

<b>Department</b>	Vocational Education & Training – Education Services for Overseas Students (ESOS)		<b>Author</b>	RTO CEO	
<b>Quality Controlled Document No. &amp; Title</b>	ESOS 0.1	Overseas Student Enrolment Form	<b>Approved</b>	RTO CEO	
<b>Version</b>	2.0		<b>Authorised</b>	RTO Academic Board	
<b>ESOS National Code 2018</b>	N/A		<b>Distribution</b>	Internal	RTO Manager
				External	N/A

# Marriott Academy

## Overseas Student Enrolment Form

PROVIDING FALSE OR MISLEADING INFORMATION MAY RESULT IN YOUR ENROLMENT BEING CANCELLED.

Marriott Academy  
Level 2, Suite 3  
470 Collins Street  
Melbourne, 3000

Marriott Academy Hospitality Training  
Shop 16-18 Metro West Shopping Centre  
Cnr Nicholson and Albert Streets  
Footscray, 3011

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## Part A: Enrolment Questions

### Why we collect your personal information

As a registered training organisation (RTO), Marriott Academy is required to collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Without this information we will not be able to enrol you as a student. For further information, please refer to the [National VET Data Policy](#).

### 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. Further, if you are an overseas student, we may be required to disclose personal information to overseas entities in order to enrol you. You will be informed at the time of enrolment should we need to disclose personal information to any overseas entity.

### How the NCVER and other bodies handle your personal information

When you enrol as a student in a vocational education and training (VET) course, your registered training organisation (RTO) collects personal information so they can process and manage your enrolment.

Your RTO is required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (the NVETR Act)) to disclose the personal information collected about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER).

The NCVER is authorised by law (under the NVETR Act) to disclose your personal information to us, the Department of Education, Skills and Employment (the department).

### How we handle and use your personal information

The department is authorised by law, including the Privacy Act 1988 (Cth) (the Privacy Act) and the NVETR Act to collect, use and disclose your personal information to fulfil specified functions and activities.

The department will collect, hold, use and disclose your personal information for a range of activities, including:

- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating 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 department is also authorised by law (under the NVETR Act) to disclose your personal information to:

- another Commonwealth authority
- a person engaged by the Secretary of the department to carry out an activity on behalf of the department if that authority or person satisfies any prescribed information safeguard rules for such a disclosure.

For information about the department's broader approach to handling personal information across all the areas it administers, please see the department's privacy policy.

### To correct your information

If you would like to seek access to or correct your personal information, in the first instance, please contact your RTO.

### To make a complaint or ask a question

If you think we may have breached your privacy you may make a complaint at [privacy@dese.gov.au](mailto:privacy@dese.gov.au). To ensure that we fully understand the nature of your complaint and the outcome you are seeking, we prefer that you make your complaint in writing.

For further information about our complaint handling processes please see our Privacy Complaint Handling Procedures.

If you wish to ask a question about this VET Privacy Notice, please email [VET-DataPolicy@dese.gov.au](mailto:VET-DataPolicy@dese.gov.au)

## **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 us 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

Students may access our Privacy Policy on our website.

## Personal details

### 1. Enter your full name\*

Single name only  (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

Family name (surname)
First given name
Second or other given name(s)

\* Please use the exact same 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 us 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 section on the USI on page 12 of this form for a detailed explanation.

### 2. Enter your birth date

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

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Other – please specify	

### 4. Enter your contact details

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Alternative email address (optional) \_\_\_\_\_

### 5. What is the address of your usual 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.

Building/Property name	
Flat/Unit details	
Street or Lot number (e.g. 205 or Lot 118)	
Street name	
Suburb, Locality or Town	
State/Territory	
Postcode	

#### What is your postal address (if different from above, you may use a PO Box)?

Building/Property name	
Flat/Unit details	
Street or Lot number (e.g. 205 or Lot 118)	
Street name	
Suburb, Locality or Town	
State/Territory	
Postcode	

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## Language and cultural diversity

### 6. In which country were you born?

Australia	<input type="checkbox"/>
Other – please specify	

### 7. Do you speak a language other than English at home?

(If more than one language, indicate only the one that is spoken most often)

No, English only	<input type="checkbox"/>	
Yes, other – please specify		

### 8. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

*Indigenous status identifier*

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## Disability

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

Yes	<input type="checkbox"/> Y	<b>Answer question 10</b>
No	<input type="checkbox"/> N	<b>No – Go to question 12</b>

*Disability flag*

### 10. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability Supplement (page 16) for an explanation of the following disabilities.

