

Please read this application carefully, complete all required sections, and ensure that all required supporting documents are attached. You may submit your completed application **online or in person at the JHIT campus**.

Online submission: Please email the completed application form and supporting documents to info@jabinhopkins.edu.au.

Please ensure that all information provided is **complete, accurate and current** before submitting your application.

For more information, please visit <https://www.jabinhopkins.edu.au/> or contact us via email at info@jabinhopkins.edu.au or by phone on +61 8 8223 3557.

Personal Details

1. Enter your full name *

☐

Single name only

Tick this box if you have one name only that cannot be written in the following format.

Write your single name in the 'Family name' section.

Title	
Family name (surname)	
First given name	
Other given name/s (middle)	

* Please write the name that you used when you applied for your **Unique Student Identifier (USI)**, including any middle names. If you do not yet have a USI and want Jabin Hopkin Institute of Technology to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI of this form for a detailed explanation.

2. Enter your birth date

DD/MM/YYYY (e.g.01/01/2000)			
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3. Gender (Tick ONE box only)

Male	☐
Female	☐
Non-binary	☐
I use a different term	☐
This term is	
Prefer not to answer	☐

4. Student Profile and Visa Information

Current Location	☐	Onshore	☐	Offshore
Nationality:	Country of Birth:			
Do you have a passport?	☐	Yes	☐	No
If yes, please attach a copy of the details and signature page of your passport. Passport Number:				
Do you have a visa?	☐	Yes	☐	No
If yes, please advise visa type:				
Do you intend to apply for an Australian Student Visa?	☐	Yes	☐	No

5. Contact Details

Email address:			
Alternative Email address (optional):			
Overseas Phone Number: (if applicable)		Australia Phone Number: (if applicable)	

Emergency Contact Information

Name:		Relationship:	
Contact Email:		Contact Number:	

6. Residential Address

For international students applying from outside Australia:

Please provide your **current overseas residential address**, including the street address, suburb/city, state/province (if applicable), postcode/ZIP code and country.

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 18)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	
Country	

For international students currently residing in Australia:

Please provide your **current Australian residential address**, including your street number and street name, suburb, state and postcode.

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 18)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	

What is your postal address (if different from above)?

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 18)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	

7. Unique Student Identifier (USI)

From 1 January 2015, we [Jabin Hopkins Institute of Technology] 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 <https://www.usi.gov.au/students/get-a-usi> on computer or mobile device.

Please Enter your USI (if applicable)

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You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/students/find-your-usi>.

USI application through JHIT

Application for Unique Student Identifier (USI) (if you do not already have one)

If you would like Jabin Hopkins Institute of Technology (JHIT) to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

Authorisation

I _____ authorise JHIT to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at [TOWN/CITY OF BIRTH] _____

In accordance with section 11 of the *Student Identifiers Act 2014*, JHIT will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

8. English Proficiency

How do you intend to meet the English language entry requirements for your chosen program?

Please select one of the following options:

☐	I have completed, within the last two (2) years, an AQF Certificate IV or higher qualification delivered in English			
☐	I have completed, within the last two (2) years, a Senior Secondary Certificate of Education in Australia			
☐	I have completed at least five (5) years of study in English in one of the following countries: Australia, United Kingdom, United States of America, Canada, New Zealand, South Africa, or Republic of Ireland			
☐	I hold a passport from the United Kingdom, United States of America, Canada, New Zealand, or Republic of Ireland			
☐	I intend to undertake an approved English language proficiency test (e.g. IELTS or equivalent)			
☐	I have completed an English language proficiency test as listed below. Please provide full details:			
☐	☐ IELTS Academic	☐ PTE Academic	☐ TOEFL iBT	☐ Other type:
Date of Test				
Overall Score				

9. Transfer from another Australia Training Provider

Are you transferring from another Australia training provider?	☐	Yes	☐	No
If yes, have you completed 6 months Principal course?	☐	Yes	☐	No
If you answered YES to the first question and NO to the second question, you must provide a Release Letter from your current provider.				

10. Course Selection

Year:

Month:

Please select the course or package you are interested in at JHIT.

Select		Course Code and Name	Duration
☐	Information Technology (Package Option)	ICT40120 Certificate IV in Information Technology	52 weeks
☐		ICT50220 Diploma of Information Technology	52 weeks
☐		ICT60220 Advanced Diploma of Information Technology	52 weeks
☐	Culinary	SIT31021 Certificate III in Patisserie	52 weeks
☐	Tourism, Travel and Hospitality (Package Option)	SIT40521 Certificate IV in Kitchen Management	26-90 Weeks
☐		SIT50422 Diploma of Hospitality Management	26-104 Weeks
☐		SIT60322 Advanced Diploma of Hospitality Management	26-130 Weeks
☐	Business (Package Option)	BSB 50120 Diploma of Business	52 weeks
☐		BSB 60120 Advanced Diploma of Business	52 weeks

11. Overseas Student Health Cover (OSHC)

You must have valid Overseas Student Health Cover (OSHC) for the entire duration of your student visa.

Your OSHC must cover:

- at least one month before your course starts, and
- at least two to three months after completion of your course (subject to applicable student visa requirements).

This is a requirement set by the Australian Government to ensure you are covered for medical expenses during your stay in Australia. You may arrange OSHC yourself or JHIT can assist you in organising it. If arranged through JHIT, your OSHC will be issued according to these visa requirements.

☐	I am organising my own OSHC.		
☐	I would like JHIT to arrange your OSHC on my behalf, my preferred cover type below:		
☐	Single cover for myself only	☐	Couples cover for myself and spouse
☐		☐	Family cover for myself, spouse and child/children

12. Accommodation and Airport Transfer

Do you require airport pickup and/or assistance with accommodation arrangements?

☐	I will arrange my own accommodation and transport		
☐	Airport pickup only	☐	Accommodation arrangement only
☐		☐	Both airport pickup and accommodation arrangement

13. Course Fees and Payment Schedule

☐	Option 1: Full Payment	100% payment of the total course fees (including tuition fees, enrolment fee, resource fee, and any other applicable fees).
☐	Option 2: Standard Payment Plan	• Payment of up to 50% of the tuition fees for each selected course is required prior to the issuance of the Confirmation of Enrolment (CoE), along with the enrolment fee, resource fee, and any other applicable charges. • The remaining tuition fees will be payable in instalments at the beginning of each term.
☐	Option 3: Instalment Payment Plan	• Payment of the required initial deposit for Initial Deposit/Payment (in accordance with ESOS requirements), together with the enrolment fee, resource fee, and any other applicable charges. • The remaining balance will be payable through monthly instalments arranged by JHIT.

14. Language/Cultural Diversity

How well do you speak English?	☐	Very well	☐	Well	☐	Not well	☐	Not at all
What is your main language spoken at home?								
Do you require any additional learning support due to language or cultural adjustment?								

15. Schooling

What is your highest COMPLETED school level? (Tick ONE box only)			
☐	Year 12 or Equivalent	☐	Year 11 or Equivalent
☐		☐	Year 10 or Equivalent

16. Previous Higher Education Qualifications (if applicable)

Have you successfully completed any of the following qualification?			
In Australia		In Overseas	
☐	Certificate I	☐	Certificate I
☐	Certificate II	☐	Certificate II
☐	Certificate III (or trade certificate)	☐	Certificate III (or trade certificate)
☐	Certificate IV	☐	Certificate IV
☐	Diploma (or associate diploma)	☐	Diploma (or associate diploma)
☐	Advanced diploma or associate degree	☐	Advanced diploma or associate degree
☐	Bachelor's degree or higher degree	☐	Bachelor's degree or higher degree

17. Disability

Do you consider yourself to have a disability, impairment, or long-term condition that may impact your ability to successfully complete your raining?	☐	Yes	☐	No
If yes, please select all relevant options from below. Please refer to the Disability supplement for an explanation of the following disabilities.				

A. Intellectual/learning

☐	Intellectual (including Down syndrome)
☐	Specific learning/Attention Deficit Disorder (ADD) (other than intellectual)
☐	Autism

B. Physical/diverse

☐	Physical
☐	Acquired brain injury
☐	Neurological (including epilepsy and Alzheimer's disease)

C. Sensory/speech

☐	Deafblind (dual sensory)
☐	Vision
☐	Hearing/deaf
☐	Speech

D. Psychiatric	
☐	Medical condition
☐	Other, please specify:
☐	Prefer not to specify

18. Employment Background

Please tick the option that best describes your current employment status. (Select one box only - your most recent status.)
If participating in the work experience program, Work for the Dole, please select the appropriate Unemployed category.

☐	Full-time employee (35 hours or more per week)	☐	Employed - unpaid worker in a family business
☐	Part-time employee (less than 35 hours per week)	☐	Unemployed - seeking full-time work
☐	Self-employed – not employing others	☐	Unemployed - seeking part-time work
☐	Self-employed – employing others	☐	Not employed - not seeking employment

If you are currently employed in any of the categories listed above, please provide the following details of your employer:

Company Name and Country:

Job Title:

Employment Date from – to:

19. Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Are you applying for RPL?	☐	Yes	☐	No	If yes, you must complete the RPL Application Kit and attach all relevant supporting documents (e.g. resume/CV and academic transcripts).
Are you applying for CT?	☐	Yes	☐	No	You must complete the Credit Transfer application form and provide evidence of relevant Australian Qualifications Framework (AQF) qualification(s) previously completed, where applicable to your selected course at JHIT.

