

Student Enrolment Form



Important Information

VIVA Institute Pty Ltd is required to collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Without this information we will not be able to enroll you as a student.

For further information about VIVA Institute's Privacy Policy, please refer to our handbook.

Privacy Act 1988 and National Vocational Education and Training Regulator Act 2011 (NVETR Act) will provide further information about how we handle your personal information.

Once your enrolment application is accepted, VIVA Institute Pty Ltd will send you a Letter of Offer and Acceptance Agreement. We are unable to process your application unless all necessary documentation is attached.

Providing false or misleading information may result in your enrolment being cancelled.

VIVA Institute Pty Ltd reserves the right to reject an application without disclosing the reason.

1. Applicant Personal Details

Title				
Given Name*				
Middle Name				
Family Name*				
Date of Birth*				
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say

*As it appears on your passport

2. Contact Details

Phone number	
Mobile number	
Email address	
Alternate email address	

3. Australian Address Details (if applicable) *

3.1 Residential Address

Street address				
Suburb City		State		Postcode

3.2 Postal Address (If same as residential address, please tick here.)

Street address				
Suburb City		State		Postcode

* If you are currently offshore and do not have an Australian address, please fill section 4.

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4. Permanent Overseas Address Details			
Address Line 1			
Address Line 2			
Suburb City			
State/Province		Zip code / Postcode	
Country			

5. Emergency Contact or Next of Kin			
Full name		Relationship	
Contact number		Email address	
Address			

6. Passport & Visa Details			
Passport number		Passport expiry date	
Passport country			
Country of birth		Nationality	
Do you currently hold an Australian visa?	<input type="checkbox"/> Yes (please fill 6.1 & 6.2)	<input type="checkbox"/> No (please fill 6.2)	
6.1 Section A (if applicable)			
Visa number		Visa type	
Visa expiry date			
6.2 Section B			
Have you ever had a visa application refusal or withdrawal?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details (country, date, visa type, reason, etc.)			
Have you ever had a visa cancelled, breached any visa conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details (country, date, visa type, reason, etc.)			
Have you ever been convicted of any criminal activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details (country, date, nature of offence, etc.)			

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7. Student Health Cover			
Do you have Overseas Student Health Cover (OSHC)?			
<input type="checkbox"/> Yes (Go to 7.1) <input type="checkbox"/> No (Go to 7.2)			
7.1 Section A			
Please state healthcare provider details.			
Name			
Member number		Valid till	
7.2 Section B			
Do you want the institution to organise OSHC for you?			
<input type="checkbox"/> Yes Please select the cover you require: <input type="checkbox"/> Single ¹ <input type="checkbox"/> Couple ² <input type="checkbox"/> Family ³		<input type="checkbox"/> No Please state the reason:	

¹ Single covers only the valid visa holder.

² Dual Family covers one valid student visa holder plus either one adult spouse or recognised de-facto partner OR one or more dependent children.

³ Multi Family covers one valid student visa holder plus one dependent which includes no more than one adult spouse or recognised de-facto partner AND one or more dependent children.

8. Disability, Impairments and Special Needs			
Do you consider yourself to have a disability, impairment or long-term condition that may affect your ability to complete your course?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, please select the relevant area(s). You may select more than one area.			
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"/>
Others, please specify			
Please refer to "Disability Supplement" in your student handbook.			
<p>VIVA Institute Pty Ltd is committed to providing equal opportunities to all applicants, and disclosing such information is not intended to be discriminatory. Please be aware that disclosing this information is a personal one. If you are unsure about how to proceed, please consult with VIVA Institute's Student Support and Careers Manager to get advice on how best to approach this question in your application.</p> <p>However, please be advised that VIVA Institute Pty Ltd needs to assess if we can implement reasonable adjustments to accommodate your disability, impairment or medical condition in order to advise and support you appropriately.</p>			

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9. Education & Previous Qualification		
Have you successfully completed Year 12?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No, please state highest school level completed:	
<input type="checkbox"/> No, still attending secondary school		
State all qualifications you have attained or in which you are currently enrolled to complete. Please tick all that apply. If you are currently undertaking a qualification, please write "Current" in the Completion Year column.		
Qualification Achieved	Completion Year	Education Provider
<input type="checkbox"/> Bachelor's Degree or higher		
<input type="checkbox"/> Advanced Diploma/Associate Degree Level		
<input type="checkbox"/> Diploma		
<input type="checkbox"/> Certificate IV		
<input type="checkbox"/> Certificate III		
<input type="checkbox"/> Certificate II		
<input type="checkbox"/> Certificate I		
<input type="checkbox"/> Any other qualifications, please specify:		

10. Course Details			
Please tick all courses you are applying for at VIVA Institute Pty Ltd. Refer to our website www.viva.edu.au for intake dates.			
Course code and title	CRICOS code	Duration (including holidays)	Preferred intake commencement date
<input type="checkbox"/> AHC30722 Certificate III in Horticulture	114114J	52 weeks	
<input type="checkbox"/> AHC40422 Certificate IV in Horticulture	114115H	52 weeks	
<input type="checkbox"/> AHC50422 Diploma of Horticulture Management	114116G	52 weeks	

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11. Course Entry Criteria	
Tick all that apply.	
<input type="checkbox"/> I confirm that I will be 18 years or older at the time of course commencement.	
<input type="checkbox"/> I confirm that I have completed at least an Australian Year 12 Certificate, or equivalent.	
<input type="checkbox"/> I confirm that I have completed a Certificate III, or higher, level qualification in Australia.	
<input type="checkbox"/> I confirm that I have attained an IELTS score of 5.5, or higher or equivalent.	