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	<input type="checkbox"/>

*Disability type identifier*

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## Schooling

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

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

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	<input type="checkbox"/>	<b>Never completed any primary or secondary level education – go to question 14</b>

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## Previous qualifications achieved

12. Have you **SUCCESSFULLY** completed any of the qualifications listed in question 14?

Yes	<input type="checkbox"/> Yes	<b>Answer question 13</b>
No	<input type="checkbox"/> No	<b>No – Go to question 14</b>

13. If **YES**, tick **ANY** applicable boxes.

Qualification	Year	Issuing Body
Bachelor degree or higher degree		
Advanced diploma or associate degree		
Diploma (or associate diploma)		
Certificate IV (or advanced certificate/technician)		
Certificate III (or trade certificate)		
Certificate II		
Certificate I		
Other education (including certificates or overseas qualifications not listed above)		

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## Employment

14. 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).

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

If currently employed, please provide details:

Employer Name	
Employer Address	
Job Title	

## Study reason

15. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

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

## Course Details

16. Provide details of the course(s) in which you wish to enrol

Course (Qualification Code and Name)	Start Date* DD/MM/YYYY	Course Fee	Materials Fee	Do you intend to apply for Recognition of Prior Learning (RPL) or Credit Transfer? **
SIT30821 Certificate III in Cookery				<input type="checkbox"/> Yes <input type="checkbox"/> No
SIT40521 Certificate IV in Kitchen Management				<input type="checkbox"/> Yes <input type="checkbox"/> No
SIT50422 Diploma of Hospitality Management				<input type="checkbox"/> Yes <input type="checkbox"/> No

Course Entry Criteria								
<input type="checkbox"/> I confirm that I will be 18 years or older at the time of course commencement. <b>TICK ALL THAT APPLY</b> <input type="checkbox"/> I confirm that I have completed at least an Australian Year 12 Certificate, or equivalent. <input type="checkbox"/> I confirm that I have attained a IELTS score of 5.5, or higher <input type="checkbox"/> I confirm that I have attained a PTE score of 42, or higher <input type="checkbox"/> I confirm that I have attained a Certificate III in EAL, or its equivalent <input type="checkbox"/> I confirm that I have completed an English proficiency test as follows: <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; text-align: center;">Name of Test</td> <td style="width: 35%; text-align: center;">Organisation</td> <td style="width: 20%; text-align: center;">Date Completed</td> <td style="width: 10%; text-align: center;">Score</td> </tr> <tr> <td colspan="4" style="border-top: 1px solid black; height: 20px;"></td> </tr> </table> <input type="checkbox"/> I confirm that I have completed a Certificate III, or higher, level qualification in Australia	Name of Test	Organisation	Date Completed	Score				
Name of Test	Organisation	Date Completed	Score					

\* Check RTO website for course start dates

\*\* You will be contacted by Marriott Academy to provide further information

### Student Study Visa for Overseas Students:

I have a current study visa (if you are an overseas student having completed your Year 12 in Australia).	<input type="checkbox"/>
OR	
I will need to apply for a student study visa after receiving your Confirmation of Enrolment) <a href="https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo">https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo</a>	<input type="checkbox"/>

**17. Unique Student Identifier (USI)**

From 1 January 2015, Marriott Academy can be prevented from issuing you with a nationally recognised 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 NCVET. 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.

**WHEN PROVIDING YOUR NAME PLEASE ALWAYS USE THE EXACT SAME NAME AS IT APPEARS ON THE ID DOCUMENT YOU USE WHEN APPLYING FOR YOUR USI NUMBER.**

**Enter your Unique Student Identifier (USI) (if you already have one)**

You may already have a USI if you have done any nationally recognised training, which could include training at work, such as completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or other registered training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>

Unique Student Identifier (USI) if you already have one:

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**NOTE TO STUDENTS:** if you want Marriott Academy to apply for your USI on your behalf, then please answer the questions in the following section. Alternatively, provide a certified copy of the ID document you would like to use to apply for the USI.

**USI application through your RTO (if you do not already have one)**

**Application for Unique Student Identifier (USI)**

If you would like Marriott Academy 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/documents/privacy-notice-when-rto-applies-their-behalf>

You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .....authorise

[insert RTO name]..... to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>

Town/City of Birth \_\_\_\_\_  
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

**Please provide details, and attach a certified copy, for only ONE of the forms of identity below.**

**Please ensure that the name written in 'Personal Details' section of this enrolment form is exactly the same as written in the ID document you provide below.**

**a) Australian Driver's Licence**

State: \_\_\_\_\_ Licence Number: \_\_\_\_\_

**b) Medicare Card**

Medicare card number \_\_\_\_\_

Individual reference number (next to your name on Medicare card): \_\_\_\_

Card colour: (select which applies)

