

# Agriculture Education Institute of Australia

## Overseas Student Enrolment Form



### Head Office / Main Campus

Agriculture Education Institute of Australia  
RTO Code: 46475 CRICOS Code: 04396J ABN: 99 664 043 001

Head Office: Unit 2, 148-150 Welsford Street  
Shepparton VIC 3630

Email: [admin@agricinstitute.edu.au](mailto:admin@agricinstitute.edu.au)  
Website: [www.agricinstitute.edu.au](http://www.agricinstitute.edu.au)

---

---

## 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. Should you decline to provide required information we may not be able to process your enrolment application.

### 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. You should also be aware that if you reside overseas then we may need to disclose your personal information to overseas agents of the RTO. For example, if you as an overseas student use an education agent to assist with the enrolment process, then they will need to access personal information about you.

### 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 Employment and Workplace Relations (DEWR), 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.

DEWR 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 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 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 Agriculture Education Institute of Australia 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.

# Enrolment Questions

## 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).

Family name (surname)
First given name
Second or other given name(s)

\* Please use the exact same 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 us 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 on page 12 of this form for a detailed explanation.

### 2. Enter your birth date

Day/month/year			
----------------	--	--	--

### 3. Gender (Tick ONE box only)

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Other – please specify	

### 4. Enter your contact details

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Alternative email address (optional) \_\_\_\_\_

### 5. What is the address of your usual residence?

Please provide the physical address (street number and name **NOT** post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/Property name	
Flat/Unit details	
Street or Lot number (e.g. 205 or Lot 118)	
Street name	
Suburb, Locality or Town	
State/Territory	
Postcode	

### What is your postal address (if different from above, you may use a PO Box)?

Building/Property name	
Flat/Unit details	
Street or Lot number (e.g. 205 or Lot 118)	
Street name	
Suburb, Locality or Town	
State/Territory	
Postcode	

---

## Language and cultural diversity

### 6. In which country were you born?

Australia	<input type="checkbox"/>
Other – please specify	

### 7. Do you speak a language other than English at home?

(If more than one language, indicate only the one that is spoken most often)

No, English only	<input type="checkbox"/>	
Yes, other – please specify		

### 8. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

Indigenous status identifier

---

## Disability

### 9. Do you consider yourself to have a disability, impairment or long-term condition?

Yes	<input type="checkbox"/> Y	Answer question 10
No	<input type="checkbox"/> N	No – Go to question 12

Disability flag

### 10. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Please refer to the Disability Supplement for an explanation of the following disabilities in your student handbook.

Agriculture Education Institute of Australia is committed to the principles of access and equity. The Institute's programs and services will meet the needs of all prospective students, regardless of their cultural and linguistic backgrounds. Please be aware that the decision to disclose this information is a personal one but is important when assessing the suitability of our courses for you. If you are unsure about how to proceed, please consult with Agriculture Institute Australia's Student Support and Careers Manager to get advice on how best to respond to this question in your application.

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

Disability type identifier

---

## Schooling

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

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent	<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>	

Year 9 or equivalent	<input type="checkbox"/>	
Year 8 or below	<input type="checkbox"/>	
Never attended school	<input type="checkbox"/>	<b>Never completed any primary or secondary level education – go to question 14</b>

## Previous qualifications achieved

**12. Have you SUCCESSFULLY completed any of the qualifications?**

Yes	<input type="checkbox"/> Yes	<b>Answer question 13</b>
No	<input type="checkbox"/> No	<b>No – Go to question 14</b>

**13. If YES, tick ANY applicable boxes.**

Qualification	Year	Issuing Body
Bachelor degree or higher degree		
Advanced diploma or associate degree		
Diploma (or associate diploma)		
Certificate IV (or advanced certificate/technician)		
Certificate III (or trade certificate)		
Certificate II		
Certificate I		
Other education (including certificates or overseas qualifications not listed above)		

## Employment

**14. Of the following categories, which BEST describes your current employment status?**  
(Tick ONE box only)

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	<input type="checkbox"/>

If currently employed, please provide details:

Employer Name	
Employer Address	
Job Title	

## Study reason

**15. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)**

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 was a requirement of my 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"/>
To get skills for community/voluntary work	<input type="checkbox"/>
Other reasons	<input type="checkbox"/>

## Course Details

### 16. Course Entry Criteria

Course (Qualification Code and Name)	<input checked="" type="checkbox"/>	Start Date <sup>1</sup> (DD/MM/YYYY) and Course Duration	Course Fees	Do you intend to apply for Recognition of Prior Learning (RPL) or Credit Transfer? <sup>2</sup>
AHC40324 Certificate IV in Production Horticulture	<input type="checkbox"/>	/ / 52 weeks	Tuition: \$15,000 Materials: \$1,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
AHC50324 Diploma of Production Horticulture	<input type="checkbox"/>	/ / 52 weeks	Tuition: \$15,000 Materials: \$1,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
AHC51422 Diploma of Agribusiness Management	<input type="checkbox"/>	/ / 52 weeks	Tuition: \$15,000 Materials: \$1,000	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Course Entry Criteria

☐ I confirm that I will be 18 years or older at the time of course commencement.

#### Academic Course Entry Criteria <sup>4</sup> **TICK ALL THAT APPLY**

☐ I confirm that I have completed at least an Australian Year 12 Certificate, or equivalent

☐ I confirm that I have completed a Certificate III, or higher, level qualification in Australia

☐ I confirm that I have attained a IELTS score of 5.5, or higher

☐ I confirm that I have attained a PTE score of 42, or higher

☐ I confirm that I have attained a Certificate III in EAL, or its equivalent

☐ I confirm that I have completed an English proficiency test as follows:

Name of Test	Organisation	Date Completed	Score

☐ I confirm that if I do not meet any of the above academic course entry criteria then I will need to satisfactorily complete the RTO's 's ACSF Assessments to demonstrate that my Language, Literacy and Numeracy skills are at least at ACSF Level 3.

#### Materials and Equipment

☐ All students must bring their own laptop / notebook which has internet access and has MS Word and MS Excel installed.

<sup>1</sup> Check Agriculture Education Institute of Australia website for course start dates.

<sup>2</sup> Students who have completed Nationally Recognised Training, or believe that they may be eligible for Recognition of Prior Learning should contact Agriculture Education Institute of Australia prior to submitting this enrolment application. It should be noted, however, that students may apply for Credit Transfer and/or Recognition of Prior Learning at any time during their course. Refer to page 19 of this form for a copy of Agriculture Education Institute of Australia's policy.

<sup>3</sup> Your course fees exclude a non-refundable \$250 enrolment application fee.

<sup>4</sup> All students must meet at least one of the academic course entry criteria or they will be required to satisfactorily complete the ACSF Assessments.

#### Materials and Equipment

☐ All students must bring their own laptop / notebook which has internet access, and has MS Word and MS Excel installed.

## 17. Unique Student Identifier (USI)

From 1 January 2015, Agriculture Education Institute of Australia 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/create-your-usi> on computer or mobile device.

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

You may already have a USI if you have done any nationally recognised training, which could include training at work, such as completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or other registered 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/faqs/i-have-forgotten-my-usi/>

Unique Student Identifier (USI) if you already have one:

--	--	--	--	--	--	--	--	--	--

**NOTE TO STUDENTS:** if you want Agriculture Education Institute of Australia to apply for your USI on your behalf, then please answer the questions in the following section. Alternatively, provide a certified copy of the ID document you would like to use to apply for the USI.

### USI application through your RTO (if you do not already have one)

#### Application for Unique Student Identifier (USI)

If you would like Agriculture Education Institute of Australia 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/documents/privacy-notice-when-rto-applies-their-behalf>

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.

I [NAME] \_\_\_\_\_ authorise Agriculture Education Institute of Australia 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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

We will also need to verify your identity to create your USI. Please provide details, and attach a certified copy, for only **ONE** of the forms of identity below. **Please ensure that the name written in 'Personal Details' section of this enrolment form is exactly the same as written in the ID document you provide below.**

- a) Australian Driver's Licence
- b) Medicare Card
- c) Australian Birth Certificate
- d) Australian Passport
- e) Non-Australian Passport (with Australian Visa)
- f) Immicard
- g) Citizenship Certificate
- h) Certificate of Registration by Descent

In accordance with section 11 of the *Student Identifiers Act 2014*, Agriculture Education Institute of Australia 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.

