

Please complete this form and return it to the **Technical Institute of Victoria** via email at Admissions@techinstitute.vic.edu.au
Make sure you read and sign the declaration and attach all the required supporting document to process your application.

PERSONAL DETAILS

Onshore Student

Offshore student

ENTER YOUR FULL NAME (The personal details you enter must match those shown on your passport and Drivers licence)

I only have a Single Name (Write it in The "Family Name" Section)

Family name (surname)	
First given name	
Second given name (middle)	

ENTER YOUR DATE OF BIRTH

DD	MM	YYYY
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GENDER (Tick ONE box only) : Male Female Other

ENTER YOUR CONTACT DETAILS

Home phone		Work phone	
Mobile		Email Address	

ENTER YOUR PERMANENT ADDRESS

Please provide the physical address where you usually reside permanently. (Do not provide PO box or temporary address)

Building/property name			
Flat/unit No		Street number	
Street name		Suburb	
State/territory		Postcode	

ENTER YOUR POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)

Flat/unit No			
Street name		Street number	
State/territory		Suburb	

EMERGENCY CONTACT DETAILS

Full Name		Relationship	
Mobile		Email	

LANGUAGE AND CULTURAL DIVERSITY

WHERE WERE YOU BORN?

Australia <input type="checkbox"/> 1101	Yes, other – please specify:
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DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?

No, English only <input type="checkbox"/> 1201	Yes, Other – please specify:
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ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander
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DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?

No <input type="checkbox"/>	Yes, <input type="checkbox"/> please provide details in the next section
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If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	<input type="checkbox"/> 11	Acquired brain impairment	<input type="checkbox"/> 16
Physical	<input type="checkbox"/> 12	Vision	<input type="checkbox"/> 17
Intellectual	<input type="checkbox"/> 13	Medical condition	<input type="checkbox"/> 18
Learning	<input type="checkbox"/> 14	Other	<input type="checkbox"/> 19
Mental illness	<input type="checkbox"/> 15		

SCHOOLING

WHAT IS YOUR HIGHEST COMPLETED 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	<input type="checkbox"/> 12	Year 9 or equivalent	<input type="checkbox"/> 09
Year 11 or equivalent	<input type="checkbox"/> 11	Year 8 or below	<input type="checkbox"/> 08
Year 10 or equivalent	<input type="checkbox"/> 10	Never attended school	<input type="checkbox"/> 02

ARE YOU STILL ENROLLED IN SECONDARY OR SENIOR SECONDARY EDUCATION?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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PREVIOUS QUALIFICATIONS

HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE QUALIFICATIONS LISTED BELOW?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or associate diploma)	<input type="checkbox"/> 420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> 511
Certificate III (or trade certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> 990

EMPLOYEMENT

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS? (TICK ONE BOX ONLY)

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self employed – not employing others	<input type="checkbox"/> 03
Self employed – employing others	<input type="checkbox"/> 04
Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed – seeking full-time work	<input type="checkbox"/> 06
Unemployed – seeking part-time work	<input type="checkbox"/> 07
Not employed – not seeking employment	<input type="checkbox"/> 08

STUDY REASON

OF THE FOLLOWING CATEGORIES, SELECT THE ONE WHICH BEST DESCRIBES THE MAIN REASON YOU ARE UNDERTAKING THIS COURSE/ TRAINEESHIP /APPRENTICESHIP (TICK ONE BOX ONLY)

To get a job	<input type="checkbox"/> 01
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06
I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 09
To get skills for community/voluntary work	<input type="checkbox"/> 10
Other reasons	<input type="checkbox"/> 11

Unique Student Identifier

From 1 January 2015, Technical Institute of Victoria (TIV) can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

ENTER YOUR UNIQUE STUDENT IDENTIFIER (USI) (IF YOU ALREADY HAVE ONE)

You may already have a USI if you have done any nationally recognised training, 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/>. Unique Student Identifier (USI)

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USI APPLICATION THROUGH YOUR RTO (IF YOU DO NOT ALREADY HAVE ONE)

Application for Unique Student Identifier (USI)

If you would like TIV to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] authorise TIV to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

Town/City of Birth <i>(please write the name of the Australian or overseas town or city where you were born)</i>	
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TIV will also need to verify your identity to create your USI. Please provide details for one of the forms of identity below.

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

AUSTRALIAN DRIVER'S LICENCE

State:		Licence Number:	
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MEDICARE CARD

Medicare Card No:		Individual reference number	
Card colour	<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Blue	Expiry date	

AUSTRALIAN BIRTH CERTIFICATE:

Document No		State/Territory	
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PASSPORT DETAILS :

Country of Passport		Passport Number:	
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In accordance with section 11 of the *Student Identifiers Act 2014*, TIV 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.

