

STUDENT ENROLMENT FORM - INTERNATIONAL OFFSHORE

(To complete this form, place a tick next to the applicable selection section)

Please send the completed application form and documents to: admissions@sydneymetrocollege.edu.au

APPLICANT DETAILS						
Given Name				Family Name		
Date of birth			Gender	Male	Female	Other
Nationality			Country of Birth			Country of Current Residence
Passport No.			Date of Issue			Date of Expiry
CONTACT DETAILS						
Current Residential Address						
Unit No.			Street No.			Street Name
City/Town/Suburb				State		Postcode
Postal Address (If different from above)						
Mobile No.			Email			

EMERGENCY CONTACT/NEXT OF KEEN DETAILS							
Contact Name			Relationship			Mobile No.	
Address			Email				

VISA INFORMATION						
Do you currently hold an Australian Visa?					Yes	No
Visa Type	Bridging Visa	Bridging Visa	Graduate 485	Working Holiday	Tourist/Visitor	Other Name of Visa:
Visa No.			Date Granted			Date of Expiry
Have you been refused entry into Australia?					Yes	No
Have you ever breached any visa conditions?					Yes	No
Have you ever had a visa application rejected including countries such as the UK, USA, Canada, and New Zealand?					Yes	No
Have you been convicted of any crime or offense in any country?					Yes	No
Have you been issued a protection visa in any country to date?					Yes	No
Are you aware of work restrictions while studying in Australia?					Yes	No
Are you planning to stay back in Australia after the completion of your study?					Yes	No
Are you bringing your parent(s)/spouse/guardian while studying in Australia?					Yes	No

DISABILITY INFORMATION						
Do you identify as having a disability, impairment, or long-term health condition? If YES , please select the relevant category below:					Yes	No
Type of Disability	Hearing Impairment	Mental Health Condition	Vision Impairment	Physical Disability	Medical Condition (Please Specify)	Other Conditions
					_____	_____

REASON FOR STUDIES			
<i>Please select the option from below that best describes your reason for pursuing this course:</i>			
To gain employment <input type="checkbox"/>	To grow my current business <input type="checkbox"/>	To start a new business <input type="checkbox"/>	To switch to a different career <input type="checkbox"/>
Required for my current job <input type="checkbox"/>		For personal interest or self-development <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>

PREVIOUS QUALIFICATION INFORMATION		
Have you previously studied in Australia?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Qualification Name	Name of Institution	Year Completed

TRANSFER INFORMATION				
Are you transferring from another provider?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Did you complete your course?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If NO, do you have a release letter?	Yes <input type="checkbox"/> No <input type="checkbox"/>

RECOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER			
<i>Please note, if you have already met the unit of competency requirements within your chosen course, Sydney Metro College will recognise that unit under the Australian Qualifications Framework (AQF) provided the unit is still equivalent.</i>			
Do you intend to apply for RPL or Credit Transfer (CT)? If Yes, please list the course(s) for which you have an AQF certificate or record of results. Original evidence must be provided with this application.			Yes <input type="checkbox"/> No <input type="checkbox"/>
Qualification Name	Name of Institution	Certificate	Record of Result

ENGLISH LANGUAGE PROFICIENCY						
<i>Please note: The English language test must have been taken within the last 2 years.</i>						
Have you taken a recognised English language test such as IELTS or PTE?						Yes <input type="checkbox"/> No <input type="checkbox"/>
Select Test Type and attach a copy of the test results:	IELTS <input type="checkbox"/>	PTE <input type="checkbox"/>	Other <input type="checkbox"/> (Please Specify):	Results (Score)		Date of Test*
Do you require LLN (Language, Literacy, and Numeracy) support?						Yes <input type="checkbox"/> No <input type="checkbox"/>

OVERSEAS STUDENT HEALTH COVER (OSHC)			
Would you like the college to arrange your OSHC?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, what type of OSHC will you be requiring? (Tick the relevant category)		Single <input type="checkbox"/>	Couple <input type="checkbox"/> Family <input type="checkbox"/>
If NO, please provide your OSHC details:	OSHC Provider Name:		
Membership No.	Cover Type:	Expiry Date:	

