

Student Application Form

IF SUBMITTING A HANDWRITTEN APPLICATION, PLEASE WRITE CLEARLY AND IN BLOCK LETTERS.

1. Please Select					
<input type="checkbox"/> International Student (Fee for Service)					
<input type="checkbox"/> Domestic Student (Fee for Service)					
2. Personal Details					
First Name (Legal Given Name):		Middle Name (Legal Middle Name):		Family Name (Legal Last name):	
<input type="checkbox"/> Single Name (if Applicable):					
Date of Birth (dd/mm/yyyy):					
Gender:		Male <input type="checkbox"/>		Female <input type="checkbox"/>	
Indeterminate <input type="checkbox"/>					
Nationality:		Identity Document Number/ Passport Number (International Student)			
3. International Student Visa Details					
Visa Type (Please tick):	Student <input type="checkbox"/>	Tourist <input type="checkbox"/>	Working holiday <input type="checkbox"/>	Other <input type="checkbox"/> Specify: _____	Year of Arrival 20_____
Do you have an Overseas Student Health Cover (OSHC)?			Yes <input type="checkbox"/>		No <input type="checkbox"/>
If yes, who is your provider?					
Membership Number:			Expiry: / / (Please attach a copy of your membership details)		
If not, would you like ACTT to apply on your behalf?			Yes <input type="checkbox"/>		No <input type="checkbox"/>
Student location at the time of Application: <input type="checkbox"/> In Australia <input type="checkbox"/> Outside Australia					
4. Contact Details:					
Home Phone:		Work Phone:		Mobile Phone:	
Email Address:					
5. Address:					
Address in home country (If International Student):					
Address in Australia:					
Postal address (if different from above):					

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6. Emergency Contact Details: (LOCAL or INTERNATIONAL)

Name:	Relationship:
Contact Number:	Address:

7. Language and Cultural Diversity:

In which country were you born? _____

Do you speak a language other than English at home?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Please Specify:		
English Language proficiency Result (if available) _____	IELTS <input type="checkbox"/>	PTE <input type="checkbox"/>	CAE <input type="checkbox"/>	TOEFL <input type="checkbox"/>

8. Disability:

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If yes please select the area/s:

<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Physical <input type="checkbox"/>	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Learning
<input type="checkbox"/> Mental Health Condition	<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Vision	<input type="checkbox"/> Medical condition
<input type="checkbox"/> Other _____			

9. Schooling:

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

<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 10 or equivalent
<input type="checkbox"/> Year 9 or below	<input type="checkbox"/> Year 9 or below	<input type="checkbox"/> Never attended school

10. Previous Qualifications Achieved:

Which of the qualifications listed below have you SUCCESSFULLY completed? (Please tick below)

<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate III (or trade certificate)	<input type="checkbox"/> Diploma (or associate diploma)
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> Advanced diploma or associate degree
<input type="checkbox"/> Bachelor degree or higher degree	<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) _____	

11. Recognition of Prior Learning & Credit Transfer:

I wish to apply for RPL	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have attached my RPL Application Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I wish to apply for Credit Transfer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have attached my Credit Transfer Application Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Choose Your Course

Please note that application fees and material fees for all courses are non-refundable.

Automotive Engineering and Technology

Course Name	CRICOS Code	Course Duration	Total Tuition Fees
<input type="checkbox"/> AUR30620 Certificate III in Light Vehicle Mechanical Technology	105969C	65 weeks	\$22,000.00

Tuition Fees include Material and Application Fees (\$200 Application fee + \$1800 Material Fee **non-refundable**)

Payment as per study periods* {\$4000 (x5) + (\$200 Application fee + \$1800 Material Fee **non-refundable**)

Course Entry Requirements	ACTT College Entry Requirements
NIL	<ul style="list-style-type: none"> Successful completion of year 12 or equivalent. Successful completion of Determining Suitability Assessment 18 years of age or above. Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. Minimum English level of IELTS 5.5 or equivalent (International Student) or a ACTT College Placement Test <p><i>*These entry requirements are in addition to Course Entry Requirements</i></p>

<input type="checkbox"/> AUR40216 Certificate IV in Automotive Mechanical Diagnosis	106112M	32 weeks	\$10,000.00
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Tuition Fees include Material and Application Fees (\$200 Application fee + \$800 Material Fee **non-refundable**)

