

**Before you submit this form, please ensure you answer *all* questions and include *all* required items as per the *Applicant Checklist* below.**

### APPLICANT CHECKLIST

**Please ensure you have all documents below before submitting your application:**

- ☐ Completed all sections of this **Application Form**
- ☐ Attached ***copies of your academic qualifications***
- ☐ Attached evidence of your **English language ability** *(not required if your first language is English)*
- ☐ Attached a **copy of your passport** and existing visa, if applicable
- ☐ Attached **copies of your academic transcripts** *(mandatory for students transferring from another educational provider)*
- ☐ Attached your current **CoE/Letter of Offer** *(mandatory for students transferring from another educational provider)*
- ☐ Prepare your **Genuine Student (GS)** background information.
- ☐ Read and sign the **Privacy Statement** and **Student Declaration** on Page 5
- ☐ Ensure your Agent has read and signed the **Agent Declaration** on Page 5, if applicable

### APPLICATION PROCEDURE

1. Once completed, submit your Application form and any additional documents via email to [sso@axial.edu.au](mailto:sso@axial.edu.au).
2. All required items must be submitted with your Application form. Incomplete Applications or applications submitted without the required items will not be processed.
3. On receipt of your *Application Form*, Axial International College will assess your application to determine if you meet course entry requirements.
4. If you meet the criteria, you will be issued with a *Written Agreement*.
5. You are required to sign your *Written Agreement* and return it to Axial International College.
6. After we receive your signed *Written Agreement*, we will issue you with an invoice for first payment.
7. Send any payments due as per your *Written Agreement*.
8. Your *Written Agreement* may include additional requirements that must be met prior to the commencement of your studies with Axial International College. Axial International College reserves the right of cancelling your Confirmation of Enrolment should you not meet the additional requirements included in your *Written Agreement*.
9. When we have received payment and your signed *Written Agreement*, a COE will be issued and forwarded to you or your agent.

Please use BLOCK LETTERS for your responses.

## SECTION 1: APPLICANT DETAILS

First Name:		Last Name:	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Date of Birth:			
Do you have any type of disability? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please specify:			
Country of Birth:		Preferred Name:	
		Where are you currently living?	
		<input type="checkbox"/> Australia <input type="checkbox"/> Home country	
How did you hear about us?		<input type="checkbox"/> Agent <input type="checkbox"/> Web search <input type="checkbox"/> Axial Facebook Ad <input type="checkbox"/> Axial Google Ad	
ADDRESS IN HOME COUNTRY			
Address:			
City/Suburb:			
State:			
Country:		Postcode:	
ADDRESS IN AUSTRALIA (if known)			
Address:			
City/Suburb:			
State:			
Country:		Postcode:	
CURRENT POSTAL ADDRESS			
Address:			
City/Suburb:			
State:			
Country:		Postcode:	
CURRENT CONTACT DETAILS			
Phone:		Mobile:	
Email:			
EMERGENCY CONTACT DETAILS			
Emergency Contact Name:			
Relationship to student:			
Phone:		Email:	

## SECTION 2: PASSPORT AND VISA DETAILS

Country of citizenship (as shown on passport):

Passport Number:

Passport Expiry Date:

Do you hold a current Australian visa? ☐ Yes ☐ No

If Yes, what type of visa:

Current visa expiry date:

If No, what type of visa will you be applying for:

Do you have any dependants? ☐ Yes ☐ No

If Yes, provide full name(s) and relationship(s) to you:

Do you intend to bring your spouse with you to Australia? ☐ Yes ☐ No

If Yes, please ensure a copy of their passport is submitted with your application.

Do you intend to bring your children with you to Australia? ☐ Yes ☐ No

If Yes, how many?

Do you have relatives living in Australia? ☐ Yes ☐ No

If Yes, please provide details:

Have you ever had an Australian visa application refused or an Australian visa cancelled? ☐ Yes ☐ No

If Yes, what was the reason:

In which city will you be submitting your Australian visa application:

## SECTION 3: OVERSEAS STUDENT HEALTH COVER (OSHC)

**OSHC is mandatory for each student. OSHC must cover the full length of your visa. When arranging your visa, you will be required to show evidence of your OSHC for the length of your visa.**

For OSHC information and insurer options, please visit:

[https://www.privatehealth.gov.au/health\\_insurance/overseas/overseas\\_student\\_health\\_cover.htm](https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm)

## SECTION 4: ENGLISH LANGUAGE PROFICIENCY

What is your first language:

What language to you speak at home:

If your first language is not English, have you taken an English language test in the last 12 months? ☐ Yes ☐ No

If No, please ensure you submit valid evidence of meeting the Axial International College English Language Requirements.

If Yes, Name of test:

Test result:

Date test taken:

Please ensure you submit a copy of your test results as per the Applicant Checklist of page 4 of this form.

