 13</i>)		
Name of English Test:	<input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> OTHER _____	
Result:	Date Undertaken (Day/month/year): / /	
13) Have you completed any English Course in Australia? (<i>supporting evidence to be provided with this application</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>Go to Question 14</i>)		
Course Name:		
Institution:	Date Completed (Day/month/year): / /	
14) Do you have special needs? <input type="checkbox"/> Yes (<i>We will arrange a meeting to discuss with you</i>) <input type="checkbox"/> No (<i>Go to Question 15</i>)		
<input type="checkbox"/> Allergies <input type="checkbox"/> Numeracy difficulties	<input type="checkbox"/> Medical condition <input type="checkbox"/> Language difficulties	<input type="checkbox"/> Literacy difficulties <input type="checkbox"/> Other
If you ticked any of the above boxes, please provide details:		
15) In which country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> OTHER _____		
16) Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)		
<input type="checkbox"/> No – English only (<i>Go to Question 16</i>)		<input type="checkbox"/> Yes – <i>please specify:</i>
17) Are you Aboriginal or Torres Strait Islander origin? (<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



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STUDY STATUS IN AUSTRALIA		
18) Are you currently studying in Australia? <input type="checkbox"/> Yes (Provide details below) <input type="checkbox"/> No <i>If yes, please read and sign FEG's Additional Study Declaration Form which can be provided upon request.</i>		
Course Name:	Institution:	
Expected Date Completed: / /	Date Completed (Day/month/year): / /	
19) Are you applying for RPL or Credit Transfer? <input type="checkbox"/> Yes (please attach relevant documentation) <input type="checkbox"/> No		
20) Do you require additional services? <input type="checkbox"/> Yes – please specify <input type="checkbox"/> No		
21) Do you need FEG to arrange Overseas Student Health Cover (OSHC) for you? <input type="checkbox"/> Yes – we will send you details <input type="checkbox"/> No		
DISABILITY		
22) Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, then please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area)		
<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 – please specify
SCHOOLING		
23) What is your highest COMPLETED school level? (Tick ONE box only)		
<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 12 or below	<input type="checkbox"/> Never attended school
24) Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



PREVIOUS QUALIFICATIONS ACHIEVED

25) Have you SUCCESSFULLY completed any of the following qualifications listed below?

Yes

No

26) If YES, then tick ANY applicable boxes: (supporting evidence to be provided with this application)

- | | |
|---|---|
| <input type="checkbox"/> Bachelor Degree or Higher Degree | <input type="checkbox"/> Certificate IV (or above with Acquired disability) |
| <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Certificate III (or Trade Certificate) |
| <input type="checkbox"/> Diploma (or Associate Diploma) | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Certificate IV (or advanced certificate/technician | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Certificates other than the above | |

EMPLOYMENT

27) 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).

- | | |
|---|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employed – unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Unemployed – seeking full-time work |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – seeking part-time work |
| <input type="checkbox"/> Self-employed –employing others | <input type="checkbox"/> Unemployed – not seeking employment |

STUDY REASON

28) Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

- | | |
|---|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> To get skills for community / voluntary work |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons |



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UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, all new and continuing students need to apply for a Unique Student Identifier (USI). A USI gives you access to a government online portal that will contain all of your nationally recognised training records and results from 1 January 2015 onwards. In order to receive a nationally recognised VET qualification or statement of attainment Future Education Group (FEG) must collect and verify your USI.

If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au>.

Alternatively, Future Education Group can apply an USI on your behalf using your provided passport information.

29) Do you currently have a Unique Student Identifier (USI)? Yes No

If YES, please supply your USI number below:

--	--	--	--	--	--	--	--	--	--	--

If No, do you authorise Future Education Group to apply an USI on your behalf? Yes No

STUDENT Self-Assessment Checklist

This self – assessment checklist will help FEG to determine if the course you wish to enrol is the most suitable for you based on the information provided on your educational history, existing skills, study purpose, aspirations. This information will also provide FEG to identify any learning needs you have and provide any support services to meet your individual needs.

Academic Suitability

All prospective students must meet FEG's course entry requirement to establish their suitability into the course. Tick the option that best applies to you. Attach evidences where needed.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I have successfully completed HSC (Australian Year 12) or its overseas equivalent qualification. |
| <input type="checkbox"/> | I have successfully completed Certificate IV or higher – level qualification (taught in English) in Australia. |
| <input type="checkbox"/> | I have minimum IELTS score of 5.5 or equivalent. |
| <input type="checkbox"/> | I have English proficiency of upper intermediate or above from an Australian Registered Provider. |
| <input type="checkbox"/> | I will complete a Language Literacy & Numeracy (LLN) and any follow- up assessment required by FEG. |

Student Signature:

Date: / /



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.

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 NCVER and other bodies handle your personal information

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.

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.

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

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

For more information about how 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 your RTO 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 the DESE will



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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 a government department or an NCVET 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 [*insert RTO name*] 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

FEG privacy policy can be accessed via Student Handbook on our website www.feg.nsw.edu.au

STUDENT DECLARATION

- I declare that the information I have provided on this form is true and correct.
- I agree that if I provide false, misleading or inaccurate information, FEG reserves the right to cancel my enrolment.
- I am a Genuine Temporary Entrant and genuine student for the purposes of study in Australia.
- I have read the International Student Pre-Enrolment Course Guide, and all related information in the Student Handbook and on the FEG website, and fully understand the course structure, content and modes of study of the course I am applying for in this application.
- I further acknowledge that I have the financial capacity to pay my college fees and living expenses as and when they become due.
- I also understand and agree and consent that my personal information may be made available to Commonwealth and State agencies for compliance purposes and to other law enforcement agencies as required by the law.
- FEG will not provide or disclose your personal information to outside parties without your consent.
- I understand that my photograph may be used in FEG's promotional material and give consent for this to occur. I will notify FEG via email if wish to change my mind.
- I give permission to FEG to apply for my Unique Student Identifier (USI) number if I do not have one.
- I am fully aware that I must inform the college when my personal or contact details change.
- If I am a student on student visa, I am responsible to comply with my student visa conditions and I must contact the Immigration department (DHA) for enquires relating to my student visa issues.

Student Name:

Signature:

Date: