

Student Application Form

IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR APPLICATION

A. APPLICATION FORM:

Before completing this application form you must read the information contained in this Application form thoroughly. In particular, you should ensure that you fully understand the ACCM's terms and conditions of enrolment along with the tuition fee payments and Refund Policy and Procedures available on <https://www.accm.vic.edu.au/policies>

You must attach with your application the certified copies of your academic results including evidence of English Language proficiency. You are required to indicate your acceptance to important items at the end of this Application Form under the heading 'Student Declaration'. Please ensure that you understand them before you sign the "Student Application Form".

Please forward filled and signed application along all supporting documents to: admission@accm.vic.edu.au

B. ENROLMENT FEE will be \$ 300 AUD (Non-Refundable)

C. PROVISIONAL ACCEPTANCE / REJECTION: Upon receipt of your application, ACCM will advise you about the outcome as soon as practicable or within two weeks. If your application is accepted, you will be provided an Offer of Enrolment (**conditional or unconditional with enrolment fee \$300 non-refundable**). This document will also accompany another document called "Offer of Enrolment Letter and Enrolment Acceptance Agreement". In order to indicate your acceptance, you will be required to sign the Offer of Enrolment Letter and Enrolment Acceptance Agreement and forward it along with the initial deposit as outlined in the Offer of Enrolment Letter and Enrolment Acceptance Agreement.

D. CONFIRMATION OF ENROLMENT / VISAS: Once the initial deposit is received, ACCM will then forward you an electronic Confirmation of Enrolment (eCoE) which is required for the finalisation of your student visa application by Department of Home Affairs (DHA). Please ensure to check the student visa application requirements at <https://www.homeaffairs.gov.au/>. Students from different nationalities may be required to apply for Pre – Visa Assessment before forwarding their initial deposit and securing their eCoE.

E. OVERSEAS STUDENT HEALTH COVER: All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. It is the responsibility of the student to ensure that the OSHC is up to date. Students may apply for OSHC by themselves or can request ACCM to arrange it on their behalf. Please note that the cost of OSHC is separate to tuition fee and application fee.

1. CONDITIONS OF ENROLMENT:

1.1. ACCM reserves the right to cancel a course prior to the commencement date, in which case a full refund of all fees paid will be made within 14 business days. (Please refer to Refund Policy and Procedure available on <https://www.accm.vic.edu.au/policies>)

1.2. A student is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the student's enrolment may be cancelled at the end of internal appeals process.

1.3. ACCM is required to report to DHA in instances where a student fails to maintain academic course progress. All students are notified beforehand of the ACCM's intention of reporting the student to DHA and are provided with 20 working days to access the ACCM's complaints and appeals process. Academic Progress is reviewed in each study period. International students are required to ensure that they repeat any subjects/units failed in that period so as to ensure completion of their course within the duration specified on their eCoE where possible. Detailed information on the Course Progress and Intervention Strategy Policy and Procedure and procedures and the Complaints and Appeals Policy and Procedures available at <https://www.accm.vic.edu.au/policies> and will be covered in the Students Orientation Program.

1.4. ACCM monitor attendance as required as a condition of registration by the Education Services for Overseas

Students (ESOS) agency. If applicable, ACCM will be required to report to DHA in instances where the student fails to meet satisfactory Attendance requirement in each study periods (the minimum requirement for attendance is 80 % of the scheduled contact hours for the course). All students are notified beforehand of the ACCM's intention of reporting the student to DHA and are provided with 20 working days to access the ACCM's Complaints and Appeals Policy and Procedures. Attendance Monitoring is reviewed at the end of each study period. (Please refer: - Attendance Monitoring Policy and Procedure and the ACCM Complaints and Appeals Policy and Procedures available at <https://www.accm.vic.edu.au/policies> and will be covered in the Students Orientation Program

1.5. All students are bound by the ACCM's Student Code of Conduct. and will be covered during the Student Orientation Program. Failure to adhere to these regulations/Code of Conducts may lead to the suspension or cancellation of the student's enrolment. Students will be provided with 20 working days to access the ACCM's complaints and appeals process, detailed information on the ACCM 'websites, "Deferral Suspension Cancellation of Enrolment Policy and Procedure" available at <https://www.accm.vic.edu.au/policies> and will be covered in the Students Orientation Program.

1.6. The National Code 2018 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. ACCM will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in this application.

Circumstances that are considered detrimental to a student's study plan could be but are not limited to:

- Change in study plan
- Transfer to a lower level of studies
- Increased tuition costs, particularly in case where deposits paid in advance to ACCM are non-refundable
- Increased duration of studies in Australia
- Insufficient preparation for further studies
- Qualifications not recognised by Higher Education Providers as satisfying their entry requirements
- Level of support services at new provider is not equivalent
- Transfer would jeopardise student's progression through a package of courses
- Within 6 months of a course beginning students may experience homesickness and transfer to another registered provider is not likely to overcome this problem

ACCM is of the view that the student is avoiding being reported to DHA for failure to meet attendance or academic progress requirement

1.7. After arrival in Australia, ACCM's policy doesn't restrict a student from transferring to another course of study at the ACCM other than from which the student visa has been granted. Student will need to formally apply for the change of course.

1.8. Students wishing to apply for a transfer to another Education provider will need to complete a ACCM Student Course Deferment Suspension Request Form, available from ACCM website. There is no cost attached to applying for a transfer to another education provider; however, student will need to contact DHA to seek advice on whether a new visa is required. In instances where a transfer is granted, ACCM will process the refund application as per the ACCM Refund Policy and Procedures. For detailed information, please read ACCM transfer between register provider policy and Procedures and will be covered during the Student Orientation Program.

1.9. The National Code 2018 requires international students to complete their course within the duration specified on their eCoE except in limited circumstances. In these circumstances, ACCM will issue a new eCoE to extend the duration of study for the course. Student may be required to pay tuition fees for the extended duration based on the reasons for extension. Detailed information is available in ACCM Course Progress and Intervention Strategy Policy and Procedure and Completion within ACCM Course Completion within Expected Duration Policy and Procedure and will also be covered during the Orientation Program.

1.10. The National Code 2018 requires international students to keep ACCM informed of their current address/details at all times. It is students' responsibility to notify ACCM administration of any change in the recorded address, Email and Contact number during the period of enrolment. This can be done by filing the "Change of Personal Details Form" available from ACCM Website <https://www.accm.vic.edu.au/student-forms>

1.11. International Students can apply for Credit Transfer/Recognition of Prior Learning as per the information provided during the Pre-training Review/discussion prior to course commencement date. Where applicable students will be encouraged to enrol in additional subjects/unit of competency that may enable them to reduce the duration of their course - in which case a new eCoE will be issued with shorter duration. A detailed information is available in ACCM RPL and Credit Transfer policy and procedure available on ACCM website <https://www.accm.vic.edu.au/policies> and will be covered in the student Orientation Program.

1.12. International Students must maintain adequate health cover for themselves and any family member who are with them during their stay in Australia.

1.13. Students need written permission from ACCM to defer or suspend their courses. In cases where permission is granted, DHA will be advised via PRISMS. Information pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is contained in the ACCM Deferral Suspension Cancellation of Enrolment Policy and Procedure and Procedures available at <https://www.accm.vic.edu.au/policies>

1.14. ACCM is required to advise DHA (Department of Home affairs) when a student fails to commence a course without approval on the expected Course start date, withdraws before the course ends, or changes the course He / She initially enrolled in by PRISMS system.

1.15. Students who are unable to commence their course on the expected start date may be given up to two weeks to commence. After two weeks the student may not be guaranteed a place in the course. If the students arrive after the agreed date, they may be required to return home until the next available commencement date for the course.

Note: Fees and charges are subject to change with prior notice. A semester is a study period of 26 weeks, course fees are charged in full for each semester and must be paid in 2 weeks prior to the agreed start date.

2.PERSONAL INFORMATION

2.1. Information is collected in the Application Form and during your enrolment in order to meet our obligation under the ESOS Act and The National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian Laws. The authority to collect the information is contained in the Education Services for Overseas Students Regulations and the National Code of Practice for Registration Authorities and 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 Service (TPS). In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

3.INFORMATION ABOUT ACCM

3.1. ACCM only accepts responsibility for information given to overseas students from the following sources:

- The Student Handbook,
- ACCM's website <https://www.accm.vic.edu.au/>
- ACCM personnel
- ACCM Accredited Education agents

3.2 ACCM does not accept liability for information provided by sources other than these.

4. ON ARRIVAL SERVICE

4.1. To assist you with adjusting to life in Australia, ACCM can arrange pickup from the airport to your pre-arranged accommodation. (Fee may be applicable)

4.2. Students are required to notify ACCM of their flight number, date and time of arrival at least 7 days in advance.

4.3. ACCM does not accept liability for any changes to arrival times unless notification is received 3 working days in advance

5. COMPLAINTS AND APPEALS

5.1. ACCM has a well-established Complaints and Appeals Policy and Procedures which provides a prompt resolution of any student complaints. Detailed information on the ACCM Complaints and Appeals Procedure is available at the ACCM website <https://www.accm.vic.edu.au/policies> and will be covered in the orientation Program. Beyond the procedure, all students have a right to pursue further action through the Australian legal system (Australian Consumer Law) at any time.

Note:

- Student or intending student of ACCM can use this form to apply course/s at ACCM. Applicants need to have access to the <https://www.accm.vic.edu.au/> while completing this form.
- Please answer all questions in all sections. Write clearly in black or blue ink using BLOCK LETTERS and tick boxes where appropriate or write N/A where Not Applicable. We cannot assess your application if it is incomplete or unreadable.
- It is strictly prohibited to alter or modify this form without written permission from ACCM.

SECTION A: STATUS AND VISA DETAILS

Onshore Applicant ☐ Offshore Applicant ☐

If offshore from which Country, will you be applying for your visa? _____

- Are you a previous student of ACCM? No ☐ Yes ☐ If yes, Student ID: _____
- Are you currently studying in Australia? No ☐ Yes ☐ If yes, please attach your current eCoE. _____
- Do you hold a valid Australian visa? No ☐ Yes ☐ If yes, which visa? _____
- Visa grant Number _____ Visa Expiry Date _____
- Current Passport Number: _____ Passport Expiry Date _____

Please attach copies of valid visas and pages of your passport with your personal details.

SECTION B: PERSONAL DETAIL (as mentioned on your passport)

Title: Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐ Other ☐ **Gender:** Male ☐ Female ☐ Undeterminate ☐

Surname/Family Name _____

Given/First Name _____

Middle name _____

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle name. If you do not yet have a USI and want ACCM to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document (**Example- As shown on the Passport**) you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

Date of Birth _____

Mobile No _____

Country of Birth _____

Town of Birth _____

Email _____

Nationality _____

ADDRESS:(LOCAL AND OVERSEAS)

House/flat/apartment No-

Street Name:

State:

Suburb:

Postcode:

Postal address if different:

Overseas permanent address:

Overseas Phone

SECTION C: OTHER DETAILS

LANGUAGE AND CULTURAL DIVERSITY: In which country you were born?

☐ Australia ☐ Other – please specify _____

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? (If more than one language, indicate the one that is spoken most often)

☐ No, English only ☐ Yes, other – please specify _____

Overseas Student Health Cover (OSHC): Do you require ACCM to arrange OSHC? Yes ☐ No ☐ (If Yes-Please tick/select from the following)

☐ Single Cover ☐ Family Cover ☐ Couple/Dual Cover

(Attach passport copy of family member for OSHC Family Cover)

Disability and Medical Consideration:

Do you have a disability or medical consideration which requires special assistance from ACCM? ☐ Yes ☐ No

Example: -. Hearing/deaf; Physical; Intellectual; Learning; Mental illness; Acquired brain impairment; Vision; Medical condition; Other?