Green  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format MM/YYYY)  
(month/year)

Yellow  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format MM/YYYY)  
(month/year)

Blue  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format DD/MM/YYYY)  
(day/month/year)

**c) Australian Birth Certificate**

State/Territory \_\_\_\_\_

**d) Australian Passport**

Passport number \_\_\_\_\_

**e) Non-Australian Passport (with Australian Visa)**

Passport number \_\_\_\_\_

**f) Immicard**

Immicard Number \_\_\_\_\_

**g) Citizenship Certificate**

Stock number \_\_\_\_\_

Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format day/month/year)  
(day/month/year)

**h) Certificate of Registration by Descent**

Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format DD/MM/YYYY)  
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, Marriott Academy 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 made the application, or the information is no longer needed for that purpose.



# Disability supplement

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## Disability supplement

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### Introduction

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

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### **If you indicated the presence of a disability, impairment or long-term condition, please read the following descriptions so that you can correctly answer Q10 in this Form:**

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.

#### '11 — 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.

#### '12 — 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.

#### '13 — 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.

#### '14 — 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.

#### '15 — 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.

#### '16 — 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.

#### '17 — 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.

#### '18 — 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.

#### 19 — 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.

## 18. Student Declaration & Privacy Statement

I declare that the information given in this application and the supporting documentation is true and correct. I understand that any incorrect information or documentation given or the withholding of relevant information or documentation that relates to this application may result in cancellation of an offer letter or enrolment as a consequence I declare that I have visited the Marriott Academy's website and read relevant course guides and understand the relevant sections, including the course information of the courses I have selected, admission and entry requirements, tuition fees, terms and conditions and refund policy. I understand that my enrolment may be terminated, and all fees forfeited should any course work, or part thereof, submitted by me for assessment be found to be plagiarised, copied without acknowledgement or not my own, where it is clear that I present and submit it as my own work. I agree to allow the Marriott Academy to obtain official records from any prior or current educational institutions I have attended, or employers I have stated that I have been employed by on this application form. I understand that tuition fees do not include books and other course materials other than those specifically stated in the course guide. I have read and understood the above conditions and accept them in full.

### PRIVACY

#### How the NCVET and other bodies handle your personal information

When you enrol as a student in a vocational education and training (VET) course, your registered training organisation (RTO) collects personal information so they can process and manage your enrolment.

Your RTO is required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (the NVETR Act)) to disclose the personal information collected about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER).

The NCVER is authorised by law (under the NVETR Act) to disclose your personal information to us, the Department of Education, Skills and Employment (the department).

#### How we handle and use your personal information

The department is authorised by law, including the Privacy Act 1988 (Cth) (the Privacy Act) and the NVETR Act to collect, use and disclose your personal information to fulfil specified functions and activities.

The department will collect, hold, use and disclose your personal information for a range of activities, including:

- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating 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 department is also authorised by law (under the NVETR Act) to disclose your personal information to:

- another Commonwealth authority
- a person engaged by the Secretary of the department to carry out an activity on behalf of the department if that authority or person satisfies any prescribed information safeguard rules for such a disclosure.

For information about the department's broader approach to handling personal information across all the areas it administers, please see the department's privacy policy.

#### To correct your information

If you would like to seek access to or correct your personal information, in the first instance, please contact your RTO.

#### To make a complaint or ask a question

If you think we may have breached your privacy you may make a complaint at [privacy@dese.gov.au](mailto:privacy@dese.gov.au). To ensure that we fully understand the nature of your complaint and the outcome you are seeking, we prefer that you make your complaint in writing.

For further information about our complaint handling processes please see our Privacy Complaint Handling Procedures.

If you wish to ask a question about this VET Privacy Notice, please email [VET-DataPolicy@dese.gov.au](mailto:VET-DataPolicy@dese.gov.au).

### 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 us 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

Students may access our full Privacy Policy on our website.

Your Full Name (as it appears on your passport) \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian's Full Name \_\_\_\_\_  
(if you are under 18 years)

Parent or Legal Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(if you are under 18 years\*)

\* You must be older than 18 at time of course commencement.

