SYDNEY METRO COLLEGE
Education Redefined
RTO NO: 41204; CRICOS CODE: 03427D

ABN: 57 169 281 501
E: admissions@sydneymetrocollege.edu.au
W: www.sydneymetrocollege.edu.au
(Head Office): Level 1, 95 Bathurst Street, Sydney NSW 2000
Melbourne: Level 5, 440 Elizabeth St, MELBOURNE, Victoria 3000
T: 02 8937 0991 / 03 9077 0758

STUDENT APPLICATION FORM

(To complete this form, place a tick next to the applicable selection section)

Please send the completed application form and documents to: admissions@sydneymetrocollege.edu.au

APPLICANT DETAILS							
Student ID No. (Only for current or previous students at Metro College)				Unique Student Identifier (USI) No.			
Are you?	☐ Overseas Student (Offshore) ☐ Overseas Student in Australia (Onshore) ☐ Resident Student (Domestic)						
Title	Mr. ☐ Ms. ☐ Mrs. ☐ Miss ☐ Other ☐	Given Name (include Middle Name if any)		Family Name			
Date of birth				Gender	Male ☐ Female ☐ Other ☐		
Mobile No.				Email			
Passport No.		Date of Issue		Date of Expiry			
Nationality		Country of Birth		Country of Current Residence			
List Language other than English spoken at home (if more than once, indicate the one that is spoken most often)							

CONTACT DETAILS							
Residential Address							
Unit No.		Street No.		Street Name			
City/Town/Suburb				State		Postcode	
Postal Address (If different from above):							
Overseas Permanent Address (if different from above residential address):							

EMERGENCY CONTACT/NEXT OF KEEN DETAILS					
Contact Name		Relationship		Mobile No.	
Address		Email (optional)			

VISA INFORMATION							
Do you currently hold an Australian Visa?						Yes ☐	No ☐
Visa Type	Student Visa ☐	Bridging Visa ☐	Graduate 485 ☐	Working Holiday ☐	Tourist/Visitor ☐	Other ☐ Name of Visa:	
Visa No.			Date Granted		Date of Expiry		
Have you been refused entry into Australia?						Yes ☐	No ☐
Have you ever breached any visa conditions?						Yes ☐	No ☐
Have you ever had a visa application rejected including countries such as the UK, USA, Canada, and New Zealand?						Yes ☐	No ☐
Have you been convicted of any crime or offense in any country?						Yes ☐	No ☐
Have you been issued a protection visa in any country to date?						Yes ☐	No ☐
Are you aware of work restrictions while studying in Australia?						Yes ☐	No ☐
Are you planning to stay back in Australia after the completion of your study?						Yes ☐	No ☐
Are you bringing your parent(s)/spouse/guardian while studying in Australia?						Yes ☐	No ☐

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REASON FOR STUDIES ***Please select the option from below that best describes your reason for pursuing this course:***			
To gain employment ☐	To grow my current business ☐	To start a new business ☐	To switch to a different career ☐
Required for my current job ☐	For personal interest or self-development ☐	Other (please specify)☐ _____	

EMPLOYMENT STATUS		
Please select the option that BEST describes your current employment status (Tick ONE box only):		
Full-time employee ☐	Part-time employee ☐	Self-employed - employing others ☐
Self-employed - not employing others ☐	Not employed - seeking part-time work ☐	Not employed - not seeking employment ☐

DISABILITY INFORMATION						
Do you identify as having a disability, impairment, or long-term health condition? If **YES**, please select the relevant category below:					Yes ☐	No ☐
Type of Disability	Hearing Impairment ☐	Mental Health Condition ☐	Vision Impairment ☐	Physical Disability ☐	Medical Condition (Please Specify) ☐ _____	Other Conditions ☐ _____

PREVIOUS STUDIES IN AUSTRALIA				
Have you previously studied in Australia?			Yes ☐	No ☐
Qualification Name	**Name of Institution**	**Year Completed**		

