

Application and Enrolment Form - International Students

About this form

Thank you for your interest in seeking enrolment with Stellar College.

This Application and Enrolment Form is used to collect information required to assess your suitability for enrolment, determine whether you meet course entry requirements, identify learner support needs, assess Genuine Student and financial capacity indicators where relevant, and ensure compliance with applicable regulatory requirements.

This form must be completed in English. If you require assistance completing this form, please contact Stellar College by phone or email. Completed applications may be submitted by email or in person together with all required supporting documentation.

Applicants may be required to provide certified copies of documents including: passport identification page; current visa documentation; academic qualifications and transcripts; evidence of English language proficiency; employment or industry experience evidence where relevant; financial capacity evidence where requested; Genuine Student supporting evidence; certified English translations where documents are not issued in English; and any additional documentation requested by Stellar College.

Submission of this application does not guarantee enrolment. Applications are assessed against course entry requirements, English language requirements, learner suitability requirements, Genuine Student indicators, financial capacity indicators, learner support requirements and any applicable regulatory obligations.

Pre-enrolment information, including course details, course duration, delivery location, fees, refund arrangements, complaints and appeals processes, student support services, deferment/suspension/cancellation information, attendance and course progress requirements, Student Code of Conduct and relevant policies, will be made available during the admissions process and before a written agreement is entered into.

Campus Selection and Intake Options

Campus Address	Select Campus (v)	Intake Dates (Main Term or Mid Term)
Sydney Campus - Level 2 29 The Crescent, HOMEBUSH, New South Wales 2140		Main Term ☐ Mid Term ☐ Please write the month: _____
Melbourne Campus - Level 10 108 Lonsdale St, MELBOURNE, Victoria 3000		Main Term ☐ Mid Term ☐ Please write the month: _____

Course Selection

Course Code	Course Name	CRICOS Code	Course Duration	Tick (v) one
CPC31020	Certificate III in Solid Plastering	120857H	52 Weeks	
MSF30422	Certificate III in Glass and Glazing	120856J	52 Weeks	
SIT40521	Certificate IV in Kitchen Management	109576K	86 Weeks	
SIT50422	Diploma of Hospitality Management	114852H	104 Weeks	
BSB50820	Diploma of Project Management	104096M	52 Weeks	
ELICOS	General English	0101613	76 Weeks	
ELICOS	English For Academic Purposes	0101614	28 Weeks	

Personal Details

Item	Applicant response / details
Full Name (as per passport):	
Given Name(s):	
Surname:	
Date of Birth:	DD/MM/YYYY
Gender:	☐ Male ☐ Female ☐ Other ☐ Prefer not to say
Nationality:	

Country of Birth:			
Passport Number:			
Passport Expiry Date:		DD/MM/YYYY	
Passport Issued By (Country):			
Family Details			
Item		Applicant response / details	
Do you have a spouse or dependents?		☐ Yes ☐ No	
If yes, will they accompany you to Australia during your studies?		☐ Yes ☐ No	
Name	Relationship	Date of Birth	Accompanying to Australia (Y/N)
Under 18 Applicant - Stellar College does not accept students under 18 years of age. Applicants must be 18 or older at course commencement			
Item		Applicant response / details	
Is the applicant 18 years of age or older at course commencement?		☐ Yes ☐ No	
If not, applicant must provide details of welfare, accommodation and guardian arrangements before the offer is confirmed.		☐ Not applicable ☐ Welfare evidence attached ☐ Guardian details attached ☐ Further information required	
Residential Address			

Please provide the physical address where you usually reside. Do not provide a post-office box. If you are from a rural area, use the official rural property addressing or numbering system where available.

Item	Applicant response / details
Home Country Address:	
City / State:	
Country:	
Area / Post Code:	
Address in Australia (if known):	
Unit No / Street No / Street Name:	
Suburb / City / State:	
Post Code:	
Accommodation type:	☐ Student accommodation ☐ Shared accommodation ☐ Family / relatives ☐ Rental property ☐ Temporary accommodation ☐ Not yet arranged

Important: Applicants must notify Stellar College of any change to contact details or Australian address as required during the admissions and enrolment process.

Contact Details and Visa Information	
Item	Applicant response / details
Phone number/s:	
Email address:	
Do you hold a current Australian visa?	☐ Yes ☐ No If Yes, attach a certified copy of your current visa grant notice.
Current visa type and subclass:	
Visa expiry date:	DD/MM/YYYY
Have you ever held a student visa in Australia before?	☐ Yes ☐ No If Yes, provide visa type, dates and details.
Have you ever held any other Australian visa before?	☐ Yes ☐ No If Yes, provide visa type, dates and details.
Have you ever had a visa to Australia refused or cancelled?	☐ Yes ☐ No If Yes, provide an explanation and attach the refusal/cancellation letter.
Are you currently enrolled with another education provider in Australia?	☐ Yes ☐ No If Yes, provide provider name, current course, release status and reason for transfer.
Are you applying from:	☐ Onshore (inside Australia) ☐ Offshore (outside Australia)
Provider Transfer Requirements (Onshore Applicants)	
Item	Applicant response / details
Current provider name and course:	
Has the applicant completed six calendar months of the principal course?	☐ Yes ☐ No ☐ Not applicable
Is a release required from the current provider?	☐ Yes ☐ No ☐ Not applicable
Release evidence attached or verified?	☐ Yes ☐ No ☐ Not applicable
Provider transfer checked by Admissions before offer finalisation?	☐ Yes ☐ No ☐ Not applicable
Reason for transfer:	

Emergency Contacts

Contact Type	Name	Relationship	Mobile / Email	Country of Residence
Overseas emergency contact				
Australian emergency contact (if applicable)				

Education Agent Details (if applicable)

Item	Applicant response / details
Agency Name:	
Branch Name:	
Contact Person:	
Contact Phone:	
Contact Email:	

Overseas Student Health Cover (OSHC)

Item	Applicant response / details
Do you have Overseas Student Health Cover?	☐ Yes - attach a certified copy of membership policy and complete Part A. ☐ No - complete Part B.
Part A - Insurer name / member number / expiry date:	
Part B - College to arrange:	☐ Single ☐ Couple / Double ☐ Family

English Language Requirements

Applicants must demonstrate the English language proficiency required for the course(s) applied for. Evidence must be current and acceptable under Stellar College admissions requirements and relevant regulatory requirements.

Item	Applicant response / details
Have you passed an English language test in the last two (2) years?	☐ Yes ☐ No Tests older than two years are not normally accepted.
Test name, score achieved and test date:	
If you do not hold a current English proficiency test result, have you completed a qualification in Australia higher than Certificate IV within the last two (2) years?	☐ Yes ☐ No Attach certified evidence if Yes.
Have you previously studied in English?	☐ Yes ☐ No If Yes, provide details and attach certified evidence.
Applicant acknowledgement:	☐ Yes ☐ No I understand that I must demonstrate the required English language proficiency and may be required to undertake an English language or placement assessment or provide additional documentation before my enrolment can be confirmed.

Language, Literacy, Numeracy and Digital Skills (LLND)

Completing an LLND assessment is a required part of the enrolment process to confirm learner suitability and identify support needs before enrolment is finalised.

Skill Area	High confidence	Medium confidence	Low confidence	Support requested / comments
Reading	☐	☐	☐	
Writing	☐	☐	☐	
Numeracy	☐	☐	☐	
Digital skills	☐	☐	☐	
Item	Applicant response / details			
Do you have basic digital skills to use email, online learning platforms and digital resources?	☐ Yes ☐ No If No, explain the support required.			
Do you have reliable access to study technology?	☐ Laptop or desktop computer ☐ Stable internet connection ☐ Smartphone ☐ Headphones/microphone			
Do you require support with English language, reading, writing, numeracy or digital skills?	☐ Yes ☐ No If Yes, describe the support required.			

Learner Suitability and Course Requirements

This section assists Stellar College to determine whether the selected course is suitable for the applicant, whether the applicant understands the commitment required, and whether reasonable support arrangements may be needed.

Item	Applicant response / details
I can attend scheduled classes and participate in the required training hours.	☐ Yes ☐ No Comments:
I can complete independent study, homework and assessment preparation outside scheduled classes.	☐ Yes ☐ No Comments:
I can participate in practical training and assessment activities relevant to the course.	☐ Yes ☐ No Comments:

I understand that some courses may require access to tools, equipment, PPE, software, simulated workplace activities or industry-standard facilities.	☐ Yes ☐ No
I understand that assessment decisions must meet training package and industry requirements and that adjustments must not compromise assessment integrity.	☐ Yes ☐ No
If applicable, I can meet placement, work-based activity or practical attendance requirements.	☐ Yes ☐ No ☐ Not applicable

Course-Specific Entry Requirements

To be completed by the applicant and checked by Admissions against the published Course Information Sheet and Training and Assessment Strategy for the selected course.