# Overseas Students Further Details

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## 19. Residency, Visa and Overseas Student Health Cover (OSHC) Details

Your Country of Birth	
Your Citizenship (of which country, or countries, are you a citizen?)	
Passport Number and Date of Expiry	Number: _____ Expiry Date: _____ DD/MM/YYYY
Do you hold a current valid Australian study visa?	<input type="checkbox"/> YES <input type="checkbox"/> NO  If YES, Visa Type: Visa Expiry Date: _____ DD/MM/YYYY  In which country will you lodge your student visa application?  If NO, you will need to apply for an Australian Study visa as soon as your enrolment is accepted, and you receive your Confirmation of Enrolment (CoE).
Have you ever had a visa application refused or withdrawn?	<input type="checkbox"/> YES <input type="checkbox"/> NO  If YES, provide the country, date and details:
Have you ever had a visa cancelled, breached any visa conditions?	<input type="checkbox"/> YES <input type="checkbox"/> NO  If YES, provide details:
Have you ever been convicted of any criminal activity?	<input type="checkbox"/> YES <input type="checkbox"/> NO  If YES, provide details:
Do you have Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> YES <input type="checkbox"/> NO  If NO, would do you want the RTO to organise OSHC for you?  <input type="checkbox"/> YES <input type="checkbox"/> NO  If YES, specify the cover you require:  <input type="checkbox"/> Single (Single covers only the overseas student.) <input type="checkbox"/> Dual Family (Dual Family covers the overseas student and either one adult spouse or recognised de facto partner or one or more children or step-children under the age of 18 years who are not married.) <input type="checkbox"/> Multi Family (Multi Family covers the overseas student and more than one dependant, which can only include one adult spouse or recognised de facto partner and one or more dependent children.)

### Applying for a Student Visa

The Department of Home Affairs is responsible for issuing visas for entry to Australia. Students who are planning to study a CRICOS registered course are required to obtain a student visa.

See Applying for a student visa for information about the application process.

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study>

You will need to apply for your student visa online. You can only start the online application after you receive the Confirmation of Enrolment (CoE). We will only issue an CoE after you have accepted your course offer.

The online student visa application will assess you against a range of criteria and determine the level of English and financial capacity required. You are still expected to meet other requirements such as Genuine Temporary Entrant (GTE), good character and health criteria.

For more information, visit the document check list tool on the Home Affairs website.

<https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool>

When you are issued with a student visa, your visa conditions will be attached to the grant of the visa.

**20. Family Details**

<b>Relationship Status</b>	<input type="checkbox"/> Married <input type="checkbox"/> De Facto <input type="checkbox"/> Single / Widowed / Divorced
List any dependents (e.g. spouse, children) who will be included in your student visa application and accompany you to Australia	Full Name: Relationship: Date of Birth: Citizenship:
	Full Name: Relationship: Date of Birth: Citizenship:
	Full Name: Relationship: Date of Birth: Citizenship:
	Full Name: Relationship: Date of Birth: Citizenship:

**21. English Proficiency**

English proficiency evidence that will be provided with this enrolment application	<input type="checkbox"/> I will complete an English proficiency test/qualification. <input type="checkbox"/> I have completed studies delivered in English. <i>Please specify</i> _____ <input type="checkbox"/> I have completed (or will take) an English proficiency test: <input type="radio"/> IELTS Academic Test Date:                      Test Score: <input type="radio"/> Pearson PTE Academic Test Date:                      Test Score: <input type="radio"/> Cambridge Advanced (CAE) Test Date:                      Test Score: <input type="radio"/> TOEFL IBT Test Date:                      Test Score:
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**22. Previous Education and Current Education Course(s)\***

Qualification	Institution	Country	Year Started	Year Completed

\* You will need to provide certified copies of any qualifications (i.e. Certificates, Academic transcripts), translated into English if necessary, relevant to this enrolment application.

Provide details of any courses/qualifications in which you are currently enrolled (leave blank if not enrolled in any courses/qualifications)

Qualification	Institution	Country	Year Started	Year to be Completed

**23. Advanced Standing / Credits**

Will you be seeking credit recognition / advanced standing on the basis of your post-secondary studies?

YES  NO

If YES, Note, to be granted credit exemption for previous study, you will need to provide documentary evidence of your current or previous studies. Provide certified copies and official translations of academic transcripts, certificates and a syllabus / course outline of the relevant units or courses.

**24. Employment and Work History**

Position and Type of Work	Country	Period of Employment

**25. Funding Source\* (tick all that apply)**

- Self-financed
- Family in home country
- Family in Australia
- Bank loan / credit
- Sponsorship / Scholarship
- Other (please specify)

\_\_\_\_\_

\* How will pay for all of your course fees and living expenses whilst studying in Australia?

**26. Statement of Purpose – Genuine student and genuine temporary entrant**

To be granted a student visa, applicants must be both a Genuine Student and a Genuine Temporary Entrant.\*

Will you have family (husband/wife/children/de facto partner) accompanying you to Australia either

- (a) included in your visa application or
- (b) joining after you have had your visa granted as a subsequent entrant?

