



# Application Form 2017

## PERSONAL DETAILS

<input type="checkbox"/> Mr    Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	Date of Birth: DD/MM/YYYY  Passport Number:	Country of Birth  Nationality:
Family Name:	First Name:	Preferred Name:

## CONTACT DETAILS

Phone	Mobile	Email	USI (If Known)
Complete Address:			

## 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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Australian Citizen  
 Visa Subclass / Citizenship (if you are not an Australian Citizen) \_\_\_\_\_

## 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 E
<b>English</b>				
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 and 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	S & S	E V E
<b>Community Services</b>				
CHC33015 Certificate III in Individual Support (Ageing, Home & Community)				
CHC52015 Diploma of Community Services				
CHC50113 Diploma of Early Childhood Education and Care				
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>				
HLT31812 Certificate III in Dental Assisting				
HLT43012 Certificate IV in Dental Assisting				
HLT50512 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				
<b>Other (please specify)</b>				
ACVTTTC Pathway				

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

- 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
  - Other proof of identification

**Office Use Only**  
 Received: \_\_\_\_\_ PP: A  B  C  Custom \_\_\_\_\_  
 Breaks: \_\_\_\_\_

Applicant Signature \_\_\_\_\_  
 If under 18 - Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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 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. Students must meet the minimum entry requirements for entry into the course(s) of their choice.

1.4. 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 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 reserves 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%.

### 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.

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.

4.3 An initial non-refundable enrolment fee of \$230 will apply to all courses. This fee is payable in advance of commencement of a course. This does not apply to fees and charges paid by apprentices or trainees training under a user choice or strategic purchasing program contract.

4.4 If a refund is requested more than 4 weeks before the commencement of the course, a full refund, less the administration fee, will be given.  
If a refund is requested less than 4 weeks and more than 2 weeks before the commencement of the course, a refund of 50% of the tuition fee will be given.

4.4 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. A second administration fee will not be charged.

4.5 Once training has commenced in the course/unit/competency no refund is available to enrolled students who leave before finalising the course/unit/competency unless the student can provide a medical certificate or show extreme personal financial hardship. However, should students wish to finalise incomplete competencies in a future course, the original fee payment can be used as credit towards the fees payable for that course as long as the future course/ unit/ competency commences within six (6) months of the date of the original payment being received by WAIFS.

4.6 Students should request a refund form from the Manager, Student Administration.

4.7 Should the West Australian Institute of Further Studies cancel a course, students are entitled to a full refund (or pro-rata adjusted refund) or to transfer funds to another/future course. In this event students will be given their preferred option.

4.8 Students enrolled in an apprenticeship or traineeship will receive a full refund of fees charged for training delivery that has not commenced at the time of cancellation. Where an apprentice or trainee withdraws from a unit of competency a proportionate refund will be provided.

### 5. Protection of Fees in Advance

5.1 WAIFS implements the 'TAC Guideline on the Protection of Fees in Advance' to ensure that mechanisms are in place to protect a student's investment and provide access to funds or a comparable course acceptable to the student at no additional cost, in the event that WAIFS ceases to operate or is unable to provide the services outlined in its contract with a student.

Application of this Guideline:

- Minimises the potential for students to be left financially disadvantaged;
- Assists with consistency in application of *AQTF 2007 Conditions of Registration – Section 5*, and;
- Bridges the disparity in the levels of protection applied to local students compared to international students.

WAIFS therefore implements the following policy in relation to 'Capping of fees paid in advance':

WAIFS only accepts payment up to \$500 prior to the commencement of the course/ unit/ competency. Following commencement of the course/unit/competency WAIFS accepts no more than \$1000 in advance at any given time from each student for tuition services yet to be received by the student.

### 6. Location and Facilities

6.1. 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.

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

- (i) Fully equipped classrooms;
- (ii) Access to Lecture materials and notes;
- (iii) Laptops are available for the students to use with printers and internet access;
- (iv) A large student recreation area with wireless internet access;
- (v) An on-call counsellor;

### 7. 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.

### 8. 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. Application forms are available from the Manager, Student Administration Services. Further information is available at [www.waifs.wa.edu.au/policies](http://www.waifs.wa.edu.au/policies)