## Overseas Students Further Details

### 18. Residency, Visa and Overseas Student Health Cover (OSHC) Details

Your Country of Birth	
Your Citizenship (of which country, or countries, are you a citizen?)	
Passport Number and Date of Expiry	Number: Expiry Date: DD/MM/YYYY
Do you hold a current valid Australian study visa?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, Visa Type: Visa Expiry Date: DD/MM/YYYY In which country will you lodge your student visa application? If NO, you will need to apply for an Australian Study visa as soon as your enrolment is accepted, and you receive your Confirmation of Enrolment (CoE).
Have you ever had a visa application refused or withdrawn?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide the country, date and details:
Have you ever had a visa cancelled, breached any visa conditions?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide details:
Have you ever been convicted of any criminal activity?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide details:
Do you have Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> YES <input type="checkbox"/> NO If NO, would do you want the RTO to organise OSHC for you? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, specify the cover you require: <input type="checkbox"/> Single (Single covers only the overseas student.) <input type="checkbox"/> Dual Family (Dual Family covers the overseas student and either one adult spouse or recognised de facto partner or one or more children or step-children under the age of 18 years who are not married.) <input type="checkbox"/> Multi Family (Multi Family covers the overseas student and more than one dependant, which can only include one adult spouse or recognised de facto partner and one or more dependent children.)

### 19. Student Study Visa for Overseas Students

I have a current study visa (if you are an overseas student having completed your Year 12 in Australia) <b>OR</b>	<input type="checkbox"/>
I will need to apply for a student study visa after receiving your Confirmation of Enrolment)	<input type="checkbox"/>

#### Applying for a Student Visa

The Department of Home Affairs is responsible for issuing visas for entry to Australia. Students who are planning to study a CRICOS registered course are required to obtain a student visa.

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

Also see Applying for a student visa for information about the application process.

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

You will need to apply for your student visa online. You can only start the online application after you receive the Confirmation of Enrolment (CoE). We will only issue an CoE after you have accepted your course offer.

The online student visa application will assess you against a range of criteria and determine the level of English and financial capacity required. You are still expected to meet other requirements such as Genuine Student Requirement, good character and health criteria. For more information, visit the document check list tool on the Home Affairs website.

<https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool>

When you are issued with a student visa, your visa conditions will be attached to the grant of the visa.



## 20. Family Details

Relationship Status	<input type="checkbox"/> Married <input type="checkbox"/> De Facto <input type="checkbox"/> Single / Widowed / Divorced
List any dependents (e.g. spouse, children) who will be included in your student visa application and accompany you to Australia	Full Name: Relationship: Date of Birth: Citizenship:
	Full Name: Relationship: Date of Birth: Citizenship:
	Full Name: Relationship: Date of Birth: Citizenship:
	Full Name: Relationship: Date of Birth: Citizenship:
	Full Name: Relationship: Date of Birth: Citizenship:

## 21. Previous Education and Current Education Course(s)\*

Qualification	Institution	Country	Year Started	Year Completed

\* You will need to provide certified copies of any qualifications (i.e. Certificates, Academic transcripts), translated into English if necessary, relevant to this enrolment application.

**Provide details of any courses/qualifications in which you are currently enrolled (leave blank if not enrolled in any courses/qualifications)**

Qualification	Institution	Country	Year Started	Year to be Completed

## 22. Advanced Standing / Credits

Will you be seeking credit recognition / advanced standing on the basis of your post-secondary studies?

☐ YES ☐ NO

If YES, Note, to be granted credit exemption for previous study, you will need to provide documentary evidence of your current or previous studies. Provide certified copies and official translations of academic transcripts, certificates and a syllabus / course outline of the relevant units or courses.

## 23. Employment and Work History

Position and Type of Work	Country	Period of Employment

## 24. Funding Source\* (tick all that apply)

- ☐ Self-financed ☐ Family in home country  
☐ Family in Australia ☐ Bank loan / credit  
☐ Sponsorship ☐ Scholarship  
☐ Other (please specify)  
\_\_\_\_\_

\* How will pay for all of your course fees and living expenses whilst studying in Australia?