If yes, please attach details. If you need assistance, please contact ACCM student support officer on

email-admission@accm.vic.edu.au

Scholarship Details: Have you been granted a scholarship? (Government or any other kind of scholarship)

☐ Yes ☐ No, if yes, please attach details

SECTION D: COURSE SELECTION

Choose ONE or MORE courses you plan to undertake consecutively. The sequence of the course will be determined by ACCM looking at various factors including AQF level and course specific entry requirements. Your Offer of Enrolment Letter and Enrolment Acceptance Agreement will list start date, end date, location and course fees (tuition and non-tuition) including any conditions for each course.

Commencing: ____/____/20__

Course Name and CRICOS Code

Please [✓]

Kitchen Management and Hospitality (Includes Work placement Component)

SIT30821 Certificate III in Commercial Cookery (CRICOS Code- 117028E)		CPC30220 -Certificate III in Carpentry (CRICOS-121010C)	
SIT40521 - Certificate IV in Kitchen Management (CRICOS Code-110710K)		CPC50220 - Diploma of Building and Construction (Building) (CRICOS-121011B)	
SIT50422 - Diploma of Hospitality Management (CRICOS Code- 110781F)		RII60520 - Advanced Diploma of Civil Construction Design (CRICOS code-117027F)	
SIT60322 - Advance Diploma of Hospitality Management (CRICOS code-110769B)			

ACCM Campus and training location:

Suite 4, Level 5,398 Lonsdale Street, Melbourne 3000.

Vines Road campus - 37-61 Vines Road Hamlyn Heights VIC 3215.

Training Kitchens –

- Oberon High School 163 Batten Road, Armstrong Creek Vic 3217
- 37-61 Vines Road Hamlyn Heights VIC 3215.

Preferred Campus location: ☐ Geelong ☐ Melbourne City

Some part of all courses are delivered online via our e-learning system (Google Classroom);

Commercial cookery and Hospitality programs have a work placement component, a requirement that students must gain work experience in the hospitality industry. ACCM will be organising the Work Placement after consultations and formal agreements with individual students and relevant organisations. It is the responsibility of the students to attend the allocated Work Placement. Failure to attend can affect their course progress. Following two units has work placement requirements: -

- **48 Service period for SITHCCC043 Work Effectively as Cook for breakfast, lunch and dinner.**

SECTION E: EDUCATION		
(Applicant must have Australian Year 11 equivalent or higher for entry to Certificate III or IV level course, and Australian Year 12 equivalent or higher for entry to Diploma or Advanced Diploma level courses, please refer to entry requirements for individual course brochures available at https://www.accm.vic.edu.au/)		
Name of the Qualification (please attach the supporting documents and list from most recent)	School/Institution & Country	Year Completed
- OR, if you have considerable experience in your field relevant to study at ACCM, please attach a CV stating such and attached supporting evidence. - If you are applying for course credit or RPL, you are required to complete ACCM Credit Transfer form or refer to RPL and Credit Transfer Policy and Procedure and attach supporting evidence. If you need more information about Credit Transfers and RPL, please refer to ACCM website https://www.accm.vic.edu.au/policies		
SECTION F: ENGLISH LANGUAGE PROFICIENCY		
(Please refer to course brochures available on the https://www.accm.vic.edu.au/ for English Language Proficiency requirements)		
Please ☒ ; ☐ IELTS / ☐ PTE / ☐ Other _____		
if applicable, attach a copy of certificate.		
☒ Completed accredited course in Australia taught in English. (Please attach evidence.)		
OR if you have applied or are enrolled in an approved ELICOS course, please attach evidence of enrolment. In this case, your enrolment will be conditional upon successfully completing the ELICOS course at the institution.		
SECTION G: SUPPORTING DOCUMENT LIST		
Note: Document not in English should be provided with a certified translation. If your name differs from that under which you gained your qualification, you must present evidence of the name change		
- Attached copies of Qualifications and Academic Certificates - Transcripts (including Australian Year 11 and/or 12 equivalent or higher) - Relevant documents for RPL/Credit Transfer (if any) - Evidence of English Language Proficiency - Evidence of enrolment in an approved ELICOS course (if applicable) - Copy of the personal details page of your Passport - Passport copies of family member applying for OSHC (if applicable)	- Copy of your current CoE from another provider (if applicable) - Copy of your valid Australian Visa (if any) Copy of your valid OSHC (if applicable) - CV stating considerable experience and reference letters (if applicable) - Proof of scholarship details (if any) - Proof of medical conditions and special learning needs (if applicable)	
SECTION H: - USE OF COMPUTER AND COMPUTING REQUIREMENTS		
During your studies at ACCM you will need to have access to google classroom learning material. To ensure you can make the most of your learning experience here at ACCM, you must have: -		
- Device such as a desktop computer or laptop Internet Connection - Capability to use online learning material. - Mobile devices such as tablets and smartphones may also enable access to many common communications and learning experiences; however, there are some aspects of most courses where the computing capability of mobile devices alone is insufficient. - Enable the use of a web camera and headset for google meet (inbuilt feature of google classroom for remote teaching-Virtual Classroom).		
To support the student who does not have access to the above-mentioned resources; ACCM provide the: -		
- Computer library access to the computer and internet. - Wireless connection to ACCM Wi-Fi network (to use on ACCM campus) - Additionally, government services such as neighborhood houses and learning centres and municipal and state		

