

ENROLMENT FORM

PERSONAL DETAILS

Enter your full name *

Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

Family Name (Surname):

First Given Name:

Second Given Name (middle):

** Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want LTF 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 section on the USI at the end of this form for a detailed explanation.*

Date of Birth: (DD/MM/YYYY):

Gender (Tick ONE box only)

Male

Female

Other

CONTACT DETAILS

Home phone:

Work phone:

Mobile:

Email address:

Alternative email address (optional):

What is the address of your usual residence?

Domestic Students: Please provide the physical address (street number and name **NOT** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

International Students: If you are currently living within Australia, please provide your local address, if not, please inform LTF within 7 days after you have a local address and all contact details.

Building/property name:

Flat/unit details:

Street or lot number (e.g. 205 or Lot 118):

Street name:

Suburb, locality or town:

State/territory:

Postcode:

What is your postal address (if different from above)

Building/property name:

| | | | |
|---|--|---|--|
| Flat/unit details: | | Street or lot number (e.g. 205 or Lot 118): | |
| Street name: | | | |
| Suburb, locality or town: | | | |
| State/territory: | | Postcode: | |
| COURSE DETAILS | | | |
| <i>Please TICK the course details you intend to study and indicate enrolment intake (refer to website for up-to-date enrolment information)</i> | | | |
| <input type="checkbox"/> AVI50219 Diploma of Aviation (Commercial Pilot Licence - Aeroplane) <input type="checkbox"/> AVI50519 Diploma of Aviation (Instrument Rating) | | | |
| Month: _____ Year: _____ | | | |
| INTERNATIONAL STUDENTS ONLY | | | |
| <i>Students should allow 6-12 weeks for your Student Visa Application to be processed.</i> | | | |
| <i>I understand the information provided on this application form may be available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code 2018.</i> | | | |
| SECURITY | | | |
| IMPORTANT: To operate as a student and pilot in Australia, you will need to apply and hold an ASIC (Australian Security Information Card) upon arrival. If you have been found guilty of a criminal offence overseas or in Australia, operational restrictions may apply when applying for an ASIC disallowing a student to continue their enrolment. Please see the student handbook for further details. | | | |
| CULTURAL DIVERSITY | | | |
| Australia | | <input type="checkbox"/> | |
| Other (please specify) | | | |
| 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 | | <input type="checkbox"/> | |
| Yes, 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 | | <input type="checkbox"/> | |
| Yes, Aboriginal | | <input type="checkbox"/> | <input type="checkbox"/> (yes to both) |
| Yes, Torres Strait Islander | | <input type="checkbox"/> | |
| DISABILITY | | | |
| Do you consider yourself to have a disability, impairment or long-term condition? | | | |
| Yes | | <input type="checkbox"/> Y | |
| No | | <input type="checkbox"/> N | No – Go to Schooling Section |

| | |
|---|---|
| If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list: <i>(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.</i> | |
| 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"/> |
| Other | <input type="checkbox"/> |
| SCHOOLING | |
| What is your highest COMPLETED school level? (Tick ONE box only) <i>If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.</i> | |
| Year 12 or equivalent | <input type="checkbox"/> |
| Year 11 or equivalent | <input type="checkbox"/> |
| Year 10 or equivalent | <input type="checkbox"/> |
| Year 9 or equivalent | <input type="checkbox"/> |
| Year 8 or below | <input type="checkbox"/> |
| Never attended school | <input type="checkbox"/> Never completed any primary or secondary level education – go to Employment Section |
| Are you still enrolled in secondary or senior secondary education? | |
| Yes | <input type="checkbox"/> Y |
| No | <input type="checkbox"/> N |
| PREVIOUS QUALIFICATIONS ACHIEVED | |
| Have you SUCCESSFULLY completed any of the qualifications listed in previous section? | |
| Yes | <input type="checkbox"/> Y |
| No | <input type="checkbox"/> N No – go to Employment Section |
| If YES, tick ANY applicable boxes. | |
| Bachelor degree or higher degree | <input type="checkbox"/> |
| Advanced diploma or associate degree | <input type="checkbox"/> |
| Diploma (or associate diploma) | <input type="checkbox"/> |
| Certificate IV (or advanced certificate/technician) | <input type="checkbox"/> |
| Certificate III (or trade certificate) | <input type="checkbox"/> |
| Certificate II | <input type="checkbox"/> |
| Certificate I | <input type="checkbox"/> |
| Other education (including certificates or overseas qualifications not listed above) | <input type="checkbox"/> |

EMPLOYMENT

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

| | |
|---|--------------------------|
| Full-time employee | <input type="checkbox"/> |
| Part-time employee | <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 | <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"/> |

STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

| | |
|--|--------------------------|
| 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 | <input type="checkbox"/> |

UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, we LTF 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, we are 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/students/create-your-usi> on computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Refer to USI application through Learn to Fly (if you do not already have one)

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Unique Student Identifier (USI)

Application for Unique Student Identifier (USI)

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

If you would like Learn to Fly 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 Learn to Fly Australia Pty Ltd 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)