20. Study Motivation (Reason for Enrolment)

Please select one or more options that BEST describe your main reason(s) for undertaking this course:

☐	To get a job	☐	It was a requirement of my current job
☐	To develop my existing business	☐	I wanted additional skills for my job
☐	To start my own business	☐	To get into another course of study
☐	To change to a different career	☐	For personal interest or self-development
☐	To improve my job prospects or obtain a promotion	☐	To gain skills for community or voluntary work
☐	Other reason(s):		

21. Are you applying through Education Agent (if applicable)

☐	No, I am applying directly to JHIT		
☐	If yes, please provide the following details:		
Agent Business Name	Contact Person Name	Contact Phone Number	Email Address

Please note: JHIT only accepts applications from education agents formally approved by JHIT. Students are responsible for ensuring that all information and supporting documents submitted by their education agent are true, accurate, and complete.

22. How did you first hear about Jabin Hopkins or Are you referred by anyone?

☐	Agent	☐	Social medias	☐	From a friend or relative
☐	Internet search	☐	Event	☐	Others:

23. Document Attached

☐	Copy of Passport (and visa documents, if already held)	☐	Copy of Year 10, 11, 12 or equivalent	☐	Copy of Higher Education Qualification Certificate(s) and Academic Transcript(s)
☐	Copy of English Language Proficiency Evidence (e.g. IELTS, PTE, TOEFL or other accepted evidence)	☐	Overseas Student Health Cover (OSHC) Membership Details (where applicable)	☐	Release Letter / Letter of Release from Current Education Provider (where applicable)
☐	JHIT Genuine Student Assessment (GS)	☐	Additional Supporting Documents for GS Assessment	☐	Evidence of Employment / Work Experience (where applicable)

Privacy Notice

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 may be 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 Centre for Vocational Education Research Ltd (NCVER). We may also be required to provide personal information to a state training authority which may then disclose that information to NCVER. NCVER is the National VET Data Custodian and is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (*Privacy Act*), the *NVETR Act*, and the *Student Identifiers Regulation 2014*. NCVER may use and disclose your personal information 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.

NCVER may disclose your personal information to the Australian Government Department of Employment and Workplace Relations (DEWR), other relevant Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes for which the legislation above permits.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients.

Commonwealth and State and Territory government authorities who deal with or have responsibility for VET also have contracted IT operators that design, build, test, operate, maintain and host a VET data system used to collect and/or store VET data. VET data system operators are subject to a range of strict privacy, security, and confidentiality obligations. Your personal information may be used by VET data system operators to fulfil their contractual obligations, including ensuring that the VET data system is operating properly. VET data system operators and their contractors will be required to abide by the Australian Privacy Principles.

Data submitted through a VET data system may undergo validation and quality assurance checks, which involve checking the submitted data against data held in other information systems, for example, the Unique Student Identifier Registry or the Australian Business Register.

For more information about how NCVER will handle your personal information please refer to NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil its functions and activities, including:

- administration of VET, such as 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.

DEWR may be authorised by law to share “public sector data” with third parties, including under the *Data Availability and Transparency Act 2022* (Cth) (*DAT Act*). “Public sector data” is defined in the *DAT Act* to mean “data lawfully collected, created or held by or on behalf of a Commonwealth body...” and therefore includes any data collected by the department as part of performing VET related functions.

For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/national_vet_data/vet_privacy_notice.

Surveys

You may receive a student survey from 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 Jabin Hopkins Institute of Technology to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled

please click the link for more information: <https://www.jabinhopkins.edu.au/policy-and-procedures/>

Student Declaration and Acknowledgement

By submitting this application, I confirm and acknowledge that:

1. Age and General Declaration

- I am 18 years of age or older at the time of application.
- I declare that all information provided in this application, and all documents submitted in support of my application, are true, complete, accurate and current to the best of my knowledge.
- I agree to notify JHIT promptly of any changes to the information provided in this application, including changes to my name, contact details, residential address, passport, visa status, educational circumstances, employment circumstances or other information relevant to my enrolment.

2. Pre-Training Review (PTR)

I understand that, JHIT is required to conduct a **PTR** before my enrolment is finalised. I agree to participate fully and honestly in this process.

The purpose of the PTR is to assess my readiness and suitability for the course, identify any support needs, and confirm that I have a genuine interest in and need for the training. The PTR will assess:

- my Language, Literacy and Numeracy (LLN) skills;
- my digital literacy capability;
- my prior experience, education and career goals;
- my genuine intent to undertake the training;
- any support needs or reasonable adjustments required for me to participate successfully.