EMPLOYMENT STATUS

Please select the option that BEST describes your current employment status (Tick ONE box only):

Full-time employee <input type="checkbox"/>	Part-time employee <input type="checkbox"/>	Self-employed - employing others <input type="checkbox"/>
Self-employed - not employing others <input type="checkbox"/>	Not employed - seeking part-time work <input type="checkbox"/>	Not employed - not seeking employment <input type="checkbox"/>

CAMPUS PREFERENCE

Please select the Campus you choose to study at (Tick ONE box only):

Sydney Campus <input type="checkbox"/>	Melbourne Campus <input type="checkbox"/>
--	---

INTAKE DATES

For Hospitality, Community Services, Aged Care, and Early Childhood qualifications, there are 4 intakes per year (no mid term intake). All other qualifications have monthly intakes.

Please select your desired intake date by ticking the appropriate option below:

Year	Term 1	Mid Term Intake	Term 2	Mid Term Intake	Term 3	Mid Term Intake	Term 4	Mid Term Intake
2025	6 th Jan 2025 <input type="checkbox"/>	3 rd Feb 2025 <input type="checkbox"/>	7 th April 2025 <input type="checkbox"/>	5 th May 2025 <input type="checkbox"/>	7 th July 2025 <input type="checkbox"/>	4 th Aug 2025 <input type="checkbox"/>	6 th Oct 2025 <input type="checkbox"/>	3 rd Nov 2025 <input type="checkbox"/>
2026	5 th Jan 2026 <input type="checkbox"/>	2 nd Feb 2026 <input type="checkbox"/>	6 th April 2026 <input type="checkbox"/>	4 th May 2026 <input type="checkbox"/>	6 th July 2026 <input type="checkbox"/>	3 rd Aug 2026 <input type="checkbox"/>	5 th Oct 2026 <input type="checkbox"/>	2 nd Nov 2026 <input type="checkbox"/>
2027	4 th Jan 2027 <input type="checkbox"/>	1 st Feb 2027 <input type="checkbox"/>	5 th April 2027 <input type="checkbox"/>	3 rd May 2027 <input type="checkbox"/>	5 th July 2027 <input type="checkbox"/>	2 nd Aug 2027 <input type="checkbox"/>	4 th Oct 2027 <input type="checkbox"/>	1 st Nov 2027 <input type="checkbox"/>
2028	3 rd Jan 2028 <input type="checkbox"/>	31 st Jan 2028 <input type="checkbox"/>	3 rd April 2028 <input type="checkbox"/>	1 st May 2028 <input type="checkbox"/>	3 rd July 2028 <input type="checkbox"/>	31 st July 2028 <input type="checkbox"/>	2 nd Oct 2028 <input type="checkbox"/>	30 th Oct 2028 <input type="checkbox"/>
2029	8 th Jan 2029 <input type="checkbox"/>	5 th Feb 2029 <input type="checkbox"/>	9 th April 2029 <input type="checkbox"/>	7 th May 2029 <input type="checkbox"/>	9 th July 2029 <input type="checkbox"/>	6 th Aug 2029 <input type="checkbox"/>	8 th Oct 2029 <input type="checkbox"/>	5 th Nov 2029 <input type="checkbox"/>

APPLICATION FOR UNIQUE STUDENT IDENTIFIER (USI) THROUGH SYDNEY METRO COLLEGE

(Only if you don't have one)

If you don't already have a Unique Student Identifier (USI), Sydney Metro College (SMC) can apply for one on your behalf. To proceed, you must authorize SMC and confirm that you have reviewed the privacy information available at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You will also need to provide the necessary information as outlined at the end of this form to facilitate the application.

Authorization:

I, [NAME] _____, authorise Sydney Metro College to apply for a Unique Student Identifier (USI) on my behalf, in accordance with subsection 9(2) of the Student Identifiers Act 2014.

I have read and consent to the collection, use, and disclosure of my personal information, including sensitive information, as per the privacy notice at <https://usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> and in line with NCVET policies available at www.ncver.edu.au.