Item	Applicant response / details
Minimum age requirements met.	☐ Yes ☐ No ☐ Not applicable
Academic entry requirements met.	☐ Yes ☐ No
English language requirement met or evidence pending.	☐ Yes ☐ No ☐ Evidence pending
Physical, practical or industry-related requirements understood.	☐ Yes ☐ No ☐ Not applicable
Licensing, regulatory or workplace requirements explained where relevant.	☐ Yes ☐ No ☐ Not applicable
Applicant has reviewed course duration, delivery mode, location, assessment methods and expected study commitment.	☐ Yes ☐ No

Genuine Student Assessment

This section supports assessment of whether the applicant has genuine study intentions and whether the selected course is appropriate considering their background, goals and circumstances.

Question	Applicant response
Why have you chosen Australia as your study destination?	
Why have you selected this course?	
Why have you selected Stellar College?	
How does this course relate to your previous education?	
How does this course relate to your employment or industry background?	
What are your career goals after completing this qualification?	
How will this qualification benefit you in your home country or future career pathway?	
Have you researched employment or further study opportunities related to this qualification? Please provide details.	
Are there any gaps in your study or employment history? If yes, provide explanation and evidence where available.	
Do you intend to return to your home country or continue lawful study/work pathways after completion? Provide details.	

Financial Capacity Information

This section supports admissions screening and assists the applicant to consider whether they have capacity to meet tuition, living, OSHC, accommodation and dependent costs during their intended study in Australia.

Item	Applicant response / details
Who will fund your studies?	☐ Self-funded ☐ Parent / family funded ☐ Sponsor funded ☐ Employer funded ☐ Other:
Evidence provided or requested:	☐ Bank statement ☐ Sponsor declaration ☐ Financial guarantee ☐ Employment/income evidence ☐ Scholarship/sponsorship evidence ☐

	Other:
Do you understand the estimated costs associated with your studies, including tuition fees, living expenses, OSHC, accommodation and dependents where applicable?	☐ Yes ☐ No
Do you confirm that you have sufficient financial capacity to support yourself and any dependents during your studies in Australia?	☐ Yes ☐ No
Language and Cultural Diversity	
Item	Applicant response / details
In which country were you born?	☐ Australia ☐ Other, specify:
Do you speak a language other than English at home?	☐ No, English only ☐ Yes, specify most commonly spoken language:
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander
Do you have cultural, religious or personal circumstances we should be aware of to support your learning?	☐ No ☐ Yes, provide details:

Important: Stellar College will make every effort to support cultural, religious or personal needs while ensuring a respectful and inclusive learning environment. These considerations do not affect assessment integrity or competency requirements.

Disability, Support Needs and Wellbeing

We want to ensure all learners can participate fully in training and assessment. Information in this section is used to plan support arrangements and reasonable adjustments where appropriate. Disclosure is voluntary and handled in accordance with the Privacy Policy.

Item	Applicant response / details
Do you consider yourself to have a disability?	☐ Yes ☐ No - go to the question about schooling
If yes, select relevant area(s):	☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Acquired brain impairment ☐ Vision ☐ Medical condition ☐ Other:
Do you have any wellbeing, mental health, temporary medical or personal circumstances that may affect your study?	☐ Yes ☐ No If Yes, provide details if you wish:
Support requested:	☐ Language support ☐ Numeracy support ☐ Digital support ☐ Additional learning support ☐ Counselling referral ☐ Disability support ☐ Wellbeing support ☐ Other:
Reasonable adjustment discussion required before enrolment?	☐ Yes ☐ No ☐ To be determined by Admissions / Student Support

Important: Adjustments must not compromise the integrity of the training product, assessment conditions or industry standards. If an adjustment is not feasible, Stellar College will explain the reasons as soon as reasonably practicable.

