



## International Student Application Form

### Instructions to applicants

Please type or use BLOCK LETTERS when completing this form. Return the completed form to:  
 Mars Institute – 5/200, Turner Street, Port Melbourne, VIC 3207. Telephone: +61 3 9645 2259  
 Email: info@mars.edu.au | Website: www.mars.edu.au

### Section 1 – General Information

#### Which of the following best describes you?

- I am an agency representative applying on behalf of a client.  
 I am an individual applying directly to study at Mars Institute.

If yes to **agency representative**, please complete the following:

Agent Name: \_\_\_\_\_ Agency Name: \_\_\_\_\_  
 Agent Email: \_\_\_\_\_ Agent Telephone/Mobile phone number: \_\_\_\_\_  
 Agency Address line 1: \_\_\_\_\_  
 Agency Address line 2: \_\_\_\_\_ Suburb / City: \_\_\_\_\_  
 State (if applicable): \_\_\_\_\_ Country: \_\_\_\_\_ Post Code: \_\_\_\_\_

If yes to **individual applying directly**, please complete the following:

Did any Mars Institute representative help you with the application / your enrolment?

- No, no one helped me.  Yes, a Mars Institute representative helped me.

If yes, please write the representative's name: \_\_\_\_\_

#### Have you been previously enrolled at Mars Institute?

- Yes  No

If **yes**, please complete the following:

Student ID: \_\_\_\_\_ Student Email: \_\_\_\_\_

#### Course Preferences

Please note that you may select more than one option. Course availability is dependent on campus selection.

Select	Cricos Course Code	Course Name	Weeks	Intake Date
<input type="radio"/>	111075D	AUR30620 Certificate III in Light Vehicle Mechanical Technology	52	
<input type="radio"/>	111076A	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	26	
<input type="radio"/>	111077M	AUR50216 Diploma of Automotive Technology	26	



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Do you wish to apply for Credit Transfer (CT)?  Yes  No

If yes, please also complete our [Credit Transfer Form](#).

Do you wish to apply for Recognition of Prior Learning (RPL)?  Yes  No

If yes, please also complete our [RPL form](#).

## Section 2 – Personal Information

### Personal Details

Title:  Mr  Mrs  Ms  Miss  Other, please specify: \_\_\_\_\_ Sex:  M  F  Other, please specify: \_\_\_\_\_

Family Name (surname): \_\_\_\_\_ Middle Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number (optional): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Citizenship (same as passport): \_\_\_\_\_

### Passport and Visa Details

Passport Number: \_\_\_\_\_ Passport Issued Country: \_\_\_\_\_ Passport Date of Expiry: \_\_\_\_\_

Are you currently residing in Australia?  Yes  No

Are you currently studying in Australia?  Yes  No

If yes to **currently residing in Australia**, please complete the following:

Visa Number: \_\_\_\_\_ Visa Type: \_\_\_\_\_ Visa Expiry Date: \_\_\_\_\_

If yes to **currently studying in Australia**, please complete the following:

Name of Education Organisation: \_\_\_\_\_

### Residence

\* Overseas address of residence:

Home Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_ Suburb / City: \_\_\_\_\_

State (if applicable): \_\_\_\_\_ Country: \_\_\_\_\_ Post Code: \_\_\_\_\_

\* If yes to **currently residing in Australia**, please complete the following address of residence as well:

Home Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_ Suburb / City: \_\_\_\_\_

State (if applicable): \_\_\_\_\_ Country: \_\_\_\_\_ Post Code: \_\_\_\_\_



## International Student Application Form

### Emergency Contact Details

Local  International

Relationship: \_\_\_\_\_ First (and second) Name(s): \_\_\_\_\_ Last Name(s): \_\_\_\_\_

Email Address: \_\_\_\_\_ Home or Mobile Phone Number: \_\_\_\_\_

### Health Cover

Do you have current Overseas Student Health Cover (OSHC)?  Yes  No

If yes to **Overseas Student Health Cover**, please complete the following:

Name of Insurance Provider (Company): \_\_\_\_\_

Membership Number: \_\_\_\_\_ OSHC Expiry Date: \_\_\_\_\_

\* If no to **Overseas Student Health Cover**, please complete the following:

What type of **OSHC** will you require?

Single (Student only)  Dual Family (Student plus spouse or children)  Multi Family (Student plus spouse and children)

### Language and Cultural Diversity

1. Are you of Aboriginal or Torres Strait Islander origin?

Yes, Aboriginal  Yes, Torres Strait Islander  Yes, both Aboriginal and Torres Strait Islander origin  No

2. Do you speak a language other than English at home?  Yes  No If Yes, please specify: \_\_\_\_\_

3. How well do you speak English?  Very Well  Well  Not Well  Not at all

4. Provide details and documentation confirming your English language level:

I have undertaken a recognised English language test in the last two years ([click here](#) to see which tests are recognised).

Name of Test: \_\_\_\_\_ Overall score: \_\_\_\_\_ Date of Test: \_\_\_\_\_

I have successfully completed an English language course in Australia (certificates must be attached).

I have completed studies comprising of at least 2 years where English was the language of instruction.

English is my first language.

I have successfully completed Mars Institute English Placement Test.

Other, please specify: \_\_\_\_\_

### Academic Record and Previous Qualification Achieved

1. Have you previously been enrolled at Marsh Institute?  Yes  No If Yes, please provide student number: \_\_\_\_\_

2. Are you currently enrolled in any course in Australia including Principal course for which you received your current student visa.  Yes  No  
If yes, please answer question 3 as well. If no, continue to question 4.

3. Are you doing this course as a concurrent course?  Yes  No

*Please note: Students in concurrent courses need to comply with the visa and institute requirements of all courses in which they are enrolled, such as maintaining satisfactory course progress (and attendance, if applicable).*

4. Are you transferring from another education provider in Australia?  Yes  No

If yes, please provide the name of the education institute: \_\_\_\_\_

5. Have you completed any prior education?

Not Stated (Client/student was asked, but no answer was provided).

No – No prior education achievements have been completed.

Yes – Prior education achievements have been completed.



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6. If yes, please select which qualifications from the list below:	(Australian)	(Equivalent)	(International)
Doctoral Degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Master's Degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate Certificate or Graduate Diploma	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bachelor's degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advanced Diploma or Associate Degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diploma (or Associate Diploma)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certificate IV (or Advanced Certificate/Technician)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certificate III (or Trade Certificate)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certificate II	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certificate I	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other education (including certificates or overseas qualifications not listed above)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If other, please provide details: \_\_\_\_\_

7. What is the field of study of your qualifications:
- Education and Training                       Agriculture and Environmental Science                       Medicine, Nursing and Allied Health  
 Business, Management and Commerce                       Engineering                       Information Technology (IT)  
 Other, please specify: \_\_\_\_\_

8. What is your highest COMPLETED secondary school level? (Tick one box only)  
*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.*
- Year 12 or equivalent                       Year 9 or equivalent                       Year 11 or equivalent  
 Year 8 or below                       Year 10 or equivalent                       Never attended school

9. Which year did you complete secondary school?                      Year: \_\_\_\_\_  
 Leave blank if you have not completed secondary school.

10. Are you still enrolled in secondary or senior secondary education?                       Yes                       No

11. Highest qualification completed (including year of completion): \_\_\_\_\_                      Year of completion: \_\_\_\_\_

Name of Education Institution: \_\_\_\_\_

Please note: All Confirmation of Enrolment (CoE) and all documentation including certified copies of full academic transcripts must be attached. Documents not in English must be accompanied by certified translations.

## Section 3 – Employment and Learning Styles

### Employment

1. Are you working in the industry which you are seeking training for?                       Yes                       No

2. How long have you worked in this industry                      Year: \_\_\_\_\_

3. Which of the following categories BEST describes your current employment status? (Tick one box only)

- Full time employee                       Self-employed – not employing others                       Employed – unpaid worker in family business  
 Unemployed – seeking part time work                       Part time employee                       Employer  
 Unemployed – seeking full time work                       Not employed – not seeking employment

4. Which of the following categories BEST describes your current occupation? (Tick one box only). If unemployed, please continue to the next question.

- Managers                       Sales workers                       Professionals  
 Machinery operators & drivers                       Technicians & trade workers                       Laborers  
 Community & administrative workers                       Community & personal service workers                       Other, please specify: \_\_\_\_\_



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5. Which of the following categories BEST describes your current employment industry? (Tick one box only). If unemployed, please continue to the next question.

- |  |  |   |
|--|--|---|
| <input type="radio"/> Agriculture, Forestry, Fishing               | <input type="radio"/> Mining                                 | <input type="radio"/> Manufacturing                         |
| <input type="radio"/> Electricity, Gas, Water, Waste Services      | <input type="radio"/> Construction                           | <input type="radio"/> Wholesale trade                       |
| <input type="radio"/> Retail trade                                 | <input type="radio"/> Accommodation & Food Services          | <input type="radio"/> Transport, Postal & Warehousing       |
| <input type="radio"/> Professional, Scientific, Technical Services | <input type="radio"/> Information Media & Telecommunications | <input type="radio"/> Administrative & Support Services     |
| <input type="radio"/> Financial & Insurance Services               | <input type="radio"/> Education & Training                   | <input type="radio"/> Retail, Hiring & Real Estate Services |
| <input type="radio"/> Health Care & Social Assistance              | <input type="radio"/> Public administration & safety         | <input type="radio"/> Arts & recreation                     |
| <input type="radio"/> Other, please specify: _____                 |  |   |

6. Will your employer support you in a placement training program to allow you to use workplace resources and allow your trainer/assessor to visit you in the workplace (if required)?  Yes  No  N/A

7. What is the name of your employer (if applicable)? \_\_\_\_\_

### Disability and Mental Health

In order to provide appropriate support services, we invite you to give us information about any disability or mental health issue you may have.

1. Do you consider yourself to have a disability, impairment or long-term condition?  Yes  No

2. If yes, then please indicate the area of disability, impairment or long-term condition: (you may select more than one)

*Please note: 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.*

- |                                       |                                |  |                                    |   |   |
|---------------------------------------|--------------------------------|--|------------------------------------|---|---|
| <input type="radio"/> Hearing / deaf  | <input type="radio"/> Learning | <input type="radio"/> Vision                       | <input type="radio"/> Intellectual | <input type="radio"/> Medical condition | <input type="radio"/> Acquired brain impairment |
| <input type="radio"/> Medical illness | <input type="radio"/> Physical | <input type="radio"/> Other, please specify: _____ |                                    |   |   |

Refer to the Disability Supplement for an explanation of the above list.

### LLN (Language, Literacy and Numeracy)

Mars Institute is committed to providing language, literacy and numeracy to support its learners.

Do you consider that you may require language, literacy or numeracy support?  Yes  No

If no, please go to the next section (Reason for Study)  Yes  No

If yes, please provide details: \_\_\_\_\_

*\*Your response and any additional assistance provided will remain confidential.*

### Learning preferences

How do you prefer to learn? (please tick one or more of the following)

- |   |   |
|---|---|
| <input type="radio"/> Participating in classes face-to-face with a teacher and other students | <input type="radio"/> Through group work with other students / discussion with other students |
| <input type="radio"/> Online completion of some units   | <input type="radio"/> Self-paced, flexible learning through books and other such resources    |
| <input type="radio"/> Continuous and regular communication with my teacher                    | <input type="radio"/> Self-directed tasks and activities                                      |
| <input type="radio"/> Hands-on tasks, role-plays and activities                               | <input type="radio"/> On-the-job training, or workplace learning and assessment               |



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## Reason for study

Of the following categories, which BEST describes your main reason for undertaking this Course. (Tick one box only)

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- For Personal Interest / self-development
- To get skills for community/voluntary work
- To get a better job/promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- Other (please specify): \_\_\_\_\_

What are your reasons for enrolling in the course, including your expectations and objectives within the industry which you are applying to study? Include your interests and outline your strengths and weaknesses towards studying. Answer below:

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What do you hope to achieve from gaining this qualification? Answer below:

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## Digital Literacy

Do you regularly have access to any of these digital technologies?	Select your level of capability for each digital technology.					
	Yes	No	No capacity	Limited	Capable	Advanced
Desktop or notebook computer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tablet or smart phone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microsoft Word	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microsoft Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microsoft Power Point	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you feel you face any challenges or barriers to physical access of digital technology that will affect your learning?  Yes  No

## Section 4 – Fees, USI and survey

### Fee payment options

Note: Under the ESOS Legislation, Providers cannot require Students to pay more than 50% of their tuition fees before they start the course. However, Students, or the person responsible for paying the tuition fees, may choose to pay more than 50 per cent of their tuition fees before they start their course. For further information please contact us at [accounts@mars.edu.au](mailto:accounts@mars.edu.au).

