

**INTERNATIONAL STUDENT ENROLMENT FORM**

**All applicants must complete and submit this form along with all supporting evidence for registration. Fill in all sections clearly & carefully.**

COURSE DETAILS			TOTAL FEE (TUITION FEE + OTHER FEE) \$AUD	TICK THE COURSE(S) YOU WANT TO REGISTER INTO
Unit Code	Title	Course CRICOS Number		
BSB50420	Diploma of Leadership and Management	110418C	\$10,600.00	
BSB60420	Advanced Diploma of Leadership and Management	110419B	\$12,600.00	

**Training and Payment Notes**

All training is provided as a fee for service and non-funded.

**APPLICANT INFORMATION**

**PERSONAL DETAILS**

WRITE IN CAPITAL LETTERS (All names must be the same as the names on your USI and they will be the names that will go on your awards)

<b>SURNAME</b>		<b>GIVEN NAME</b>		<b>MIDDLE NAME</b>	
<b>TITLE</b>	(tick one box ) <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs. <input type="checkbox"/> Other _____			<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>DATE OF BIRTH</b>	date / month / year <i>NOTE: Students Underage (under 18 years old) can not apply to train with this RTO</i>			<b>TOWN/CITY OF BIRTH:</b> _____ <b>COUNTRY OF BIRTH:</b> _____	

<b>UNIQUE STUDENT IDENTIFIER</b>	<b>DO YOU HAVE A USI OR A UNIQUE STUDENT IDENTIFIER?</b>												
	<input type="checkbox"/> <b>YES – ENTER HERE</b> <table border="1" style="width:100%; height:20px;"> <tr> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table> <input type="checkbox"/> <b>NO</b> Please read the USI information on page 4 and sign the permission if you want the RTO to create your USI (see page 4)												

**YOU ARE REQUIRED TO PROVIDE 1 CURRENT PHOTO IDENTIFICATION AND 1 OTHER ACCEPTABLE FORM OF IDENTIFICATION TO REGISTER INTO RTO AND IN ORDER FOR RTO TO CREATE YOUR USI**

<b>PROOF OF ID</b>	<input type="checkbox"/> Australian Passport	<input type="checkbox"/> Medicare Card	<input type="checkbox"/> International Passport
	<input type="checkbox"/> Australian Birth Certificate	<input type="checkbox"/> Certificate of Registration by Descent	<input type="checkbox"/> Immicard
	<input type="checkbox"/> Australian Driver's License	<input type="checkbox"/> Citizenship Certificate	<input type="checkbox"/> Other: _____

When would you like to start the course: Month: \_\_\_\_\_ Year: \_\_\_\_\_

**RECOGNITION OF PRIOR LEARNING OR CREDIT TRANSFER:**

**ARE YOU APPLYING FOR RPL (Recognition of Prior Learning)?** Yes  No (if you are applying for RPL an RTO assessor will contact your prior the start of training)

**ARE YOU APPLYING FOR CREDIT TRANSFER** Yes  No (if you are applying for Credit Transfer then please complete the CT Application Form and provide a copy of Statement of attainment and Certificate available at reception)

**CURRENT CONTACT DETAILS**  
(What is your current contact detail?)

Home Phone:	Work Phone	Mobile Phone
Email Address:		

**EMERGENCY CONTACT DETAILS**

Name of the person we should contact in an emergency:	
Their contact number:	Relationship to you:
<b>ADDRESS</b>	
<b>RESIDENTIAL ADDRESS</b> (address where your award will be posted)	<b>POSTAL ADDRESS</b> (If different from residential address)
Building Name:	Building Name:
Flat/Unit Number:	Flat/Unit Number: or PO Box Number:
Street Address:	Street Address:
City/Suburb:	City/Suburb:
State:	State:
Postcode:	Postcode:

**CULTURAL BACKGROUND**

<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>COUNTRY OF CITIZENSHIP:</b> Australia <input type="checkbox"/> New Zealand <input type="checkbox"/>	<b>OTHER, PLEASE SPECIFY:</b> _____

**EDUCATION**

What is your highest COMPLETED school level? (tick one box only) <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 10 or equivalent	In which year did you complete that school level? _____ Are you still attending secondary school? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, current school level: _____
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**LANGUAGE**

Do you speak a language other than English at Home? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes Please specify: _____	
How well do you speak English? <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	Do you require English assistance to complete your studies? <input type="checkbox"/> YES <input type="checkbox"/> NO