QUALIFICATION AND COURSE DURATION

Please select the qualification/course you choose to study by selecting the applicable course

FNS40222	Certificate IV in Accounting and Bookkeeping	CRICOS Code: 109992E	52 Weeks				<input type="checkbox"/>
FNS50222	Diploma of Accounting	CRICOS Code: 111712M	52 Weeks				<input type="checkbox"/>
FNS60222	Advanced Diploma of Accounting	CRICOS Code: 111713K	104 Weeks				<input type="checkbox"/>
BSB40920	Certificate IV in Project Management	CRICOS Code: 103929	52 Weeks				<input type="checkbox"/>
BSB50820	Diploma of Project Management	CRICOS Code: 104062K	52 Weeks				<input type="checkbox"/>
BSB60720	Advanced Diploma of Program Management	CRICOS Code: 104451H	52 Weeks				<input type="checkbox"/>
BSB80120	Graduate Diploma of Management (Learning)	CRICOS Code: 106344F	52 Weeks				<input type="checkbox"/>
SIT40521	Certificate IV in Kitchen Management**	CRICOS Code: 109718A	78 Weeks				<input type="checkbox"/>
SIT50422	Diploma of Hospitality Management**	CRICOS Code: 111714J	<input type="checkbox"/> 104 Weeks	<input type="checkbox"/>	26 Weeks		<input type="checkbox"/>
SIT60322	Advanced Diploma of Hospitality Management**	CRICOS Code: 111715H	<input type="checkbox"/> 104 Weeks	<input type="checkbox"/>	26 Weeks		<input type="checkbox"/>
ICT40120	Certificate IV in Information Technology**	CRICOS Code: 103059B	52 Weeks				<input type="checkbox"/>
ICT50220	Diploma of Information Technology**	CRICOS Code: 106345E	<input type="checkbox"/> 78 Weeks	<input type="checkbox"/>	52 Weeks		<input type="checkbox"/>
ICT60220	Advanced Diploma of Information Technology**	CRICOS Code: 108830JE	<input type="checkbox"/> 78 Weeks	<input type="checkbox"/>	52 Weeks		<input type="checkbox"/>
AUR30620	Certificate III in Light Vehicle Mechanical Technology**	CRICOS Code: 108827D	104 Weeks				<input type="checkbox"/>
AUR40216	Certificate IV in Automotive Mechanical Diagnosis**	CRICOS Code: 108829B	52 Weeks				<input type="checkbox"/>
CHC30121	Certificate III in Early Childhood Education and Care	CRICOS Code: 116071K	52 Weeks				<input type="checkbox"/>
CHC50121	Diploma of Early Childhood Education and Care	CRICOS Code: 116070M	52 Weeks				<input type="checkbox"/>
RII60520	Advanced Diploma of Civil Construction Design	CRICOS Code: 114894J	104 Weeks				<input type="checkbox"/>
CHC33021	Certificate III in Individual Support – Ageing and Disability	CRICOS Code: 116110H	52 Weeks				<input type="checkbox"/>
CHC43015	Certificate IV in Ageing Support	CRICOS Code: 116072J	52 Weeks				<input type="checkbox"/>
CHC52021	Diploma of Community Services	CRICOS Code: 115535B	104 Weeks				<input type="checkbox"/>
	General English	CRICOS Code: 113688A	12-60 Weeks				<input type="checkbox"/>
	English for Academic Purposes	CRICOS Code: 113689M	12-24 Weeks				<input type="checkbox"/>

IMPORTANT INFORMATION

** Package course options Available

*It does not include Enrollment, material fees, or other non-refundable fees. For the full list of fees and charges associated with each program, visit www.sydneymetrocollege.edu.au

Course Information: For detailed course information, including course content and delivery modes, please visit the Sydney Metro College website: <https://www.sydneymetrocollege.edu.au/our-courses>.

Pre-enrolment Information and Additional Fees: For comprehensive pre-enrolment information, including the cost of living in Australia, accommodation options, and additional fees, visit the Future Students page or refer to the Student Handbook: <https://sydneymetrocollege.edu.au/current-student/student-handbook/>.

Entry Requirements: Make sure to review the specific entry requirements for the course you are applying for. Details are available at: <https://www.sydneymetrocollege.edu.au/future-students/>.