- Yes – Please complete: *Statement of Purpose Dependent Applicant Form (Genuine Temporary Entrant)\**
- No – Please complete: *Statement of Purpose Single Applicant Form (Genuine Temporary Entrant)\**

\* See pp. 27-28 of this enrolment form.

**27. Education Agent Details (to be completed by Agent)**

AGENT REPRESENTATIVE STAMP
Agency name: _____
Branch office: _____
Agent address: _____
Telephone: _____
Email address: _____
<b><i>Education Agent declaration</i></b>
I am satisfied that the applicant is a genuine student and genuine temporary entrant as defined by DHA and I recommend them for admission. I am satisfied that the applicant has access to sufficient funds to cover tuition, travel, living and OSHC costs for themselves and any dependants. I am satisfied that the documentation provided with this application is authentic, and where the document has been stamped or translated by the agency, the original document has been sighted.
Agent's Signature: _____
Agent's Name: _____
Date: _____

**30.1 Review of Education Agent Advice (to be completed by applicant)**

a) How did the Agent provide information about the services offered by Marriott Academy (the RTO)?
b) In weeks, what is the duration of your course?
c) For what jobs will the course prepare you?
d) How many hours of study does the course require each week? (include scheduled classes and independent learning)
e) What are the entry requirements for your course?
f) What can happen if you do not meet class attendance requirements?
g) What advice did the agent give you about applying for permanent residency in Australia?

## 28. Fee and Refund Policy – Overseas Students Only

The Education Services for Overseas Students (ESOS) Act 2000 and the the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 require that Marriott Academy have in place a Fee and Refund Policy, which must be provided to overseas students who are studying in Australia on a student visa, before formal approval of their enrolment and issuing of a Confirmation of Enrolment.

This Fee and Refund Policy applies to those Marriott Academy students who are 'overseas students' as defined in the National Code 2018. Except as provided by law, a refund of tuition fees shall only be granted in accordance with this Fee and Refund Policy. Students acknowledge and agree to the terms and conditions of this Policy on signing the declaration in s 32 of the enrolment form, and signing Marriott Academy's Overseas Student Offer and Acceptance Agreement.

Marriott Academy reserves the right to amend these terms and conditions at any time to ensure compliance with applicable State and Federal laws and/or to amend the non-refundable Administration Fee. Marriott Academy shall inform the Department of Home Affairs of any change of status where a student who holds a student study visa completes their course outside the course duration period, transfers to another provider, defers their course, is suspended or has their enrolment terminated for not meeting course academic requirements, and/or does not meet their visa conditions.

Course fees shall comprise:

- Course (Tuition) Fee
- Materials Fee
- Administrative and other fees

### Fee Refunds

Whilst Marriott Academy's Fee and Refund Policy is founded on the principles of fairness and good faith, Marriott Academy acknowledges that all students may take action under Australia's consumer protection laws where a refund is refused. A full refund of all tuition, and non-tuition, fees paid shall be provided by Marriott Academy where the course is not able to commence on the agreed starting date as specified in the Overseas Student Offer and Acceptance Agreement. Where Marriott Academy is not able to offer a course, Marriott Academy may offer affected students enrolment in another suitable course, offered by Marriott Academy, at no additional cost. It will be completely at the student's discretion as to whether or not such an offer is accepted.

Prior to commencement of a course, a full refund of tuition fees paid to date, less Marriott Academy's enrolment administrative fee, which is a 'non-tuition fee', shall be provided where, upon presentation of evidence acceptable to Marriott Academy:

- a) the student is refused a study visa;
- b) illness or disability prevents the student from starting a course;
- c) the student fails to meet the English or other entry requirements for acceptance in the course;
- d) there are family circumstances which prevent the student from starting the course (e.g. death in the family);
- e) the student is found to have provided incomplete, or inaccurate, information with their Student Enrolment Application, and is not able to rectify the identified issue(s), or
- f) other special or extenuating circumstances, including political, civil or natural events, which prevent the student from starting the course, and which are accepted at the discretion of Marriott Academy's CEO. For example, a full refund would be payable where an Offer is cancelled because the student is not able to travel to Australia due travel restrictions being imposed as a result of a pandemic.

Where a student, after accepting an offer of a place, withdraws from the course within 20 working days before the commencement of the course, for no valid or acceptable reason, 75% of the tuition fees paid to date for that course are refundable. Marriott Academy's enrolment administrative fee is a 'non-tuition fee', and is non-refundable.