## 25. Statement of Purpose – Genuine Student (GS) requirement

To be granted a student visa, applicants must be a genuine applicant for entry. \*

Will you have family (husband/wife/children/de facto partner) accompanying you to Australia either

(a) included in your visa application or

(b) joining after you have had your visa granted as a subsequent entrant?

- ☐ Yes – Please complete: *Statement of Purpose Dependent Applicant Form (Genuine Student (GS) requirement)\**  
☐ No – Please complete: *Statement of Purpose Single Applicant Form (Genuine Student (GS) requirement)\**

\* See pp. 21-23 of this enrolment form.

## 26. Education / Migration Agent Details (to be completed by Agent)

AGENT  
REPRESENTATIVE  
STAMP

Agency name: \_\_\_\_\_

Branch office: \_\_\_\_\_

Agent address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

### Education Agent declaration

I am satisfied that the applicant is a genuine student and genuine temporary entrant as defined by DHA and I recommend them for admission. I am satisfied that the applicant has access to sufficient funds to cover tuition, travel, living and OSHC costs for themselves and any dependants. I am satisfied that the documentation provided with this application is authentic, and where the document has been stamped or translated by the agency, the original document has been sighted.

Agent's Signature: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**27. Review of Education Agent Advice (to be completed by applicant)**

a) How did the Agent provide information about the services offered by Agriculture Education Institute of Australia (the RTO)?
b) In weeks, what is the duration of your course?
c) For what jobs will the course prepare you?
d) How many hours of study does the course require each week? (include scheduled classes and independent learning)
e) What are the entry requirements for your course?
f) What can happen if you do not meet class attendance requirements?
g) What advice did the agent give you about applying for permanent residency in Australia?

## 28. Tuition and Materials Fees Payment Schedules 2025 / 2026

- First fee instalment is due when you receive your letter of offer and you accept the offer of enrolment. The remaining fees instalments are due on 1st of each month.

☒ Indicate the qualification(s) in which you will be enrolling

Qualification <input type="checkbox"/>	<b>AHC40324 Certificate IV in Production Horticulture</b>												
Tuition Fee	Fees	1	2	3	4	5	6	7	8	9	10	11	12
Tuition Fee	<b>\$15,000</b>	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
Materials Fee	<b>\$1,000</b>	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Enrolment Fee*	<b>\$250</b>	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	<b>\$16,250</b>	<b>\$2,500</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>
First instalment due at time of enrolment. All other instalments due on 1 <sup>st</sup> of the month.													

Qualification <input type="checkbox"/>	<b>AHC50324 Diploma of Production Horticulture</b>												
Item	Fees	1	2	3	4	5	6	7	8	9	10	11	12
Tuition Fee	<b>\$15,000</b>	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
Materials Fee	<b>\$1,000</b>	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Enrolment Fee*	<b>\$250</b>	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	<b>\$16,250</b>	<b>\$2,500</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>
First instalment due at time of enrolment. All other instalments due on 1 <sup>st</sup> of the month.													

Qualification <input type="checkbox"/>	<b>AHC51422 Diploma of Agribusiness Management</b>												
Item	Fees	1	2	3	4	5	6	7	8	9	10	11	12
Tuition Fee	<b>\$15,000</b>	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
Materials Fee	<b>\$1,000</b>	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Enrolment Fee*	<b>\$250</b>	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	<b>\$16,250</b>	<b>\$2,500</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>
First instalment due at time of enrolment. All other instalments due on 1 <sup>st</sup> of the month.													

\* The Enrolment Application Fee of **\$250.00** is an administrative fee to process the enrolment application and is non-refundable

## 29. Genuine Student requirement (Department of Home Affairs)

All applicants for a student visa must be a genuine applicant for entry. They must stay as a student and be able to show an understanding that studying in Australia is the primary reason of their student visa. The GS requirement is intended to include students who, after studying in Australia, develop skills Australia needs and who then go on to apply for permanent residence.