**INDIVIDUAL LEARNING REQUIREMENTS**

Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> YES <input type="checkbox"/> NO (If Yes Please tick boxes applicable boxes below)				
<input type="checkbox"/> Acquired Brain Injury	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Psychological	<input type="checkbox"/> Physical	<input type="checkbox"/> Unspecified
<input type="checkbox"/> Hearing/Deafness	<input type="checkbox"/> Learning	<input type="checkbox"/> Neurological	<input type="checkbox"/> Visual	<input type="checkbox"/> Other _____
If you have indicated that you consider yourself to have a disability, impairment or long-term condition or other then please explain WHAT SUPPORT YOU WILL REQUIRE DURING YOUR TRAINING: ----- -----				
Do you have any other situation e.g. lifestyle, family, monetary, dependents, access etc that might impact on your learning that you would require training support for? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES what is the situation?----- What support would you need? -----				

### EMPLOYMENT

Of the following categories, which best describes your current employment status? (tick one box only)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 1. Full-time Employee                   | <input type="checkbox"/> 4. Employer                             | <input type="checkbox"/> 7. Unemployed – Seeking part-time work |
| <input type="checkbox"/> 2 Part-time Employee                    | <input type="checkbox"/> 5. Unpaid, working in a family business | <input type="checkbox"/> 8. Not Employed – Not seeking work     |
| <input type="checkbox"/> 3. Self Employed – Not employing others | <input type="checkbox"/> 6. Unemployed – Seeking full-time work  | <input type="checkbox"/> 9. Employed                            |

### IF EMPLOYED AND EMPLOYER IS PAYING FOR THIS COURSE:

Your employer/Company Name: _____	Contact Person: _____ Contact Number: _____	Your Position: _____ Your Division: _____
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### PRIOR QUALIFICATIONS

Have you successfully completed any of the following qualifications?  YES  NO (If Yes Please tick boxes applicable boxes below)

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Certificate I  | <input type="checkbox"/> Certificate III (or Trade Certificate)           | <input type="checkbox"/> Diploma (or Associate Diploma)    |
| <input type="checkbox"/> Bachelor Degree or Higher            | <input type="checkbox"/> Certificate II | <input type="checkbox"/> Certificate IV (Advanced Certificate/Technician) | <input type="checkbox"/> Certificates other than the above |

### PREVIOUS TRAINING AND EXPERIENCE

Have you successfully completed training or gained experience that is directly related to the course you are applying for? ( Please tick boxes applicable boxes)  NO or

YES- please describe previous training: -----

YES- please describe previous experience: -----

### STUDY REASONS

Of the following categories, which best describes your main reason for undertaking this course? (tick one box only)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> To develop my existing business     |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> It was a requirement of my job   | <input type="checkbox"/> To start my own business         |  |

### HOW DID YOU HEAR ABOUT US?

- |  |  |   |                             |
|--|--|---|-----------------------------|
| <input type="checkbox"/> REFERRAL      | <input type="checkbox"/> CAREER EXPO               | <input type="checkbox"/> FACEBOOK/TWITTER | I was referred by:<br>_____ |
| <input type="checkbox"/> GOOGLE SEARCH | <input type="checkbox"/> LOCAL NEWSPAPER (SPECIFY) | <input type="checkbox"/> FLYER/BROCHURE   |                             |
| <input type="checkbox"/> WORD OF MOUTH | <input type="checkbox"/> JOB SERVICE PROVIDER      | <input type="checkbox"/> OTHER (SPECIFY)  |                             |

### PRIVACY DECLARATION

- Information requested on this form is used by this RTO to assist with student registration, academic and attendance tracking, communication and for qualification issuance as required. All data is confidential and is not forwarded to any other party (without the permission of the owner) with the sole exceptions of reporting to the national statistical database as required under legislation and if requested to do so by a recognized authority e.g. police
- Information contained in these forms will be used by RTO for administrative and legal purposes only. No access to your enrolment will be provided to any other third party without your consent, in accordance with the RTO Privacy Policy.
- Commonwealth and State government agencies will be granted access to enrolment information as requested for specific purposes, such as AVETMISS statistical data to substantiate funding arrangements.

### USI INFORMATION

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

- Before attending your first session you will need to provide RTO with your verifiable **Unique Student Identification (USI)** number with the Australian Government Department of Industry Skills.
- To register for a USI number <http://www.usi.gov.au/Pages/default.aspx#>. Remember when you attend your training to bring your USI with you as this is now a mandatory requirement for the VET Sector.
- Alternatively, if you do not have access to the internet you can complete the attached declaration form, which gives RTO permission to apply for your USI on your behalf.