A student whose visa is cancelled during a course shall not be eligible for a refund of any tuition and non-tuition fees paid. Where a student has commenced a course, but has their enrolment cancelled, or terminated, for any reason other than cancellation of the student's visa, the amount of refund payable shall be calculated as follows:

### **Course Fees Paid X (Course Duration Weeks – Course Attended Weeks\*) / Course Duration Weeks**

Example: Course fee paid \$8,000, Course duration 32 weeks, Student attended 20 weeks.

$$\$8,000 \times (32 - 20 / 40) = \$3,200 \text{ refund}$$

\* 'Course Attended Weeks' shall include all weeks from the week of the course start date, as specified in the Overseas Student Offer and Acceptance Agreement up to, and including, the week when the student's request to withdraw from the course is received, or the week in which the student is notified that their enrolment in the course has been terminated.

The student enrolment administrative fee and course materials fee are not refundable once the student has commenced their course. Prior to course commencement, refunds shall not require a formal application from the student where Marriott Academy is not able to offer the course, or where the student is refused a study visa. All other requests for full or partial refunds must be made in writing on the Request Fee Refund Form.

### Other Fees

The following fees are payable as required and are not refundable:

Enrolment application administrative fee	\$250.00
Recognition of Prior Learning Assessment	\$250 per Unit
Re-assessment fee	\$150 per unit
Late payment of course fees	\$5 per day
Deferral of studies – admin fee	\$150
Transfer to another provider – admin fee	\$150

## 29. Student Declaration of Financial Capacity

The table below outlines the minimum amounts in Australian dollars (AUD) that you will need in order to be eligible to obtain a visa. Marriott Academy can only issue your Confirmation of Enrolment (CoE) if you declare that you have access to sufficient funds and are able to provide evidence to support your declaration. Acceptable evidence would be a *Proof of Balance Statement* from your bank, or similar institution. These amounts do not necessarily represent the cost of living in Australia at the time when you will be undertaking your studies.

Expense	Per Person	Amount Required in Australian Dollars (AUD)*
Travel	Student (you)	Return airfare to Australia – up to \$2,500
	Family member(s)	Return airfare to Australia – up to \$2,500 per person
Tuition Fees	Student (you)	Course Tuition Fees – between \$11,500 to \$20,000 per course Course Materials Fees – up to \$1,100 per course Course Admin Fees – up to \$250 per course
	Child (Primary School)	\$4,200 per child
	Child (Secondary School)	\$5,200 per child
Living	Student (you)	\$20,000 rent \$15,000 living expenses
	Partner	\$10,000 living expenses
	Child(ren)	\$5,000 living expenses

\* These amounts are approximate only. Financial demands may vary depending on your personal circumstances. Refer to the following website for more information <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

Marriott Academy must be satisfied that once you are in Australia, that you will have genuine access to the funds you claim to possess to cover the travel, tuition and living costs for yourself and your family members. You must have sufficient funds to support your partner and any dependent children even if they do not travel with you to Australia. Please read carefully and sign the following declaration:

- I declare that I have genuine access to the funds as outlined above for myself, my partner (if applicable) and dependent children (if applicable) for the duration of my stay in Australia. I understand that should I experience financial difficulties that I (or my sponsor) will continue to be responsible for my tuition fees and living expenses.
- I understand that Marriott Academy may give advance notice of its intention to cancel my enrolment if my tuition fees are not paid by the required date. If my enrolment is cancelled due to non-payment of fees, I understand that Marriott Academy will be required to cancel my Confirmation of Enrolment; and that I will have to seek advice from the Department of Immigration and Border Protection regarding my ongoing eligibility for a student visa.
- I understand that Marriott Academy may ask me to provide additional evidence of my financial capacity, should it be required, before issuing my Confirmation of Enrolment.
- I have attached evidence of my financial capacity (e.g., *Proof of Balance Statement* from your bank, or similar institution)

Additional Declaration for Sponsored Students Only:

- I understand that I am responsible for ensuring that the Financial Guarantee provided by my sponsor remains current.
- If my Financial Guarantee expires, becomes invalid or my sponsor fails to pay, I understand that I will become responsible for payment of my tuition fees, Overseas Student Health Cover and Amenities Fee (where applicable).

Your Full Name (as it appears on your passport) \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Parent or Legal Guardian's Full Name \_\_\_\_\_  
(if you are under 18 years)

\*Parent or Legal Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(if you are under 18 years)

\* Students must be 18 years of age at the time when their enrolment is confirmed.