libraries also provide access to computers.

To complete the course, ALL the students will be expected to be able to:

- use technologies to find, use and disseminate information, access text, image, and audio and video files on the web
- communicate using email and attachments
- create basic documents, spreadsheets, and presentations

manage and back-up/save files using common file formats (minimum of PDF and Word Format), familiar with Microsoft office.

SECTION I:- USI STATEMENT & DECLARATION

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 <https://www.ncver.edu.au/>).

UNIQUE STUDENT IDENTIFIER (USI)?

From 1 January 2015, ACCM 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, ACCM is 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/your-usi/create-usi> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

USI application through ACCM (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like ACCM 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 _____ authorise ACCM 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>>.

Town/City of Birth _____
(Please write the name of the Australian or overseas town or city where you were born)

If you already have USI - please write your 10-digit USI

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SECTION J: STUDENT DECLARATION

- 1.I agree that by completing and sending this form I am applying for enrolment into the course/s indicated above.
- 2.I am aware that ACCM only accepts students with a minimum age of 18 years at the commencement of course.
- 3.I declare that the information provided by me and the supporting document submitted with this Application Form is correct and complete. I further declare that any academic results submitted are a complete record of my results. I authorise ACCM to seek verification of my academic and professional qualifications and work experience.
- 4.I undertake to advise the ACCM immediately of any changes to the information submitted in this application. I understand giving false or misleading information, including fraudulent documentation, is a serious offence under Australian Law.
- 5.I declare and understand that if I have withheld any personal information that is substantial to my application or provided any misleading or fraudulent personal information then I forfeit any rights to a refund of monies paid to ACCM, and my enrolment will be subsequently cancelled.
- 6.I confirm that the information supplied in this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.
- 7.I understand that I can access a copy of ACCM's Student Handbook, and course brochures available on <https://www.accm.vic.edu.au/> and have familiarised myself with course requirements and other relevant policies located on <https://www.accm.vic.edu.au/policies> and agree to be bound by them.
- 8.I understand that ACCM reserves the right to alter any course, admission requirement, fee, or reject this application

prior to issuing a Letter of Offer and Offer of Enrolment Letter and Enrolment Acceptance Agreement.

9.I understand that information about the payment of tuition fee, enrolment fee and other non-tuition fees will be included in a Letter of Offer and Offer of Enrolment Letter and Enrolment Acceptance Agreement that will be issued after my application is successfully assessed by ACCM.