Schooling

Item	Applicant response / details
Highest completed school level - tick one only:	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent ☐ Year 8 or below ☐ Never attended school
Are you still enrolled in secondary or senior secondary education?	☐ Yes ☐ No

Previous Qualifications Studied

Item	Applicant response / details
Have you successfully completed any of the qualifications listed below?	☐ Yes ☐ No
If yes, tick any applicable boxes:	☐ Bachelor degree or higher ☐ Advanced diploma/associate degree ☐ Diploma ☐ Certificate IV ☐ Certificate III ☐ Certificate II ☐ Certificate I ☐ Other education including overseas qualifications:

Employment

Item	Applicant response / details
Current employment status - tick one only:	☐ Full-time employee ☐ Part-time employee ☐ Self-employed - not employing others ☐ Self-employed - employing others ☐ Employed - unpaid worker in a family business ☐ Unemployed - seeking full-time work ☐ Unemployed - seeking part-time work ☐ Not employed - not seeking employment
If working, will your work hours affect your ability to attend 20 hours per week of scheduled classes and complete assessments?	☐ Yes ☐ No If Yes, explain:

Study Reason

Item	Applicant response / details
Main reason for undertaking this course - tick one only:	☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get a better job or promotion ☐ It was a requirement of my job ☐ I wanted extra skills for my job ☐ To

get into another course of study ☐ For personal interest or self-development ☐ To get skills for community/voluntary work ☐ Other:

RPL and Credit Transfer Application

Complete this section if you believe you are eligible to apply for Recognition of Prior Learning (RPL) or credit transfer. Approval of RPL or credit transfer may reduce course duration, may affect fees and may affect visa arrangements. RPL evidence must be valid, sufficient, authentic and current. Credit transfer requires verified AQF certification documentation. Further evidence may be required and additional assessment fees may apply in accordance with published fees and policies.

Item	Applicant response / details
I want to apply for credit transfer for the following unit/s:	
I want to apply for RPL for the following unit/s:	
Credit transfer evidence attached:	☐ Certified Statement of Attainment ☐ Record of Results ☐ Qualification testamur ☐ Not applicable
Applicant acknowledgement:	☐ Yes, I understand that if my RPL or Credit Transfer application is approved, my course duration may be reduced and this may affect my visa, CoE duration and fees.

Unique Student Identifier (USI)

Stellar College may be prevented from issuing a nationally recognised VET qualification or statement of attainment if you do not have a Unique Student Identifier (USI). We are also required to include your USI in data submitted to NCVER. You can create a USI at www.usi.gov.au.

Item	Applicant response / details
Enter your USI here:	□□□□□□□□□□
USI creation / verification consent:	☐ I authorise Stellar College to create and/or verify my USI on my behalf using the identity documents I provide, in accordance with the USI Privacy Notice.
Student signature:	
Date:	___ / ___ / ___

Privacy Notice and Consent

Stellar College Pty Ltd collects personal information for the purposes of processing applications, assessing suitability for enrolment, delivering training and assessment, providing student support services, maintaining student records, and meeting obligations as a Registered Training Organisation (RTO) and CRICOS provider.

Certain information may be disclosed without further consent where required or authorised by law. This includes disclosure to regulatory authorities, government agencies and organisations involved in the administration of vocational education and international education programs, including but not limited to ASQA, NCVER, the Department of Education, PRISMS, the Department of Home Affairs, the Tuition Protection Service (TPS), and other agencies authorised by legislation.

Item	Applicant response / details
Privacy consent:	☐ Yes ☐ No I acknowledge that I have read and understood the Privacy Notice and understand how my personal information will be collected, used, stored and managed by Stellar College.
Mandatory disclosures required by law	Stellar College is legally required to disclose certain information to: • ASQA • Department of Education • PRISMS • NCVER • Department of Home Affairs • Tuition Protection Service (TPS) • Commonwealth and State regulators • Auditors acting on behalf of regulators Examples: • AVETMISS reporting • PRISMS reporting • Student visa compliance reporting • ASQA audit requests
Optional Third-Party Disclosure Consent:	☐ Yes ☐ No I authorise Stellar College to disclose relevant information regarding my enrolment, attendance, progress and welfare to my education agent, sponsor, parent, guardian, employer or other nominated third party where appropriate.
USI Consent	☐ Yes ☐ No. I acknowledge I have read and accepted the <i>Student Identifiers Act 2014</i> Privacy Notice.
Document verification consent:	☐ Yes ☐ No I authorise Stellar College to verify academic qualifications, English language test results, employment records, identity documents, visa

