



INTERNATIONAL STUDENT ENROLMENT FORM

PART A - APPLICATION DETAILS (TO BE COMPLETED BY THE APPLICANT)

Please complete every section below in BLOCK LETTERS. This part takes most applicants under 15 minutes to complete.

APPLICANT DETAILS			
Title Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐ Prefer not to disclose ☐ Other ☐ , Please specify _____		Gender: Man/Male ☐ Woman/Female ☐ Prefer not to say ☐ non-binary/uses a different term, please specify: _____	
First Name: _____		Last Name: _____	
Date of Birth (dd/mm/yyyy): ____/____/____		Currently Living in: Overseas Country ☐ Australia ☐	
Current Address: _____			
Suburb/City: _____		State: _____	Country: _____ Postcode: _____
Home Phone: _____		Mobile: _____	
Email Address: _____		_____	
Emergency Contact Name (Australia if one)		Relationship with Emergency Contact: _____	
Contact Number: _____		Contact Email: _____	
Are you of Aboriginal or Torres Strait Islander origin? ☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander (mark both boxes if applicable)			
Do you speak a language other than English at home? ☐ No, English only ☐ Yes, please specify: _____			
How well do you speak English? ☐ Very well ☐ Well ☐ Not well ☐ Not at all\			

UNIQUE STUDENT IDENTIFIER
GSB College can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI/ on computer or mobile device. GSB College is also required to include your USI in the data it submits to the National Centre for Vocational Education Research (NCVER).
☐ I have a USI, please write: _____
☐ I do not have a USI - I will apply at usi.gov.au and provide it to GSB College.

EDUCATION AGENT
Did you use an education agent to apply to GSB College? ☐ Yes ☐ No
If yes, please provide the agent/agency details:
Name of Agent/Agency: _____ Email ID (if known): _____ Contact No: _____

SUPPORT NEEDS
Do you have a disability, impairment or long-term medical condition which may affect your studies? YES ☐ NO ☐
If yes, a GSB College representative will discuss your support needs with you as part of the separate Pre-Training Review (PTR), which is completed before enrolment in accordance with National Code 2018 Standard 3 and the Standards for Registered Training Organisations (RTOs) 2025.
☐ Hearing ☐ Vision ☐ Learning ☐ Medical ☐ Mobility ☐ Intellectual ☐ Physical ☐ Other
Please give brief details about your medical condition/disability



Religious or Cultural Requirements

Do you have any religious or cultural requirements (for example, prayer breaks, fasting, or access to a prayer room) that GSB College should be aware of in order to provide appropriate support? ☐ Yes ☐ No (if yes, please provide details):

Wellbeing and Support Needs

Do you need assistance with any of the following? ☐ Yes ☐ No (If yes, please tick all that apply)

☐ Mental health concerns ☐ Physical health issues or ongoing medical conditions ☐ Emotional or psychological wellbeing support ☐ Family, personal or cultural challenges ☐ Time management or study-life balance ☐ Housing, financial, legal or visa-related stress ☐ Digital access or capability ☐ Aboriginal or Torres Strait Islander support needs ☐ Other (please specify):

Would you like to speak with a GSB College Student Support Officer or access external counselling/referral services?

☐ Yes ☐ No

Note: If you select "Yes" to any of the above, a member of the Student Support Team will contact you to discuss personalised academic, wellbeing or disability support options, with your consent in accordance with the Privacy Act 1988.

LANGUAGE AND CULTURAL DIVERSITY

Is English your first language? YES ☐ NO ☐

If no, what is your first language? _____

Please indicate the English test that you have completed (Evidence required)

IELTS ☐ TOEFL ☐ PTE(A) ☐ Other ☐ , please specify:

DATE AND RESULTS: Date Issued (dd/mm/yyyy): ____/____/____ Average Score: _____

☐ Not required - I am a citizen and passport holder of (please tick): ☐ United Kingdom ☐ Republic of Ireland ☐ Canada ☐ USA ☐ New Zealand

All students must undertake a Language, Literacy, Numeracy and Digital (LLND) skills assessment prior to enrolment. This assessment helps GSB College determine whether a student has the entry-level skills required for their chosen course and whether any additional support or reasonable adjustments are needed.

Please note: the TOEFL internet-based test is only accepted if taken on or before 25 July 2023. Tests completed between 26 July 2023 and 4 May 2024 will not be accepted for Australian visa and migration purposes, as the TOEFL iBT test offered during this period was not an approved test.

PASSPORT AND VISA DETAILS (please attach a copy of your passport and visa if applicable)

Country of Citizenship:

Birth Country:

Passport Number:

Expiry Date: ____/____/____

Visa Subclass _____ Grant date: ____/____/____

Visa expiry date: ____/____/____

If applying for a student visa, where will you apply? Onshore (in Australia) ☐ Offshore (outside Australia) ☐

EDUCATIONAL HISTORY

What is the highest level of school education that you have completed? (Tick ONE box only)

☐ Year 12 or equivalent ☐ Year 10 or equivalent ☐ Other: _____



Have you successfully completed any of the following qualifications? Please select where relevant (qualifications must be completed in Australia).

