

## Application for Enrolment Form – International Students

### About this form

Thank you for your interest in seeking enrolment into Grenfell Institute of Technology Australia. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email. You can send this form to us by post, email or in person. Please provide a copy of your passport, your visa (if relevant), your High School Certificate, proof of English language proficiency as specified in the entry requirements and any other requested documents referred to in the course brochure, prospectus and student handbook.

Please note that Application Fee and Administration Fee are Non-Refundable.

### 1. Personal Details

<b>Title</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other										
<b>Gender</b>	<input type="checkbox"/> Male			<input type="checkbox"/> Female			<input type="checkbox"/> Other				
<b>Date of Birth</b>	Day/month/year    _____ / _____ / _____										
<b>First Name</b>											
<b>Middle Name</b>											
<b>Last Name</b>											
<b>Note:</b> Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Grenfell Institute of Technology Australia to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI in this form for a detailed explanation. Grenfell Institute of Technology Australia can be prevented from issuing you with a nationally recognized 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 <a href="https://www.usi.gov.au/students/create-your-usi/">https://www.usi.gov.au/students/create-your-usi/</a> on computer or mobile device.											
<b>Unique Student Identifier (USI)</b>											
<b>Country of Birth</b>						<b>Nationality</b>					
<b>Do you speak a language other than English at home?</b>	<input type="checkbox"/> No English only			<input type="checkbox"/> Yes, other - please specify →							
<b>Are you of Aboriginal or Torres Strait Islander origin?</b> (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)											
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander											
<b>Your Current Location</b>	<input type="checkbox"/> Onshore in Australia					<input type="checkbox"/> Offshore outside Australia					

### 2. Contact Details

#### Contact Details in Home Country

<b>Address Line 1</b>											
<b>State/ Province</b>											
<b>Country</b>						<b>Postcode / ZIP Code</b>					
<b>Home Phone Number</b>						<b>Mobile Number</b>					
<b>Email ID</b>											

Contact Details in Australia				
Building/Property name (if applicable)				
Flat/unit details (if applicable)				
Street name				
Suburb		State		Postcode
Home Phone Number		Work Phone Number		
Mobile Number		Email ID		
Postal Address in Australia (If different from Residential)				
Address Line 1				
Suburb				
State		Postcode		
How would you like Grenfell Institute of Technology Australia to contact you to further discuss your enrolment?		<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Post		
Emergency Contact Details (do not leave it blank)				
Name of person		Relationship to you		
Full Address				
Mobile/phone		Email ID		
3. Passport Details (do not leave it blank)				
Passport Number		Passport Expiry Date	DD/MM/YYYY ____/____/____	
Country and place of passport Issue				
4. VISA Details				
Current Australian VISA Type		Current Australian VISA Subclass		
Current Australian VISA Number		Current Australian VISA Expiry Date	DD/MM/YYYY ____/____/____	
5. Do you have an Education Agent?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Agent/Agency				
Address				
Phone		Mobile Number		
Email				

<b>Agent Stamp (If applicable)</b>	[Stamp Here]
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### 6. Overseas Student Health Cover (OSHC)

1. The Australian Government requires all persons entering Australia on a Student Visa to have OSHC.  
 2. The length of your OSHC MUST cover the total length of your course(s).

<b>Do you have an OSHC arranged for yourself and any dependents?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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#### Part A – Insurer Details

<b>Name of Insurer</b>			
<b>Membership Number</b>		<b>OSHC Expiry Date</b>	DD/MM/YYYY ____/____/____

#### Part B – Grenfell Institute of Technology Australia to arrange OSHC

The college staff will obtain detailed information from yourself about your age, number of dependents and their information to arrange a health cover. Entire costs will be paid by you as the College fee does not include non-tuition fees as part of OSHC.

<b>Cover Type</b>	<input type="checkbox"/> Single <input type="checkbox"/> Dual <input type="checkbox"/> Family
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### 7. English Language Proficiency

Test Type (IELTS, PTE, TOEFL etc.)	Score Achieved	Date of test
		DD/MM/YYYY ____/____/____

Passed English Placement Test with Grenfell Institute of Technology Australia

Not Required. I am from (please tick)

United Kingdom   
  Ireland   
  Canada   
  South Africa   
  USA

\*Please note all students must undertake a Language, Literacy and Numeracy Test before starting any study at Grenfell Institute of Technology Australia irrespective of their previous studies, Official English Language Scores or nationality.

