

**Personal Details**

Gender  Male  Female  Other  
 Title  Mr  Mrs  Ms  Other  
 First name: \_\_\_\_\_  
 Family name: \_\_\_\_\_  
 Preferred name: \_\_\_\_\_  
 Date of Birth: DD / MM / YYYY Nationality \_\_\_\_\_  
 Passport No: \_\_\_\_\_ Country of Birth \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 City of birth: \_\_\_\_\_  
 Are you currently studying?  Y  N  
 Have you completed High School?  Y  N  
 Name of Last Institute you attended and year: \_\_\_\_\_  
 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.  
 Please refer to Appendix A, Section 9.  
 Y  N

**Do you speak another language other than English at home?**  
 Y  N \_\_\_\_\_  
 \*If yes, please specify

**English Proficiency**  
 IELTS  WAIFS English Assessment  TOEFL  
 PTE  Other (please provide evidence) Score \_\_\_\_\_

**Eligibility Criteria**

- Australian Citizen or Permanent Visa Holder
- A holder of visa subclass 309, 444, 785, 790, 820
- Secondary holders of a temporary visa sub-class
- Holders of a Bridging Visa E (subclasses 050 and 501) where the visa holder has made a valid application for a visa of subclass 785 or 790
- Aboriginal  Torres Strait Islander
- CALD (Culturally and Linguistically Diverse - Referral from an approved Participation Referral Agent)
- Ukraine citizens who are holders of a visa sub-class 449 or 786;
- Afghan citizens who are holders of a visa sub-class 449; and
- Holders of a bridging visa who are eligible to work, and who have made a valid application for a subclass 866.

**Do you have a concession card?**  
 \*If yes, please specify  Y  N \_\_\_\_\_  
 \*If yes, please specify

**Do you have an illness or disability that could affect your completion of the course?**  Y  N  
 \*If yes, please detail on a separate sheet of paper

**Emergency Contact**  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Employment Status**

- Part-time  Self Employed - not employing others
- Full-time  Self Employed - employing others
- Full-time (Unpaid worker in family business)
- Not Employed - seeking full-time work
- Not Employed - seeking part-time work
- Not Employed - not seeking employment

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

**Early Childhood Education and Care**  CHC30121 - Certificate III in Early Childhood Education and Care  
 CHC50121 - Diploma of Early Childhood Education and Care

**Business**  BSB30120 - Certificate III in Business  
 BSB40120 - Certificate IV in Business

**Dental**  HLT35021 - Certificate III in Dental Assisting  
 HLT45021 - Certificate IV in Dental Assisting

**Community**  CHC52015 - Diploma of Community Services

**Other Course** \*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 intake dates or contact us)

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

**Payment**

**Payment Options:**  Upfront  Instalments  
**Payment will be made by:**  Employer  Student  Guardian  
 \*Every student under 18 must have a designated guardian

**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 include 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** \_\_\_\_\_  
**Company name** \_\_\_\_\_  
**Employer Name** \_\_\_\_\_  
**Employer Signature** \_\_\_\_\_  
 DD / MM / YYYY  
**Date** \_\_\_\_\_

## 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 Info & Fees Sheet (<http://waifs.wa.edu.au/fees-and-intake-dates/>).

**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 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 issued invoice. Students are not able to commence new/additional unit if any fees are outstanding unless appropriate payment plan arrangements, agreed to by both student and WAIFS, have been put in place to pay the amount outstanding.

**2.2.** The total tuition fees stated in an Offer Letter are indicative only and may change in accordance with future VET Fees and Charges Policy. New invoice(s) with changes of the tuition fee, will then be sent to the student accordingly.

### 3. Cancellation or Withdrawal from a Course

Notification of cancellation or withdrawal from a course of study must be made in writing to WAIFS via [admissions@waifs.wa.edu.au](mailto:admissions@waifs.wa.edu.au). It should contain the student name, student number and course name in the subject heading. A completed Enrolment Variation Form - Domestic and supporting documents (if applicable) must also be provided to ensure that students are eligible for refunds in accordance with the terms and conditions below. The Enrolment Variation Form - Domestic is available at [waifs.wa.edu.au/forms](http://waifs.wa.edu.au/forms).

### 4. Refunds

**4.1. 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.

**4.2. 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

- 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.

**4.3. 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.

### 4.4. 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.

### 4.5. 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 \$25.00
- 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.

### 5. Protection of Fees in Advance

**5.1.** 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.

### 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 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/).

### 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. 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)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

### 8. Application for Unique Student Identifier

From 1 January 2015, WAIFS can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.

**8.1.** 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 have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

**8.2.** 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/privacynote-when-rto-applies-their-behalf>.

### 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.

1. Students are not charged for credit transfer.
2. RPL assessment fees - \$250.00.

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.