International Student Enrolment Form

COURSE DETAILS (Tick applicable course(s))

☐ CPC50220 Diploma of Building And Construction (Building) (CRICOS Course Code: 119822G) ☐ RII50520 Diploma of Civil Construction Design (CRICOS Course Code: 119823F) ☐ RII60520 Advanced Diploma of Civil Construction Design (CRICOS Course Code: 107777F) ☐ BSB80120 Graduate Diploma of Management (Learning) (CRICOS Course Code: 112233G) ☐ MF30322 Certificate III In Cabinet Making And Timber Technology (CRICOS Course Code:112947F) ☐ CPC30620 Certificate III In Painting And Decorating (CRICOS Course Code: 119821H)	Indicative Intake Date:

Do you want to apply for Recognition of Prior Learning (RPL)	☐ Yes	☐ No
Do you want to apply for Credit Transfer (CT)	☐ Yes	☐ No

PARTICIPANT DETAILS *(As shown on Identification supplied)*

Title:	☐ Mr	☐ Mrs	☐ Miss	☐ Dr
First Name(s):		Middle Name:		
Surname:		DOB:		
Gender:	☐ Male	☐ Female	☐ Unspecified	
Onshore Address:				
Suburb:		State		Postcode:
Overseas Address:				
Suburb:		State		Postcode:
City:		Country		
Email:		Contact No:		
Emergency contact name:		Relationship:		Emergency contact no:
Overseas Contact Number:				

RESIDENCY OR VISA DETAILS

Do you hold a current Australian Visa:	☐ Yes, Specify:	☐ No
If no, what type of visa will you be applying for:		
Where will you lodge this visa	☐ In Australia	☐ Outside Australia
Have you ever had an Australian visa refused or cancelled:	☐ Yes, Visa Type:	☐ No
If yes, please provide the reason and include a copy of the decision Record Letter:		

INDIVIDUAL NEEDS

Do you require assistance with Reading, Writing or Math?	☐ Yes	☐ No
Do you consider yourself to have a disability, impairment or a long-term health condition:	☐ Yes	☐ No
If yes, please indicate the areas of disability, impairment, or long-term health conditions:		
☐ Hearing/Deaf	☐ Physical	☐ Intellectual	☐ Vision

☐ Acquired Brain Impairment	☐ Mental illness	☐ Learning	☐ Medical Condition
Other:			
Do you require any special learning support:		☐ Yes	☐ No

ENGLISH LANGUAGE PROFICIENCY

Do you speak a language OTHER THAN English at home:	☐ Yes	☐ No	
If YES, which language do you usually speak?			
Proficiency in English:	☐ Very Well	☐ Well	☐ Not Very Well
Have you undertaken an English Language Proficiency Test in last 2 years?	☐ Yes	☐ No	

Please tick the relevant Proficiency Test you have undertaken and write score:

☐ IELTS (Academic): Overall band _____			
Listening:	Reading:	Writing:	Speaking:
☐ Pearson Test of English (Academic): Overall score_____			
Listening:	Reading:	Writing:	Speaking:
☐ Cambridge English Advanced (CAE) score of: _____			
☐ Certificate in Advanced English (CAE) of _____or equivalent_____			
☐ Occupational English Test (OET) score of PASS: _____			
☐ TOEFL Paper Based (PB) score of: _____			
☐ TOEFL Internet Based (IBT) score of: _____			
☐ Oxford Placement Test (OPT) score of: _____			

I will sit an English language proficiency test in the future

☐ IELTS (Academic)	☐ Pearson Test of English (Academic)	☐ Cambridge English Advanced (CAE)
☐ Occupational English Test (OET)	☐ TOEFL Paper Based (PB)	☐ TOEFL Internet Based (IBT)
☐ Oxford Placement Test (OPT)		
Date to sit exam: ____/____/_____		

EDUCATION

Highest completed school level:	☐ Year 12 or equivalent	☐ Year 11 or equivalent	☐ Year 10 or equivalent
	☐ Year 9 or equivalent	☐ Year 8 or below	☐ Never attended
Year completed school:			
Are you currently enrolled in any studies:	☐ Yes	☐ No	
If yes, please specify:			
Have you every successfully completed any following qualifications in Australia?			

Type	Name of Qualification	Type	Name of Qualification
☐ Certificate I		☐ Diploma	
☐ Certificate II		☐ Adv Diploma	
☐ Certificate III		☐ Bachelor's Degree or Higher Degree Level	
☐ Certificate IV		☐ Overseas qualification	

Recent Qualification Name:			
Qualification Start date:		Completion date:	
Institute Name and Address:			

Note: We require certified copies of your academic qualifications attached to this application. If your qualifications are in a language other than English, you are to supply certified translated copies. All Documents will be verified by Pinnacle Institute for accuracy and authenticity.

Current Education Provider

Are you transferring within the first 6 months of your principal course?	☐ Yes	☐ No
If yes, an original copy of a letter of release is required from your provider.		
Are you submitting a letter of release from your current education provider?	☐ Yes	☐ No

Agent Details

Have you applied through an Agent?	☐ Yes	☐ No
If Yes, Agent Name:		

Pre training Assessment:

which BEST describes your main reason for undertaking this course? (Tick ONE box only.)

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

Have you ever or are you currently working in the industry for which you are seeking training for?