TRANSFER INFORMATION						
Are you transferring from another provider?	Yes ☐	No ☐				
Did you complete your course?	Yes ☐	No ☐	**If NO,** do you have a release letter?		Yes ☐	No ☐

OVERSEAS QUALIFICATION INFORMATION		
Qualification Name	**Name of Institution, Country**	**Year Completed**

RECOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER *Please note, if you have already met the unit of competency requirements within your chosen course, Sydney Metro College will recognise that unit under the Australian Qualifications Framework (AQF) provided the unit is still equivalent.*				
Do you intend to apply for RPL or Credit Transfer (CT)? If Yes, please list the course(s) for which you have an AQF certificate or record of results. Original evidence must be provided with this application.			Yes ☐	No ☐
Qualification Name	**Name of Institution**	**Certificate**	**Record of Result**	

ENGLISH LANGUAGE PROFICIENCY ***Please note: The English language test must have been taken within the last 2 years.***							
Have you taken a recognised English language test such as IELTS or PTE?						Yes ☒	No ☐
Select Test Type and attach a copy of the test results:	IELTS ☐	PTE ☐	Other ☐(Please Specify): _____	Results (Score)		Date of Test*	
If you are onshore student and you would like to go with VET English Placement Test reason being no valid IELTS/PTE score card, tick YES						Yes ☐	N/A ☐

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OVERSEAS STUDENT HEALTH COVER (OSHC)						
Would you like the college to arrange your OSHC?			Yes ☐		No ☐	
If YES, what type of OSHC will you be requiring? (Tick the relevant category)			Single ☐	Couple ☐	Family ☐	
If NO, please provide your OSHC details:		OSHC Provider Name:				
Membership No.		Cover Type:		Expiry Date:		

APPLICATION FOR UNIQUE STUDENT IDENTIFIER (USI) THROUGH SYDNEY METRO COLLEGE

(Only if you don't have one)

If you don't already have a Unique Student Identifier (USI), Sydney Metro College (SMC) can apply for one on your behalf. To proceed, you must authorise SMC and confirm that you have reviewed the privacy information available at [https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf]. You will also need to provide the necessary information as outlined at the end of this form to facilitate the application.

Alternatively, you can apply online at http://www.usi.gov.au/create-your-USI using a computer or mobile device.

Authorisation:

I, [NAME] _____, authorise Sydney Metro College to apply for a Unique Student Identifier (USI) on my behalf, in accordance with subsection 9(2) of the Student Identifiers Act 2014.

☐ I have read and consent to the collection, use, and disclosure of my personal information, including sensitive information, as per the privacy notice at [https://usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf] and in line with NCVER policies available at www.ncver.edu.au.

CAMPUS PREFERENCE			
Please select the Campus you choose to study at (Tick ONE box only):			
Sydney Campus ☐			
Do you require LLN (Language, Literacy, and Numeracy) support?		Yes ☐	No ☐

QUALIFICATION AND COURSE DURATION							
Please select the qualification/course you choose to study by selecting the applicable course							
BSB40920	Certificate IV in Project Management	CRICOS Code: 103929E		52 Weeks			☐
BSB50820	Diploma of Project Management	CRICOS Code: 104062K		52 Weeks			☐
BSB60720	Advanced Diploma of Program Management	CRICOS Code: 104451H		52 Weeks			☐
BSB60120	Advanced Diploma of Business	CRICOS Code: 106343G		52 Weeks			☐
SIT40521	Certificate IV in Kitchen Management**	CRICOS Code: 109718A		78 Weeks			☐
SIT50422	Diploma of Hospitality Management**	CRICOS Code: 111714J	☐	104 Weeks	☐	26 Weeks	☐
SIT60322	Advanced Diploma of Hospitality Management**	CRICOS Code: 111715H	☐	104 Weeks	☐	26 Weeks	☐
ICT40120	Certificate IV in Information Technology**	CRICOS Code: 103059B		52 Weeks			☐
ICT50220	Diploma of Information Technology**	CRICOS Code: 106345E	☐	78 Weeks	☐	52 Weeks	☐
ICT60220	Advanced Diploma of Information Technology**	CRICOS Code: 108830JE	☐	78 Weeks	☐	26 Weeks	☐
CHC30125	Certificate III in Early Childhood Education and Care	CRICOS Code: 119613E		52 Weeks			☐
CHC50125	Diploma of Early Childhood Education and Care	CRICOS Code: 118606A		52 Weeks			☐
CPC50320	Diploma of Building and Construction (Management)	CRICOS Code: 113607G		78 Weeks			☐
RII60520	Advanced Diploma of Civil Construction Design	CRICOS Code: 114894J		104 Weeks			☐
CHC33021	Certificate III in Individual Support – Ageing and Disability	CRICOS Code: 116110H		52 Weeks			☐
CHC43015	Certificate IV in Ageing Support	CRICOS Code: 116072J		52 Weeks			☐
CHC52025	Diploma of Community Services	CRICOS Code: 118732F		104 Weeks			☐
	General English	CRICOS Code: 113688A		1-60 Weeks			☐
	English for Academic Purposes	CRICOS Code: 113689M		1-24 Weeks			☐

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IMPORTANT INFORMATION

**** Package course options Available**

Course Information: For detailed course information, including course content and delivery modes, please visit the Sydney Metro College website: https://www.sydneymetrocollege.edu.au/our-courses.

Pre-enrolment Information and Additional Fees: For comprehensive pre-enrolment information, including the cost of living in Australia, accommodation options, and additional fees, visit the Future Students page or refer to the Student Handbook: https://sydneymetrocollege.edu.au/current-student/student-handbook/.

Sydney Metro College has the following entry requirements:

- Students must be over 18 years of age.
- Students must have completed an overseas equivalent of Year 12 or higher qualification.
- Students must have either an IELTS score of 6 in total or above with no band lower than 5.5 or equivalent.

The Following Courses have entry requirements:

- BSB60720 Advanced Diploma of Program Management - Entry requirement: Completion of BSB50820 Diploma of Project Management or BSB51415 Diploma of Project Management or a superseded equivalent.
- CHC50125 Diploma of Early Childhood Education and Care - Entry requirement: Completion of: CHC30125 Certificate III in Early Childhood Education and Care or CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care
- BSB60120 Advanced Diploma of Business: Should have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- For EAP enrollments, student must provide the completion certificate of Upper Intermediate in General English or equivalent.

INTAKE DATES

Year	Term 1	Mid-Term Intake	Term 2	Mid-Term Intake	Term 3	Mid-Term Intake	Term 4	Mid-Term Intake
2026	5th Jan 2026 ☐	9th Feb 2026 ☐	6th April 2026 ☐	11th May 2026 ☐	6th July 2026 ☐	10th Aug 2026 ☐	5th Oct 2026 ☐	9th Nov 2026 ☐
2027	4th Jan 2027 ☐	8th Feb 2027 ☐	5th April 2027 ☐	10th May 2027 ☐	5th July 2027 ☐	9th Aug 2027 ☐	4th Oct 2027 ☐	8th Nov 2027 ☐
2028	3rd Jan 2028 ☐	7th Feb 2028 ☐	3rd April 2028 ☐	8th May 2028 ☐	3rd July 2028 ☐	7th Aug 2028 ☐	2nd Oct 2028 ☐	6th Nov 2028 ☐
2029	1st Jan 2029 ☐	5th Feb 2029 ☐	2nd April 2029 ☐	7th May 2029 ☐	2nd July 2029 ☐	6th Aug 2029 ☐	1st Oct 2029 ☐	5th Nov 2029 ☐
2030	7th Jan 2030 ☐	11th Feb 2030 ☐	1st April 2030 ☐	6th May 2030 ☐	1st July 2030 ☐	5th Aug 2030 ☐	7th Oct 2030 ☐	11th Nov 2030 ☐

TUITION FEE PAYMENT OPTIONS **IMPORTANT:** You are not required to pay more than 50% of your tuition before commencing your studies, but you may do so if you wish.	
☐ Pay less than 50% (Specify amount)	$
☐ Pay more than 50% (Specify amount)	$
☐ Pay 50% only	

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SYDNEY METRO COLLEGE TERMS AND CONDITIONS

1.0 Student Information Update: Overseas students are required to provide their current Australian address and notify SMC of any changes within seven (7) days.
2.0 College Property and Equipment: All students must take care of college equipment, facilities, and property.
3.0 Discipline: SMC reserves the right to expel students for serious breaches of discipline.
4.0 Course Entry Requirements: International students must meet the following criteria to enroll in SMC programs:

- Be at least 18 years of age at the course commencement date.
- Meet specific course entry requirements.
- Satisfy English language proficiency requirements, which include:
    - Completion of AQF Level IV or higher qualification in Australia.
    - IELTS band score of 6 in overall or equivalent, or above with no band lower than 5.5 or equivalent.
    - Other conditions as specified are based on ELICOS completion or an equivalent test score. Additional visa requirements may apply depending on the country of origin. For more details, refer to the Department of Home Affairs: [https://www.homeaffairs.gov.au/trav/stud].

5.0 Application Fees: A non-refundable application fee of $300 per qualification applies and must be paid upon enrolment.
6.0 Tuition Fees Tuition fees do not include application fees, material fees, living expenses, accommodation, uniforms, or other personal expenses. Students are not required to pay more than 50% of the total course fees before the course starts. Students much follow the payment schedule and make payments accordingly. It is the students' responsibility to ensure that their fees are made on time.
7.0 Other Fees and Charges: Additional program-specific fees such as material fees are outlined on the SMC website at www.sydneymetrocollege.edu.au.
8.0 Fee Transfer: Fees are non-transferable to external institutions or individuals.
9.0 Refund Policy: SMC's refund policy will be detailed prior to enrolment. Upon acceptance into a course, students will receive a Letter of Offer and a Student Acceptance Agreement. The agreement includes SMC's refund policy, which must be signed before enrolment. Students are entitled to a cooling-off period of 10 business days, during which they can cancel their course in writing for a full refund (less the application fee).
10.0 Enrolment and Induction: All students are required to attend orientation prior to the start of their course. Details will be provided upon confirmation of enrolment.
11.0 Language, Literacy, and Numeracy (LLN) Support: SMC offers LLN support to students in need, including those from culturally and linguistically diverse backgrounds, students with disabilities, and non-native English speakers.
12.0 Attendance and Course Progress: Students must maintain regular attendance (at least 80%) and satisfactory academic progress. International students are required to study full-time (20 hours per week). Failure to meet attendance or academic progress requirements may result in notification to the Department of Home Affairs, which could lead to visa cancellation.
13.0 Re-assessment and Repeating Units: Students are allowed two free reattempts to achieve a satisfactory result for each assessment after an initial submission either on or before the assessment due date. Students who fail to submit assessments on the due date will be required to pay a fee of $250 for the future submission of the same unit and will forfeit the 2 free resubmission attempts and any additional reassessment will be charged a fee of $250. Students failing to achieve competency after the two reassessments must repeat the unit for a fee of $400, subject to availability.
14.0 Credit Transfer (CT) and Recognition of Prior Learning (RPL): SMC encourages students to apply for CT or RPL. International students must still maintain full-time enrolment regardless of CT or RPL credits.
15.0 Change of Personal Details: Students must notify SMC of any changes to personal information which includes change of phone number, change of residential address and email address within seven (7) days of change happening.
16.0 Estimated Cost of Living in Australia: information regarding accommodation, utilities, food cost, Overseas Students Health Cover, Travel, and other living expenses can be found on www.studyaustralia.gov.au.
17.0 Application Process

1. Select your course and review the entry requirements.
2. Complete the enrolment form.
3. Sign the declarations to confirm your agreement with SMC's terms and conditions.
4. Attach any relevant supporting documents.
5. Submit your application to an SMC Marketing and Admissions Officer.
6. Upon successful application, you will receive a Letter of Offer, an invoice, and a Student Acceptance Agreement.
7. After payment and signing the agreement, your enrolment will be confirmed.

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18.0 Payment: All payments must be made in Australian Dollars via bank deposit, bank cheque, or internet transfer. Bank account details for payment:

- Sydney Metro College Pty Ltd.
- BSB: 062016
- Account Number: 1131 2901
- Commonwealth Bank of Australia.

19.0 Consent for Use of Photographs: I understand that my photographs (still or video) may be taken and used by SMC for promotional purposes. I can withdraw this consent at any time in writing.
20.0 Unique Student Identifier (USI): From 1st January 2015, all students must have a USI to track their training records and results. Students must provide their USI by the orientation date. SMC cannot issue certification without a verified USI unless exempt.
21.0 Privacy Policy: SMC collects personal information to provide education and training services. Personal data may be shared with government agencies as required by law but will not be disclosed to third parties without consent.
22.0 Complaints and Appeals: SMC aims to create a positive learning environment. Complaints related to SMC or third-party service providers will be addressed in accordance with the Complaints and Dispute Resolution Policy and this information can be accessed via the SMC website and further information is provided in the Student Handbook.
23.0 Standards for Registered Training Organizations (RTOs) 2025: SMC complies with the Standards for RTOs 2025 to ensure quality training and assessment services. SMC is responsible for the issuance of AQF certification documentation.

APPLICATION CHECKLIST

Please ensure you have included all of the following documents with your application by ticking the appropriate boxes:

- ☐ Completed Application Form
- ☐ Certified copy of your passport page *
- ☐ Copy of current visa (compulsory attach in case of onshore application)
- ☐ Copy of Overseas Student Health Cover
- ☐ Certified copy of your most recent and highest qualification achieved in Australia
- ☐ Certified copy of your official final high school, college, or university certificate and transcript *
- ☐ Certified copies of your IELTS, PTE, or relevant English certificate overall IELTS 6, no less than 5.5, or equivalent)
- ☐ Certified translations of any documents not in English
- Others

Disclosure of Personal Information

Under the Data Provision Requirements 2012, Sydney Metro College is required to collect and disclose personal information to the National Centre for Vocational Education Ltd (NCVER). Your personal information may be used for statistical, regulatory, and research purposes, and may be disclosed to third parties such as:

- Schools (for VET students, including those in apprenticeships or traineeships)
- Employers (if your training is employer-sponsored)
- Commonwealth and State or Territory government departments and authorized agencies
- NCVER
- Organizations conducting student surveys and researchers

Your information may also be used for:

- Issuing statements of attainment or qualifications
- Facilitating research and statistics related to education
- Understanding how the VET market operates
- Administering VET programs

NCVER may contact you for a student survey. You can opt-out at the time of contact. NCVER will handle your personal information according to the **Privacy Act 1988 (Cth)**, the **VET Data Policy**, and NCVER protocols. More information can be found at www.ncver.edu.au.

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STUDENT DECLARATION AND CONSENT

**Parental/guardian consent is required for all students under the age of 18*

I declare that the information I have provided is true and correct to the best of my knowledge. I have read, understood, and agree to the information provided in the Student Handbook and the relevant policies on the Sydney Metro College website.

I understand that acceptance on any course at Sydney Metro College is subject to meeting course entry requirements and submitting full payment of fees at least 14 days before the course commencement date.

I consent to the collection, use, and disclosure of my personal information as outlined in the Privacy Notice above.

Student Name:		Parent/Guardian Name:	
Student Signature:		Parent/Guardian Signature:	
Date:		Date:	
Agent Name:			

ADMISSIONS VERIFICATION

(Office use only)

Following an interview and counselling session, I declare that the applicant, to the best of my knowledge, has a full and clear understanding of the Genuine Temporary Entrant (GTE) requirements to undertake study in Australia.

All provided information and supporting documentation have been reviewed, verified, and confirmed to be true and genuine.

I hereby recommend that Sydney Metro College proceed with the assessment of this application.

Staff Member Signature:	
Staff Member Name:	
Position:	
Date:	