### USI STUDENT COLLECTION PERMISSION

**I confirm:**

- That I give this RTO permission to apply for my USI on my behalf, if I do not already have one on enrolment.
- That I allow this RTO to use my Personal Contact Details to create a login at <http://www.usi.gov.au/Pages/default.aspx#>.
- That I have provided the original or certified copy of the required proof of identification
- That I understand that if this Enrolment Form is not completed in its entirety, I will not be issued my qualification until it is

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT OPTIONS

The RTO requires that payment of course fees be made through EFT or Direct Credit to our bank account.

**Important: Please provide your surname as the payee reference to ensure that your payment is credited to your account.**

Account Name:  
Bank Name:  
BSB:  
Account No:

#### Registration Terms and Conditions

**How to register:** Please read and make any necessary inquiries about all pre-registration information including the information contained in this form. Complete the form and submit it to RTO along with the required payment and supporting documentation. If accepted you will be issued with a Letter of Offer/Student Agreement for you to sign and return to RTO with proof of payment to RTO. Confirmation of Enrolment (COEs) will only be issued once a signed letter of offer and payment are received.

**Unique Student Identifier:** You are required to provide a valid USI which will be verified by RTO, to register. If you do not have a valid USI you can sign the declaration below and RTO will obtain one for you.

**Student Induction.** The Letter of Offer/Student Agreement includes instructions for you to attend a mandatory student induction session prior to the start of training. During which you will receive your student handbook and more information to achieve successful outcomes of your training.

**Fee Payment:** Once registered you are obligated to make all tuition fee instalments as scheduled and to pay any other course fees upon usage. Failure to do so will result in a warning letter followed by possible termination of your registration and notification to Department of Home Affairs (DHA)

**Student Visa:** You are required to maintain all student visa conditions at all times whilst registered with RTO. This includes a minimum of 80% attendance and satisfactory course progress in any study period. Failure to do so will result in series of warning letters including a final reporting letter followed by possible termination of your registration and notification to DHA

**RTO Rules and Australian laws:** You are required to follow all RTO rules and all Australian Laws at all times. Failure to do so will result in a warning letter followed by possible termination of your registration and notification to DHA. However the signing of this application form and student agreement does not remove any legal rights of students as consumers to involve external remedies and their own legal representation at any time.

**RTO Obligations and Responsibilities:** RTO is obligated to provide the products and services as promoted and agreed to in writing between RTO and student. RTO is obligated to comply with the 2015 RTO Standards, National Code 2018 (CRICOS) and all relevant legislation, regulations and licensing requirements.

**Training and Assessment:** All scheduled training and assessment is timetabled. Students are required to bring references, notes, and laptops to training. Unit training will be by supervised supported face-to-face tutorials and assessment will include both applied knowledge and practical assessments which may include questions, research, projects and reports.

**Self Study:** It is highly recommended that students supplement tutorials with their own un-scheduled but supported self study.

**Recognition of Prior Learning:** RTO recognises the qualifications issued by another Australian RTO through Credit Transfer (CT). RTO recognises the prior learning and experiences of all students through RPL. Charges apply for RPL. Students will receive a written notification of CT /RPL outcome and no further

training will be required for units that the student has received RPL. Students must apply for CT/RPL at registration as this will affect total course durations/visa duration.

**Refund Policy:**

**RTO Default:** Whereas the registered provider RTO fails to provide a course or ceases to provide a course to an overseas student in accordance with section 27(1) of the ESOS Act then RTO will refund to students within 14 days the unused portion of all tuition fees paid in advance. Should the student desire to take an alternative course with RTO, fees will be fully transferable to that course.

**Student Default:** Where an overseas student does not start a course or withdraws from a course as defined in section 27(2) of the ESOS Act the following conditions will apply regarding a refund of fees:

- Visa refused prior to course commencement: Full refund
- Withdrawal at least 5 weeks prior to agreed start date: 90% refund
- Withdrawal at least 3 weeks prior to agreed start date: 70% refund
- Withdrawal less than 2 weeks prior to agreed start date: No refund
- Withdrawal after the agreed start date: No refund
- Visa cancelled due to actions of the student: No refund
- Visa extension is refused: Return of unused tuition fees
- Withdrawal from study – current students: For refund of unused tuition fees, Notification of Withdrawal form must be received by RTO 4 weeks prior to start date of the following term(s)

Normal processing time for a refund request is up to 28 days from the date RTO receives the notification that a refund is required from the student.