### 30. Overseas Student Enrolment Documents and Application Declaration

Please attach certified copies of the following documents:

Document Checklist*	✓
Passport	<input type="checkbox"/>
Driver's licence (if you have one)	<input type="checkbox"/>
Medicare Card (if you have one)	<input type="checkbox"/>
Overseas Student Health Cover (if you are an overseas student)	<input type="checkbox"/>
Qualifications, senior school and post-senior school	<input type="checkbox"/>
Work references (if you have any)	<input type="checkbox"/>
Proof of financial capacity such as a Statement of Balance from a banking, or other such, institution to demonstrate that you have the financial capacity to cover expenses to study in Australia (see p. 24)	<input type="checkbox"/>
Personal statement addressing the Genuine Temporary Entrant (GTE) requirement (see p. 28)	<input type="checkbox"/>

\* All documentation sent with this application must be certified copies. If not certified, a request for certified documents will be inserted under Special Conditions in the Overseas Student Offer and Acceptance Agreement. Acceptance. Issuing of a [Confirmation of Enrolment \(CoE\)](#) cannot occur until certified documents are provided.

I declare that the information given in this application and the supporting documentation is true and correct.

I understand that any incorrect information or documentation given or the withholding of relevant information or documentation that relates to this application may result in cancellation of an offer letter or enrolment as a consequence. I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs . I declare that I have access to sufficient funds to cover tuition fee, travel, living costs and OSHC costs for myself and my dependants for the total duration of my stay in Australia. I declare that I have visited the RTO's website and/or read the relevant course guide and understand the relevant sections, including the course information of the courses I have selected, admission and entry requirements, tuition fees, terms and conditions and the fee and refund policy. I understand that my student visa requires me to remain with my provider until I complete six (6) months of my principal course, which is the course at the highest AQF level. I agree to allow the RTO to check my visa entitlements via DHA's visa Entitlement Verification Online (VEVO) system. I agree to allow the RTO to obtain official records from any prior or current educational institutions I have attended, and/or employers I have stated, on this application form, by whom I have been employed. I have read and understood the above conditions and accept them in full.

Your Full Name (as it appears on your passport) \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Parent or Legal Guardian's Full Name \_\_\_\_\_  
(if you are under 18 years)

\*Parent or Legal Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(if you are under 18 years)

\* Students must be 18 years of age at the time when their enrolment is accepted.

**IMPORTANT INFORMATION**

After we have processed your enrolment application form, and approved your request to enrol, we will send you an **Overseas Student Offer and Acceptance Agreement**.

You must complete and sign the Agreement, and also provide evidence of payment of the required tuition and non-tuition fees.

Once we receive your completed, and signed, *Overseas Student Offer and Acceptance Agreement* we will send you a Confirmation of Enrolment (CoE). We will email this to you within 5 working days.

You will then need to use your Confirmation of Enrolment (CoE) to apply for your student visa.

Marriott Academy  
Level 2, Suite 3  
470 Collins Street  
Melbourne, 3000

Marriott Academy Hospitality Training  
Shop 16-18 Metro West Shopping Centre  
Cnr Nicholson and Albert Streets  
Footscray, 3011

### 31. Fees Payment Schedules

You are required to pay an Enrolment Application Fee of **\$250.00**. This is an administrative fee to process your enrolment application and is non-refundable.

#### Payment Direct Deposit – Banking Details

<b>Account Name</b>	Marriott Academy	<b>Enrolment Application Fee</b>  <b>\$ 250.00</b>
<b>Bank</b>	Commonwealth Bank of Australia	
<b>BSB</b>	XXX-XXX	
<b>Account No.</b>	XXXX XXXX	

#### Payment by Credit Card (VISA or Mastercard Only)

<b>Name on Card</b>		<b>Enrolment Application Fee</b>  <b>\$ 250.00</b>
<b>Card Number</b>		
<b>Card 3 Digit Pin</b>		
<b>Signature</b>		

#### Payment by PayPal

<b>Business Email</b>	accounts@marriottacademy.com.au	<b>Enrolment Application Fee: \$250.00</b>
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#### Office Use Only

Enrolment Application Fee Paid: Yes  No

Where the enrolment application fee is not yet paid, the applicant shall be contacted and notified that their enrolment application cannot proceed until payment is received.

Date Applicant Notified: \_\_ / \_\_ / \_\_\_\_ dd / mm / yyyy

### 31.1 Course and Materials Fees Instalments – Indicate the qualification(s) in which you will be enrolling

<input checked="" type="checkbox"/> <b>Qualification</b>	SIT30821 Certificate III in Cookery										
<b>Item</b>	<b>Fees</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Tuition Fee</b>	<b>\$10,850</b>	\$1,085	\$1,085	\$1,085	\$1,085	\$1,085	\$1,085	\$1,085	\$1,085	\$1,085	\$1,085
<b>Materials Fee</b>	<b>\$1,100</b>	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
<b>Total</b>	<b>\$11,950</b>	<b>\$1,195</b>									
First instalment due at time of enrolment. Remaining instalments due at the start of each course study block calculated (course weeks/10)											

