

# APPLICATION FORM (FUNDED COURSES)



## PERSONAL DETAILS

Gender  Male  Female  Other

Title  Mr  Mrs  Ms  Other

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Date of Birth DD/MM/YYYY \_\_\_\_\_

Passport No. \_\_\_\_\_

Mobile \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Nationality \_\_\_\_\_

Country of Birth \_\_\_\_\_

City of Birth \_\_\_\_\_

Are you currently employed?  
 Full-time  Part-time  No

Are you currently studying?  
 Yes  No

Name of Last Institute You Attended \_\_\_\_\_

Highest Qualification Achieved \_\_\_\_\_

Country of Qualification \_\_\_\_\_

Start Date \_\_\_\_\_ Year of Qual \_\_\_\_\_

USI No. \_\_\_\_\_  
(If you do not have one, please visit [www.usi.gov.au/students/create-your-usi](http://www.usi.gov.au/students/create-your-usi))

OR  
Allow WAIFS to arrange your USI on your behalf.  
 Yes  No

Do you speak another language other than English at home?  
 No  Yes (please specify) \_\_\_\_\_

## EMERGENCY CONTACT

Name \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

## ENGLISH PROFICIENCY

IELTS  WAIFS English Assessment  
 TOEIC  Other (please provide evidence)  
 TOEFL  Score \_\_\_\_\_

## ELIGIBILITY CRITERIA

Australian citizen  
 A permanent visa holder  
 A holder of visa subclass 309, 310, 820, or 826  
 A dependent or spouse of the primary holder of a visa subclass 457 residing in WA  
 Aboriginal or Torres State Islander  
 CALD (Culturally and Linguistically Diverse - Referral from an approved Participation Referral Agent)

Do you have a concession card?  
 Yes  No (If yes, please attach a copy).

Do you have an illness or disability that could affect your completion of the course?  
 Yes  No  
(If yes, please detail on a separate sheet of paper).

## COURSE SELECTION

### English

- 10364NAT Certificate III in Spoken & Written English (Eligible for CALD, YAR, JS)  
 10365NAT Certificate IV in Spoken & Written English (Further Studies) (Eligible for CALD, YAR, JS)

### Business & Management

- BSB40215 Certificate IV in Business (Eligible for TS)  
 BSB51915 Diploma of Leadership and Management (Eligible for TS)

### Community Services

- CHC33015 Certificate III in Individual Support (Ageing, Home & Community) (Eligible for PIT, TS, CALD, JS, YAR)  
 CHC43015 Certificate IV in Ageing Support (Eligible for PIT, TS, EW)  
 CHC30113 Certificate III in Early Childhood Education and Care (Eligible for PIT, TS, CALD, YAR, JS)  
 CHC50113 Diploma of Early Childhood Education & Care (Eligible for PIT, TS, CALD, YAR, JS, EW)  
 CHC52015 Diploma of Community Services (Eligible for PIT, CALD, YAR, JS)

### Work, Health & Safety

- BSB41415 Certificate IV in Work Health and Safety (Eligible for CALD, YAR, JS, TS)

### Accounting

- FNS40217 Certificate IV in Accounting and Bookkeeping (Eligible for TS)  
 FNS50217 Diploma of Accounting (Eligible for PIT, CALD, JS, YAR)  
 FNS60217 Advanced Diploma of Accounting (Eligible for PIT, CALD, JS, YAR)

### Customer Engagement

- SIR20216 Certificate II in Retail Services (Eligible for PIT, TS, CALD, YAR, JS)  
 BSB20215 Certificate II in Customer Engagement (Eligible for CALD, YAR, JS)  
 BSB30215 Certificate III in Customer Engagement (Eligible for CALD, YAR, JS, TS)  
 BSB40315 Certificate IV in Customer Engagement (Eligible for TS, EW)

### Dental

- HLT35015 Certificate III in Dental Assisting (Eligible for PIT, TS, CALD, JS, YAR)  
 HLT45015 Certificate IV in Dental Assisting (Eligible for PIT, TS, CALD, JS, YAR, EW)

### Hospitality

- SIT50416 Diploma of Hospitality Management (Eligible for PIT, CALD, YAR, JS)  
 SIT60316 Advanced Diploma of Hospitality Management (Eligible for PIT, CALD, YAR, JS)