12. Language & Cultural Diversity	
Is English your primary language?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please specify your first language:	
Was English the language of instruction in your secondary studies?	
<input type="checkbox"/> Yes (If yes, you need to provide certified documentation to support your claim along with this application.)	<input type="checkbox"/> No
If no, have you completed an approved English language test within the last 2 years?	
<input type="checkbox"/> Yes (proceed to 12.1)	<input type="checkbox"/> No (proceed to 12.2)
12.1 Section A	
<input type="checkbox"/> IELTS	<input type="checkbox"/> PTE
<input type="checkbox"/> OPT	<input type="checkbox"/> Other:
Score:	Test Date:
12.2 Section B	
Do you intend to complete an approved English test?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state the test date:	
If no, please state the reason:	
Are you of Aboriginal or Torres Strait Islander origin?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal
<input type="checkbox"/> Yes, Torres Strait Islander	

13. Unique Student Identifier (USI)	
Do you have a Unique Student Identifier (USI)?	
<input type="checkbox"/> Yes, please provide your USI details:	
<input type="checkbox"/> No, you can create a USI via https://www.usi.gov.au/	
If you are unsure about how to proceed with this, please consult with VIVA Institute's Student Support and Careers Manager.	

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14. Advanced standing / Credit Transfer / Recognition of Prior Learning (RPL)			
Will you be seeking credit transfer / advanced standing on the basis of your post-secondary studies?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, please fill below.			
Name of institution			
Country/State			
Name of qualification			
Start date		End date	
Do you wish to apply for <i>Recognition of Prior Learning (RPL)</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
If you have selected Yes to any of the questions above, you need to provide certified copies of relevant documents with this application.			

15. Employment Status			
What is your current employment status?			
Full- time employee (<i>Go to 15.1</i>)	<input type="checkbox"/>	Part-time employee (<i>Go to 15.1</i>)	<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 (<i>Go to 15.1</i>)	<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"/>
15.1 If currently employed, please provide details:			
Employer Name			
Employer Address			
Job Title			

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16. Study Reason(s)
<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 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:

17. Funding	
How will pay for all of your course fees and living expenses whilst studying in Australia? Tick all that apply.	
<input type="checkbox"/> Self-financed	<input type="checkbox"/> Family in home country
<input type="checkbox"/> Family in Australia	<input type="checkbox"/> Bank loan / credit
<input type="checkbox"/> Sponsorship/Scholarship	<input type="checkbox"/> Other, please specify:

18. Airport Pickup		
Do you require airport pickup service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please know we require a minimum of 10 (ten) business days' notice to provide this service. This service will incur an extra fee.		
If you tick yes, email the following details to info@viva.edu.au .		
Airline		Flight number
Arrival date		Arrival time

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19. Accommodation			
Do you require accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please state your preference:			
<input type="checkbox"/> Single room	<input type="checkbox"/> Shared room	<input type="checkbox"/> Hostel	<input type="checkbox"/> Hotel

20. Education/Migration Agent Details <i>(if applicable, to be completed by Agent)</i>	
Agency Name	
Branch office	
Agent address	
Telephone number	
Email address	
<u>Education Agent declaration</u>	
<p>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 dependents. 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.</p>	
Agent's Signature: _____	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;">AGENT REPRESENTATIVE STAMP</div>
Agent's Name: _____	
Date: _____	

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21. General Temporary Entrant (GTE) Statement

Please refer to this link for more information about GTE:

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

This is a compulsory section. Please write a statement answering the following questions.

1. Why did you choose Australia and VIVA Institute Pty Ltd to pursue your studies?
2. Why did you select the field of Horticulture as your field of study?
3. Briefly explain your long-term and short-term study and/or career goals, and how completing qualification(s) in Horticulture will contribute to your chosen future study and/or career path?

Please add more page(s), if necessary.

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22. Document Checklist

Please note you need to attach certified copies of all relevant documents to support your application.

If your original documentation is not in English, please provide certified translated copies.

Issuing of a Confirmation of Enrolment (CoE) cannot occur until certified documents are provided.
Please select all applicable options.

Passport

Visa (*if applicable*)

Overseas Student Health Cover (OSHC) (*if applicable*)

Year 12 Certificate or equivalent

Academic records (Testamur, Statement of Attainment or Academic Transcript)

Proof of English language proficiency

Other supporting documents (*if applicable*), please specify:

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23. Privacy Notice and Student Declaration

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. If you do not provide all required information, we may not be able to process your enrolment and offer you a place in a course.

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. Further, we may be required to disclose your personal information to overseas recipients so that we may, for example, verify information you have provided us in your enrolment application.

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. 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>

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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 VIVA Institute Pty Ltd 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

For further information about VIVA Institute's Privacy Policy, please refer to our handbook, or our website.

VIVA Institute Pty Ltd reserves the right to reject an application without disclosing the reason.

Declaration

- I declare that the information given in this application and the supporting documentation is true and correct.
- 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 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 dependents for the total duration of my stay in Australia.
- I declare that I have visited the RTO's website and/or read the relevant course guide 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 the fee and refund policy.
- 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 RTO to check my visa entitlements via DHA's visa Entitlement Verification Online (VEVO) system.
- I agree to allow the RTO 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 have read and understood the above conditions and accept them in full.

Your Full Name (as it appears on your passport) _____

Your Signature: _____ Date: _____
(Print names, initials will not be accepted)

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)

* You must be 18 years or older at time of course commencement