	information and other supporting documents supplied with this application.
Student Declaration	
Declaration	Applicant response
I declare that all information provided in this application is true, correct and complete.	☐ Yes ☐ No
I declare that all visa and immigration information supplied is accurate and complete, and I have disclosed any visa refusal, cancellation, transfer issue or relevant immigration matter.	☐ Yes ☐ No
I confirm that all documents I have provided are true and correct copies of the originals.	☐ Yes ☐ No
I acknowledge that I have received or been given access to pre-enrolment information including course details, course duration, delivery location, fees and charges, refund policy, complaints and appeals policy, student support services, deferral/suspension/cancellation information, attendance and course progress requirements, Student Handbook, Course Information Sheet, Student Code of Conduct and relevant terms and conditions.	☐ Yes ☐ No
I understand that as an international student I must maintain satisfactory course progress and attendance in accordance with my student visa conditions and Stellar College policies.	☐ Yes ☐ No
I understand that tuition fees, other associated costs, relevant policies, Student Code of Conduct and other important terms and conditions will be outlined in the Offer Letter and Written Agreement if my application is accepted.	☐ Yes ☐ No
I confirm that I have sufficient financial capacity to support myself and any dependents during my studies in Australia, including tuition fees, living expenses, OSHC and accommodation.	☐ Yes ☐ No
I confirm that I meet the entry requirements for this course, including academic prerequisites, English language requirements and any additional course-specific requirements, or I understand that further evidence may be required before enrolment can be confirmed.	☐ Yes ☐ No
I understand that the offer of enrolment is subject to Stellar College admissions assessment and does not guarantee visa approval or enrolment until all requirements are met.	☐ Yes ☐ No
Name of applicant:	
Signature:	
Date:	
Application Checklist	
Applicant initials	Description
	Completed all sections of this application
	Attached certified true copy of passport identification page
	Attached certified true copy of current visa / visa grant notice if available
	Attached certified true copies of qualifications and transcripts
	Attached certified English proficiency evidence
	Attached certified English translations for documents not issued in English
	Attached Genuine Student supporting evidence if requested
	Attached financial capacity evidence if requested
	Attached RPL / Credit Transfer evidence if applying
	Attached OSHC evidence if already arranged
	Provided explanation and evidence for any visa refusal/cancellation if applicable
	Read and sign the declaration

College Assessment Section - Internal Use Only

This section must be completed by authorised Stellar College admissions staff and retained as evidence of admissions decision-making, learner suitability assessment and quality assurance review.

Assessment item	Admissions assessment / evidence
Identity verified	☐ Yes ☐ No Comments:
Passport and visa evidence checked	☐ Yes ☐ No ☐ Not applicable

Academic entry requirements met	☐ Yes ☐ No Evidence:
English language requirements met	☐ Yes ☐ No Evidence:
Course entry requirements verified against published Course Information Sheet and TAS	☐ Yes ☐ No Evidence / comments:
Course-specific requirements checked	☐ Yes ☐ No ☐ Not applicable
Genuine Student evidence reviewed	Evidence reviewed:
Genuine Student assessment outcome	☐ Satisfactory ☐ Further information required ☐ Not satisfactory
Genuine Student assessor comments	
Financial capacity evidence reviewed	Evidence reviewed:
Financial capacity assessment outcome	☐ Satisfactory ☐ Further evidence required ☐ Not satisfactory
Financial capacity assessor comments	
LLND assessment completed / scheduled	☐ Completed ☐ Scheduled ☐ Further support required
Support requirements identified and support plan arranged where required	☐ Yes ☐ No ☐ Not required
RPL / Credit Transfer impact considered	☐ Yes ☐ No ☐ Not applicable
Transfer from another provider reviewed where applicable	☐ Yes ☐ No ☐ Not applicable
Provider release / six-month rule checked where applicable	☐ Yes ☐ No ☐ Not applicable
Admission outcome	☐ Approved ☐ Conditional offer ☐ Further evidence required ☐ Not approved
Conditional Offer Requirements	
Date offer issued	___ / ___ / ___
Conditions of Offer (specify all conditions):	
Written Agreement issued	☐ Yes ☐ No Date: ___ / ___ / ___
Final approval date	___ / ___ / ___
Admissions Officer Name	
Position	
Signature	
Date	
Manager Review / Approval (if required)	
College Details	
College Name	Stellar College Pty Ltd
RTO	45551
CRICOS	03808B
ABN	47 625 911 293
Address	Head Office: Level 2, 29 The Crescent, Homebush, New South Wales 2140 Level 10 108 Lonsdale St, MELBOURNE, Victoria 3000
Contact Details:	Sydney: 0424 074 583 Melbourne: 03 8529 7476
Email:	info@stellarcollege.edu.au www.stellarcollege.edu.au