

PERSONAL DETAILS

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth <u>DD/MM/YYYY</u>	Nationality _____	USI No. _____ (If you do not have one, please visit www.usi.gov.au/students/create-your-usi)
Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	Passport No. _____	Country of Birth _____	
Family Name _____	Home Address _____	Are you currently employed? Part-time <input type="checkbox"/> Y <input type="checkbox"/> N	
First Name _____		Full-time <input type="checkbox"/> Y <input type="checkbox"/> N	
Preferred Name _____		Are you currently studying? <input type="checkbox"/> Y <input type="checkbox"/> N	
Mobile _____		Name of Last Institute You Attended and Year _____	
Phone _____	Postcode _____	Start Date _____ Year of Qual _____	
Email _____		Highest Qual Achieved _____	
EMERGENCY CONTACT		Country of Qual _____	
Name _____		What month/date would you prefer to start at WAIFS? _____	
Phone _____	Do you speak another language other than English at home? <input type="checkbox"/> Y <input type="checkbox"/> N	(Please visit www.waifs.wa.edu.au for specific intake dates)	
Relationship _____	If Yes please specify _____		

ELIGIBILITY CRITERIA

<input type="checkbox"/> Australian citizen	<input type="checkbox"/> Aboriginal or Torres State Islander	<input type="checkbox"/> CALD (Culturally and Linguistically Diverse) (Referral from an approved Participation Referral Agent)	Do you have an illness or disability that could affect your completion of the course? (If yes, please detail on a separate sheet of paper). <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> A permanent visa holder	<input type="checkbox"/> Health Care Card - Youth Allowance		
<input type="checkbox"/> A holder of visa subclass 309, 310, 820, 826	<input type="checkbox"/> Health Care Card-New Start Allowance		PAYMENT OPTIONS <input type="checkbox"/> Upfront <input type="checkbox"/> Commencement of unit <input type="checkbox"/> 8 weeks after commencement of units
<input type="checkbox"/> A dependant or spouse of the primary holder of a visa subclass 457 residing in WA	<input type="checkbox"/> Youth at Risk (Referral from an approved Participation Referral Agent)		

Please select/tick your desired course(s). Note: a grey box means the class timetable is unavailable. M&T = Mon & Tues T&F = Thurs & Fri W = Wed Eve = Mon-Thurs (evenings)

Accounting <input type="checkbox"/> FNS30315 Certificate III in Accounts Administration (Eligible for TS) <input type="checkbox"/> FNS40615 Certificate IV in Accounting (Eligible for TS) <input type="checkbox"/> FNS50215 Diploma of Accounting (Eligible for PIT, CALD, JS, YAR) <input type="checkbox"/> FNS60215 Advanced Diploma of Accounting (Eligible for PIT, CALD, JS, YAR)	Business & Management <input type="checkbox"/> BSB40215 Certificate IV in Business (Eligible for TS) <input type="checkbox"/> BSB51915 Diploma of Leadership and Management (Eligible for TS)	English <input type="checkbox"/> 10362NAT Certificate I in Spoken & Written English (Eligible for CALD, YAR, JS) <input type="checkbox"/> 10363NAT Certificate II in Spoken & Written English (Eligible for CALD, YAR, JS) <input type="checkbox"/> 10364NAT Certificate III in Spoken & Written English (Eligible for CALD, YAR, JS) <input type="checkbox"/> 10365NAT Certificate IV in Spoken & Written English (Further Studies) (Eligible for CALD, YAR, JS)
Community Services <input type="checkbox"/> CHC33015 Certificate III in Individual Support (Ageing, Home & Community) (Eligible for PIT, TS, CALD, JS, YAR) <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support (Eligible for PIT, TS, EW, CALD, JS, YAR) <input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education and Care (Eligible for PIT, TS, CALD, YAR, JS) <input type="checkbox"/> CHC50113 Diploma of Early Childhood Education & Care (Eligible for PIT, TS, CALD, YAR, JS, EW) <input type="checkbox"/> CHC52015 Diploma of Community Services (Eligible for PIT, CALD, YAR, JS) <input type="checkbox"/> HLT51015 Diploma of Paramedical Science (Eligible for PIT, CALD, YAR, JS) <input type="checkbox"/> HLT57715 Diploma of Practice Management (Eligible for TS, EW)	Customer Engagement <input type="checkbox"/> SIR20216 Certificate II in Retail Services (Eligible for PIT, TS, CALD, YAR, JS) <input type="checkbox"/> BSB20215 Certificate II in Customer Engagement (Eligible for CALD, YAR, JS) <input type="checkbox"/> BSB30215 Certificate III in Customer Engagement (Eligible for CALD, YAR, JS, TS) <input type="checkbox"/> BSB40315 Certificate IV in Customer Engagement (Eligible for TS, EW)	Hospitality <input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery (Eligible for PIT, CALD, YAR, JS, TS, EW) <input type="checkbox"/> SIT50416 Diploma of Hospitality Management (Eligible for PIT, CALD, YAR, JS) <input type="checkbox"/> SIT50116 Diploma of Travel and Tourism (Eligible for TS) <input type="checkbox"/> SIT60316 Advanced Diploma of Hospitality Management (Eligible for PIT, CALD, YAR, JS)
	Dental <input type="checkbox"/> HLT35015 Certificate III in Dental Assisting (Eligible for PIT, TS, CALD, JS, YAR) <input type="checkbox"/> HLT45015 Certificate IV in Dental Assisting (Eligible for PIT, TS, CALD, JS, YAR, EW)	Other (please specify) _____
	Work, Health & Safety <input type="checkbox"/> BSB41415 Certificate IV in Work Health and Safety (Eligible for CALD, YAR, JS, TS)	

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):

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

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 Privacy Notice in Appendix A.
- 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

Applicant Signature _____

If under 18 - Parent/Legal Guardian Signature _____

Date _____

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 or refer to WAIFS' Domestic Course Information 2018 (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

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 2018.

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 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

The census/withdrawal date for each unit is one week from the commencement date of the unit as stated on the course timetable.

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 of up to \$500.00 of the Tuition Fee prior to the commencement of the enrolment. Following commencement of the enrolment, WAIFS accepts no more than \$1,500.00 in advance at any given time from each student for tuition services yet to be received by the student.

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/.

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 and your training activity data) may be used or disclosed by WAIFS for statistical, regulatory and research purposes. WAIFS 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 a VET Statement of Attainment or VET Qualification, and populating Authenticated VETT transcripts;
- Facilitating statistics and research relating to education, including surveys;
- 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 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).

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 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.