Payment as per study periods* {\$4500 (x2) + (\$200 Application fee + \$800 Material Fee **non-refundable**)

Course Entry Requirements	ACTT College Entry Requirements
<ul style="list-style-type: none"> Those undertaking the Certificate IV in Automotive Mechanical Diagnosis must have completed an automotive mechanical Certificate III qualification, or be able to demonstrate equivalent competency. 	<ul style="list-style-type: none"> Successful completion of year 12 or equivalent. Successful completion of Determining Suitability Assessment 18 years of age or above. Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. Minimum English level of IELTS 5.5 or equivalent (International Student) or a ACTT College Placement Test <p><i>*These entry requirements are in addition to Course Entry Requirements</i></p>

Food and Hospitality

Course Name	CRICOS Code	Course Duration	Total Tuition Fees
<input type="checkbox"/> SIT30821 Certificate III Commercial Cookery	109777A	60 weeks	\$16,250.00

Tuition Fees include Material and Application Fees (\$200 Application fee + \$1,050 Material Fee **non-refundable**)

Payment as per study periods* {\$3,000 (x5) + (\$200 Application fee + \$1,050 Material Fee **non-refundable**)

Course Entry Requirements	ACTT College Entry Requirements
NIL	<ul style="list-style-type: none"> Successful completion of year 12 or equivalent. Successful completion of Determining Suitability Assessment 18 years of age or above. Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. Minimum English level of IELTS 5.5 or equivalent (International Student) or a ACTT College Placement Test <p><i>*These entry requirements are in addition to Course Entry Requirements</i></p>

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Course Name	CRICOS Code	Course Duration	Total Tuition Fees
<input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management	109639M	80 weeks	\$21,250.00
Tuition Fees include Material and Application Fees (\$200 Application fee + \$1,050 Material Fee non-refundable) <input type="checkbox"/> Payment as per study periods* {\$4,000 (x5) + (\$200 Application fee + \$1,050 Material Fee non-refundable)			
Course Entry Requirements NIL	ACTT College Entry Requirements <ul style="list-style-type: none"> ▪ Successful completion of year 12 or equivalent. ▪ Successful completion of Determining Suitability Assessment ▪ 18 years of age or above. ▪ Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. ▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a ACTT College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements</i>		
Business and Management			
Course Name	CRICOS Code	Course Duration	Total Tuition Fees
<input type="checkbox"/> SIT50422 Diploma of Hospitality Management	114891A	100 weeks	\$30,000.00
Tuition Fees include Material and Application Fees (\$200 Application fee + \$1,800 Material Fee non-refundable) <input type="checkbox"/> Payment as per study periods* {\$4,000 (x7) + (\$200 Application fee + \$1,800 Material Fee non-refundable)			
Course Entry Requirements NIL	ACTT College Entry Requirements <ul style="list-style-type: none"> ▪ Successful completion of year 12 or equivalent. ▪ Successful completion of Determining Suitability Assessment ▪ 18 years of age or above. ▪ Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. ▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a ACTT College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements</i>		
Teacher Education			
Course Name	CRICOS Code	Course Duration	Total Tuition Fees
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	108199E	70 weeks	\$22,000.00
Tuition Fees include Material and Application Fees (\$200 Application fee + \$1800 Material Fee non-refundable) <input type="checkbox"/> Payment as per study periods* {\$4,000 (x5) + (\$200 Application fee + \$1800 Material Fee non-refundable)			
Course Entry Requirements NIL	ACTT College Entry Requirements <ul style="list-style-type: none"> ▪ Successful completion of a Diploma or a higher qualification. ▪ Successful completion of Determining Suitability Assessment ▪ 18 years of age or above. ▪ Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. ▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a ACTT College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements</i>		