**OPTION A** – I would like to pay more than 50% of my total tuition fees upfront.  
 Total Tuition fees (more than 50%) I wish to pay (please insert amount here) \$ \_\_\_\_\_

You will be able to pay amount inserted above via bank transfer in the bank account mentioned in an "International Student: Letter of Offer, Student Agreement and Acceptance of Offer Form". If you have any balance of the tuition fees left after paying desired amount mentioned above, you will be set up on a Mandatory monthly direct debit for the balance of the amount. If you do not have any balance remaining, you will not be required to do anything further and your Tuition Fees will be paid in Full.



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### OPTION B – Monthly Payment Plan

If you wish to pay your fees on the Monthly Payment Plan, you will be required to pay Initial Deposit mentioned in the "International Student: Letter of Offer, Student Agreement and Acceptance of Offer Form" under the subheading "Initial payment required – Deposit" via bank transfer and for the balance of the fees, you will be set up on a Mandatory Monthly Direct Debit.

Note: We will send you an "International Student: Letter of offer, Student Agreement and Acceptance of Offer Form" as per the Payment Option selected by you. More details about payment methods including Bank Details and Mandatory Direct Debit Form will be mentioned in an "International Student: Letter of Offer, Student Agreement and Acceptance of Offer Form".

### Victorian Student Number (VSN) *\*to be completed by all students 24 years old or younger*

1. Do you have a Victorian Student Number?  Yes  No  Not sure If yes, please enter your Victorian Student Number: \_\_\_\_\_

2. Have you attended any Victorian school since 2009 or had any training with a Vocational Education and Training (VET) registered training organization provider or an Adult and Community Education provider in Victoria since 2011?

Yes – I have attended a Victorian school since 2009

If yes, please list most recent Victorian school attended \_\_\_\_\_ and/or

Yes – I have participated in training at a TAFE or other training organization since the beginning of 2011

No – I have not attended a Victorian school since 2009 or a TAFE or VET training provider since the beginning of 2011

*Go to the next section (USI)*

### Unique Student Identifier (USI)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. 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/>.

From 1 January 2015, Mars Institute 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 NCVET. 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.

Yes – I already have a USI. Enter here: \_\_\_\_\_

*Go to the next section (Recognition of Prior Learning and Credit Transfer)*

No – I do not have a USI

If you would like Mars Institute to apply for a USI on your behalf you must authorise us to do so. In such case, please complete the Unique Student Identifier (USI) Supplement and attach it to this form.

### Survey

1. Why did you choose to study at Mars Institute

Campus Location

Scope of Courses

Campus Facilities

Qualification Resources

Trainers / Teachers

Other, please specify: \_\_\_\_\_

2. How did you hear or learn about Mars Institute?

Australian Embassy / Australian Education Centre

Internet / Media / Newspaper Advertising

Education Representative

Education Exhibition

Education Exhibition

Other, please specify: \_\_\_\_\_

### Accommodation & Airport Pick up

Would you like us to organise Airport Pick up?  Yes  No

If yes, please fill out Airport pickup request form available on <https://www.mars.edu.au/form-and-policies/>

Would you like us to organise Accommodation for you?  Yes  No

If yes, one of our friendly staff will be in touch for further information.



## Application Checklist

Have you completed all sections of this application

Certified Students Passport

Evidence of English Proficiency

Certified Year 11 or 12 including Academic History

Certified Aust Qualification Cert IV or Above

Others, please specify: \_\_\_\_\_

## Privacy Statement & Student Declaration

### Privacy Statement

Information is collected through this Enrolment Form and during your enrolment with Mars Institute in order to meet our obligations under the ESOS Framework including the ESOS Act 2000 as amended and the National Code 2018; to ensure Student compliance with the conditions of their Visas and their obligations under Australian immigration laws generally.

The authority to collect this information is contained in the Education Services for Overseas Students Act 2000 as amended, the Education Services for Overseas Students Regulations 2001 as amended and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Mars Institute recognises students' right to privacy. Mars Institute's [Privacy Policy](#) identifies how we handle information about you as a Student. We collect and store your enrolment details and your progress reports and adhere to the Privacy Act 1988 (as amended) and the Information Privacy Act 2000. It also meets the requirements of the Privacy Act and the 13 Australian Privacy Principles it contains.

