

SAE STUDENT ENROLMENT FORM

Enrolment Form Instructions:

1. You must complete all sections of the Enrolment Form. Your application will only be accepted if all fields are legible and complete.
2. Adobe Acrobat Reader is required to complete this form (available for download here: <https://get.adobe.com/reader/>). Please download the form to your computer, fill it in and then click on the save button on the last page. Note that the save button will lock your form and you will not be able to edit it anymore.
3. Any scanned copy of supporting documentation must be clear, legible and in their entirety.

Please return this Enrolment Form and the following supporting documentation via email to: **enrolments@sae.edu**:

1. Valid photo identification (Passport or Driver's Licence or Proof of Age Card)
2. Proof of Australian Citizenship (Passport or Birth Certificate or Citizenship Certificate)
3. Certificate of completion of highest educational attainment (Senior Secondary Certificate of Education or level four or higher level qualification as per the Australian Qualifications Framework).

For more information on entry requirements visit:

<https://sae.edu.au/admissions/entry-requirements/>

or call **1800 SAE EDU (1800 723 338)**.

If your application is approved you will receive a 'Confirmation of Enrolment' email from your campus.

This email will confirm your place in the program, and provide further information on commencing with SAE.



ANIMATION



AUDIO
& MUSIC



CREATIVE
INDUSTRIES



DESIGN



FILM



GAMES



WEB &
MOBILE

SAE STUDENT ENROLMENT FORM

Brisbane | Byron Bay | Sydney | Melbourne | Adelaide | Perth

1. Personal Details

Please complete the following information as it appears on your current passport or photographic identification.

Title

Mr Ms Mrs Miss Other

Application ID/ Admission Centre ID

First name

Surname or family name

Other given names (e.g. middle name)

Previous name (if applicable)

**If you only have one name, please complete the Surname field only.*

Town/City of birth

Country of birth

Date of birth

/ /

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Are you 18 years of age or over?

Yes No

Gender

Male Female Other

2. Contact Information

Home phone number (include country and area code if outside Australia)

Mobile number (include country and area code if outside Australia)

Other contact number (include country and area code if outside Australia)

Email address

Alternate email address (optional)

Residential address (within Australia)

Suburb/Town

Postcode State Country

Postal address (if different from above)

Suburb/Town

Postcode State Country

3. Emergency Contact Details

First name

Surname or family name

Relation to applicant

Mobile number (include country and area code if outside Australia)

Home phone number (include country and area code if outside Australia)

Email address

I authorise SAE to discuss academic, administrative or welfare matters with the person nominated above

Yes No



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4. Program Selection

What program are you applying for?

Ableton Short Course *(Adelaide only)*

CUA30915 Certificate III in Music Industry (Electronic Music Production) *(Adelaide and Byron Bay only)*

CUA50815 Diploma of Music Industry (Electronic Music Production) *(Adelaide only)*

CUA50815 Diploma of Music Industry (Studio Production) *(Adelaide only)*

Diploma of 3D Animation

Diploma of Audio Production

Diploma of Music Production

Diploma of Graphic Design

Diploma of Film

Diploma of Game Development

Diploma of Augmented and Virtual Reality

Diploma of Screen and Media (Creative Industries)

Associate Degree of Animation

Associate Degree of Audio

Associate Degree of Songwriting and Music Production

Associate Degree of Design and Visual Communication

Associate Degree of Film

Associate Degree of Games Development

Bachelor of Animation

Bachelor of Audio

Bachelor of Songwriting and Music Production

Bachelor of Design and Visual Communication

Bachelor of Film (Production)

Bachelor of Film (Post Production)

Bachelor of Games Development (Game Design)

Bachelor of Games Development (Games Programming)

Undergraduate Certificate in Augmented and Virtual Reality Application Development

Graduate Certificate in Hardware and Software Development for Emerging Technologies

Graduate Certificate in Creative Industries

Graduate Diploma of Creative Industries

Master of Creative Industries

Course code *(If Applicable)*

Select study option

Full-time Part-time

What campus would you like to study at?

Adelaide	Brisbane	Byron Bay
Melbourne	Perth	Sydney
Online		

Intake commencement date

September 2021	February 2022
May 2022	September 2022

Please provide any relevant experience relating to this course



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5. Citizenship and Residency

1A. Are you an Australian Citizen?

(a valid proof of Citizenship must be provided - e.g Australian Passport, Birth Certificate or Citizenship Certificate)

Yes No

1B. Were you born in Australia?

Yes No, please specify year of arrival

2. Are you a New Zealand Citizen?

Yes (answer all questions from 2A through to 2E)

No (go to question 3)

If you are a New Zealand Citizen, please answer all questions below:

2A. Do you hold a Special Category Visa?

Yes No

2B. Did you enter Australia as a child?

(that is, under 18 years of age)

Yes No

2C. Did you become an Australian Resident at least 10 years ago?