PROPOSED COURSE DETAILS

VOCATIONAL EDUCATION COURSE(S): PLEASE TICK THE COURSE YOU WISH TO ENROL IN:

CRICOS Code	Course code and Name	Duration	Please tick	Preferred Intake
113512C	SIT30821 - Certificate III in Commercial Cookery	52 Weeks	<input type="checkbox"/>	MM/YYYY
113497H	SIT40521 - Certificate IV in Kitchen Management	78 Weeks	<input type="checkbox"/>	MM/YYYY
115055G	SIT50422 - Diploma of Hospitality Management	92 Weeks	<input type="checkbox"/>	MM/YYYY

HEALTH COVER

DO YOU REQUIRE TIV TO OBTAIN OVERSEAS STUDENT HEALTH COVER ON YOUR BEHALF? (PLEASE SELECT)

Single Membership – covers the student only. Couple Membership – covers the student and his/her spouse/partner as listed on the student's visa as dependent. Family Membership – covers the student and their dependents (such as their spouse/partner and any dependent children)

<input type="checkbox"/> Yes	<input type="checkbox"/> Single	<input type="checkbox"/> Couple	<input type="checkbox"/> Family
<input type="checkbox"/> No	<input type="checkbox"/> Already have	Provider:	Expiry Date: DD/MM/YYYY

CREDITS/RPL

DO YOU WISH TO APPLY FOR RECOGNITION OF PRIOR LEARNING (RPL)?

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Please complete the RPL application form and provide supporting documents.
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DO YOU WISH TO APPLY FOR CREDIT TRANSFER?

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Please complete the Credit Transfer application form and provide supporting documents.
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AGENT DETAILS

AGENT/AGENCY DETAILS:

Agency Name:	
Agent staff member name:	
Contact Details:	

DOCUMENT CHECKLIST

PLEASE MAKE SURE THE FOLLOWING ARE ATTACHED (IF APPLICABLE), DOCUMENTS WHICH ARE NOT IN ENGLISH MUST TRANSLATED IN ENGLISH

Certified Passport biodata page(s)	<input type="checkbox"/>
Copy of Overseas or Australian qualification and transcripts (as applicable)	<input type="checkbox"/>
Certified English Language Evidence (IELTS or another equivalent test)	<input type="checkbox"/>
Certified copy of year 12 certificate	<input type="checkbox"/>
Related work experience (if any)	<input type="checkbox"/>
Copy of current Australian Visa (if applicable)	<input type="checkbox"/>
Course codes or unit outline/syllabus if you are applying for exemptions (credit transfer) or Statement of attainment. (Student must apply within 28 days of their enrolment)	<input type="checkbox"/>
For offshore applicants: A GTE - Statement of Purpose explaining the reason to studying the course, relevance to previous study / work experience and Future goals, reason for choosing TIV for study and study in Australia rather than home country.	<input type="checkbox"/>

DO YOU REQUIRE ANY LANGUAGE, LITERACY, OR NUMERACY ASSISTANCE?

NO <input type="checkbox"/> YES <input type="checkbox"/> Please explain:
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Please note that in the absence of any of the above documents, application may be deemed as invalid or can amount in a conditional offer letter. Provide complete application to avoid any delays.

I, _____ (Agent / Applicant) hereby declare that I have checked the validity of above documents and information provided herewith, as true to the best of my knowledge. I understand that any inaccurate or misleading information can lead to delay / rejection of the application and cancellation of enrolment in the event of any offer / COE issuance.

Signature:		Date:	
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Term and Conditions

PAYMENT OF FEES:

- Fees cannot be accepted from potential students unless they have signed a written agreement with TIV.
- Students must pay the overseas student health cover (where applicable), enrolment & admin fee and material fees in full before the course commencement.
- Students will be required to pay for the remaining of the tuition fee 1 week before the start of the next study period. Please refer to your letter of offer for your payment schedule according to the study period of the course/s you have enrolled.
- Payments can be in the form of bank transfer or EFTPOS.

Please write your name and student ID in description while making payments.

Account Name:	Australian Academy of Higher Learning Pty Ltd		
BSB:	083 170	Account Number:	817208455
SWIFT Code:	NATAAU33	Bank Name:	NAB
Branch:	Carlton	Bank Address:	288 Lygon Street, Carlton VIC 3053

Payment via bank deposit should be forwarded to accounts@techinstitute.vic.edu.au

- Students will not be issued a Qualification or Statement of Attainment while fees are still outstanding.
- TIV reserves the right to cancel any course prior to the commencement date of the course or during the course, should it deem it necessary.
- For fees / payment schedule, please refer to "Payment of Fees" in the offer letter.
- TIV reserves the right to accept or reject any application for enrolment at its discretion.

GENERAL REFUND POLICY

- If the student is refused a visa offshore, TIV will provide a refund of all fees paid excluding the non-refundable enrolment fee and agent's commission.
- If the student is refused a visa while onshore after the initial visa grant, TIV will provide a refund of unused tuition fees as follows: The refund amount = weekly tuition fee × weeks in default period.
- If the seats in the course are full or the course is cancelled, a full refund of fees will be made without the non-refundable part of the enrolment fee.
- No refunds apply after the visa is granted for a course or a package of courses offered by TIV (except in the event of applicant's demise)
- OHSC Refunds will be done as per health cover provider policies.
- All refunds will be paid within 28 working days.

REFUND OF STUDENT TUITION FEES MAY BE GIVEN IN THE FOLLOWING CIRCUMSTANCES:

- Refunds are only available under certain conditions.
- To apply for a refund, you must submit a Refund Request Form and any other supporting documentation.
- Course Fees are not transferrable to another provider.
- All processed refunds will be paid to the nominated back account in Australian Dollars (AUD) only.
- A full detail of Refunds can be obtained by requesting a copy of the Refunds Policy.
- You have the right to appeal any decision made regarding the refund process.
- More information please visit www.techinstitute.vic.edu.au
- If student requests for release after the visa grant and obtain an approved withdrawal from course, no refunds apply.
- For a refund of tuition fees, you must give written request by filling a form in person. No email requests will be accepted.
- Any changes to management structure or name of institution or campus location, change of fee structures, change of mind, does not constitute towards a reason for refund. Any such requests will be refused.
- All approved refunds are made payable to and sent to student or to the account of the legally authorised and duly consented by the student in Australian dollars in order to maintain transparency in transaction(s).

AUTHORIZATION TO ARRANGE MEDICAL TREATMENT

- The student agrees to authorize TIV to call for medical treatment in emergency circumstances where TIV staff deems it necessary. TIV will not be held liable for any expense, loss or damage for such medical intervention. Students are liable for their own OSHC cover maintenance for this purpose.

COMPLAINTS & APPEALS

- If you have any problems or concerns with the college during your studies, you need to follow Complaints and Appeals Procedure as described in the student handbook
- If you are still not satisfied you have the right to appeal to Overseas Students Ombudsman (www.oso.gov.au), an independent external party and advise the institute within a stipulated timeframe.

COURSE CANCELLATION BY TIV - PROVIDER DEFAULT

- If TIV is unable to provide any courses on the agreed starting date, students will be offered a refund of the unused portion of all pre-paid tuition fees. Alternatively, students may be offered enrolment in alternative courses of TIV at no extra administrative cost.
- Refunds due to provider default will be paid within 14 working days & as per the Tuition Protection Services (TPS) guidelines Changing Courses.
- If you are thinking about changing your course of study to a lower level AQF course would be a breach of visa conditions and might result in the Student Visa being cancelled.
- To change to a lower level AQF course you must apply to DHA of a new visa and to be granted a new visa before changing.

TRANSFER OF PROVIDER (ISSUE OF A RELEASE LETTER APPROVING THE TRANSFER)

- Release cannot be provided prior to completion of 6 months of the principal course & will not be issued in case any due tuition fee is unpaid.
- The requests for the same will be considered in accordance with the Transfer of Provider and Release policy.

COURSE PROGRESSION AND ATTENDANCE

- Regular attendance is a requirement for all students. International students must attend a minimum of 80% of classes for the duration of their course.
- If students fail to meet this requirement their enrolment with TIV will be cancelled and the student will be reported to DHA and their visa may be cancelled.
- If students do not make satisfactory course progress (more than 50%) they will have to attend counselling with Student Support.
- If the student fails to meet the progress subsequently, they will be reported to DHA and their visa may be cancelled.
- More detail please see TIV Monitoring Attendance and Course Progress Policy and Procedures.

DISCLAIMER

- TIV accepts no liability for any unexpected interruption in services through events such as electrical failure, floods and similar natural disaster which cause cancellation of classes. Fee refunds will not be provided for classes missed due to such events.

LIVING COSTS AND FINANCIAL AVAILABILITY

- Please access to our International Student Information Kit for a guide to living costs and tuition fees and all policies including our Refund policy.
- Applicant to note that the transfer between providers the National Code standard 7 applies.
- Understand the costs associated with studying in Australia and associated financial policies (fee, refund, transfer etc.) of TIV & confirm that you have enough financials to cover the same. (Including tuition / related fees*, living expenses, overseas student health cover and return airfares etc.)

Privacy statement

WHY WE COLLECT YOUR PERSONAL INFORMATION

- As a registered training organisation, Technical Institute of Victoria collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

HOW WE USE YOUR PERSONAL INFORMATION

- We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO

HOW WE DISCLOSE YOUR PERSONAL INFORMATION

- We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.
- We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

HOW 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.
- 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
- If you would like to seek access to or correct your information, in the first instance, please contact your TIV 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: admissions@techinstitute.vic.edu.au

At any time, you may contact TIV 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

Declaration

STUDENT DECLARATION

By signing and submitting this 'Student Application for Enrolment' the applicant acknowledges

1. I understand and accept that Letter of Offer and Enrolment Acceptance Agreement can be sent, if all of course entry requirements are met, TIV reserve the right to offer a place in its course/s.
2. I authorise TIV to contact me by SMS, Email, phone, mail or any other form of communication
3. I understand TIV may provide my information to relevant department in order to conduct surveys.
4. I authorise TIV to verify any information, I have provided for admission.
5. I give TIV permission to obtain official records / confirm details from a previous educational institution attended by me or employers/referees.
6. I have read and understood all of the information on this form.
7. I am aware of my obligation that once I get admission at TIV, I required to pay course fees and also understand non-payment of fees can lead to cancellation of my course enrolment at TIV.
8. I understand, I must abide by my visa conditions throughout my study period at TIV including maintaining attendance and course progress.
9. I understand living costs in Australia may vary any time (higher or lower), and are different than other countries.
10. I have read and understood Technical Institute of Victoria's Pre- enrolment information (to make informed decisions about undertaking training with TIV), including Technical Institute of Victoria's International Student Handbook & marketing material and visited TIV's website www.techinstitute.vic.edu.au, read entry requirements for the course including Age requirements, English language requirements, academic requirements, duration of course/s, modes of study, assessment methods; Institute location/s, facilities at the Institute, course fee/s; the Refund policy, Deferment, Suspension and Cancellation Policies; Complaints and appeal policy/procedure; ESOS Framework; Costs of living in Australia, Accommodation options, and obligations of schooling for any school aged dependents I may have. etc.
11. I have visited Australian Government Department of Home Affairs website www.homeaffairs.gov.au to read about Australian visas and student visa and their/its conditions.
12. I am aware, I can obtain additional copies of the International Student Handbook, Policies, Procedures and Marketing Information by contacting Technical Institute of Victoria or its website: www.techinstitute.vic.edu.au Note website may not display all of TIV policies.
13. All information provided to "Technical Institute of Victoria" as part of the application process is true and correct to the best of my knowledge and understanding.
14. I am aware of my rights and responsibilities as a student and agree to abide by the policies and procedures of the Technical Institute of Victoria.
15. I understand that by signing this form and by accessing the Complaints and Appeals process of Technical Institute of Victoria, do not removes my right to take action under Australia's Consumer Protection laws.
16. I do wish to take part in surveys and I am 18 years of age or over.
17. I agree to pay fees as they become due. I understood my qualification would be withheld until my account is Finalized.
18. I agree to give permission to use any photographs and/or video image on which I may appear on marketing and advertising materials. • I understand that assessments need to be regularly submitted to ensure successful progression throughout the course. • I understand that in event of my enrolment cancellation, any further submissions of assessment will not be marked and a Statement of Attainment will be issued for the competent units. • I declare that I will notify any change of contact details within 7 working days.
19. If I am intending to change education provider, I should contact my current education provider for information. (In most circumstances, the new education provider will not be restricted from enrolling you if you have not completed six months of the main course of study for which your visa was granted.) and if I want to change education provider before completing the first six months of my main course of study, I must contact my current education provider for permission and receive a release letter. (You will need a letter of offer from the new provider in order to apply for a letter of release from your original education provider.) • I declare that I have also read and understand the National Code 2018 and ESOS Act 2000 at <https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets.aspx>
20. I have read and understood/agree to all of the information on Pre-Enrolment information document.
21. You are required to make your own travel arrangements to TIV's training farm or training kitchen facilities for the practical classes. TIV's farms are located in the suburbs with limited public transport facility. In the event, you are unable to make your travel arrangements, please contact Student Support team at info@techinstitute.vic.edu.au or call 00 61 3 9639 3525. TIV will provide guidance to you. Alternatively, should you require TIV can make travel arrangements for you at additional cost. Please be sure to liaise with us at least 48 hours prior to your scheduled class.

Name of Student:	Signature of Student:	Date:

OFFICE USE ONLY			
Staff Member:		Student Activated	PRISMS Updated
Signature:	Date: / /	ID Card Issued	New Student
Student ID number:		SMS Updated	Existing Student