- ☐ 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 ☐ Certificates other than the above

When did you complete your course with your previous provider in Australia? _____

(Attach evidence e.g. Certificate of completion)

What was the field of education for your previous study? _____

Important: Please submit copies of all your previous qualification certificates and academic transcripts with your application.

EMPLOYMENT

Which of the following best describes your current employment status? (Tick ONE box only)

- ☐ Full-time employee; ☐ Part-time employee; ☐ Unemployed - seeking full-time work; ☐ Unemployed - seeking part-time work; ☐ Not employed - not seeking employment; Other, Please specify _____

RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFER

Do you wish to apply for Recognition of Prior Learning/Credit Transfer? YES ☐ NO ☐

If yes, please complete an *Application for Recognition of Prior Learning /Credit Transfer form* available online at <https://gsb.qld.edu.au/international-student-application-form/>, attach your academic transcript/s, course syllabus and course details and submit with your application. Refer to GSB College' Recognition of Prior Learning/Credit Transfer Policy. GSB College representative shall inform you the decision on RPL/Course credit and it will come into effect upon your acceptance. Note: RPL / Credit Transfer may affect the duration of your course. Refer to our policy and procedure on the website

<https://gsb.qld.edu.au/student-services/>

COURSE SELECTION AND INTAKE

CRICOS Course Code	VET Course Code	Qualification Name	Total Duration (weeks)	Select the required course
120484K	AUR30620	Certificate III in Light Vehicle Mechanical Technology	78	☐
120624C	AUR40226	Certificate IV in Automotive Mechanical Diagnosis	26	☐
120487G	SIT30821	Certificate III in Commercial Cookery	52	☐
120488F	SIT40521	Certificate IV in Kitchen Management	26	☐
120486H	CPC30220	Certificate III in Carpentry	104	☐
Year of Commencement		Month of commencement		

OVERSEAS STUDENT HEALTH COVER (OSHC)

Do you currently hold Overseas Student Health Cover (OSHC)? YES ☐ NO ☐

If Yes OSHC Provider Name: _____ Policy Expiry Date: _____

If No, do you want GSB College to help you organise the OSHC for you? YES ☐ NO ☐

STUDENT SUPPORT (Accommodation/ Transport assistance)

Do you require airport pick up? YES ☐ NO ☐ (If yes, an airport pick up form needs to be completed, fee and charges will apply)

Do you require accommodation assistance? YES ☐ NO ☐



PART B - IMPORTANT INFORMATION (PLEASE READ CAREFULLY BEFORE YOU SIGN)

This part as it explains your rights and obligations, GSB College's refund and complaints policies, and how your application will be processed.

POLICIES AND PROCEDURES

Our policies and procedures are on our website: <https://gsb.qld.edu.au/>

You should access and read these prior to accepting an enrolment offer from the college.

If you are offered a place you will be provided a copy of our Refund and Complaints and Appeals Policies and Procedures in your Letter of Offer/Written Agreement, as well as our comprehensive Student Handbook and can be viewed on GSB's website

Use of Personal information:

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS FRAMEWORK including: ESOS Framework including the ESOS Act 2000 as amended and the National Code 2018 and the Standards for Registered Training Organisations (RTOs) 2025; 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 2000 as amended, the Education Services for Overseas Students Regulations 2019 as amended 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 Tuition Protection Scheme (TPS) and Tuition Protection Scheme Administrators. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Information provided will be in accordance with the Privacy Act of 1988.

Privacy Notice:

Under the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, GSB College 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 GSB College for statistical, regulatory and research purposes. GSB College may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organizations conducting student surveys; and
- Researchers.

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

- Issuing a VET Statement of Attainment or VET 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 program 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).

For a copy of the full refund or other policies visit our website <https://gsb.qld.edu.au/>

GENUINE STUDENT ASSESSMENT (Migration Regulations)

OFFSHORE ENROLMENTS and HIGH-RISK ENROLMENT STUDENTS MUST COMPLETE A STATEMENT OF PURPOSE (separate form which will be shared by our team upon accessing this application along with PTR form)

Documents to Attach

Send the completed application form with copies of:

- Valid Passport
- Copy of current Student Visa (if applicable)
- Evidence of OSHC (if applicable)
- High School /Academic History - certificates and transcripts
- English proficiency documents e.g. IELTS Test Results or equivalent (as applicable)
- Degree completion certificate (qualifications completed in Australia) + transcripts (if applicable) /Work experience details (if applicable)

Please note that these documents must be certified by a GSB COLLEGE representative or authorised education agent, a Public Notary or a Justice of the Peace in Australia

What Happens After You Apply

GSB College will notify students after receiving the application whether they have been accepted or not. If accepted, students will receive a Letter of Offer. Once student Sign and return the Acceptance of Offer form and pay the fees as specified in your Letter of Offer/Written Agreement. Payment can be made directly to GSB College. Once your offer is accepted and fees are received, an electronic Confirmation of Enrolment (eCoE) will be issued.