Yes No

2D. Have you been in Australia for 8 out of the last 10 years?

Yes No

2E. Have you been in Australia for 18 months of the last 2 years?

Yes No

3. If you are not an Australian or New Zealand Citizen, please answer questions below

3A. Do you currently have Permanent Resident status in Australia?

Yes No

3B. Do you currently have a Permanent Humanitarian Visa?

Yes No

3C. Do you currently hold a Temporary Entry Permit for Australia?

Yes No

3D. Are you going to apply for a Visa?

Yes No

3E. For what country do you hold Primary Citizenship?

4. Are you of Australian Aboriginal and/or Torres Strait Islander origin?

Yes, Australian Aboriginal descent

Yes, Torres Strait Islander descent

Yes, both Australian Aboriginal and Torres Strait Islander descent

No, neither Australian Aboriginal nor Torres Strait Islander descent

6. Language

Do you speak a language other than English at home?

Yes Please specify

No, English only

7. Study Reason

1. What best describes your reason for wanting to study ?

To get a job	Develop existing business	Start own business
Try for a different career	Get a better job/promotion	Was a requirement of my job
Wanted extra skills for my job	Get into another course of study	Personal interest or self development
To get skills for community/voluntary work		

Other reasons:

8A. Secondary Education

1. Have you completed or are you currently attending secondary school in Australia?

Yes, attended secondary school in Australia

Yes, still attending secondary school in Australia

No, never attended school in Australia (go to section 8B)

2. If you attended secondary school in Australia, please specify the following

Name of school

School suburb

School state

Highest grade completed	Year 9 or below	Year 10	Year 11	Year 12
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Year of completion	Your tertiary entrance score (if known)
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8B. Other Education

1. What is your highest educational attainment?
- | | |
|--|---|
| Australian secondary school | Non Australian secondary school |
| Certificate I | Certificate II |
| Certificate III (or Trade Certificate) | Certificate IV (or Advanced Certificate/Technician) |
| Diploma (or Associate Diploma) | Advanced Diploma (or Associate Degree) |
| Bachelor Degree | |
| Postgraduate qualification - Graduate Certificate or Diploma | |
| Postgraduate qualification - Master Degree | |
| Postgraduate qualification - Doctoral Degree | |
| Other education (including certificates or overseas qualifications not listed above) | |
| None of the above | |

2. What year did you finish your qualification?

3. Are you the first person in your immediate family including parents, partners, children and siblings to attend university? *(Higher Education students only)*

Yes No

9. Highest Educational Achievement of Parent/Guardian

P/G1 - Parent/Guardian 1

P/G2 - Parent/Guardian 2

P/G1 P/G2

Did not complete Year 10 schooling or equivalent

Completed Year 10 schooling or equivalent

Did not complete Year 12 schooling or equivalent

Completed Year 12 schooling or equivalent

Other post school qualification (e.g Certificate or Diploma)

Bachelor Degree

Post graduate qualification (e.g Master or PhD)

Don't know

10. Employment

1. What best describes your current employment status? *(Tick one box only)*

- | | |
|--------------------------------------|---|
| Full-time employee | Employed - unpaid worker in a family business |
| Part-time or casual employee | Not employed - not seeking employment |
| Self employed - not employing others | Unemployed - seeking part-time work |
| Self employed - employing others | Unemployed - seeking full-time work |

11. Disabilities

1. Do you consider yourself to have a disability, impairment or long term medical condition that may affect your studies?

Yes No (go to question 12)

2. If you have selected yes, please indicate the area of impairment from the list below (you may indicate more than one area). Please refer to the Disability Supplement for an explanation of the following disabilities.

- | | |
|------------------------------|-------------------------|
| Hard of hearing/deaf | Physical disability |
| Intellectual disability | Mental health condition |
| Medical condition | Low vision/blindness |
| Neurological condition | Acquired brain injury |
| Specific learning disability | |
| Other (please describe) | |

Would you like to receive advice on support services available to assist you during your studies?

Yes No

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12. Previous Study at SAE Institute or Qantm College

1. Have you previously studied at SAE Institute or Qantm College?

Yes No (go to question 13)

2. At which campus did you study?

Adelaide Brisbane Byron Bay Melbourne

Sydney Perth Online

Course studied Date completed

13. Academic Credit

1. Will you be applying for Recognition of Prior Learning (RPL) or credit transfer?

Yes No

If yes, please download application form from the link below:
<https://sae.edu.au/admissions/credit-transfers-and-study-pathways/>

14. Scholarships

1. Will you be applying for a Scholarship? (February intake only)

Yes No

If yes, please download application form from the link below:
<https://sae.edu.au/admissions/scholarships/>

15. USI

What is your USI number?