I understand that I am required to complete assessments, interviews or questionnaires as part of the PTR, and that the outcome may affect my course suitability, enrolment, training arrangements, access to support services, and access to bridging or foundation skills training, where applicable.

I confirm that I have selected this course after carefully considering my interests, abilities, previous experience and career goals, and believe that the course is appropriate for my intended career pathway.

3. Genuine Student Requirement

I understand that JHIT is required to assess whether I am a Genuine Student (GS) in accordance with Australian Government requirements. I acknowledge that I have been provided with and have completed the JHIT Genuine Student Assessment document, which I have submitted with this application.

I confirm that my primary purpose in applying for an Australian student visa and enrolling with JHIT is to undertake genuine study, and that I intend to comply with the conditions of any visa granted to me.

I understand that providing false or misleading information in relation to my application or Genuine Student assessment may affect my admission, enrolment and/or visa application.

4. Financial Capacity

- I confirm that I have made appropriate financial arrangements to meet the costs associated with my study and stay in Australia, including tuition fees, living expenses, travel expenses, Overseas Student Health Cover (OSHC), and expenses for any accompanying dependants, where applicable.
- I understand that I must not rely on employment in Australia as my primary means of meeting the financial requirements associated with my study and stay.

5. Verification and Information Sharing

I authorise JHIT, where reasonably required for the purposes of assessing, administering and managing my application and enrolment, to:

- request, verify and authenticate supporting documents, including identity documents, academic records, qualifications, English language evidence, employment records, financial documentation and other documents relevant to my application;
- verify information with relevant educational institutions, employers, testing organisations, government agencies, regulatory authorities and other authorised organisations;
- verify my visa status and visa-related information through VEVO or other authorised Australian Government systems, where applicable;
- verify the authenticity and validity of documents and information provided by me or on my behalf;
- share relevant personal information with Australian Government departments and agencies, regulatory authorities, education partners, service providers and other organisations where reasonably required for admission, enrolment, compliance, reporting, regulatory or legal purposes.

I understand that JHIT's collection, use and disclosure of my personal information will be undertaken in accordance with applicable privacy legislation, the ESOS legislative framework and JHIT's Privacy Policy. I understand that JHIT may disclose information without my further consent where such disclosure is required or authorised by Australian law.

6. Accuracy and Document Integrity

- I understand that JHIT may refuse or discontinue the assessment of my application, withdraw an offer or cancel my enrolment if information or documentation provided by me is found to be false, misleading, incomplete, fraudulent, inaccurate, expired or otherwise invalid.
- I understand that JHIT may take appropriate action and may report suspected fraudulent or misleading documentation or information to relevant government authorities, regulatory bodies, educational institutions or other relevant organisations where required or permitted by law.
- I understand that copies of documents submitted to JHIT may be retained as part of my student and compliance records and will not normally be returned.

7. Admission, Enrolment and Confirmation of Enrolment (CoE)

- I understand that submission of this application does not guarantee admission, issuance of a Letter of Offer and Written Agreement, or issuance of a Confirmation of Enrolment (CoE).
- I understand that JHIT will assess my application against applicable Australian Government requirements, JHIT admission requirements and course entry requirements, including academic suitability, English language proficiency, the outcome of my Pre-Training Review and any other requirements applicable to my proposed course.

- I understand that JHIT may require additional information or documentation to verify my identity, eligibility, course suitability, prior learning, support needs or other matters relevant to my enrolment.

8. Unique Student Identifier (USI)

I understand that, as an international student, I am not required to provide a Unique Student Identifier (USI) at the time of application or enrolment, unless otherwise directed by JHIT in accordance with Australian Government requirements.

9. Acknowledgement of Policies and Conduct

- I confirm that I have read and understood the information provided in this application and have had the opportunity to seek clarification where required.
- I understand that I am responsible for reading and complying with JHIT's relevant policies, procedures and student information applicable to my enrolment. This includes, where applicable, the International Student Handbook, Student Code of Conduct, Privacy Policy, Complaints and Appeals Policy, Course Progress Policy, Attendance Policy and other applicable policies and procedures.
- I agree to abide by the JHIT Code of Conduct and Student Handbook, as outlined during the student induction. I understand that breaches may lead to disciplinary action, including suspension or termination of my enrolment.
- I understand that further information about JHIT and its policies is available on the JHIT website:
www.jabinhopkins.edu.au

10. Communication

I authorise JHIT to contact me via post, phone, SMS, and email regarding matters related to my application, enrolment and training.

Student Declaration

☐ **I declare that I have read and understood the above acknowledgement and agree to its terms.**

Student Print Name

Student Signature

Date