



Enrolment Application Form - Domestic Student

(All entries must be typewritten or handwritten in BLOCK LETTERS using black ink.)

Your personal details

Title:	
First Name:	Middle Name:
Last Name:	
Address in Home Country:	Postcode:

Country of Birth:	Nationality:
Passport Number (If any) :	

Date of Birth (dd/mm/yyyy) _____/_____/_____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
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Of the following categories, which BEST describes your main reason for enrolling into this course? (Tick one box only)

<input type="checkbox"/> To get a job	<input type="checkbox"/> For Self Development	<input type="checkbox"/> To get into another Course of Study
<input type="checkbox"/> To get a better job/Promotion	<input type="checkbox"/> To start my own Business	<input type="checkbox"/> To start my own Business
<input type="checkbox"/> To try a different career	<input type="checkbox"/> It is required for my current job	

Student details in Australia

Address:
Suburb:
Post Code:
Mobile:
Email:

If you are not an Australian Citizen, please answer the following:

Do you hold Permanent Residency:
If yes, please provide a copy along with the following details:
Visa Type:
Visa expire date:
Visa grand number:



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Previous Education:

Please provide details of all of your previous academic qualifications, awards and courses. Please list the highest level qualification first.

Name of institution	Location of institution (country/state)	Name of qualification/award/course (e.g. Bachelor of Business)	Years attended (e.g. 2014-2016)	Qualification/award/course completed (Yes/No)
1.				
2.				
3.				

Work Experience:

Name of employer/company	Location of employer/company (country/state)	Years employed (e.g. 2009 - 2013)	Name of position held
1.			
2.			
3.			

Special Needs

Do you have any disability, special needs, or current health problem?

Yes No If yes, then Please Contact ACM Administration

Accommodation

Do you require ACM to organise accommodation for you in Melbourne?

Yes No If Yes, then Please Contact ACM Administration

Airport Transfer

Do you require pickup from the airport?

Yes No



Credit Transfer / Recognition of Prior Learning

Are you applying for a Credit Transfer or Recognition of Prior Learning? Yes No

If Yes, please attach a completed copy of the ACM Application for Credit Transfer or Application for RPL, and relevant translated documents that have been certified.

Do you have a Unique Student Identifier? Yes No

If yes, please provide us with the number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you do not have a USI, you can apply at www.usi.gov.au

Atlantis College of Management can apply to the

Student Identifiers registrar on your behalf for a USI. You will be required to complete Unique Student Identifier application form

How did you hear about ACM?

Friends/relatives

Website/online

Agent

Others

I authorise this agent to receive information applicable to me
While my studies at ACM

Choose your Qualification	CRICOS Code	Course Length	Total Tuition Fees	Course Intake Date
<input type="checkbox"/> BSB50120 Diploma of Business	126353E	60 Weeks (including 13 weeks Break)	\$9,000 (Excl. \$200 Application Fees and \$300 Material fees which includes books and resources)	
<input type="checkbox"/> BSB60120 Advanced Diploma of Business	106354D	78 Weeks (including 10 weeks Break)	\$10,000 (Excl. \$200 Application Fees and \$300 Material fees which includes books and resources)	
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	106358M	78 Weeks (Including 12 weeks Break)	\$18,000 (Excl. \$200 Application Fees and \$300 Material fees which includes books and resources)	
<input type="checkbox"/> BSB40820 Cert IV in Marketing & Communications	106355C	52 Weeks (Including 8 weeks of Break)	\$7000 (Excl. \$200 Application Fees and \$300 Material fees which includes books and resources)	
<input type="checkbox"/> BSB50620 Diploma of Marketing & Communications	106356B	60 Weeks (Including 7 weeks Break)	\$9000 (Excl. \$200 Application Fees and \$300 Material fees which includes books and resources)	
<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing & Communications	106357A	78 Weeks (Including 10 weeks Break)	\$12,000 (Excl. \$200 Application Fees and \$300 Material fees which includes books and resources)	
<input type="checkbox"/> SIT30816 Cert III in Commercial Cookery	108246C	52 Weeks (Including 3 weeks of Break)	\$15,000 (Excl. \$200 Application Fees and \$1000 Material fees which includes books and resources)	
<input type="checkbox"/> SIT40516 Cert IV in Commercial Cookery	108247B	75 Weeks (Including 4 weeks Break)	\$20,000 (Excl. \$200 Application Fees and \$1000 Material fees which includes books and resources)	
<input type="checkbox"/> SIT50416 Diploma of Hospitality Management	108248A	65 Weeks (Including 8 weeks Break)	\$18,000 (Excl. \$200 Application Fees and \$300 Material fees which includes books and resources)	

Course and Fee Schedule (Please note that Tuition fees and dates may be subject to change without notice. All fees are in \$AUD)

Supporting Documentation:

Please provide certified copies of supporting documentation:

- Certified copies of your academic transcript(s) and certificate(s)
- Identification – Copy of your passport OR birth certificate and photo ID (i.e. License)

Statement & Student Declaration

Privacy Notice

Under the Data Provision Requirements 2012, ACM 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 and your training activity data) may be used or disclosed by ACM for statistical, regulatory and research purposes. ACM may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Debt Collectors (If required)
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent:

I have read the ACM's statement on privacy and the purposes for which my personal information will be used (available at www.atlantis.edu.au). I agree to be bound by the Statutes, regulations and policies of the College as amended from time to time and agree to pay all fees for the above enrolled units, levies and charges directly arising from my enrolment. I consent to receiving information electronically from the College and from College owned companies who provide support services to students on behalf of the College. I agree to access the correspondence of my email account on a regular basis.

I declare that the provision of incorrect information may result in the termination of my enrolment with ACM. I agree to release and indemnify ACM, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I authorise ACM to amend my personal details effective from the date indicated above.

Signature of applicant:

Date:



Terms and Conditions

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2018, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Director of the Tuition Protection Service. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

I have read and understood the pre-enrolment conditions before signing the applicant declaration. By signing I understand and agree to abide by the pre-enrolment conditions.

1. I have read and understood ACM's fees and charges policy, the student deferral, suspension and cancellation policy and the student refund policy provided in the ACM pre-enrolment information for intending overseas students.
2. I have read and understood the information about course content and vocational outcomes on ACM's website and in the ACM pre-enrolment information for intending overseas students.
3. I have read and understood the application procedure for recognition of prior learning and credit transfer which is provided in the ACM pre-enrolment information for intending overseas students.
4. I am aware that I am required to sign ACM's offer acceptance agreement prior to commencement and concurrently with or prior to payment of the agreed initial fees
5. I acknowledge that it is my responsibility to seek independent advice prior to signing this application.

Signature of applicant:

Date:

You must supply with this application form certified copies of original documents. These documents include a certified copy of an IELTS certificate (or equivalent), plus certified evidence of completion in Australia of an Upper-Intermediate level from a nationally accredited RTO, or an Australian Year 12 certificate.

Please refer to the document entitled "Pre-enrolment information for intending overseas students" for more information about the entry requirements for a course at ACM.

If you have completed the equivalent of Australian Year 12 in another country, you must provide certified copies of original documents which provide evidence of having done so.

When you have completed all parts of this enrolment application form, you should return it to:

ACM Admissions
Level 14, 474 Flinders Street, Melbourne VIC 3000
Email: info@atlantis.edu.au

Should your application be successful, you will be sent an enrolment offer and acceptance agreement, signed by ACM, and an invoice. You can accept your offer from ACM by completing and signing the enrolment agreement and making payment of the fees according to the invoice.