Mars Institute is committed to protecting students' right to privacy. Where relevant, information is collected and disclosed to appropriate bodies to determine and verify Students eligibility for enrolment, previous qualifications; individual welfare needs, plus report any details of Student enrolment. When using Social Media, you should be aware of who you are sharing your personal information with. Check your privacy settings regularly and ensure only people that you want to share your information with can see it. This might include things such as where you live, your email address, photos, birthday and other contact information.

Mars Institute is committed to the Australian Privacy Legislation in the way it collects, uses, secures and discloses personal information.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme (TPS) and Tuition Protection Scheme Administrators. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law

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

A description of the ESOS framework that Australian Education Provider s must abide by is available electronically from Department of Education Website - refer to the links below for further information:

<https://www.dese.gov.au/esos-framework/resources/international-students-factsheet>

<https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>

<http://www.studyinaustralia.gov.au/global/live-in-australia/support-services/support-services-for-Students>

The right to make of Complaints and seek Appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.





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Mars Institute is required to provide the Victorian Government, through the Department, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at: <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx?Redirect=1>)

The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, and reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organization. I have been advised by the training organization that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

The Education and Training Reform Act 2006 requires Mars Institute to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

Mars Institute and Department of Education will not otherwise disclose the information without my consent unless required or authorised by law.

For more information in relation to how student information may be used or disclosed, please contact Student Services on +61 3 9645 2259

### 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.

*\* If we do not receive your details in this form, we will not be able to proceed with your enrolment.*

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 the NCVER and other bodies handle your personal information

The 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.



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The 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.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://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.

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 Mars Institute Insitute 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

or more information, please get in touch with us at [info@mars.edu.au](mailto:info@mars.edu.au). You can also find more information about our [Privacy policy](#) here.

### Student Declaration

In signing or emailing this form I acknowledge and declare that:

- 1.** I have read and understood and consent to the privacy notice and have completed all questions and details on the enrolment and eligibility forms.
- 2.** The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
- 3.** I am eligible to study in Australia as either an Australian citizen, or a resident on a visa that allows me to study with a provider who is NOT CRICOS approved. For more information on visas and studying in Australia, visit Home Affairs's website.
- 4.** Arrangements have been made to pay the fees and charges for this qualification (either by myself or my employer) as per the payment



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schedule/plan provided.

**5.** I have read and understand the Student Handbook.

**6.** I will inform Mars Institute of any changes in my contact details, including my email address, via [info@Mars Institute.edu.au](mailto:info@Mars Institute.edu.au)

**7.** My participation in this course is subject to the right to cancel or amalgamate courses or classes. I agree to abide by the rules and regulations of Mars Institute.

**8.** I confirm that I have been informed about the training, assessment and support services to be provided and about my rights and obligations as a student at Mars Institute.

**9.** I authorise Mars Institute or its agent, in the event of illness or accident during any Mars Institute activity, and where emergency contact or next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.

**10.** I have access to the internet and a printer, complying with Mars Institute’s policies.

**11.** I agree to comply with all the Terms and Conditions included in this Enrolment Form.

**Student signature [or electronic acknowledgement]:**

<b>Signature:</b> _____	<b>Date Processed:</b> _____
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## 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:

*Please note: 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.*

### '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.

### '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.

### '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.

### '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 lifespan. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

### '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.

### '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.

### '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.

### '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.



## Unique Student Identifier (USI) Supplement – Authorisation form

Please complete the authorisation form (supplement) below if you have agreed Mars Institute to apply for a Unique Student Identifier on your behalf. Please ensure to attach this supplement to the main Enrolment Form.

For more information on the Student Identifiers Registrar's Privacy Policy please refer to: <http://usi.gov.au/Documents/Student-Identifiers-Registrar-privacy-policy-v1.1.docx>

This site contains information about how you may:

- Access and seek correction of the personal information held; and
- Complain about a breach of privacy and how such complaints will be dealt with.

I declare that I have read the privacy information at <https://www.usi.gov.au/about-us/privacy>.

I understand and consent that I must also provide some additional information as noted in this form so that Mars Institute can apply for a USI on my behalf.

I, \_\_\_\_\_ (your name) , authorise Mars Institute 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/about-us/privacy>