☐ Yes	☐ No	If Yes, please outline what role you had, when you worked in the industry and how long for:

What do you hope to gain from enrolling in this course/s? (Relevant to interests, capabilities, aspirations and job outcomes)
Please describe your career goals including any jobs you would like to have in the future.
Have you had any experience in any area related to the course/s you would like to enroll in?
Do you have regular access to a computer and Internet and are you familiar with how to use it?
☐ Yes ☐ No If No, discuss solutions and strategies for accessing online content when needed and document here.

Would you like Pinnacle Institute to contact you to further discuss your enrolment?		
☐ Yes, via phone	☐ Yes, via email	☐ No

CULTURAL BACKGROUND

Do you identify as:			
☐ Aboriginal	☐ Torres Strait Islander (TSI)	☐ Both Aboriginal and TSI	☐ Neither
Country of birth:		City of birth:	

OVERSEAS STUDENT HEALTH COVER (OSHC)

Under the Australian Government Department of Home Affair's student visa conditions, you must maintain an adequate OSHC for the duration of your studies in Australia. As this course is a secondary offering, please supply your OSHC details below:

Name of OSHC provider: _____

OSHC membership number: _____OSHC Expiry Date: ____/____/_____

Would you like the College to arrange a health cover for you and dependents (if applicable)? ☐ Yes ☐ No

If yes, which health cover is applicable to you?

☐ Individual ☐ Couple ☐ Family

UNIQUE STUDENT IDENTIFIER (USI)

USI Number:	

From 1 January 2015, Pinnacle Institute is 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 NCVER. If you do not have a USI, please visit www.usi.gov.au and create your USI.

☐ I have a USI & give permission for Pinnacle Institute to search this number on my behalf

☐ I do not have a USI but give permission for the RTO to make an application for one on my behalf either through the RTO or Student Portal, using one of the identification items supplied.

STUDENT DECLARATION AND CONSENT

I _____ declare that the information I have provided on this form is complete and accurate. I understand that my enrolment is subject to my compliance with all Pinnacle Institute policies and procedures, which I have read and understood. I have read and understood information related to Pinnacle Institute courses, fees, location, policies and procedures and other relevant information available in the Student Handbook available from the Pinnacle Institute website. I will pay all the applicable fees as they become due and accept that non-payment of fees may result in a cancellation of my enrolment and trigger a debt-recovery process through a third party. I agree that I will be liable for any costs associated with debt-recovery and any associated legal costs if I fail to pay my Pinnacle Institute fees as they become due. I understand that information collected on this form may be used by Pinnacle Institute in accordance with the Pinnacle Institute Privacy Policy. I agree to abide by the policies, rules and regulations of Pinnacle Institute as relevant to my enrolment as a student of Pinnacle Institute.

I authorise for my agent to act on my behalf with all correspondence from Pinnacle Institute

☐ **Yes** ☐ **No**

Student Name:		**Date:**	
Student Signature:			

OUTCOME OF ENTRY INTERVIEW **To be completed by RTO representative:**	
What additional support will be provided to the student in order to ensure they are able to complete their program successfully?	

Other comments and notes

Staff member declaration			
The student is suitable for the course. Yes No **Comments**			
Staff member Name:		Position:	
Signature:		Date:	

INSTRUCTIONS

Step 1: Complete the enrolment details on Pages 1 to 5

Step 2: Attach the following documents:

- Certified copy of passport title page, or original sighted by Pinnacle Institute
- Copy of Visa Grant Notification Letter
- Copy of your last completed academic qualification from your home country and/or Australia, if relevant
- Evidence of English proficiency
    - IELTS 5.5 or equivalent English proficiency; Copy of any international English test results (e.g. IELTS / TOEFL / PTE); OR
    - Proof that the student has successfully completed an English Language course with an Australian educational institution exiting at an Upper Intermediate level, OR
    - Statement from educational institution or similar evidence that confirms that English was the language of instruction, if at least five years' studies completed in Australia, UK, USA, Canada, New Zealand, South Africa or Republic of Ireland; OR
    - Confirmation that the student has successfully completed in Australia in the English language either the Senior Secondary Certificate of Education or studies at the Certificate IV or higher level, in the two years before applyingto Pinnacle Institute; OR
    - Cambridge C1 Advanced test results (Scale Score Level B2)
- Pre-Course Questionnaire (if applicable)
- Primary Confirmation of Enrolment (if applicable)
- Timetable for Primary Course of Study (if applicable)
- Evidence of Course Progression (if applicable)
- Statutory declaration – Confirming you will progress in your primary course of study (if applicable)

Step 3: Submit enrolment form, with the above documents to Pinnacle Institute:

- in person at office (6/34 Old Cleveland Rd, Stones Corner QLD 4120)
- by email to: admin@pin.edu.au
- by mail to: PO BOX 3365, Sunnybank South Qld 4109

Step 4: If application is successful, Letter of Offer and required payment details will be sent. Letter of Offer must be signed and return with proof of payment and Overseas Students Heath cover evidence (if not arranged by Pinnacle Institute), within **2 weeks of the date of the Letter of Offer.**

Step 5: After receiving payment and signed Letter of Offer, an electronic 'Confirmation of Enrolment' (eCOE) will be issued. If other conditions have been noted on letter of offer, requirements must be met the conditions before an eCOE can be issued.

Step 6: Welcome Email will be sent with outlining the details of Orientation.

We look forward to welcoming you at Orientation