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Information Systems			
Course Name	CRICOS Code	Course Duration	Total Tuition Fees
<input type="checkbox"/> ICT50220 Diploma of Information Technology	108197G	65 weeks	\$21,000.00
Tuition Fees include Material and Application Fees (\$200 Application fee + \$800 Material Fee non-refundable)			
<input type="checkbox"/> Payment as per study periods* {\$4,000 (x5) + (\$200 Application fee + \$800 Material Fee non-refundable)			
Course Entry Requirements NIL		ACTT College Entry Requirements <ul style="list-style-type: none"> ▪ Successful completion of year 12 or equivalent. ▪ Successful completion of Determining Suitability Assessment ▪ 18 years of age or above. ▪ Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. ▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a ACTT College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements</i>	
12. Payment Details			
Payment Options prior to commencement:			
In full <input type="checkbox"/> Half <input type="checkbox"/> Payment plan <input type="checkbox"/> Study period* <input type="checkbox"/>			
(qualification/s details) _____			
*Please note: Study period refers to the number of terms within the delivery of a course. If you have chosen this option, payment is due at the commencement of the study period.			
Preferable intake:			
<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov			
<input type="checkbox"/> 2024 <input type="checkbox"/> 2025 <input type="checkbox"/> 2026 <input type="checkbox"/> 2027			
13. Reason of Study:			
Of the following categories, select the one which BEST describes the main reason you are undertaking this course:			
<input type="checkbox"/> 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 is a requirement of my current 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"/> Other reasons	
14. Employment:			
Of the following categories, which BEST describes your current employment status?			
<input type="checkbox"/> 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	

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15. Unique Student Identifier (USI):

From 1 January 2015, we - The Actors College of Theatre and Television Pty Ltd, 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 NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on a computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

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

If you do not have a USI, you can apply at www.usi.gov.au The Actors College of Theatre and Television can apply to the Student Identifiers registrar on your behalf for a USI. You will be required to complete the Unique Student Identifier Application Form

Other Payable Fees

Document	Cost
Re-Issue of Testamurs / Statements of attainment	\$50 each copy
Reassessment Fee	\$220.00 (after third attempt)
RPL Fee	\$250.00 per unit
Re-Issue of Student Card	\$20.00
Late payment of semester fees	\$250.00 per instalment
Course Cancellation	\$200.00
Change to CoE	\$200 Not applicable where support has been provided to achieve learning outcomes.
Unit re-enrolment fee	\$500.00 (for students who exceed the maximum duration period)

Privacy Statement

Under the *Data Provision Requirements 2012*, **The Actors College of Theatre and Television Pty Ltd** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by **The Actors College of Theatre and Television Pty Ltd** for statistical, administrative, regulatory and research purposes. **The Actors College of Theatre and Television Pty Ltd** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

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16. Student Agreement and Declaration

In signing this Application Form,

1. I confirm I have been provided the necessary information to make an informed choice into the qualification/s for which I am applying including, entry requirements, course duration, modes of study and assessment requirements
2. I have a genuine interest in studying the course, and I have the financial capacity to meet tuition fees, living expenses, travel expenses, Overseas Student Health Cover for the duration of my studies.
3. I understand that I can pay full fees if I wish to, but I am not required to pay more than 50 percent up front. I also agree to pay tuition fees as they become due.
4. I understand that the application fee is payable at the time of lodging the application form and is non-refundable.
5. I understand that the material fee is payable upon commencement and is non-refundable.
6. I can view current policies and procedures online at www.actt.edu.au
7. The college has permission to use any photographic image on which you may appear on marketing and advertising materials;
8. The Actors College of Theatre and Television Pty Ltd is required, under s19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic performance;
9. I understand that The Actors College of Theatre and Television Pty Ltd has access to my personal information for the purpose of verifying the USI number.
10. As an overseas student or intending overseas student, while in Australia and studying, I must notify The Actors College of Theatre and Television Pty Ltd within 7 days of any changes to my contact details including:
 - my current residential address, mobile number (if any) and email address (if any)
 - who to contact in emergency situations
 - any changes to those details, within 7 days of the change being made
11. I declare that the information I have provided to the best of my knowledge is true and correct.
12. I acknowledge that providing false information and /or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application form may result in the withdrawal of any offer
13. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name:

Student Signature [or electronic acknowledgement]:

Date:

OFFICE USE ONLY

Documents attached:

Passport and Visa	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Staff Initial: _____
IELTS or Equivalent (or Australian AQF Qualification IV or above)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Staff Initial: _____
High School Certificate	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Staff Initial: _____