A USI - Unique Student Identifier is a reference number that creates an online record of your training and qualifications attained in Australia. If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. From 1st of January 2021, all new students applying for Commonwealth Financial Assistance (VSL, HECS-HELP, FEE-HELP, OS-HELP, SA-HELP) will need to provide their USI on their Commonwealth Assistance Form (CAF or eCAF) prior to census date. This also includes all on-shore international students.

To create a new USI or find your existing USI please visit <https://www.usi.gov.au/your-usi/create-usi>.

If you would like SAE to apply for a USI on your behalf you must authorise us to do so. By authorising us to apply for a USI on your behalf, you consent to us using and disclosing the personal information provided at enrolment for that purpose. In accordance with section 11 of the Student Identifiers Act 2014, SAE 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.

No, thanks. I have applied for a USI myself. My USI is

Yes, I have not applied for a USI yet and hereby authorise SAE to apply for a USI on my behalf, pursuant to sub-section 9(2) of the Student Identifiers Act 2014.

Consent Declaration (VET Students only)

I have read the USI Privacy Notice (available at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>) and hereby consent to the collection, processing, use and disclosure of my personal information by the USI Office (which may include sensitive information) pursuant to the USI Privacy Notice, and NCVET policies, procedures and protocols published on NCVET's website at www.ncvet.edu.au.

16. Payment Options

1. How will you be paying for the course?

Upfront payment/trimester installments

FEE-HELP - All Bachelor, Associate Degrees and Diploma courses (except Adelaide and Diploma of Screen and Media)

FEE HELP - Postgraduate courses in creative industries (Graduate Certificate, Graduate Diploma, Master of Creative Industries)

VET Student Loan (Adelaide Diploma courses and Diploma of Screen and Media only)

SMART and SKILLED program (Byron Bay Certificate III)

HECS-HELP (Graduate Certificate in Emerging Technologies and Undergraduate Certificate in Augmented and Virtual Reality)



17. Declaration and Privacy Consent

By signing this application you

Declare that

You have read the instructions on this application form and that the information provided by you in this application is true and complete; You have read and understood SAE's privacy policy available at https://www.navitas.com/privacy_policy; You are seeking admission as a fee-paying student for education purposes only; You will be responsible for the full costs of the program for which you are seeking admission and for your travel and living costs; You have read and understood the SAE Student Handbook and Student Policies located on the SAE website at <http://www.sae.edu.au/policies/>, and in particular the Admission, Graduation, Withdrawal and Transfer Policies and Procedures. If applicable, you have read and understood the Tuition Fees and Payment Options (<https://sae.edu.au/admissions/fees-and-payments/>) and all related documents.

Consent to SAE

Collecting, processing, using, disclosing and holding your personal information, including any sensitive information (in particular, health information), in accordance with SAE's privacy policy. Your consent is voluntary and you have the right, at any time, to partially or completely revoke your consent with effect for the future. Such revocation may impair SAE's ability to perform its duties under the contract with you. You have the right to request rectification or deletion of any incorrect or incomplete personal information as described in SAE's privacy policy.

Sending you electronic communications and information relating to your application and about the products and services of SAE, its related bodies corporate and business partners on an ongoing basis until you unsubscribe;

Releasing personal information relevant to your application and visa documentation to: your parent/guardian (for students under 18 years of age); your nominated authorised SAE Institute Pty Ltd Agent, relevant government(s) and their agencies; associated SAE Group Institutes, companies, or their agents;

Contacting any persons, institutions, companies or entities mentioned in this application in order to verify claims made by you;
Obtaining your official records from an educational institution attended by you, and supplying your contact details and any relevant official records to educational institutions you are eligible to gain admission to on request.

Understand that

SAE will not be obliged to return any of the documents submitted for your application.

The SAE privacy policy contains information about how I may access or seek correction of the information SAE holds about me, how it manages that information and its complaints process; SAE may reverse any decision made on the basis of incorrect or incomplete information provided by you;

You are responsible for updating the information which SAE holds about you from time to time;

From time to time SAE will review and revise its programs in response to industry changes and innovations to ensure the currency and relevance of its programs in accordance with Australian law and regulations.

In the event of circumstances requiring urgent medical care and where it is not possible to contact next of-kin, SAE is authorised as a matter of urgency to seek appropriate medical care.

Acknowledge that for students enrolling in VET Programs

Under the Data Provision Requirements 2012, SAE 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 and your training activity data) may be used or disclosed by SAE for statistical, regulatory and research purposes. SAE may disclose your personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- Employer – if I am enrolled in training paid by my employer
- Government departments and authorised agencies
- NCVER
- Organisations conducting student surveys
- Researchers

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

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- 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 an NCVER employee, agent or third party contractor. 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).

I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Applicant's signature

Date

Parent/Guardian declaration for applicants under 18

Parent/Guardian signature

Date

First name

Surname

Relation to applicant

Home phone number (*include country and area code if outside Australia*)

Mobile number (*include country and area code if outside Australia*)

Email address