10.I understand that to confirm my acceptance in the course/s, I need to read the Offer of Enrolment Letter and Enrolment Acceptance Agreement and return with the initial deposit concurrently with, or after signing the agreement. I understand that upon receipt of signed agreement and initial deposit, ACCM will issue Confirmation-of-Enrolment (CoE) which is also required by the Australian Government department for student visa application.

11.I understand that the course fees (tuition and non-tuition) are charged in full for each semester. I further understand that I am enrolled for the period for which tuition fees have been paid, and if tuition fees have not been paid, my enrolment can be cancelled at the end of internal appeals process.

12.I understand that it is compulsory to be covered by Overseas Student Health Cover while I am on a student visa (including any dependents accompanied) in Australia.

13.I understand the importance of the ESOS Framework for international students. I confirm that I can access information about the ESOS Framework from <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>. The Education Services for Overseas Student Act (ESOS) and regulations set out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.

14.I understand that the information collected in this form will be held by ACCM in accordance with its Records Management and Privacy Policy and Procedures, and may be accessed, used by people employed or engaged by ACCM. The information may be made available to Australian government departments and agencies in relation to ACCM's obligations under law including the Education Services to Overseas Students (ESOS) Act 2000.

15.I understand that I have rights to access and correct my personal information in accordance with privacy legislation and the ACCM's Record Management and Privacy Policy and Procedures

16.I understand that information collected about me may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Services (TPS). This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. In other instances, information collected on this form can be disclosed without my consent where authorised or required by law.

17.I understand that I must abide by all course and practical requirements when there is no health and safety risk to myself and bystander.

I understand that the request for reasonable adjustment on the course components and assessments will only be granted if the adjustment maintains integrity of the course.

18.I understand that I can access the ACCM's internal and external complaints and appeals processes to resolve any dispute or grievance which I may have. I further understand that this information and the right to make complaints and seek appeals of decisions and action under various processes, does not affect my rights to take action under the Australian Consumer Law if the Australian Consumer Law applies.

19.I consent ACCM to collect information from the Australian Government Department about my visa status.

20.I agree that ACCM may communicate electronically for all aspects of ACCM services, including while sending electronic notices.

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.

Applicant's Full Name _____

Applicant's Signature _____ **Date** _____

Student should this returned filled form along with all supporting documents by email, with all information given it will be deemed as being signed by the applicant. Please keep a copy of this application for your own record and subsequent enquiry.

[✓] **Please rate how easy or difficult it is to complete this form?** ☐ Very Easy ☐ Easy ☐ Somewhat Easy
☐ Not Very Easy ☐ Hard

[✓] **How did you hear about ACCM?**

☐ Agent ☐ Exhibition ☐ Website ☐ social media ☐ ACCM Staff ☐ ACCM student ☐ Other

If other, please specify:

Return this form to: Australian College of Culinary and Management Pty Ltd RTO - 45886-CRICOS-04038J Tel (+61)342509510 Mobile 0493184297 Email: admission@accm.vic.edu.au www.accm.vic.edu.au	If you are using services of education consultant or agent, please provide the details:
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List of documents to be attached with the application form:

- ☐ Copy of Passport with personal details
- ☐ Copy of IELTS ☐ ELICOS ☐ PTE ☐ Other results School
- ☐ Reports – 11th/12th
- ☐ Transcripts of previous courses studied Current/
- ☐ Previous eCoE
- ☐ Copy of valid visa
- ☐ Copy of valid OSHC Cover

Note for the education consultant or agent:

Education Agent Commissions for Onshore Transfers:

Under Standard 4.8 of the National Code 2018, ACCM is permitted to give an education agent a commission where the education agent commission is in relation to the recruitment of an overseas student:

- who becomes an accepted student of ACCM on or before 31 March 2026; or
- for the courses delivered by ACCM, as specified in the CoEs, for which the student's visa was granted;
- for a course that commences after the students' completion of their principal course of study with the other registered provider.

Unless Standard 4.8 applies, Standard 4.7 of the National Code 2018 states ACCM will not give an education agent commission to an education agent, where the education agent commission is in relation to the recruitment of an overseas student who has commenced studying in a course with another registered provider