

Enrolment Form 2025 – 2026 – 2027

1. Complete all relevant sections of the form using BLOCK LETTERS.
2. Attach all supporting documents, including CERTIFIED copies of passport and academic documents, with your application.
3. An application fee of AUD \$500.00 (non-refundable) is required to process your application.

The applicant is currently: ☐ Onshore ☐ Offshore ** Is the applicant a transfer student? ☐ Yes ☐ No

If YES, did they complete 6 months of their principal course and have valid proof(s), e. g., statement of attainment?

☐ No (The applicant is ineligible) ☐ Yes (The applicant may proceed with the application)

1. Personal Details (Please choose by placing a tick/an X in the boxes that apply to you)

Title:	☐ MR	☐ MS	☐ MRS	☐ Other:
Gender:	☐ Male	☐ Female	☐ Other:	
Date of Birth:	/ /		Nationality:	
Surname:				
Given Names:				

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

Country of Birth:

2. English Language Proficiency

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	
Was English the language of instruction in your secondary/ tertiary studies?	☐ Yes			☐ No	
Have you taken a language test* in the last two (2) years e.g., IELTS, PTE, TOEFL, or equivalent? (If yes, please indicate details of the test)	Test Name:				
	Test Date:				
	Score Achieved:				
English test NOT required; I am from:	☐ Canada	☐ USA	☐ Ireland	☐ United Kingdom	☐ South Africa
Are you an Aboriginal or Torres Strait Islander	☐ No	☐ Yes, an Aboriginal		☐ Yes, a Torres Strait Islander	
Dor HigAi nO? f fice where you applied*	☐ Onshore		☐ Offshore:		

National Institute of Science

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ABN – 65 617 724 768

RTO – 45258

CRICOS – 04328K



Head Office: 322 Liverpool Street, West Hobart TAS 7000



1300-816-809



info@nis.edu.au



3.Contact Details

Residential Address (Australia)

Postal Address (Australia)

Emergency Contact Details	
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Phone:		Mobile:	
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Email:			
4.Passport Details			
Passport Number:		Country and Place of Issue:	
Address:			
A certified true copy of your original documents must be provided as part of your application.			
5.Visa Details		NB. If not on visa, tick the Box: ☐ and go to the next section.	
Visa Type:		Visa Subclass:	
Visa Number:		Visa Expiry Date:	
Address:			
6.Education Agent Details: ☐ I have not used an agent ☐ YES, my agent details are appended below.			
Name of the Agent:			
Address:			
Phone		Mobile:	
		Fax:	
Email:		Contact Name:	
Agent Stamp (if applicable):			
7.Overseas Student Health Cover (OSHC)			
OSHC Arranged?	☐ Yes, complete Part A		☐ No, complete Part B
Part A – Insurer Details			
Insurer Name:		Membership No:	
Issuance date:		Date of Expiry:	
Part B – General Information			
1. The Australian Government requires all persons entering Australia on a Student Visa to have OSHC. 2. The length of your OSHC MUST cover the total length of your course(s). Note: NIS does not apply for OSHC on behalf of students. Students are required to arrange their own health cover. However, NIS can assist students in arranging their own OSHC			
8.Disability Status (Please choose by placing a Tick in the boxes that apply to you)			

Do you consider yourself to have a disability, impairment, or long-term condition?		
☐ Yes (Select the area/s in the following list. You may indicate more than one)		☐ No (Go to the next section)
☐ Hearing/Deafness	☐ Intellectual	☐ Acquired Brain Impairment
☐ Physical	☐ Medical Condition	☐ Vision
☐ Learning Difficulties	☐ Mental Illness	☐ Other:
Do you require additional assistance because of this disability or any other support need during your study? ☐ No ☐ YES		
If yes, please provide details of what support you will require during you study:		

9.Course Selection (Please choose by placing a Tick in the boxes that apply to you)

Please be advised that as part of the application process you will be required to do a Pre-Training Review (PTR).