<input checked="" type="checkbox"/> <b>Qualification</b>	SIT40521 Certificate IV in Kitchen Management											
<b>Item</b>	<b>Fees</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>Tuition Fee</b>	<b>\$12,250</b>	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$250
<b>Materials Fee</b>	<b>\$1,100</b>	\$300	\$300	\$300	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$13,350</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,400</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$250</b>
First instalment due at time of enrolment. Remaining instalments due at the start of each course study block calculated (course weeks/11)												

<input checked="" type="checkbox"/> <b>Qualification</b>	SIT50422 Diploma of Hospitality Management										
<b>Item</b>	<b>Fees</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Tuition Fee</b>	<b>\$10,250</b>	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025	\$1,025
<b>Materials Fee</b>	<b>\$1,100</b>	\$475	\$475	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$11,350</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,175</b>	<b>\$1,025</b>						
First instalment due at time of enrolment. Remaining instalments due at the start of each course study block (course weeks/10)											

#### Payment Authority

I agree to pay Marriott Academy tuition fees and materials fees as they fall due from the following account:

- Direct Debit Bank Account (student to setup)
- Credit Card (as above)
- PayPal Account (as above)

Your Full Name (as it appears on your passport) \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 32. Genuine Temporary Entrant Requirement (Department of Home Affairs)

All applicants for a Student visa must show they are coming to Australia temporarily to gain a quality education. The Genuine Temporary Entrant (GTE) requirement is not intended to exclude students who, after studying in Australia, develop skills Australia needs and who then go on to apply for permanent residence.

The Genuine Temporary Entrant (GTE) requirement is an integrity measure that applies to student visa applicants.

Applicants must provide a personal statement, **in their own handwriting**, addressing the GTE requirement.

Please refer to:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>

As an applicant, to enrol with Marriott Academy you will need to provide a personal statement in English addressing the GTE requirement. Generic statements unsupported by evidence will not be weighed heavily in the GTE assessment.

You will need to submit evidence for the information you provide in your written statement.

We will consider your personal circumstances when we make a decision. When we assess whether you are a genuine temporary entrant, we consider your situation as a whole.

[Ministerial Direction 69 \(52KB PDF\)](#) sets out a number of factors we take into account when determining if you meet the GTE requirement. It is not a checklist. We encourage you to read Ministerial Direction 69 before drafting your GTE statement. Examples of factors we might take into account include:

We encourage you to provide evidence or information about:

#### **Previous study**

- academic transcripts showing qualifications achieved
- name of the education provider(s)
- length of study
- certificates of attainment

#### **Gap in previous study**

- reasons why there is a gap in your studies including where you did not maintain enrolment

#### **Current employment**

- your current employer
- company address
- period of employment
- details of your position
- the name and contact details of someone who can confirm the circumstances of your employment

#### **Ties to home country or country of residence**

- evidence of financial, family or social ties. You need to show you have significant incentives to return home

#### **Economic situation in home country or country of residence**

- documents showing employment or business activities for 12 months before lodging an application
- potential employment offers including salary and other benefits, after course completion
- income tax return or bank statements

## **Employment in a third country**

### Potential employment offers, including salary and other benefits, after course completion

Include as much information and evidence as possible in your GTE statement to help give us a full view of your situation. This will help us make a decision on your student visa application. Otherwise, we might need to ask you for more information, delaying our decision on your visa application.

### How we assess your GTE statement

The GTE requirement is used to make sure the student visa program is accessed as intended. The student visa program is not a way for international students to maintain ongoing residency in Australia. The GTE requirement helps identify applicants who are using the student visa program for motives other than gaining a quality education.

## **Situations in your home country (or country of residence)**

We consider your:

- reason for not studying in your home country or region if a similar course is available there
- ties to your home country that support an intention to return after study is finished
- economic situation
- military service commitments
- political and civil unrest in your home country

## **Potential situation in Australia**

We consider your:

- ties to Australia that present a strong incentive to stay in Australia
- level of knowledge of the proposed course and education provider
- previous study and qualifications
- planned living arrangements
- financial stability

## **Value of the course to your future**

We consider:

- if the course is consistent with your current level of education
- if the course is relevant to past or proposed future employment in your home country or a third country
- expected salary and other benefits in your home country or a third country obtained with your qualifications from the proposed course of study

## **Your immigration history**

We consider:

- previous visa applications for Australia or other countries
- visa refusals or cancellations.

**Please attach a letter / statement, in your own handwriting, addressing the Genuine Temporary Entrant requirements. You must also attach all supporting evidence and documents.**

**Genuine Temporary Entrant – Statement**

This statement must be in your own handwriting.