Sydney Metro College has the following entry requirements:

- Students must be over 18 years of age.
- Students must have completed an overseas equivalent of Year 12 or higher qualification.
- Students must have either an IELTS score of 6 total or above with no band lower than 5.5 or equivalent.

The Following Courses have entry requirements:

- FNS50222 Diploma of Accounting – Entry requirement: Completion of: FNS40222 Certificate IV in Accounting and Bookkeeping
- FNS60222 Advanced Diploma of Accounting – Entry requirement: Completion of FNS50222 Diploma of Accounting
- BSB80120 Graduate Diploma of Management (Learning) - Entry requirement: Completion of a Diploma level course.
- BSB60720 Advanced Diploma of Program Management - Entry requirement: Completion of BSB50820 Diploma of Project Management or BSB51415 Diploma of Project Management or a superseded equivalent.
- AUR40216 Certificate IV in Automotive Mechanical Diagnosis - Entry requirement: Completion of Certificate III in Automotive Mechanical Qualification.
- CHC50121 Diploma of Early Childhood Education and Care - Entry requirement: Completion of: CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care

SYDNEY METRO COLLEGE TERMS AND CONDITIONS

1.0 Student Information Update: Overseas students are required to provide their current Australian address and notify SMC of any changes within seven (7) days.

2.0 College Property and Equipment: All students must take care of college equipment, facilities, and property.

3.0 Discipline: SMC reserves the right to expel students for serious breaches of discipline.

4.0 Application Fees: A non-refundable application fee of \$250 per qualification applies and must be paid upon enrolment.

5.0 Tuition Fees Tuition fees do not include application fees, material fees, living expenses, accommodation, uniforms, or other personal expenses. Students are not required to pay more than 50% of the total course fees before the course starts. Students must follow the payment schedule and make payments accordingly. It is the student's responsibility to ensure that their fees payments are made on time.

6.0 Other Fees and Charges: Additional program-specific fees such as material fees are outlined on the SMC website at www.sydneymetrocollege.edu.au.

7.0 Fee Transfer: Fees are non-transferable to external institutions or individuals.

8.0 Refund Policy: SMC's refund policy will be detailed prior to enrolment. Upon acceptance into a course, students will receive a Letter of Offer and a Student Acceptance Agreement. The agreement includes SMC's refund policy, which must be signed before enrolment. Students are entitled to a cooling-off period of 10 business days, during which they can cancel their course in writing for a full refund (less the application fee).

9.0 Enrolment and Induction: All students are required to attend orientation prior to the start of their course. Details will be provided upon confirmation of enrolment.

10.0 Language, Literacy, and Numeracy (LLN) Support: SMC offers LLN support to students in need, including those from culturally and linguistically diverse backgrounds, students with disabilities, and non-native English speakers.

11.0 Attendance and Course Progress: Students must maintain regular attendance (at least 80%) and satisfactory academic progress. International students are required to study full-time (20 hours per week). Failure to meet attendance or academic progress requirements may result in notification to the Department of Home Affairs, which could lead to visa cancellation.

12.0 Re-assessment and Repeating Units: Students are allowed two free reattempts to achieve a satisfactory result for each assessment after an initial submission either on or before the assessment due date. Students who fail to submit assessments on the due date will be required to pay a fee of \$250 for the future submission of the same unit and will forfeit the 2 free resubmission attempts and any additional reassessment will be charged a fee of \$250. Students failing to achieve competency after the two reassessments must repeat the unit for a fee of \$400, subject to availability.

13.0 Credit Transfer (CT) and Recognition of Prior Learning (RPL): SMC encourages students to apply for CT or RPL. International students must still maintain full-time enrolment regardless of CT or RPL credits.

14.0 Change of Personal Details: Students must notify SMC of any changes to personal information within seven (7) days.

15.0 Estimated Cost of Living in Australia: information regarding accommodation, utilities, food cost, Overseas Students Health Cover, Travel, and other living expenses can be found on www.studyaustralia.gov.au.