Course Code and Name	CRICOS Code	Course Duration
☐ AUR30620 Certificate III in Light Vehicle Mechanical Technology	04328K	75 Weeks
☐ BSB80120 Graduate Diploma of Management (Learning)	04328K	75 Weeks
☐		
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Please SELCET an Intake Date from the list below:

2025	2026	2027
☐ 07 January 2025	☐ 19 January 2025	☐ 11 January 2025
☐ 03 March 2025	☐ 02 March 2025	☐ 15 March 2025
☐ 21 April 2025	☐ 13 April 2025	☐ 05 April 2025
☐ 26 May 2025	☐ 18 May 2025	☐ 10 May 2025

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☐ 14 July 2025	☐ 06 July 2025	☐ 28 June 2025
☐ 18 August 2025	☐ 10 August 2025	☐ 02 August 2025
☐ 06 October 2025	☐ 28 October 2025	☐ 20 September 2025
☐ 10 November 2025	☐ 02 November 2025	☐ 25 October 2025
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

Mode of Study: Blended (face-to-Face and Online) mode and if applicable, work-based training; Minimum 20 hours per week

Campus Locations: Parramatta (George St)/Westfield (Parramatta)/Kogarah/ Burwood

Please refer to NIS's Student Handbook for detailed course information. Some qualifications may include compulsory work-based training.

10. Previous Studies/Qualifications Achieved (Please do NOT Leave the Section Blank)

If you have successfully completed any of the following qualifications in Australia or hold any overseas qualification, tick the appropriate boxes below:

☐ Bachelor's degree or Higher	☐ Advanced Diploma or Associate Degree	☐ Diploma
☐ Certificate IV	☐ Certificate III	☐ Certificate II
☐ Certificate I	☐ Year 12 or Equivalent	☐ Year 10 or Equivalent
☐ Not Attended School	☐ Other including overseas qualifications not listed above.	

11. Previous Studies/Qualifications Details (Please do NOT Leave the Section Blank)

Qualification Name	Institution Studied At	Date of Award	Certificate Attached
			☐ YES ☐ No
			☐ YES ☐ No
			☐ YES ☐ No
			☐ YES ☐ No
For overseas qualification, has the qualification been assessed as equivalent to an Australian qualification?			☐ YES ☐ No

Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a notary public or NIS's representative education agent. Academic records that are not in English must also be accompanied by a certified translated copy. If you believe you have relevant work experience, attach details and proofs (e.g., employer reference, curriculum vitae, etc.)



12. Employment

Which of the following best describes your current employment status?

☐ Employed Full Time	☐ Employed Part Time	☐ Unemployed
☐ Self-employed	☐ Other (Please Specify):	

If employed, which sector are you employed in?

3. Reason(s) for Study

Which of the following best describes your reason(s) for study?

☐ Employment	☐ Professional development	☐ Promotion
☐ To start a business	☐ To try for a different career	☐ Gaining extra skills
☐ To get into another course of study	☐ Other (Please Specify):	

Note: NIS does not offer or guarantees any employment or job outcomes.

14. Recognition of Prior Learning (RPL)/Credit Transfer (CT)

Would you like to make an application for RPL/ Credit transfer:

☐ YES ☐ No

If you are seeking credit transfer/recognition of prior learning, you must attach certified translated (English) copies of the course outline/ syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information, etc., so that NIS can assess your eligibility for credit recognition. Also, attach certified copies of previous relevant qualifications or experience. Complete the RPL/CT Form available online at NIS website or at NIS reception.

15. Accommodation Requirements

Do you require assistance in finding your accommodation?

☐ YES ☐ No

If yes, please specify below.

What type of accommodation arrangements would you like:	☐ Shared	How many weeks?	
	☐ Individual		

Please note that NIS student support officers can assist students in finding accommodation by conducting online search, referring to the real estate agents in a particular area and/or suggesting accommodation sites. However, NIS does not provide accommodation to its students.

Do you require assistance for Airport Pickup?

☐ YES ☐ No

NIS does not provide airport pick up; however, it can provide information regarding international student help desk at airport and assist students in finding suitable airport pick up services, e.g., UBER, Sky Bus and taxi services.

Any other additional information:

16. Marketing

How did you find out about NIS and the course you are applying for?

