

TESOL Enrolment Application Form



Personal Information (as appears in your passport)

Title: Mr Mrs Miss Ms Gender: Female Male Other
Family Name: _____ Middle Name: _____
Given Name: _____
Date of Birth: _____ Country of Birth: _____
Passport No: _____ Nationality: _____
USI Number (Students who hold an Australian visa must provide an USI Number):

How to apply for a USI? You can apply online at www.usi.gov.au. Please note students cannot graduate if they have not provided USI number.

Contact Details

Are you currently in Australia? Yes No Arrival date in Australia: _____ / _____ / _____

Australian Residential Address (if applicable)

Flat/Unit No.: _____ Street No.: _____ Street Name: _____
Suburb: _____ Post Code: _____ State/Territory: _____
Mobile: _____ Email: _____

International Student Address in Home Country

Flat/Unit No.: _____ Street No.: _____ Street Name: _____
Suburb: _____ Post Code: _____ State/Territory: _____
Mobile: _____ Email: _____

Emergency Contact

Surname: _____ Given Name: _____
Relationship: _____ Phone: _____
Email: _____

Language and Cultural Diversity

In which country are you currently living in? _____

In which country were you born? _____

Do you speak a language other than English at home? _____

How well do you speak English? Very well Well Not Well Not at all

English Language Proficiency

Have you undertaken any English test?

- Yes, Test type: IELTS TOFEL Others, please state: _____ Overall Result: _____
 No, I require to do RBIT Internal English Placement Test.

Disability Support

Do you have a disability that requires RBIT to assist you in your learning environment? Yes No

If yes, please provide details: _____

Individual support. Do you need any individual support prior to or during enrolment? Please indicate below:

- Language, Literacy and Numeracy (LLN) support
- Assistive technology support
- Additional tutorials support, and/or
- Other mechanisms, such as assistance in using technology for online delivery components support
- No

AVETMISS Student Questionnaire

Study reason. Indicate the study reasons why you are enrolling in this course:

Entry Requirements

In order for you to gain entry into the RBIT Certificate IV or Diploma of TESOL Course, you need to have a sound level of ability in written and spoken English. **One of the below** examples of evidence of English proficiency must be provided prior to enrolment in the course. The RBIT Admissions Team will then assess if you meet the course entry requirements based on the evidence provided. **Please tick the evidence of English proficiency that you are attaching to your enrollment form:**

- Senior secondary school report results from year 12 level English showing a pass level or higher
- Junior secondary school report results from year 10 level English showing a very high level
- Completion of a tertiary level Cert III or higher Qualification (must have been studied / completed in English)
- Enrolment in other courses of study requiring equivalent or above levels of English ability (e.g. University Degree)
- A result from an endorsed test of English proficiency (IELTS score of 5.5 or equivalent for Cert IV entry or 6.0 for Diploma entry)
- Another form of evidence (discussed with RBIT prior to enrolment application being submitted)

Year attained	School or Institute	Title of qualification. (E.g. Bachelor of Arts, Certificate II in Hospitality.)	Country

Employment History

- Of the following categories, which BEST describes your current employment status? (Tick ONE box only)
- | | |
|--|--|
| <input type="checkbox"/> Full-time
<input type="checkbox"/> Part-time
<input type="checkbox"/> Casual
<input type="checkbox"/> Self-employed – not 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 |
|--|--|

- Which of the following classifications BEST Describes your current or recent occupation? (Tick ONE box only)
- | | |
|--|--|
| <input type="checkbox"/> 1 – Managers
<input type="checkbox"/> 2 – Professionals
<input type="checkbox"/> 3 – Technicians and Trade Workers
<input type="checkbox"/> 4 – Community and Personal Service workers
<input type="checkbox"/> 5 – Clerical and Administrative Workers | <input type="checkbox"/> 6 – Sales Workers
<input type="checkbox"/> 7 – Machinery Operators and Drivers
<input type="checkbox"/> 8 – Laborers
<input type="checkbox"/> 9 Others _____ |
|--|--|