16.0 Application Process

1. Select your course and review the entry requirements.
2. Complete the enrolment form.
3. Sign the declarations to confirm your agreement with SMC's terms and conditions.
4. Attach any relevant supporting documents.
5. Submit your application to an SMC Marketing and Admissions Officer.
6. Attend a pre-enrolment meeting to review your application.
7. Upon successful application, you will receive a Letter of Offer, an invoice, and a Student Acceptance Agreement.
8. After payment and signing the agreement, your enrolment will be confirmed.

17.0 Payment: All payments must be made in Australian Dollars via bank deposit, bank cheque, or internet transfer. Bank account details for payment:

- Sydney Metro College Pty Ltd.
- BSB: 062016
- Account Number: 1131 2901
- Commonwealth Bank of Australia.

18.0 Consent for Use of Photographs: I understand that my photographs (still or video) may be taken and used by SMC for promotional purposes. I can withdraw this consent at any time in writing.

19.0 Unique Student Identifier (USI): From 1st January 2015, all students must have a USI to track their training records and results. Students must provide their USI by the orientation date. SMC cannot issue certification without a verified USI unless exempt.

20.0 Privacy Policy: SMC collects personal information to provide education and training services. Personal data may be shared with government agencies as required by law but will not be disclosed to third parties without consent.

21.0 Complaints and Appeals: SMC aims to create a positive learning environment. Complaints related to SMC or third-party service providers will be addressed in accordance with the Complaints and Dispute Resolution Policy and this information can be accessed via the SMC website and further information is provided in the Student Handbook.

22.0 Standards for Registered Training Organizations (RTOs) 2015: SMC complies with the Standards for RTOs 2015 to ensure quality training and assessment services. SMC is responsible for the issuance of AQF certification documentation.

APPLICATION CHECKLIST

Please ensure you have included all of the following documents with your application by ticking the appropriate boxes:

- Completed Application Form
- Scanned copy of your passport Bio Page
- Copy of current visa (if applicable)
- Copy of Overseas Student Health Cover
- Scanned Academic Transcripts
- Scanned copies of your IELTS, PTE, or relevant English certificate (Upper-intermediate, IELTS 5.5, TOEFL, or PTE 43)
- Cancelled COE/Finished COE
- Certified translations of any documents not in English

Disclosure of Personal Information

Under the Data Provision Requirements 2012, Sydney Metro College is required to collect and disclose personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information may be used for statistical, regulatory, and research purposes, and may be disclosed to third parties such as:

- Schools (for VET students, including those in apprenticeships or traineeships)
- Employers (if your training is employer-sponsored)
- Commonwealth and State or Territory government departments and authorized agencies
- NCVER
- Organizations conducting student surveys and researchers

Your information may also be used for:

- Issuing statements of attainment or qualifications
- Facilitating research and statistics related to education
- Understanding how the VET market operates
- Administering VET programs

NCVER may contact you for a student survey. You can opt-out at the time of contact. NCVER will handle your personal information according to the [Privacy Act 1988 \(Cth\)](#), the [VET Data Policy](#), and NCVER protocols. More information can be found at www.ncver.edu.au.

STUDENT DECLARATION AND CONSENT

**Parental/guardian consent is required for all students under the age of 18*

I declare that the information I have provided is true and correct to the best of my knowledge. I have read, understood, and agree to the information provided in the Student Handbook and the relevant policies on the Sydney Metro College website.

I understand that acceptance into any course at Sydney Metro College is subject to meeting course entry requirements and submitting full payment of fees at least 14 days before the course commencement date.

I consent to the collection, use, and disclosure of my personal information as outlined in the Privacy Notice above.

Student Name:		Parent/Guardian Name:	
Student Signature:		Parent/Guardian Signature*:	
Date:		Date:	

ADMISSIONS VERIFICATION

(Office use only)

Following an interview and counselling session, I declare that the applicant, to the best of my knowledge, has a full and clear understanding of the Genuine Student (GS) requirements to undertake study in Australia.

All provided information and supporting documentation have been reviewed, verified, and confirmed to be true and genuine.

I hereby recommend that Sydney Metro College proceed with the assessment of this application.

Staff Member Signature:	
Staff Member Name:	
Position:	
Date:	