Confidentiality of participant information will be ensured. Refunds will only be paid in the format by which RTO received payment

\* Extenuating circumstances: should a participant have to discontinue a course for legitimate reasons, such as sickness, exceptional family circumstances, cessation of access to worksite due to end of contract, Critical Incident

**Complaints and Appeals:** RTO follows a Complaints and Appeals policy. Students are required to complete a Complaints and Appeal Form and lodge this form at reception. RTO will action the complaint or appeal within 5 working days by contacting the parties involved and providing a written response. RTO will commence the appeals process within 10 working days of a formal lodgment of the appeal and supporting information. All reasonable measures are taken to finalise the process as soon as practicable. It is required that students use the internal Complaints and Appeals system first before using an external system if they are not satisfied with the RTO decision

**Student Support Services:**

During registration all students will receive full academic and nonacademic support services. If students have issues then they can contact RTO- CEO, Student Administration (or speaking directly with a staff member)

**Fee Payment Schedule:** Students are obligated to pay their full tuition fees as per their agreed payment schedule and any optional fees upon usage. RTO will not issue any certification until all debts are fully paid and will utilise debt agencies to obtain unpaid fees. Please refer to Course and Unit Outlines for relevant course fees and payment schedules.

**Tuition Fee Instalment Schedule :** payment in advance (refundable) Other Fees: payable by the student upon use.(not refundable)

Time of Payment	Payment Amount	Payment due	Refundable (upon student default e.g. cancellation)
Registration Fee	\$250 all courses	At registration	Refer to terms and conditions given on student agreement
Tuition fee First Instalment	As per course or unit profile	Prior to start of training	
Subsequent Instalments to full payment (prior to the end of training)	As per course or unit profile	As scheduled	
Protection of fees paid in advance: RTO does not take more than \$1500 in payment at any one time			All unused portion of tuition fees refundable upon RTO default e.g. termination of training services

Late tuition fee payment: \$150 per week. Certification will not be issued without full payment of the course received.

Reassessment Fee apply.

Other Non-Tuition Fees: Payable upon use. Not refundable

**PAYMENT INVOICE REQUEST**

Please complete this section if you require a tax invoice.

Name of person to whom the invoice should be addressed:	
Full address to which the invoice is to be sent:	

**STUDENT ENROLMENT AGREEMENT**

**I confirm:**

- That all details provided on this enrolment form are correct and true
- That I am not a Student Visa holder or the holder of any visa that does not allow study in Australia
- That I have provided a verifiable copy of my ID as Proof of Identification
- That I understand that if this Enrolment Form is not completed in its entirety, including the USI, I will not be issued my qualification until it is
- That I have obtained and understand and have had any enquiry answered in regard to RTO and the course I have registered into
- That I have read RTO's terms and conditions and understand my rights and obligations with respect to access and equity, privacy, access to records, payments of fees and refunds, course cancellation, and complaints and appeals.
- That I have been provided with adequate pre-enrolment information about the course in which I am enrolling to enable me to make an informed choice.

**By completing this Enrolment form, I agree to:**

- Abide by the terms and conditions policies of RTO
- Provide information to RTO to identify my individual learning requirements and any support that I may require.
- Advise RTO, during my training of any issues (unforeseen compassionate or otherwise) that could affect my ability to complete the course in which I am enrolling
- Conduct myself in a professional manner and respect the RTO staff and its clients
- Provide current contact details to RTO at all times
- Complete and submit all assessments in accordance with the course requirements and RTO policies and procedures for assessment
- Pay all course fees when due

**By signing this agreement, I understand that this does not remove my right under any other relevant Australian legislation including consumer protection EEO and anti-discrimination legislation, and I reserve the right to seek independent legal representation (at my own cost) at any time**

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETING YOUR REGISTRATION**

1. If you have an electronic version of this form print, complete and send it back via email
2. Alternatively print, complete and post (or come in personally) the form
3. RTO Student Administration will contact you via a Registration Outcome letter to inform you of your registration acceptance or decline
4. If accepted, you will receive a Letter of Offer/Student Agreement (which you must sign and submit to RTO) with proof of payment
5. Your COE will be issued and sent to you after receiving a signed and dated copy of Student Agreement and proof of payment. Please note you are required to make the first instalment for full qualifications (or full payment for single units, if only for single unit) prior to the start of your training
6. Upon payment Student Administration will organize an induction (on RTO premises) and provide further documentation and information for successful outcomes of your training program.