☐ Advertisement	☐ Newspaper	☐ Internet
☐ Friends	☐ Search Engine/Google	☐ Education Agent
☐ Other (Please Specify):		

17. Payment Details

☐ Payment by Credit Card (Please fill in the credit authorization form)			
☐ Bank Cheque made payable to THE EARLY CHILDHOOD LEARNING COMPANY PTY. LTD.			
☐ Bank Transfer to be made to the following bank account.			
Account Name:	THE EARLY CHILDHOOD LEARNING COMPANY PTY. LTD		
Account Number:	569765	BSB:	032277
		SWIFT Code:	WPACAU2S
Bank name:	Westpac Bank	Bank Address:	South Parramatta, 126 Church Street, Parramatta, NSW 2150.

18. Declaration

I declare that the information on this form and supporting documentation is true and correct. I have read and understood the student handbook with details including the Entry Requirements, Privacy Policy and the Cancellation and Refund Policy, complaints and appeals procedures, course monitoring and attendance, policies and procedures of National Institute of Science provided to me along with this application.

I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at NIS. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

Name:			
Signature:		Date:	

19. Application Checklist

☐ Completed all sections of this application	☐ Read and signed the declaration	☐ Attached certified copies of Passport
☐ Attached certified copies of English Proficiency	☐ Attached certified copies of qualifications	
☐ Attached detailed CV and relevant employment documentation	☐ Attached any other relevant documentation	

NOTE:

NIS will regularly monitor **course progress** and **attendance**. Students **must maintain 50% or more course progress** in each study period and must also maintain a minimum of **80% attendance**. They must regularly attend classes to ensure that they maintain satisfactory course progress. NIS will report to the Department of Home Affairs if a student shows unsatisfactory course progress. However, students will not be reported on the basis of attendance alone. *Refer to Attendance Policy and Course Progress Monitoring Policy for more details.*

All prospective students are required to familiarize themselves with the **Pre-enrolment Policy and Associated Procedures** of NIS. The document is available at NIS website: www.nis.edu.au.

☐ I have read and understood the **Pre-enrolment Policy and Procedures** of NIS.

Please visit NIS website (www.nis.edu.au) to review the following Policies and Procedures:

Course Progress and Attendance Requirements

Fee Payment and Refund of Tuition fees

Complaints and Appeals Policy

MediaConsent

From time to time, NIS staff may request to take photographs/videos or verbal/written interviews/testimonials of students at NIS or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job work activities or could be published by NIS in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times, request students to provide any of the above of the students' own creation for the same purposes.

☐ I do consent to the use of my photos / videos / testimonials / interviews to be used in NIS's promotional materials prepared for marketing purposes in Australia and overseas.

Media Consent Withdrawal Option

You have the right to refuse the use of your image or work. You may also decline the media consent by ticking no consent option below or withdraw your consent any time by sending an email or contacting NIS's administration department.

☐ I do NOT consent to the use of my photos / videos / testimonials / interviews to be used in NIS's promotional materials prepared for marketing purposes in Australia and overseas.

Privacy Notice NIS has a Privacy Policy that guides the collection, storage, use, and disclosure of information. Our Privacy Policy is provided on our website at www.nis.edu.au and summarised in our Student Handbook which all applicants receive prior to enrolment. This Application Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs. All staff at NIS are required by law to protect the information provided on this Application Form.

Precisely, NIS (National Institute Of Science) stores and uses personal information only for the purposes of administering Student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. Personal information may also be disclosed to relevant regulatory bodies which may include verification of a student's previous qualifications, Commonwealth and State Agencies and Department of Home affairs regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress. National Institute Of Science (NIS) will endeavor to take all reasonable steps to protect personal information from misuse, loss or unauthorized access, modification or disclosure.

Information is collected on this form and during your enrolment in order to meet the obligations of institute under the ESOS Act 2000 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 2000, the Education Services for Overseas Students Regulations 2019 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 and the TPS Director. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

Under the Data Provision Requirements 2012, NIS 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, USI and your training activity data) may be used or disclosed by NIS for statistical, administrative, regulatory and research purposes.