We will also need to verify your identity to create your USI. Please provide details for one of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. Australian Driver's Licence

State: _____ Licence Number: _____

2. Medicare Card

Medicare card number _____

Individual reference number (next to your name on Medicare card): _____

Card colour: (select which applies)

- Green Expiry date ____/____/____ (format MM/YYYY)
 Yellow Blue Expiry date ____/____/____ (format DD/MM/YYYY)

3. Australian Birth Certificate

State/Territory _____ *Details vary according to State/Territory (see note above)*

4. Australian Passport

Passport number _____

5. Non-Australian Passport (with Australian Visa)

Passport number _____

6. Immicard

Immicard Number _____

7. Citizenship Certificate

Stock number _____ Acquisition date ____/____/____
(day/month/year)

8. Certificate of Registration by Descent

Acquisition date ____/____/____
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, Learn to Fly will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.

ACADEMIC QUALIFICATIONS & RECOGNITION OF PRIOR LEARNING

Enrolling students can apply for recognition of prior learning (RPL). Students will be subject to demonstrating their prior skills and knowledge through various means of assessment. Refer to LTF's Recognition of Prior Learning Policy and Procedure.

Do you intend to claim recognition of prior learning towards this course? Yes No

NOTE: Shortening of overall course duration does not change the requirement for students to be enrolled in full-time study.

TUITION FEES

Tuition fees are charged in arrears and cover the charges for tuition administration. Prices may change without notice. Tuition fees do not cover charges for course registration fee for vocational courses, accommodation, living expenses, textbooks, uniforms, stationery, equipment, and external examinations.

Due date- Tuition fees for vocational courses must be paid within 7 days post invoicing. If not, a late fee of \$50.00 will be incurred and will lead to automatic flight training suspension and students may lose their place in the course. Persons responsible for payment of Fees will be contacted if fees are unpaid, or student progress is affected by non-payment of fees.

NON-REFUNDABLE ENROLMENT FEE

LTF charges overseas applicants a non-refundable AUD\$1,500.00 course application fee (non-refundable).

ATTENDANCE AND ACADEMIC PERFORMANCE

Regular attendance is a requirement for all students. All overseas students must attend a 80% of classes to qualify for a certificate and meet student visa regulations. If students do not make satisfactory academic progress they may not be allowed to continue or to re-enrol. This is aligned with LTF's Monitoring of Academic Progress and Attendance.

PAYMENT INFORMATION

Return your enrolment application and necessary documentation

Learn to Fly Australia Pty Ltd

E: enrol@learntofly.edu.au

Upon successful entry, LTF will forward further documentation to you for you to complete including Letter of Offer, an Enrolment Agreement and a Payment Agreement. Once these are completed and returned to us you will be issued with a Confirmation of Enrolment (CoE) which will be required when applying for student visa.

PAYMENT ACCOUNT DETAILS

Account Name: Learn to Fly Australia

Bank Name: Westpac Bank

Branch Number: 032108

Account Number: 112684

Swift Code: WPACAU2S

*Important: If you do send an Electronic Funds Transfer (EFT), please inform us so that we can confirm the arrival of your deposit with our bank. The course registration fee must otherwise be paid in the form of a bank cheque and made payable to Learn to Fly Australia Pty Ltd. LTF is not responsible for any monies paid to an agent or third party.

INTERNATIONAL STUDENT SECTION ONLY
ENGLISH LANGUAGE PROFICIENCY AND MINIMUM SCORES

To gain admission into course students must demonstrate English Proficiency by satisfactory completion of the CASA English Assessment. Students must show certified proof of their proficiency or proof of having passed an English Language of a minimum IELTS 5.5 or equivalent.

Please tick if one of the options applies. See the [Department of Home Affairs](#) website for meeting English language requirements for Vocational Education and Training in Australia. Proof of Evidence is required.

I have taken a recognised English Language Test in the past two years. (eg: IELTS/PTE/TOEFL)

Name of Test: _____ Score: _____ Date of Test: _____

English was the medium of instruction in my senior school studies, and I gained a satisfactory pass in English.

I have taken an AELP/GELP _____ Score: _____ Date of Test: _____

PASSPORT DETAILS

| | | | |
|-----------------|--|----------------|--|
| Passport Number | | Expiry Date | |
| Nationality | | Place of Birth | |

OVERSEAS RESIDENTIAL ADDRESS DETAILS

| | |
|---------------------------|---|
| Building/property name: | |
| Flat/unit details: | Street or lot number (e.g. 205 or Lot 118): |
| Street name: | |
| Suburb, locality or town: | |
| State/territory: | Postcode: |

PRIVACY NOTICE

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.

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.

How NCVER and other bodies handle your personal information

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.

NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), 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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how 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.

| | | | |
|--------------------------------|-----------------|-------------------------|------------------|
| ENROLMENT FORM | RTO Code: 45684 | CRICOS Provider: 03913A | Version No.: 1.1 |
| Learn to Fly Australia Pty Ltd | | | Page 9 of 12 |

DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

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 LTF 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

DISABILITY SUPPLEMENT

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

19 — Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.