To be granted a student visa, all applicants must demonstrate they satisfy the genuine student criterion or the genuine student dependent criterion.

Applicants must provide a personal statement, **in their own handwriting**, addressing the GS requirement.

Please refer to

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

As an applicant, to enrol with Agriculture Education Institute of Australia you will need to provide a personal statement in English addressing the GS requirement. Generic statements unsupported by evidence will not be weighed heavily in the GTE assessment.

You will need to submit evidence for the information you provide in your written statement.

Generic statements unsupported by evidence are not given significant weight in the GS assessment. This means it is important to provide evidence to support a claim made by the applicant.

We consider an applicant's overall personal circumstances when we assess whether they are a genuine student.

We encourage you to provide evidence or information about:

### **Previous study**

- academic transcripts showing qualifications achieved
- name of the education provider(s)
- length of study
- certificates of attainment

### **Gap in previous study**

- reasons why there is a gap in your studies including where you did not maintain enrolment

### **Current employment**

- your current employer
- company address
- period of employment
- details of your position
- the name and contact details of someone who can confirm the circumstances of your employment

### **Circumstances in their home country or country of residence**

- evidence of financial, family or social ties. You need to show you have significant incentives to return home

### **Economic situation in home country or country of residence**

- documents showing employment or business activities for 12 months before lodging an application
- potential employment offers including salary and other benefits, after course completion
- income tax return or bank statements

### How we assess your GS statement

The GS criterion focuses on the assessment of the student's intention to genuinely study in Australia. It considers factors including the applicant's:

#### **Situations in your home country (or country of residence)**

We consider your:

- reason for not studying in their home country or region if a similar course is available there
- the nature of the applicant's personal ties to their home country
- economic circumstances
- military service commitments political and civil unrest in their home country.

#### **Potential situation in Australia**

We consider your:

- level of knowledge of the proposed course and education provider and of living in Australia
- previous study and qualifications
- level of research the applicant has undertaken into their proposed course of study and living arrangements.

#### **Value of the course to their future**

We consider:

- if the course is consistent with your current level of education
- if the course is relevant to past or proposed future employment in your home country or a third country
- expected salary and other benefits in your home country or a third country obtained with your qualifications from the proposed course of study

#### **Your immigration history**

We consider:

- previous visa applications for Australia or other countries
- visa refusals or cancellations.

Please attach a letter / statement, **in your own handwriting**, addressing the **Genuine Student** requirements. See the form on the next page.

**Genuine Student Requirement – Statement** (Answers must be written in English, with a maximum of 500 words. Where applicable, you will be required to provide evidence to support your responses)  
This statement must be in your own handwriting.

[illegible]

### 30. Student Declaration and Student Declaration of Financial Capacity

- I declare that the information given in this application and the supporting documentation is true and correct.
- I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs . I declare that I have access to sufficient funds to cover tuition fee, travel, living costs and OSHC costs for myself and my dependants for the total duration of my stay in Australia. I have attached evidence of my financial capacity (e.g., Proof of Balance Statement from your bank, or similar institution)
- I understand that my student visa requires me to remain with my provider until I complete six (6) months of my principal course, which is the course at the highest AQF level.
- I agree to allow the Agriculture Education Institute of Australia to check my visa entitlements via DHA's visa Entitlement Verification Online (VEVO) system. I agree to allow the Agriculture Education Institute of Australia to obtain official records from any prior or current educational institutions I have attended, and/or employers I have stated, on this application form, by whom I have been employed.
- I understand that Agriculture Education Institute of Australia may give advance notice of its intention to cancel my enrolment if my tuition fees are not paid by the required date. If my enrolment is cancelled due to non-payment of fees, I understand that Agriculture Education Institute of Australia will be required to cancel my Confirmation of Enrolment; and that I will have to seek advice from the Department of Immigration and Border Protection regarding my ongoing eligibility for a student visa.
- I understand that any incorrect information or documentation given or the withholding of relevant information or documentation that relates to this application may result in cancellation of an offer letter or enrolment as a consequence.
- I declare that I have visited the Agriculture Education Institute of Australia's website and read relevant course guides and understand the relevant sections, including the course information of the courses I have selected, admission and entry requirements, tuition fees, terms and conditions and refund policy.
- I understand that my enrolment may be terminated, and all fees forfeited should any course work, or part thereof, submitted by me for assessment be found to be plagiarised, copied without acknowledgement or not my own, where it is clear that I present and submit it as my own work.
- I agree to allow the Agriculture Education Institute of Australia to obtain official records from any prior or current educational institutions I have attended, or employers I have stated that I have been employed by on this application form.
- I understand that tuition fees do not include books and other course materials other than those specifically stated in the course guide. I have read and understood the above conditions and accept them in full.