## SECTION 5: PREVIOUS STUDIES IN AUSTRALIA

Have you previously studied in Australia? ☐ Yes ☐ No

Did you complete your studies? ☐ Yes ☐ No

Are you currently studying in Australia? ☐ Yes ☐ No

If Yes, what is the schedule end date:

Are you transferring from your current course with another educational provider to Axial International College? ☐ Yes ☐ No

If Yes, do you have a release letter? ☐ Yes ☐ No

Last date of attendance with current provider:

Name of current provider:

*If you are currently studying in Australia or transferring your current course to Axial International College, please provide a copy of the relevant Confirmation of Enrolment or Letter of Offer.*

## SECTION 6: EDUCATION HISTORY

Year Completed	Institution	Country	Qualification	Course Length

## SECTION 7: COURSE DETAILS

Please select the course you wish to apply for:

☐ BSB30120 Certificate III in Business

☐ BSB50120 Diploma of Business

☐ BSB30120 Certificate III in Business/BSB50120 Diploma of Business Package

*If applying for Diploma of Business, select your preferred stream*

☐ Standard

☐ Women in Leadership

☐ Entrepreneurship

☐ Social Media Marketing

☐ SIT40521 Certificate IV in Kitchen Management

☐ SIT50422 Diploma of Hospitality Management

☐ SIT40521 Certificate IV in Kitchen Management/SIT50422 Diploma of Hospitality Management Package

Please select the intake date you wish to apply for:

☐ 26 January 2026

☐ 20 April 2026

☐ 29 June 2026

☐ 05 October 2026

Please select the campus you wish to apply for:

☐ Townsville

Please select your preferred payment structure:

☐ 100% of the fees prior to commencement

☐ Quarterly instalments prior to commencement of each term

## SECTION 9: STUDENT DECLARATION

### PRIVACY STATEMENT

#### Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

#### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

#### How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

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

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

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

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

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

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

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

*If you require a copy of the DESE VET Privacy Notice and are unable to access it electronically, please advise your Axial Consultant and we will provide you with a download or hard copy of this notice.*

#### 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 Axial Training Pty Ltd via the details below 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.

Axial Training Pty Ltd

Ph: 07 3387 4400

Email: [trgadmin@axial.edu.au](mailto:trgadmin@axial.edu.au)

Scan the QR Code to the right of visit our website at <https://www.axial.edu.au/international-privacy-policy> to view our Privacy Policy.



## SECTION 10: GENUINE STUDENT REQUIREMENT

As part of your student visa application process, you will be required complete a series of questions that will provide an overview of you and your reasons for wanting to study in Australia. These questions will cover your current circumstances, reasons for choosing Australia for study, what benefits the course will give you and other relevant information. Your responses to these questions will assist in determining if you meet the Genuine Student requirements.

Further information on the GS Requirement can be found at:

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

### AXIAL PRIVACY STATEMENT

Axial International College is collecting your personal information in accordance with the *Information Privacy Act 2009* to manage your enrolment, training progress, and administration.

- Students are aware that their personal information may be shared between Axial International College and the Australian Government and designated authorities as per the *Education Services for Overseas Students Act 2000* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*. This information includes, but is not limited to, personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of student visa conditions.
- Students agree that Axial International College will use the email address supplied by the student as a point of contact for any information Axial International College deems necessary.
- Students agree that Axial International College will access Visa Entitlement Verification Online (VEVO) services at any time to confirm their visa status, work and study rights.
- Students agree that Axial International College will release information pertaining to their enrolment (excluding academic records), attendance and account details to their education agent.
- Student's personal information will not be disclosed to any other third party without their consent, unless authorised or required by law or Axial International College deem such disclosure necessary to enable student welfare services be provided (e.g. hospitals, law enforcement agencies, court officers or other similar circumstances).
- Students must complete an Authority to Release Information Form to enable the release of information to third parties (education agent not included).

Personal information collected may also be disclosed to other third parties with your consent or as permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact a Axial International College Student Support Officer.

### STUDENT DECLARATION

- I certify that the information provided on this application form is accurate and complete. I authorise Axial International College to obtain other details relating to my academic record as necessary.
- I declare that I am aware of and understand my financial obligations relating to studying in Australia and with Axial International College. I certify that I have access to the total funds required whilst in Australia to cover all costs associated with my study and living expenses.
- I acknowledge that the provision of incorrect information or documentation, or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment and the forfeiture of any tuition fees paid.
- I understand that Axial International College is required to notify the Australian Department of Home Affairs about changes to my enrolment, and any breach of visa conditions relating to attendance or unsatisfactory progress.

Student Name:

Student Signature:

Date:

## SECTION 10: AGENT DECLARATION (if applicable)

- I have provided all relevant and required information to the applicant to enable them to make an informed decision about their chosen program of study.
- I have validated all financial documents and confirm that this student has the financial capacity to pay their full program tuition and ongoing living expenses for the entire duration of their studies.
- I am satisfied that to the best of my knowledge the applicant has genuine intentions to complete the program(s) and has the financial capacity to pay for the program and living expenses for the duration of the program(s).
- I am aware that there are implications to Axial International College and my agency where a student's visa is refused because they do not meet the Genuine Temporary Entrant (GTE) requirement.
- By signing this form, I am stating that I understand the declarations above and that as far as I am aware the applicant is genuinely committed to attending the required hours to complete the program(s).

**Agent Business Name:**

**Agent Signature:**

**Date:**

**Names of each employee involved in facilitating this enrolment (if more space is required please attach an additional page):**

**Employee Name:**

**Email Address:**

**MARN:**

**Employee Name:**

**Email Address:**

**MARN:**

**Employee Name:**

**Email Address:**

**MARN:**

**Employee Name:**

**Email Address:**

**MARN:**

**Employee Name:**

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