



# Student Enrolment Form

(Continuing Student)

| A. Personal Details   |  |
|---|--|
| <b>1. Enter your full name</b><br>Family Name (Surname) :                                   |  |
| Given Name/s :  |  |
| Student ID Number :   | Mobile:  |
| Email:  | USI#:  |
| <b>2. Enter your birth date</b> (Day/Month/Year):    /    /                                 | <b>3. Gender:</b> (tick ONE box only)<br><input type="checkbox"/> Male <input type="checkbox"/> Female |
| <b>4. What is the address of your usual residence?</b><br>Building/Property Name:           |  |
| Flat/Unit details:  |  |
| Street or Lot number:   |  |
| Street Name:  |  |
| Suburb, Location or Town:   |  |
| State/ territory:   | Postcode:  |
| <b>5. What is your Postal Address (if different from above)?</b><br>Building/Property Name: |  |
| Flat/Unit details:  |  |
| Street or Lot number:   |  |
| Street Name:  |  |
| Suburb, Location or Town:   |  |
| State/ territory:   | Postcode:  |
| <b>Emergency Contact 1:</b>   |  |
| Name:   | Contact Number:  |
| Street Address:   | Suburb:  |
| State:  | Postcode:  |
| <b>Emergency Contact 2:</b>   |  |
| Name:   | Contact Number:  |
| Street Address:   | Suburb:  |
| State:  | Postcode:  |
| <b>Emergency Contact (Overseas):</b>  |  |
| Name:   | Contact Number:  |
| Street Address:   | Suburb:  |
| State:  | Postcode:  |



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### B. Your Course of Study

CRICOS Name & Code:

Expected Course Duration:

Commencement Date:

Expected Completion Date:

### C. Your Credit Transfer and Recognition of Learning (RPL)

6. Are you applying for Credit Transfer or RPL for the units successfully completed at another provider?

Yes  No

If **Yes**, please complete Credit Transfer or RPL application form and submit it to the Student Administration with supporting documents such as official transcript or statement of attainment.

### D. Receipt of the Institute's Policies & Procedures

7. I acknowledge that I have and will read and be familiar with the following policies and procedures of the Institute:

- a. Fee Payment Policy and Procedure
- b. Fee refunds policy
- c. Students' complaints and appeal policy
- d. Students' withdrawal, deferral and suspension policy
- e. Satisfactory course progress policy
- f. Critical incident policy and procedure

8. I am well informed that the Institute is responsible for compliance of training and assessment and for issuance of AQF certification documentation.

9. I am also aware of my rights as per the TPS policy if the Institute closes or ceases to deliver the agreed training and/or assessments.

### E. Important Excerpts from Free Payment, Late Assessment Submission and Plagiarism Policy

10. I am aware that I should pay the tuition fee of each term in full amount within the last two weeks of the current term (study period) and within one working week (5 working days) of the start of the next term. A late payment fee of \$50 will be levied to me if I pay fees by 10 working days (WDs) after the start of the next term for the current term. If I do not pay my fees by 10 WDs, I will be issued a warning letter indicating that I need to pay my outstanding fees plus a late payment fee of \$100 by 20 WDs after the start of the next term for the current term; otherwise my CoEs may be cancelled.

11. Students must submit "competent" assessments by due dates. Those students who fail to submit their assessments by due date, they must submit their assessments within 14 days after the due date. Students must pay \$100 as penalty for late submission of assessments. If students do not submit assessments even by 14 days, students will have to re-enrol in the concerned units later on and will have to be competent in those units at that time. The Institute may report to DIBP as against non-completion of "competent" assessments and non-payment of fees and fines, and it may affect your student visa.

12. Plagiarism is not accepted in Australian education system and at the Institute. You should not practice any plagiarism in your assessments or any other works. If you are found to practice plagiarism, or your assessment has been found to be plagiarised, you will be fined \$250 (for first time) followed by \$500 (for second time) and \$1000 (for third time). If you are still found to be plagiarised after the third time, the Institute will report to DIBP as against plagiarism and it may affect your student visa.



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### F. Privacy Statement

#### Privacy Notice

Under the *Data Provision Requirements 2012*, the Institute 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 the Institute for statistical, regulatory and research purposes. The Institute may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and Researchers.

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

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how VET market operates for policy, workforce planning and consumer information; and
- Administering VET, including programme 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](http://www.ncver.edu.au)).

### G. Student Declaration

I declare that the information I have provided to the best of my knowledge is true and correct. I understand that failure to provide incorrect information or documentation in relation to this application may result in cancellation of my enrolment.

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

I authorise the Institute to contact the persons that are listed in the emergency contact even when I am not contacted timely for the official purpose.

#### Emergency Medical Indemnity

I also authorise the Institute or their representative to obtain Medical Treatment in the event of an emergency. I indemnify the Institute or their representative.

#### Use of photos

I give my permission to the Institute to use my ID or any other photos taken during college events in social media if the intended use is for promoting the status of the institute and its marketing activities.

|                               |  |              |
|-------------------------------|--|--------------|
| <b>Signature of Student:*</b> | <b>Signature of parent or legal guardian:*</b> | <b>Date:</b> |
|-------------------------------|--|--------------|

\*Note: If the student is under 18 years of age at the time of application.

|                        |  |                                      |
|------------------------|--|--------------------------------------|
| <b>OFFICE USE ONLY</b> | <input type="checkbox"/> Student Activated | <input type="checkbox"/> SMS Updated |
| Date:                  | <input type="checkbox"/> ID issued         |                                      |