### 8. Computer Literacy (do not leave it blank)

<b>Out of these, what kind of computer skills do you have?</b>	<input type="checkbox"/> No skills <input type="checkbox"/> Basic skills <input type="checkbox"/> Intermediate level <input type="checkbox"/> Advanced Skills
<b>Skills to use Microsoft Office products (Word, Excel, Power-Point)</b>	<input type="checkbox"/> No skills <input type="checkbox"/> Basic skills <input type="checkbox"/> Intermediate level <input type="checkbox"/> Advanced Skills
<b>Office equipment resources such as telephone, photocopier, scanner and printer</b>	<input type="checkbox"/> No skills <input type="checkbox"/> Basic skills <input type="checkbox"/> Intermediate level <input type="checkbox"/> Advanced Skills
<b>Software to view videos and images Adobe reader, Windows Media Player, Windows Photo Viewer</b>	<input type="checkbox"/> No skills <input type="checkbox"/> Basic skills <input type="checkbox"/> Intermediate level <input type="checkbox"/> Advanced Skills
<b>Numeracy &amp; Mathematics Skills (subtraction, addition, multiplication, data rend interpretation)</b>	<input type="checkbox"/> No skills <input type="checkbox"/> Basic skills <input type="checkbox"/> Intermediate level <input type="checkbox"/> Advanced Skills

### 9. Disability Status

Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If **YES** to the above question, please tick the correct Disability, Impairment or Long-Term Condition/s below.  
 Review the disability supplement at the end of this form to help you select the right area(s).

<input type="checkbox"/> Hearing	<input type="checkbox"/> Deafness	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Vision	
<input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Other: _____	

## 10. Course Selection

**Note:** Once this Application for Enrolment Form is completed and the required documents are submitted, Grenfell Institute of Technology Australia will send you a Course Entry Interview Form. All students are required to complete the Course Entry Interview Form and respond to a brief interview. Course Entry Interview Form is used to determine your eligibility for course credits and to ascertain whether you require Language literacy and Numeracy related support and special assistance to ensure successful completion of your course. Also, the interview will give Grenfell Institute of Technology Australia, an indication whether the chosen qualification is right for you. Your responses to the survey and documentation provided with this form will allow us to know whether you meet all admission requirements for the chosen course. The interview will allow us to confirm if the course / college meets your expectations.

Course Code and Course Title	CRICOS Code	Total Course Duration	Please tick	Preferred Start Date/ Month
SIT30821 Certificate III in Commercial Cookery*	112506J	52 weeks	<input type="checkbox"/>	
SIT40521 Certificate IV in Kitchen Management*	112507H	78 weeks	<input type="checkbox"/>	
SIT50422 Diploma of Hospitality Management*	112508G	104 weeks	<input type="checkbox"/>	
BSB50420 Diploma of Leadership and Management	112504M	52 weeks	<input type="checkbox"/>	
BSB60420 Advanced Diploma of Leadership and Management**	112505K	65 weeks	<input type="checkbox"/>	
BSB80120 Graduate Diploma of Management (Learning)	113102K	52 Weeks	<input type="checkbox"/>	

**Note:** Details of Intakes can be obtained from our Course Brochures, Student handbook or by contacting our marketing and student support team.

\*These qualifications include compulsory work-based training, which may require the student to undertake unpaid practical placement within a commercial kitchen.

\*\*To enter the qualification BSB60420 Advanced Diploma of Leadership and Management, applicant must have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise. Please refer to Student handbook, Prospectus and Course Brochures or our official website for more details.

## 11. Previous qualification achieved (do not leave it blank)

**Have you successfully completed any of the following qualifications?**  Yes  No

Bachelor Degree or higher     
  Advanced Diploma or associate degree     
  Diploma (or associate diploma)  
 Certificate IV     
  Certificate III (or trade certificate)     
  Certificate II     
  Certificate I  
 Other education (including certificates or overseas qualifications not listed above)

**In the case of overseas qualification, has the qualification been assessed as equivalent to an Australian qualification?**  Yes  No

Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary or a Grenfell Institute of Technology Australia's education agent representative. Academic records not in English must also be accompanied by a certified translated copy. If you believe you have relevant work experience, attach details and documentation (e.g., employer reference, curriculum vitae etc.)

## 12. Schooling (do not leave it blank)

What is your highest COMPLETED school level? (Tick ONE box only)

Year 12 or equivalent     
  Year 11 or equivalent     
  Year 10 or equivalent  
 Year 9 or equivalent     
  Year 8 or below     
  Never attended school

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

## 13. Employment (do not leave it blank)

**Which of the following best describes your current employment status?**

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

## 14. Occupation

Manager     
  Professionals     
  Technicians and Trade Workers     
  Community & Personal Service Workers  
 Sales Workers     
  Laborer     
  Clerical and Administrative Workers     
  Machinery Operators and Drivers

Others

### 15. Industry of Employment

- |   |  |
|---|--|
| <input type="checkbox"/> Manufacturing                            | <input type="checkbox"/> Wholesale Trade                                 |
| <input type="checkbox"/> Health Care and Social Assistance        | <input type="checkbox"/> Education and Training                          |
| <input type="checkbox"/> Agriculture, Forestry and Fishing Mining | <input type="checkbox"/> Arts and recreation Services                    |
| <input type="checkbox"/> Rental, Hiring and Real Estate Services  | <input type="checkbox"/> Electricity, Gas, Water and Waste Services      |
| <input type="checkbox"/> Accommodation and Feed Services          | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Transport, Postal and Warehousing        | <input type="checkbox"/> Financial and Insurance Service                 |
| <input type="checkbox"/> Information, Media and Telecommunication | <input type="checkbox"/> Public Administration and Safety                |
| <input type="checkbox"/> Administrative and Support Services      | <input type="checkbox"/> Retail Trade                                    |
| <input type="checkbox"/> Construction                             | <input type="checkbox"/> Other Services                                  |

### 16. Reasons for study (do not leave it blank)

**Out of the following, which best describes your reason for undertaking this course?**

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

### 17. Recognition of Prior Learning /Credit Transfer Application

**Credit transfer** is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

**Recognition of prior learning** is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

If you are seeking credit transfer/recognition of prior learning, you must attach certified translated (English) copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information etc., so that Grenfell Institute of Technology Australia can assess your eligibility for credit recognition. Also attach certified copies of previous relevant qualifications or experience. Complete the RPL/CT Form available at our website or request one from Grenfell Institute of Technology Australia's reception.

**Would you like to make an application for RPL/ Credit transfer**

\*RPL fee is applicable a \$500 per unit \* Credit Transfer is of no charge

Yes  No

### 18. Accommodation Requirements

**Do you require the college to arrange accommodation?**

Yes  No

**If YES, what type of accommodation arrangements would you like?**

Private  Shared

**Do you require the college to arrange for Airport pickup?**

Yes  No

**Any other additional information:**

### 19. Marketing

**How did you find out about this course?**

- |  |                                    |                                    |                                   |
|--|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Advertisement         | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Internet  | <input type="checkbox"/> Friends  |
| <input type="checkbox"/> Search engines/Google | <input type="checkbox"/> Facebook  | <input type="checkbox"/> Instagram | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Other, specify: _____ |                                    |                                    |                                   |

### 20. Payment Details

- Payment by Credit Card (Please fill in the credit card authorization form)
- Payment by Cash
- Bank Cheque made payable to Grenfell Education Enterprises Pty Ltd
- Payment by Bank Transfer / EFT

**Bank Transfer to be made to the following bank account**

<b>Account Name</b>	Grenfell Education Enterprises Pty Ltd				
<b>Account Number</b>	325313013	<b>BSB</b>	013011	<b>SWIFT Code</b>	ANZBAU3M
<b>Bank Name</b>	ANZ Bank				