REFUNDS

Please note circumstances under which a full refund may or may not be granted as per an extract from the GSB College Refund Policy:

GSB College' policy on the refund of tuition fees and other course money for international students has been developed in accordance with the ESOS Act 2000, the Education Services for Overseas Students (ESOS) Regulations 2019 (as amended), and the National Code 2018 and Standards for Registered Training Organisations (RTOs) 2025. This policy applies equally to all new and re-enrolling students unless otherwise stated. All money prior to a student's commencement will be banked within 5 business days of receipt.

The \$500 application/enrolment fee is a non-refundable administration fee.

Cooling-off period: if you are offered a place and you accept an offer, pay the relevant course fees, and then change your mind, you are entitled to a full refund of course fees paid to date provided you notify GSB College in writing within 7 days of the date you signed the Written Agreement.

In summary, your refund entitlement depends on the circumstance, for example:

- Unsuccessful visa application before the course starts - refund of unused prepaid tuition fees, less the lesser of 5% of total course fees or \$500.
- Cancellation by the student before the course starts - the refund percentage depends on how far in advance you cancel (85% if more than 20 days before commencement; 50% if less than 20 days before commencement).
- Cancellation by the student after the course has started - non-refundable, other than in the case of visa refusal.
- Course cancelled, delayed, or not provided by GSB College (provider default) - full refund of unused tuition and non-tuition fees, paid within 14 days.

These are examples only. Full refund circumstances, amounts, and timeframes are set out in the GSB College Refund Policy, which is available on GSB's website, information will also be provided in full in Letter of Offer/Written Agreement and Student Handbook.

PART C - STUDENT DECLARATION AND SIGNATURE

Please read Part B before completing this declaration, then sign and date below.

STUDENT DECLARATION

- I declare that all information supplied by me in this form is complete, truthful and correct.
- I understand that if I provide any fraudulent documents as part of my application, I will not be entitled to a refund of any fees paid.
- I understand my obligation to pay outstanding fees, and that non-payment can lead to cancellation of my course enrolment.
- I understand I must abide by my visa conditions throughout my enrolment in Australia, including maintaining satisfactory attendance, course engagement and course progress.
- I understand that living costs in Australia may be higher than in my home country, and that tuition and non-tuition fees may change during my course.
- I authorise GSB College to contact me by SMS, email or phone, and to verify any information I have provided on this form, including confirming details with any previous educational institution I have attended.
- I confirm I have been provided with pre-enrolment information, including the Course Description, Entry Requirements, and the Student Handbook (hardcopy or electronic) covering GSB College's Refund Policy, Emergency Evacuation Procedure, Transfer Policy, Feedback, Complaints and Appeals Policy, Attendance & Course Progress Monitoring Policy, RPL and Course Credit Policy, Deferment/Cancellation/Suspension Policy along with an overview of the ESOS Framework, living costs, accommodation options, and schooling obligations for any school aged dependants.
- I have read and understood the Privacy Statement, and I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice.
- I understand that I am responsible for managing my own class schedule, and that I must remain enrolled in my principal course and maintain satisfactory progress and attendance.
- I understand that I must complete Work Placement (where applicable) as a compulsory part of my qualification.
- I understand that I must notify GSB College within 7 days of any change to my contact details (address, phone or email), in accordance with National Code 2018.
- I understand that GSB College will notify me as soon as practicable of any changes to my training product or to GSB College's operations that may affect my studies, including the transition of superseded, deleted or expired training products.
- I acknowledge that providing incorrect or incomplete information, or withholding relevant information, may result in cancellation of my enrolment.
- I am responsible for keeping copies of my written agreement(s) with GSB College and receipts for any fees paid.
- I understand that the outcome of any Pre-Training Review, English language or LLND assessment may affect my admission, and I may be offered a support plan or alternative course pathway. I consent to GSB College conducting these assessments to determine my suitability for the course.

FULL Name of Student:		Signature:		Date:	
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PART D - FOR OFFICE USE ONLY (STAFF APPROVAL)

ADMISSIONS ASSESSMENT AND APPROVAL			
Application received by (Staff name):			
Identity, passport and other supporting documents sighted/certified:	☐ Yes ☐ No		
USI verified or USI application assistance provided:	☐ Yes ☐ No ☐ N/A		
Course, intake and duration confirmed against current CRICOS registration:	☐ Yes ☐ No		
English language / LLND entry requirement met:	☐ Yes ☐ Conditional - support plan required ☐ No		
Credit Transfer / RPL application received:	☐ Yes ☐ No ☐ N/A		
Genuine Student assessment / Statement of Purpose (if required) reviewed:	☐ Yes ☐ No ☐ N/A		
Support needs identified in Part A reviewed and referred to Student Support team (if applicable):	☐ Yes ☐ No ☐ N/A		
Application Status:	☐ Approve - issue Letter of Offer & Written Agreement ☐ Refer for further information ☐ Decline		
Reason (if referred or declined):			
Any PTR (Pre Training Review) Notes or recommendations:			
Assessed by (Name and position):		Designation:	
Signature:		Date:	