#### Additional Declaration for Sponsored Students Only:

- I understand that I am responsible for ensuring that the Financial Guarantee provided by my sponsor remains current.
- If my Financial Guarantee expires, becomes invalid or my sponsor fails to pay, I understand that I will become responsible for payment of my tuition fees, Overseas Student Health Cover and Amenities Fee (where applicable).

Your Full Name (as it appears on your passport) \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian's Full Name \_\_\_\_\_  
(if you are under 18 years)

Parent or Legal Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(if you are under 18 years)

*\* Where a parent or legal guardian signs this declaration, a copy of an identify document, which includes the person's signature must be provided with this enrolment application. Students must be 18 years of age at the time when their enrolment is confirmed.*



**31. Please attach certified copies of the following documents:**

Document Checklist*	✓
Passport	<input type="checkbox"/>
Driver's licence (if you have one)	<input type="checkbox"/>
Medicare Card (if you have one)	<input type="checkbox"/>
Overseas Student Health Cover (if you are an overseas student)	<input type="checkbox"/>
Qualifications, senior school and post-senior school	<input type="checkbox"/>
Work references (if you have any)	<input type="checkbox"/>
Personal statement addressing the Genuine Student (GS) requirement (see p. 15)	<input type="checkbox"/>
Proof of financial capacity such as a Statement of Balance from a banking, or other such, institution to demonstrate that you have the financial capacity to cover expenses to study in Australia (see p. 10)	<input type="checkbox"/>
Copy of ID document for parent or legal guardian where they have signed this application	<input type="checkbox"/>
Proof of payment of the \$AUD250.00 enrolment application fee	<input type="checkbox"/>

\* All official documentation sent with this application must be certified copies. If not certified, a request for certified documents will be inserted under Special Conditions in the Overseas Student Offer and Acceptance Agreement. Acceptance. Issuing of a [Confirmation of Enrolment \(CoE\)](#) cannot occur until certified documents are provided.

**Completed Enrolment Forms may be submitted by mail as follows:**

Agriculture Education Institute of Australia T/A Agriculture Institute Australia

Unit 2, 148-150 Welsford Street  
Shepparton VIC 3630

**OR**

**A scanned copy of the completed enrolment form, and required documents, may be submitted by email:**

[admin@agricinstitute.edu.au](mailto:admin@agricinstitute.edu.au)

**IMPORTANT INFORMATION**

After we have processed your enrolment application form, and approved your request to enrol, we will send you an **Overseas Student Offer and Acceptance Agreement**.

You must complete and sign the Agreement, and also provide evidence of payment of the required first instalment of the tuition and materials fees.

Once we receive your completed, and signed, *Overseas Student Offer and Acceptance Agreement* we will send you a Confirmation of Enrolment (CoE). We will email this to you within 5 working days.

You will then need to use your Confirmation of Enrolment (CoE) to apply for your student visa.

## Office Use Only

Enrolment Form Processed: Date:

Additional Information Requested: Date: Additional Information Received: Date:

Enrolment Application Accepted: Date:

Enrolment Application Rejected: Date:

Reason for rejection of enrolment application:

- ☐ Applicant does not meet minimum age requirement
- ☐ Applicant does not meet academic course entry criteria
- ☐ Applicant did not satisfactorily complete ACSF Level 3 Assessments
- ☐ Other (*please specify*) \_\_\_\_\_

Student notified of rejection of enrolment application: Date:

RTO Manager has been informed of decision to reject enrolment application: Date:

### **NOTES:**

### Authorised RTO Personnel

Name:

Signed:

Date: