



WEST AUSTRALIAN  
INSTITUTE OF FURTHER STUDIES

# Application Form 2017

## PERSONAL DETAILS

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Country of Birth:	Are you in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Birth: DD/MM/YYYY	Nationality:	Passport Number:	Do you require? Airport Collection <input type="checkbox"/> Yes <input type="checkbox"/> No Homestay Options <input type="checkbox"/> Yes <input type="checkbox"/> No
Family Name:	First Name:	Preferred Name:	

## CONTACT DETAILS

Phone	Mobile	Email	USI (If Known)
Address in Australia (If known)			WAIFS charges fees in accordance with ESOS act minimum requirement. If you would like to pay more than the minimum, please tick here and WAIFS will contact you to clarify. <input type="checkbox"/>
Address in Home Country			

## EMERGENCY CONTACT

## ENGLISH PROFICIENCY

## EDUCATION AGENT (if applicable)

Next of Kin contact details	<input type="checkbox"/> IELTS Score <input type="checkbox"/> TOEIC <input type="checkbox"/> TOEFL <input type="checkbox"/> WAIFS English Assessment <input type="checkbox"/> Other (please provide evidence)	
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## VISA INFORMATION (select visa type you will apply for)

Student Visa  Working Holiday  Tourist Visa  Other  
 Do you require WAIFS to arrange your Overseas Health Cover?  Yes  No  
 Are you currently enrolled in another Australian Educational Institute?  Yes  No  
 Do you require a letter of release from another educational institute?  Yes  No

Visa Number \_\_\_\_\_ Expiry \_\_\_\_\_  
 If Yes,  single  couple  family Start Date \_\_\_\_\_ Duration \_\_\_\_\_  
 If Yes, Please provide the institutes name: \_\_\_\_\_

## PREFERRED START DATE (if other please specify date)

## ACCESS

January  April  July  September  Other (Please specify) \_\_\_\_\_

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 Please select preferred programme(s) of study.

Courses & Timetables	M & T	T & F	S & S	E & V
<b>English</b> Please Tick				
10362NAT Certificate I in Spoken & Written English				
10363NAT Certificate II in Spoken & Written English				
10364NAT Certificate III in Spoken & Written English				
10365NAT Certificate IV in Spoken & Written English (Further Studies)				
<b>Accounting</b>				
FNS30315 Certificate III in Accounts Administration				
FNS40615 Certificate IV in Accounting				
FNS50215 Diploma of Accounting				
FNS60215 Advanced Diploma of Accounting				
<b>Management</b>				
CPC50308 Diploma of Building Construction (Management)				
BSB51415 Diploma of Project Management				
BSB51915 Diploma of Leadership and Management (General)				
BSB51915 Diploma of Leadership and Management (Franchising Specialisation)				
BSB51915 Diploma of Leadership and Management (Restaurant Manager Specialisation)				
BSB61015 Advanced Diploma of Leadership and Management				

Courses & Timetables	M & T	T & F	W & S	S & S	E & V
<b>Community Services</b> Please Tick					
CHC33015 Certificate III in Individual Support (Ageing, Home & Community)					
CHC50113 Diploma of Early Childhood Education & Care					
CHC52015 Diploma of Community Services					
CHC62015 Advanced Diploma of Community Sector Management					
<b>Business</b>					
BSB40215 Certificate IV in Business					
BSB50215 Diploma of Business					
BSB60215 Advanced Diploma of Business					
<b>Dental</b>					
HLT45015 Certificate IV in Dental Assisting					
HLT55115 Diploma of Dental Technology					
<b>Work, Health &amp; Safety</b>					
BSB41415 Certificate IV in Work Health and Safety					
BSB51315 Diploma of Work Health and Safety					

M&T = Mon & Tues T&F = Thurs & Fri  
S&S = Sat & Sun EVE = Mon-Thurs (evenings)

**Please note:**  
A Grey box above means that session time is unavailable

### By signing this Application form

- I declare the information I have supplied on this form is, to the best of my understanding and belief, complete and correct.
- 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 at 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

Applicant Signature

If under 18 - Parent/Legal Guardian Signature

Date

## Other (please specify)

ACVTC Pathway

## APPLICATION DOCUMENTS (please attach)

- Certified copies of all academic documents
- Evidence of your English language proficiency
- Certified copy of your signed passport bio-data page
- Copy of your OSHC details (if you currently possess OSHC)
- Permission to change provider if less than 6 months' study in principal course

## Office Use Only

Received: \_\_\_\_\_ PP: A  B  C  Custom \_\_\_\_\_

IFS Package Yes  No

Breaks: \_\_\_\_\_

The National Code 2007 requires that, pre enrolment, a student is provided (in print or through referral to an electronic copy) with information of the following:

- a. the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable - see 1.4 and 9.
- b. the course content and duration, qualification offered if applicable, modes of study and assessment methods – see detailed course information at [www.waifs.wa.edu.au](http://www.waifs.wa.edu.au) ;
- c. campus locations and a general description of facilities, equipment, and learning and library resources available to students – see point 7;
- d. details of any arrangements with another registered provider, person or business to provide the course or part of the course - see detailed course information at [www.waifs.wa.edu.au](http://www.waifs.wa.edu.au);
- e. indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies – see points 2.3 and 4;
- f. information about the grounds on which the student's enrolment may be deferred, suspended or cancelled – see point 6;
- g. a description of the ESOS framework made available electronically by DEEWR – see point 1.7; and
- h. relevant information on living in Australia, including:
  - i. indicative costs of living – see point 1.8;
  - ii. accommodation options – see point 1.9; and
  - iii. where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred – see point 3.5.

**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 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 named in 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. **Current - or intending - overseas students** may access appeals advice and dispute resolution services in relation to a decision made by their private education or training provider *at no cost* through the Overseas Students Ombudsman. See the *Overseas Students Ombudsman website* [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.

1.2. WAIFS's responsibilities to the student pertain only to the 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 prior to WAIFS issuing an electronic Confirmation of Enrolment (eCoE).

1.4. Students must meet the minimum Academic and English language proficiency requirements for entry into the course(s) of their choice. See <http://waifs.wa.edu.au/policies-procedures/>

1.5. Attendance at orientation is compulsory; therefore International Students must ensure the relevant visa is issued in time to attend orientation.

1.6. 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.

1.7. ESOS Framework - International students are protected by the Education Services for Overseas Students (ESOS) legislative framework at: <https://internationaleducation.gov.au>

1.8 Cost of Living in Australia - International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a Student visa. Applicants may have to demonstrate sufficient funds to cover these expenses for the first year (or more at the discretion of DIABP case officers) in Australia, according to Immigration's risk framework.

See: <http://www.border.gov.au>

See also WAIFS website: <http://studyinaustralia.gov.au/Sia/en/StudyCosts/LivingCosts>

1.9 Accommodation - Information on the various accommodation options available to international students are available at: <http://www.studyinaustralia.gov.au/global/live-in-australia/accommodation> and on WAIFS website [www.waifs.wa.edu.au](http://www.waifs.wa.edu.au).

### 2. Fees

2.1. Tuition fees, charges and accounts are payable in advance of each semester. A cumulative weekly late fee of \$100 per week applies to all tuition fees not received in WAIFS bank account by the due date as stated on the invoice issued to the student.

2.2. The total tuition fees stated in an Offer Letter are indicative only and may change if your commencement date is after 1 July. WAIFS reserve the right to increase tuition fees and charges from time-to-time without notice. This is usually done annually on 1 July and usually by no more than 4%.

2.3 For more information on fees refer to <http://waifs.wa.edu.au/policies-procedures/>

### 3. Visa Conditions

3.1. Student visas are normally issued for the period of the course or courses being offered.

3.2. International students are responsible for meeting all visa conditions as specified by the Australian Government. For more information, see: <http://www.border.gov.au>

3.3. WAIFS is required by law to report to the Australian Government international students who are found to be in breach of their visa conditions. Reported students may be instructed by the Government to leave the country. It is important that students understand the occasions when this may occur and all applicants should read the Waifs policy on suspension/cancellation/deferral at <http://waifs.wa.edu.au/policies-procedures/>.

3.4. All students on student visas must inform WAIFS of their current address throughout their studies. *This is a student visa requirement.* All changes of address must be notified to WAIFS in writing within seven (7) days of the change.

3.5. School aged dependants accompanying students to Australia will be required to enrol at school and pay full fees if they are enrolled in either a Government or non-Government school. Further information and indicative costs may be found at: <http://waifs.wa.edu.au/schooling-for-dependents/>

### 4. Refunds and Cancellation of Enrolment

4.1. Notification of cancellation or withdrawal from a course of study must be made in writing to WAIFS. For full details refer to the WAIFS' Refund Policy for international students at <http://waifs.wa.edu.au/policies-procedures/>

4.2. A student whose withdrawal or enrolment cancellation is due to exceptional compassionate or compelling circumstances can request that cancellation charges be waived. Requests should outline the reasons for the withdrawal and include documentary evidence such as medical certificates to support the request. Requests must be made in writing within twelve months of the date of the withdrawal request or the conclusion of the semester in which the course was undertaken.

### 5. Tuition Protection Service

5.1. WAIFS meets its obligations under the Tuition Protection Service (TPS). TPS is a placement and refund service for international students and provides for the continuation of a student's study at an alternative educational institution in the event that WAIFS ceases to provide a course of study in which a student is enrolled. For full details of WAIFS' Statement of Tuition Protection Service please refer to <http://waifs.wa.edu.au/policies-procedures/>

### 6. Deferral, suspension or cancellation of enrolment

WAIFS can only defer or temporarily suspend the enrolment of a student on the grounds of:

- (i) compassionate or compelling circumstances or;
- (ii) misbehaviour by the student

Students may apply to WAIFS for deferment or suspension of their studies if they have good reason for doing so (compassionate or compelling circumstances). Students should note that deferring, suspending or cancelling an enrolment may affect their student visa and students should refer to the DIABP website [www.border.gov.au](http://www.border.gov.au) or call 131 881 for advice on how any change to enrolment status may impact on their visa. Further information can be found at: <http://waifs.wa.edu.au/policies-procedures/>

### 7. Location and Facilities

7.1. WAIFS is physically located at Level 1, 160 Central Arcade, 811 Hay Street, Perth WA 6000. PO Box Z5525 St Georges Terrace WA 6831. Information about Perth (the capital city of Western Australia) can be found at <http://waifs.wa.edu.au/where-is-waifs/>

7.2. WAIFS facilities for use by its enrolled students include the following:

- (i) Fully equipped classrooms;
- (ii) Access to Lecture materials and notes;
- (iii) Laptop computers are available for students' use with printers and internet access;
- (iv) A large student recreation area with wireless internet access;
- (v) On-call Counsellor;
- (vi) Student support services, including English and numeracy support and referral (at no cost) to external specialist services such as legal services.

7.3 Further information on WAIFS, its location and facilities can be found at <http://waifs.wa.edu.au/student-services/>.

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

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment (including personal information and contact details, course enrolment details and changes and the circumstances of any suspected breach by a student of a student visa condition) can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service Secretary. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

For further information see: <http://waifs.wa.edu.au/policies-procedures/>

### 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 experiences, work experience and any training provided at work which is relevant to their course.

Further information is available at <http://waifs.wa.edu.au/policies-procedures/>