



Please read this application form carefully and complete all sections ensuring that certified copies of supporting documentation are attached. Missing information may cause delays

Phone +61 3 9317 3597

Email info@skillsettraining.edu.au

Website www.skillsettraining.edu.au

Application fee: AUD\$250 (non-refundable)

1. Personal Details	
Family name (as in passport)	
Given name(s) (as in passport)	
Date of birth	DD / MM / YYYY
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
2. Contact Details	
Telephone (with country code)	Mobile
Email Address	
Address In Home Country	
Address	
Suburb / Town	Postcode
Country	
Address In Australia	
Address	
Suburb / Town	Postcode
3. Emergency Contact Details	
Contact Name	Phone Number
Mobile Number	Relationship
Medical Conditions	
Do you have a known disability or medical conditions? (e.g. intellectual, hearing, vision, allergy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Residency Details	
Country of Birth	
Citizenship	
Passport Number	
Do you hold a valid Australian visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Visa Type	Visa Expiry Date
Will you be applying for a student visa to study at SST College?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which country will you lodge your student visa application?	
Have you already organised Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require SST College to organise OSHC for you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Single	<small>Single covers only the overseas student</small>
<input type="checkbox"/> Dual Family	<small>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.</small>
<input type="checkbox"/> Multi Family	<small>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 dependant children.</small>

SkillSet Training Pty Ltd. RTO ID: 41436 CRICOS Provider Code: 03588J

Suite 14/44 Hampstead Rd. Maidstone VIC 3012

Continue Residency Details

Have you ever had a visa application refused or withdrawn? Yes, provide the date, country and details below. No

Have you ever had a visa application cancelled, or breached any visa conditions? Yes, provide the details below No

Have you ever been convicted of any criminal activity? Yes, provide the details below. No

5. English Proficiency

Indicate which form of English proficiency evidence you will provide with your application

IELTS PET TOEFL Test Score Test Date DD / MM / YYYY

Student who cannot provide a certificate to demonstrate their English proficiency may need to taken an English Placement Test.

Student who do not meet the required English language entry requirement may enrol in an approved English course at another provider approved by SST College.

6. Previous Academic (Vocational Course Only)

Are you currently enrolled with any education provider? Yes No

(Please include a copy of your current Visa and all eCOEs that you are holding with your application)

Have you studied with SST previously? Yes, ID Number No

Academic History

1. Qualification			
Institute			
Country		Date of completion	DD / MM / YYYY
2. Qualification			
Institute			
Country		Date of completion	DD / MM / YYYY

7. Employment and Work History (Vocational Course Only)

Provide details of your employment history in the table below, attaching a separate sheet with details if necessary

1. Position and Type of Work			Country
Period of Employment	From	DD / MM / YYYY	To DD / MM / YYYY
2. Position and Type of Work			Country
Period of Employment	From	DD / MM / YYYY	To DD / MM / YYYY

8. Program Details

SST SkillSet Training VET Course

Name of course	Start Date	DD / MM / YYYY	CRICOS Code
Name of course	Start Date	DD / MM / YYYY	CRICOS Code
Name of course	Start Date	DD / MM / YYYY	CRICOS Code

9. Course Credit (Applicable fo VET courses only)

Do you intend to apply for Course Credit? Yes(if yes, download and complete SST course credit form from www.skillsettraining.edu.au) No

10. Funding Source

Self-financed Family in home country Family in Australia Bank loan
 Sponsorship/scholarship Other - please specify

11. Declaration - To be completed by Student

Student declaration

1. I declare that the information contained in this application and the supporting documentation is true and correct. I understand giving false or misleading information is a serious offence under state and/or federal law in australia.
2. I declare that I have read and understand the information related to SST College requirement, tuition fees and course information which is contained within SST College course guide and/ or website.
3. I agree to advise SST College immediately if there is any changes to the information I have provided in this application.
4. I understand that SST College has the right to vary or reverse any assessment made on the basis of incorrect, incomplete, false or misleading information which I have provided.
5. I understand that by completing this application, I am giving written consent to SST College to independently verify the information supplied by me in this application.
6. I declare that I have access to the funds required to study at SST College for the length of my course including course/tuition fees and materails fees for myself and my dependents.
7. I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Immigration and Border Protection (DIBP).
8. I agree to allow SST College to check my visa entitlements visa DIBP Visa Entitlements Verification Online (VEVO) System.
9. I declare that the signature on this form is my signature and has not been signed on my behalf by another person including my agent or sponsor.

