

# WAIFS Application Form (Domestic Students)

## Personal Details

First name: \_\_\_\_\_

Family name: \_\_\_\_\_

Preferred name: \_\_\_\_\_

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

Passport No: \_\_\_\_\_ Country of Birth \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Have you completed High School? ☐ Y ☐ N

Name of Last Institute you attended and year: \_\_\_\_\_

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

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

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

Gender ☐ Male ☐ Female ☐ Other

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Other

Are you currently employed?

☐ Part-time ☐ Full-time

Are you currently studying? ☐ Y ☐ N

## English Proficiency

☐ IELTS ☐ WAIFS English Assessment

☐ PTE ☐ Other (please provide evidence)

☐ TOEFL Score \_\_\_\_\_

Do you speak another language than English at home?

☐ Y ☐ N

\*If yes, please specify \_\_\_\_\_

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)

☐ Y ☐ N

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.

Please refer to Appendix A, Section 9.

☐ Y ☐ N

## Emergency Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Vocational Course Selection / Please select/tick your desired course(s)

### English

- ☐ 10728 NAT - Certificate II in Spoken and Written English  
☐ 10729 NAT - Certificate III in Spoken and Written English  
☐ 10729 NAT - Certificate IV in Spoken and Written English

### Community

- ☐ CHC52015 - Diploma of Community Services  
☐ CHC62015 - Advanced Diploma of Community Services Management

### Business

- ☐ BSB50120 - Diploma of Business  
☐ BSB60120 - Advanced Diploma of Business

### Graduate Diploma

- ☐ BSB80120 - Graduate Diploma of Management (Learning)

### Management

- ☐ BSB50420 - Diploma of Leadership and Management  
☐ BSB60420 - Advanced Diploma of Leadership and Management

### Dental

- ☐ HLT35021 - Certificate III in Dental Assisting  
☐ HLT45021 - Certificate IV in Dental Assisting  
☐ HLT55118 - Diploma of Dental Technology

### Work Health and Safety

- ☐ BSB41419 - Certificate IV in Work Health and Safety  
☐ BSB51319 - Diploma of Work Health and Safety

Other Course \_\_\_\_\_

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

## 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 and consent to collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> and sub-section 9(2) of the Student Identifiers Act 2014.
- 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 \_\_\_\_\_

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

DD/ MM / YYYY \_\_\_\_\_

Date \_\_\_\_\_

## Appendix A

### Provision of Information to Students Pre Application

The National Code 2018, Standard 2 requires that, prior to accepting an overseas student or intending overseas student for enrolment into a course, the registered provider must make comprehensive, current and plain English information available to the overseas student or intending overseas student in regards to:

- The requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit (if applicable). See point 1.4 and 9.0.
- The CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training placements, other community-based learning and collaborative research training arrangements, and assessment methods.
- Course duration and holiday breaks.
- The course qualification, award or other outcomes - campus locations and facilities, equipment and learning resources available to students.
- The details of any arrangements with another provider, person or business who will provide the course or part of the course.
- Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course.

For information relating to a. to f. above, visit: [www.waifs.wa.edu.au/courses/](http://www.waifs.wa.edu.au/courses/) then select the specific course(s) you are interested in.

- The registered provider's cancellation and refund policies – see point 4.
  - The grounds on which the overseas student's enrolment may be deferred, suspended or cancelled - see point 6.
  - The ESOS framework, including official Australian Government material or links to this material online – see 1.7.
  - Where relevant, the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with Standard 5) – see point 11.
  - Accommodation options and indicative costs of living in Australia – see points 1.8 and 1.9.

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 student is under 18) 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

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. For more information visit the Overseas Students Ombudsman website [www.ombudsman.gov.au/about/overseas-students](http://www.ombudsman.gov.au/about/overseas-students) or call 1300 362 072.

1.1. WAIFS's responsibilities to the student pertain only to the WAIFS course(s) outlined in the Letter of Offer.

1.2. 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).

1.3. 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 International Course Info & Fees Sheet for more information.

1.4. Attendance at orientation is compulsory; therefore international students must ensure the relevant visa is issued in time to attend orientation. 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 all information relevant to their enrolment(s) at WAIFS.

1.5. Students must also 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). See point 9 if you would like WAIFS to apply for a USI on your behalf.

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: [www.internationaleducation.gov.au/](http://www.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 at the discretion of the Department of Home Affairs (DoHA) case officer in Australia, according to Immigration's risk framework. See: [www.studyinaustralia.gov.au/english/live-in-australia/living-costs/living-costs-in-australia](http://www.studyinaustralia.gov.au/english/live-in-australia/living-costs/living-costs-in-australia)

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

#### 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/letter of Offer 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 the 1st of July and usually by no more than 4%. For more information on fees refer to [www.waifs.wa.edu.au/policies-procedures/](http://www.waifs.wa.edu.au/policies-procedures/)

#### 3. Visa Conditions

3.1. Student visas are normally issued for the period of the course(s) being offered. Students are required to have Overseas Student Health Cover (OSHC) for the duration of their visa in Australia. If OSHC is submitted to DoHA for a lesser duration, a visa (if issued) will be for the shorter duration.

3.2. International students are responsible for meeting all visa conditions as specified by the Australian Government. For more information, visit: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

3.3. WAIFS is required by law to report to the Australian Government about 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/deferment at [www.waifs.wa.edu.au/policies-procedures/](http://www.waifs.wa.edu.au/policies-procedures/)

3.4. All students on student visas must inform WAIFS, whilst in Australia and studying with WAIFS, of their contact details including:

- Current residential address
- Mobile number (if any)
- Email address (if any)
- Emergency Contact details

Any changes to any of these details must be notified to WAIFS within seven (7) calendar days of the change.

3.5. School aged dependents 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: [www.waifs.wa.edu.au/schooling-for-dependants/](http://www.waifs.wa.edu.au/schooling-for-dependants/)

#### 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 on the Enrolment Variation Form, (EVF). For full details refer to the WAIFS' Refund Policy for international students at [www.waifs.wa.edu.au/policies-procedures/](http://www.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 [www.waifs.wa.edu.au/policies-procedures/](http://www.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:

- Compassionate or compelling circumstances or;
- 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 DoHA website [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au) or call 131 881 for advice on how any change to their enrolment status may impact their visa. Further information can be found at: [www.waifs.wa.edu.au/policies-procedures/](http://www.waifs.wa.edu.au/policies-procedures/)

#### 7. Location and Facilities

7.1. WAIFS' physical address is Level 1, 160 Central Arcade, 811 Hay Street, Perth WA 6000. Information about Perth (the capital city of Western Australia) can be found at [www.waifs.wa.edu.au/about-perth/](http://www.waifs.wa.edu.au/about-perth/)

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

- Access to learning resources and communal laptops;
- A welcoming student recreational area with Internet access;
- An interactive learning environment;
- 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. Application for Unique Student Identifier

If you would like WAIFS to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

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

Credit transfer and RPL enables 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/)

#### 11. Students under 18

WAIFS accepts enrolment from students under 18 years of age, with the approval of their parent(s) or guardian(s).

Students under 18 are more vulnerable than other students and WAIFS has documented policies which it must follow in relation to the approval of accommodation, support and general welfare for younger students. Further information is available at [www.waifs.wa.edu.au/policies-procedures/](http://www.waifs.wa.edu.au/policies-procedures/)