You may be contacted to participate in a survey conducted by Australian Skills Quality Authority (ASQA), NIS's regulatory body, relating to your training. If you participate in the survey, you may choose to keep your responses confidential. This provides valuable feedback on the delivery of VET programs at NIS and in NSW. Please note that you may opt out of the survey at the time of being contacted.

In summary, NIS may disclose your personal information for the above purposes to several third parties, including:

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

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

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating NIS's student enrolment forms;
- 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 a government department or an NCVER employee, agent or third-party contractor. Please note that 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).

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe that your privacy has been breached.

Emergency Medical Indemnity

☐ I authorize NIS or their representative to obtain Medical Treatment in the event of an emergency. I indemnify NIS or their representative.

Student's Declaration and Consent

I declare that the information I have provided in this form 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 also declare that I am aware that students are responsible for keeping a copy of the written agreements as supplied by NIS.

Student's Signature:		Date:	
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OFFICE USE ONLY:		☐ New Student	☐ Existing Student
Application Received on:		☐ Offer Issued; Date:	☐ PRISMS Updated
PTR Date:		☐ CoE Issued; Date:	☐ SMSUpdated
PTR Outcome:		Proposed Intake Date:	Updated on:
Final Outcome:	☐ Approved ☐ Rejected	Staff Signature:	Date:

NIS Student Application Form V4/2025

Appendix 1: USI Application / Verification Form

USI Application / Verification Form										
If you are completing this form electronically, press Tab on your keyboard to go to the next cell. The cell will automatically expand to accommodate your text. If you are writing, please write clearly. If you require help with this form please call 1300480884 for assistance.										
Date:										
Name (Use your Legal Name – it must match the ID you have used or will use to create your USI)										
Title:	☐	Mr	☐	Mrs	☐	Miss	☐	Ms		
Surname:						Given Names:				
Date of Birth					Gender					
Day/Month/Year					☐	Male	☐	Female	☐	Other
What is the address of your usual residence? (NOTE: Physical address where you usually reside not post office box)										
Street Address										
Suburb					State				Post Code	
What is your postal address?(If different from residential address above)										
Street Address										
Suburb					State				Post Code	
Contact Details										
Phone Contact:					Email Contact:					
Unique Student Identifier (USI):										
IMPORTANT: To receive your Qualification or Statement of Attainment on successful completion of your course you will need to hold a valid USI. Select and complete one (1) of the following options.										
Option 1 (Already have USI) – Preferred option										
☐	I already have a USI and I give NIS permission to verify my USI.				My USI # is:					
OR										
Option 2 (Creating own USI)										
☐	I do not hold a USI. I will create my own USI account and provide my USI to NIS along with permission to verify my USI prior to my course completion.									
IMPORTANT: To create your own USI visit: http://www.usi.gov.au/Pages/default.aspx										
OR										
Option 3 (NIS to Create your USI – available only in the event you are unable to create your own USI)										

☐	I am unable to create my own USI and I give permission to NIS to create a USI Account on my behalf. I am providing NIS with the document number of the following form of Personal Identification (ID) detailed below.		
☐	Drivers Licence (Australian)	☐	Overseas Passport (Current)
☐	Other (contact NIS for confirmation)		
Document Identification Number:			
Country of Birth		Town / City of Birth	
IMPORTANT: For this service there will be a processing period of 5-10 business days.			

Applicant Declaration T	
his section must be completed. If left blank, <i>my USI Application / Verification will not be processed.</i>	
☐	I have read, understood and agree to NIS's Privacy Policy. (Link: https://nis.edu.au/policies-procedures/)
Name :	Signature:
Date:	

Once completed, please send your application to NIS Student Services:	
By post or in person: 322 Liverpool Street, West Hobart TAS 7000 Phone:1300816809	By email: info@nis.edu.au

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NIS Office Use Only*							
Application Received*:	☐	Yes	Date:		USI Verified:	☐	Yes
Verification Confirmation	☐	Yes	Date:		Verification Unsuccessful	☐	Yes
Email Sent to the Applicant:	☐	Yes	Date:		Date:		
NIS Staff Member:					Date:		
Admin Comments:							

* Complete applicable fields only