I have read and understood the above conditions and accept them in full.

Applicant's signature

Date

12. Agent Deatails - To be completed by Agent

Agent Representative Stamp

Agent declaration

I am satisfied that the applicant is a genuine student and genuine temporary entrant as defined by DIBP and I recommend them for admission to SST College. I am satisfied that the applicant has access to sufficient funds ot cover tuition, 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 name

Branch office

Agent address

Email address

SkillSet Training Pty Ltd. RTO ID: 41436 CRICOS Provider Code: 03588J
Suite 14/44 Hampstead Rd. Maidstone VIC 3012

13. Application Checklist

<p>Onshore Applications</p> <input type="checkbox"/> Completed and signed Application form <input type="checkbox"/> Certified copy of passport <input type="checkbox"/> Certified copies of academic qualifications * Documents in a different language must be accompanied by official English translations <input type="checkbox"/> English proficiency evidence * English Language placement test(if applicable) * If the student has completed a Certificate IV or above in Australia within the last 2 years, they are not required to provide evidence of English, Subject to country assessment level <input type="checkbox"/> Copy of visa <input type="checkbox"/> Copy of Current COE <input type="checkbox"/> Letter of Release (if applicable-when transferring college) <input type="checkbox"/> Financial evidence (if applicable) *Admissions Department may interview the candidate for GTE assessment. This will only apply to certain cases and it is based on documents assessment.	<p>Offshore Applications</p> <input type="checkbox"/> Completed and signed Application form <input type="checkbox"/> Certified copy of passport <input type="checkbox"/> English proficiency evidence <input type="checkbox"/> Financial evidence (if applicable) <p style="color: blue;">Additional Documents for VET Course applicants</p> <input type="checkbox"/> Certified copies of academic qualifications * Documents in a different language must be accompanied by official English translations <input type="checkbox"/> Statement of Purpose	<p>SST Staff only</p> Referred by international Marketing Officer (if applicable) Name: Contact Number:
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A certified copy is a copy of an original document that has been verified as an authentic copy by an authorised person who has sighted the original document. A certified copy should include the certifier's name, signature, date of certification and agency/organisation stamp.

An authorised person includes-a SST College authorised education agent representative, public notary, justice of the peace, commissioner for declarations, or a SST College staff member.

A certified official translation are translations performed by a National Accreditation Authority for Translators and interpreters (NAATI www.naati.com.au) accredited translator. Please note that translations MUST be accompanied by certified copies of original documents.

14. Refund Policy Appendix

Date request to withdraw lodged	Portion of tuition fee refundable
SST College postpones course by more than four weeks, and no similar course at SST College	100% less \$250
Application for student visa unsuccessful. Proof provided. Paid within 28 days.	As prescribed in section 47E of the ESOS Act, a full refund of all tuition fees received, less AUD\$500 or 5% of the total amount of tuition fees received for the course (whichever is less) will be refunded.
SST College is unable to start delivery of the course or ceases to deliver the course. Paid within 14 days of initial course commencement date.	100% less \$250
SST College receives written notice of withdrawal more than 28 days prior to the initial course commencement.	25% of the fees paid by the student, less an amount of AUD\$250 for the administration and processing charge.
SST College receives written notice of withdrawal between 14-28 days prior to the initial course commencement.	15% of the fees. Less AUD\$250 for the administration and processing charge. No refund if notice is less than 14 days prior to course commencement date.
If an extension to student visa is not granted and the course has commenced	refund calculation as per ESOS Act, under 10 of the refund specification
If SST College approves the student transfer to another provider prior to completion of six months study of the principal course	0%
If there is misconduct	0%