**21. Application Checklist**

- Include details of your previous academic qualifications.
- Include date of commencement and completion, or if you are yet to finish studying, you must mention your intended completion date.
- All Certified copies of academic qualifications must be attached to this application.
- If the qualifications are in a language other than English, please also supply certified translated copies. Documents must be certified by: By a JP, if you are in Australia; if overseas, then, your current or previous education institution; a solicitor; a pharmacist; a justice of the peace.
- If you are overseas, please email or post all documents in an envelope directed to the institution.
- Grenfell Institute of Technology Australia reserves the rights to refuse admission on the grounds of incorrect certification or translation procedures.
- Students will be sent Course Brochures, Prospectus, Student Handbook and relevant policies and procedures along with this form to inform you about our services. It is imperative that you read the documents before completing this Application for Enrolment Form.

- |  |  |
|--|--|
| <input type="checkbox"/> Completed and attached all sections of this form      | <input type="checkbox"/> Certified copy of your Visa if onshore in Australia |
| <input type="checkbox"/> Attached certified copies of your English Proficiency | <input type="checkbox"/> Overseas Student Health Cover if available          |
| <input type="checkbox"/> Attached relevant employment documentation            | <input type="checkbox"/> Attached certified copies of your qualifications    |
| <input type="checkbox"/> Attached certified copies of your Passport            | <input type="checkbox"/> Read and signed the declaration                     |

**22. 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 you do not provide this information, we will be unable to process your enrolment.

**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](http://www.ncver.edu.au/privacy)

If you would like to seek access to or correct your information, in the first instance, please contact us 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 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 Grenfell Institute of Technology Australia 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

Our contact details are:

E: [info@gita.edu.au](mailto:info@gita.edu.au)

P: (08) 8552 6677

W: [www.gita.edu.au](http://www.gita.edu.au)

You may also request our privacy policy if you wish.

## 23. Student Declaration and Consent

1. I understand that the College is committed to protecting my rights to privacy.
2. The information on this form and documents provided in support of my application are correct and complete.
3. I acknowledge that incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and the College may refuse to offer a place in Course (s).
4. I have read and understood the Course Brochures, Prospectus, Student Handbook and relevant policies and procedures before completing this form.
5. I meet admission requirements as outlined in the Course Brochures, Prospectus and Student Handbook.
6. I understand that an offer is not guaranteed at this stage as it is subject to Grenfell Institute of Technology Australia assessing my application by considering presented information and documents.
7. I have read and understood grounds on which Student Enrolment may be deferred, suspended and cancelled through Student Handbook and relevant policies and procedures.
8. I have read and understood ESOS Framework presented via the Student Handbook and through the supplementary links on the college website.
9. I have read and understood that after the visa grant, I could request the College for accommodation arrangements. Similarly, upon my request, the College will provide information on costs as per my choice of area and type of accommodation.
10. I have read and understood the indicative cost of living in South Australia.
11. I have read and understood Course progress and attendance requirements from Student Handbook and relevant policies and procedures including the College's Policy for monitoring course progress.
12. I have read and understood Fee and Refund Policy & Associated Procedures on Student Handbook and also via reading all other relevant policies and procedures.
13. I have read and understood information on Complaints and Appeals from Student Handbook along with the College's Policy on Complaints and Appeals.
14. I acknowledge that it is my responsibility to seek independent advice before signing this application form.
15. I acknowledge that the College will send and conduct a Course Entry Interview Form after I complete and sign this form.
16. I authorize the College to verify the authenticity of academic qualifications and claims that I made regarding my application by contacting previous institute and other bodies.
17. I have been informed that I will reach the final contract only by responding to the Student Offer & Written Agreement
18. I declare that the information I have provided to the best of my knowledge is true and correct.
19. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

<b>Student Full Name</b>			
<b>Student Signature</b>		<b>Date</b>	DD/MM/YYYY ____/____/____
*Parental/guardian consent is required for all students under the age of 18.			
<b>Parent / Guardian Full Name</b>			
<b>Parent / Guardian Signature</b>		<b>Date</b>	DD/MM/YYYY ____/____/____

## Disability supplement

The purpose of the Disability supplement is to provide additional information to assist you with answering the disability question.

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 life span. 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.

### Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.