- Which of the following classifications BEST Describes your current or recent industry? (Tick ONE box only)
- | | |
|---|---|
| <input type="checkbox"/> A – Agriculture, Forestry and Fishing
<input type="checkbox"/> B – Mining
<input type="checkbox"/> C – Manufacturing
<input type="checkbox"/> D – Electricity, Gas Water and Waste Service
<input type="checkbox"/> E – Construction
<input type="checkbox"/> F – Wholesale Trade
<input type="checkbox"/> G – Retail Trade
<input type="checkbox"/> H – Accommodation and Feed Service
<input type="checkbox"/> I – Transport, Postal and Warehousing | <input type="checkbox"/> K – Financial and Insurance Service
<input type="checkbox"/> L – Rental, Hiring and real Estate Service
<input type="checkbox"/> M – Professional, Scientific and Technical Services
<input type="checkbox"/> N- Administrative and Support Service
<input type="checkbox"/> O – Public Administration and Safety
<input type="checkbox"/> P – Education and Training
<input type="checkbox"/> Q – Health Care and Social Assistance
<input type="checkbox"/> R – Arts and recreation Service |
|---|---|

(Attach a reference letter if applicable)

Position	Company	Date to/from	Location

Course Selection

- Certificate IV in TESOL Diploma in TESOL

How did you hear about RBIT/RBIC?

- Exhibition / Seminar
 Newspaper / International Language magazine
 Internet
 Agent
 Friend
 Other e.g. Facebook

Commencement Date

Commencement Date: _____ Duration: _____ Weeks

Declaration and signature

Please note: the terms of PTO and condition upon which your enrolment has been accepted by RBIT constitutes a contract between you and RBIT and may be referred at law where there is a breach or nonperformance in any conditions assentation confirmed offer of enrolment which you have signed.

All students DECLARATION

- I have accessed, read the RBIT Student Handbook, understood and consent to the terms and conditions of enrolment, the fee payment and refund procedures, and the Complaints and Appeal procedure at RBIT/RBIC available at <http://www.rbit.qld.edu.au/copy-of-student-sop-forms>
- All information provided is correct and complete.
- I authorise RBIT/RBIC to verify any information I have provided on this form.
- I give RBIT/RBIC permission to obtain official records / confirm details from a previous educational institution attended by me.
- I am aware of my obligation to pay outstanding fees and I understand non-payment of fees can lead to cancellation of my course enrolment by RBIT/RBIC
- I consent to the collection, use and disclosure of my personal information in accordance with the NCVER Privacy Notice above
- I understand my application fee (AUD\$275) payable with the lodgment of this form is non-refundable
- I have been provided with pre-enrolment information including the RBIT/RBIC Student Handbook & marketing information containing: entry requirements for the course including English language, academic requirements, work experience and course credit/RPL applicable; any required work based training, course content, duration & holiday breaks, qualification/s on completion, modes of study and assessment methods; campus locations, RBIT/RBIC related fees (Tuition and Non Tuition); the RBIT/RBIC TPS learner fee protection policy, the RBIT/RBIC RPL & Course Credit Transfer policy, the RBIT/RBIC Learner payment & refund policy, the RBIT/RBIC Complaints and Appeals policy, the RBIT/RBIC Student Service & support. Also, they are available in <https://www.rbit.qld.edu.au/centre>
- I acknowledge and agree that RBIT may share personal information with The Australian Government and designated authorities and, if relevant, the Australian Skills Quality Authority (ASQA), the Tuition Protection Service (where applicable) and their authorised auditors.
- I understand that RBIT has the right to alter its fees, terms and conditions, defer its courses and alter class timetables in line with applicable regulation and legislation. Any such changes will be provided to me in writing.

Consent to Publication of Imagery:

I, the students, agree that a student's photos, video footage, testimony and/or achievements may be used for promotional purposes by RBIT. If a student does not agree, they must advise RBIT in writing. Yes No

I, the parents/guardians (for those students under the age of 18), agree that a student's photos, video footage, testimony and/or achievements may be used for promotional purposes by RBIT. If a student does not agree, they must advise RBIT in writing. Yes No

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Name of Parent/Legal Guardian (if under 18): _____

Signature of Parent/Legal Guardian (if under 18): _____

OFFICE USE ONLY:		
Application:	<input type="checkbox"/> Successful – Letter of Offer to be issued	<input type="checkbox"/> Unsuccessful
Details/reason:		
Name:	Position:	
Signed:	Date:	/ /