Other (please specify) \_\_\_\_\_

What month/date would you prefer to start at WAIFS \_\_\_\_\_

(Please visit [www.waifs.wa.edu.au](http://www.waifs.wa.edu.au) for specific intake dates)

JS=Job Seeker | CALD= Culturally and Linguistically Diverse | TS= Traineeship | EW = Existing Worker | YAR= Youth at Risk | PIT = Priority Industry Training

## STUDY REASON

Of the following categories, select the one which best describes why you are undertaking this course/traineeship/apprenticeship (tick ONE box only):

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

## PAYMENT OPTIONS

- At commencement of unit  8 weeks after commencement of units

## By signing this Application Form

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice in Appendix A and that I have received the USI information and Privacy Policy.
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.
- I confirm that I have read and understand this document, including the Provision of Information to Students pre-application included in Appendix A.
- I confirm that the application form, including Appendix A, has been explained to me and/or that copies of the document were available to me in my own language on request.

## PLEASE ATTACH THE FOLLOWING DOCUMENTS

- Certified copies of all academic documents
- Evidence of your English language proficiency
- Certified copy of your signed passport bio-data page or other form of identification e.g. Driver's License or Birth Certificate.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
IF UNDER 18- PARENT/LEGAL GUARDIAN SIGNATURE

## Appendix A

### Provision of Information to Students Pre-Application

The following information and conditions of enrolment at WAIFS are provided to applicants for information purposes only. This information does not form a binding agreement between the student and the West Australian Institute of Further Studies (WAIFS). Successful applicants will receive a Letter of Offer and Acceptance of Offer Form. Returning the signed Acceptance of Offer Form and paying the initial fee creates a binding Agreement between WAIFS and the student (or guardian if the student is under 18) named in the WAIFS' Letter of Offer.

This information and information contained in the Letter of Offer and the Acceptance of Offer Form may be subject to variation as necessary to comply with any Australian Commonwealth or State law, regulation or amendment thereof.

#### 1. General

1.1. The availability of a complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

1.2. WAIFS's responsibilities to the student pertain only to WAIFS' course/s outlined in the Letter of Offer.

1.3. All conditions and any other special requirements contained in a Letter of Offer must be met and/or agreed to.

1.4. Students must meet the minimum Academic and English language proficiency requirements for entry into the course(s) of their choice. Please contact [admissions@waifs.wa.edu.au](mailto:admissions@waifs.wa.edu.au) or refer to WAIFS' Domestic Course Information 2018 ([www.waifs.wa.edu.au/domestic-students/](http://www.waifs.wa.edu.au/domestic-students/))

1.5. Attendance at orientation is compulsory. Students will not be able to receive their student ID card until they have attended orientation at WAIFS. Orientation is compulsory because it provides the student with all the information they will need to know and is an opportunity for them to ask questions before their course(s) commence. This is not applicable to an existing or previous WAIFS student who re-enrols. However, WAIFS strongly recommends attendance at orientation to ensure students are up to date with any changes relevant to them. Students are responsible for keeping up to date and understanding information relevant to their enrolment(s) at WAIFS.

1.6. Students must create a Unique Student Identifier (USI) before commencing their course. This will give the student access to their training records and transcripts. If you do not have one, please create one by visiting: [www.usi.gov.au](http://www.usi.gov.au)

1.7. Students are expected to attend all classes and work-based training placements (if applicable) and to undertake all assessments, projects, tests and examinations on the dates and times specified by their trainers. Students must abide by all WAIFS' policies that are in force at the time of their enrolment.

#### 2. Fees

2.1. Tuition fees, charges and accounts are payable as per LOO/invoice. Students are not able to commence a unit if any fees are outstanding unless outlined by the payment plan.

2.2. The total tuition fees stated in an Offer Letter are indicative only and may change in accordance with VET Fees and Charges Policy 2019.

#### 3. Refunds and Cancellation of Enrolment

3.1. Notification of cancellation or withdrawal from a course of study must be made in writing to WAIFS.

3.2. If a student wishes to change their enrolment to a course delivered concurrently to the original enrolled course (and enrolments are still available) the fees paid will be transferable to the new course.

#### 4. Withdrawal from a Course

4.1. Students must provide written advice of withdrawal from their course to ensure that they are eligible for refunds in accordance with the terms and conditions below. Course withdrawals must be notified by email to [admissions@waifs.wa.edu.au](mailto:admissions@waifs.wa.edu.au) and should contain the student name, student number and course name in the subject heading.

#### 5. Refunds

##### 5.1 Full Refunds

Students who withdraw are entitled to a full refund of the applicable course fee, resource fee and other fees where:

- A unit is cancelled or re-scheduled to a time unsuitable to the student; or
- A student is not given a place due to maximum number of places being reached.

WAIFS will approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by the RTO.

##### 5.2 Partial Refunds

WAIFS census/withdrawal date for each unit is no less than 20% of the way through the period during which that unit is undertaken. The dates can be found on WAIFS invoice which will be issued prior to course commencement.

Students who withdraw for reasons other than those outlined under "FULL REFUNDS" and who lodge a withdrawal form before the census/withdrawal date for a unit will be eligible for a full refund of the course fee for the unit; and

- A full refund of the resource fee if the course is a Diploma or Advanced Diploma course; or
- 50% of the resource fee if the course is below Diploma level.

##### 5.3 Pro Rata Refunds

WAIFS can approve a pro rata refund of fees and charges at any time during the course of delivery if students withdraw for reasons of personal circumstances beyond their control. For example:

- Serious illness resulting in extended absence from classes;
- Injury or disability that prevents the student from completing their program of study; or
- Other exceptional reasons at the discretion of the accountable officer.

In all cases, relevant documentary evidence (for example, medical certificate) is required. Students should arrange a meeting with WAIFS' credit controller to discuss their individual circumstances and be informed of the paperwork that WAIFS will require.

#### 5.4 Refunds Following Re-marking

Students requesting a re-mark of their assessment should do so within four weeks of the date of publication of the results. Should a 'Not Yet Competent' candidate achieve an outcome of 'Competent' on a re-marking of the assessment, the re-marking charge will be refunded.

#### 5.5 Charges for Specific Services

WAIFS charges the following fees for specific services:

- Assessment only and assessment held in normal assessment period – each unit \$20.00.
- Re-marking of an assessment – each unit \$25.
- Replacement of award/qualification/academic record \$30.00.
- Re-issue of academic statement \$20.00.
- Results on computer network \$20.00.
- Results from archive \$30.00.
- Remote assessment supervision \$50.00.

#### 6. Protection of Fees in Advance

6.1. WAIFS only accepts payment up to \$1,500 prior to the commencement of the course, unit or competency for which you are enrolled. Following commencement of the course/unit/competency, WAIFS accepts no more than \$1,500 in advance at any given time from each student for tuition services yet to be received.

#### 7. Location and Facilities

7.1. WAIFS is physically located at Level 1, 160 Central Arcade, 811 Hay Street, Perth WA 6000. Postal address is PO Box Z5525 St Georges Terrace WA 6831.

7.2. WAIFS offers a range of facilities to its students, including:

- (i) Access to learning resources and communal laptops;
- (ii) A welcoming student recreational area with Internet access;
- (iii) An interactive learning environment;
- (iv) Student support services, including English and numeracy support and referral (at no cost) to external specialist services such as legal services.

Further information on WAIFS, its location and facilities can be found at [www.waifs.wa.edu.au/student-services/](http://www.waifs.wa.edu.au/student-services/).

#### 8. Circumstances in which personal information about students may be shared

Information collected about you on this form and during your enrolment (including personal information and contact details, course enrolment details and changes) can be provided, in certain circumstances, to the Australian Government and designated authorities and the Tuition Assurance Scheme. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Under the Data Provision Requirements 2012, WAIFS 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), may be used or disclosed by WAIFS for statistical, administrative, regulatory and research purposes.

WAIFS may disclose your personal information for these purposes to:

- 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; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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)).

#### 9. Recognition of Prior Learning (RPL) and Credit Transfer

Credit Transfer and RPL enable students to complete some courses faster. Credit transfer is usually based on successful completion of equivalent models or units at another institution. Applications for credit transfer should include certified copies of Certificates/ Statements of Attainment, details of unit syllabus and certified copies of the academic transcript. WAIFS also recognises the skills and knowledge students may have gained from life experience, work experience and any training provided at work which is relevant to their course.

Further information is available at [www.waifs.wa.edu.au/policies-procedures/](http://www.waifs.wa.edu.au/policies-procedures/)

#### 10. Students under 18

WAIFS accepts enrolment from students under 18 years of age, with the approval of their parent(s) or guardian(s) and if required a Notice of Arrangement (NoA) Form.