



Bedford College

Baptist Business College Ltd (ABN 99 000 049 187)
NTIS Code: 90301
CRICOS Code : 01589B

Postal Address: Private Bag 8, Glebe NSW 2037
Street Address: 54 Parramatta Road, Glebe NSW 2037
Website: www.bedford.edu.au

Telephone: 02 8572 3260
Facsimile: 02 8572 3261
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Application for Enrolment – Australian Student

Proposed Commencement Date: February 20__ April 20__ July 20__

OFFICE USE ONLY

Received By: _____

Signature: _____

Date: _____

Personal Details

Male Female Date of Birth (dd/mm/yy): _____

Family Name: _____ Given Name: _____

Address: _____

Postcode: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____ Fax: _____

Highest Academic Achievement: _____ Year Qualification Obtained: _____

Name of Secondary/Tertiary Institution: _____

Do you wish to apply for credit for previous studies? Yes (Please attach supporting documentation) No

How did you hear about Bedford College? _____

2012 Courses and Fees Schedule (please note that fees may be subject to change without notice)

Accounting Courses

- | | |
|--|--|
| <input type="checkbox"/> Diploma of Accounting (FNS50204) (40 Weeks) \$14,940 | <input type="checkbox"/> Certificate IV in Financial Services (Bookkeeping) (FNS40207) (30 Weeks) \$11,220 |
| <input type="checkbox"/> Certificate III in Financial Services (Accounts Clerical) (FNS30304) (20 Weeks) \$7,590 | |

Business Courses

- | | |
|--|--|
| <input type="checkbox"/> Diploma of Business (BSB50207) (40 Weeks) \$14,940 | <input type="checkbox"/> Certificate IV in Business (BSB40207) (30 Weeks) \$11,220 |
| <input type="checkbox"/> Certificate III in Business (BSB30107) (20 Weeks) \$7,590 | |

Child Care Courses

- | |
|---|
| <input type="checkbox"/> Diploma of Children's Services (Early Childhood Education and Care) (CHC50908) (40 Weeks) \$12,960 |
| <input type="checkbox"/> Certificate III in Children's Services (Centre-based Care) (CHC30708) (20 Weeks) \$6,480 |
| <input type="checkbox"/> Certificate III in Children's Services TO Diploma of Children's Services (Upgrade Course) (Applicants must hold a valid/current Certificate III in Children's Services qualification) (20 Weeks) \$7,000 |

Payment Options

I am applying for a VET FEE-HELP Loan (Diploma Courses Only). The VET FEE-HELP application form is enclosed Yes No

OR

I am paying my fees by:

Cheque Cash Direct Debit Credit Card (please complete the details below)

My fees will be paid by: Myself Another person (If fees are to be paid by another person/company or if the applicant is under the age of 18 years please complete details on reverse side of form)

Terms and Conditions of Enrolment – Australian Student

ENROLMENT AND ACCEPTANCE

All applications will be assessed by the Registrar of the College.

TEXTBOOKS & CONSUMABLES

Textbooks and consumables are additional to the course costs. Approximate cost is \$600. Textbooks are available for purchase from the College or may be purchased elsewhere.

CONTACT DETAILS

Students should notify the College as soon as practicable of a change of address while enrolled in a course at Bedford. Students are provided with a college email address on course commencement and all regular communications between the College and the student will be sent to this email address.

GRIEVANCE AND APPEAL

The College has a Grievance and Appeal Policy in place to which all students have access via the College website. Nothing contained in this policy precludes students from taking action under Australia's Consumer Protection Laws.

PRIVACY STATEMENT

Bedford College collects personal information in order to assist in the provision of its services. This information is used in order to provide a service, to communicate with students and staff and to communicate with nominated people in the event of an accident or emergency.

The College may be required to provide personal information to external organisations in order to provide a service as required by law. The College may also disclose information if it is reasonably believed to be necessary to prevent or lessen a serious threat to life or health of any person. A full copy of the Bedford College Privacy Policy is available on the College website.

REFUND & CANCELLATION POLICY

All cancellations **MUST BE MADE IN WRITING** and will be acknowledged in writing. Please refer to the Withdrawal/Cancellation Policy and the Additional Fees Policy on the College website.

VET FEE-HELP

Students who access the VET FEE-HELP loan scheme please refer to the Withdrawal/Cancellation Policy on the College website.

FEES

Fee paying students should be aware that fees are due and payable on receipt of invoice which are issued each term. This does not apply to VET FEE-HELP loan.

DEFERMENT POLICY

Application for Deferment **MUST BE MADE IN WRITING** and will be acknowledged in writing. Requests are considered on an individual basis and are at the discretion of the Principal, Bedford College. The maximum deferment period is **ONE ACADEMIC YEAR**.

RECOGNITION OF PRIOR LEARNING

RPL is available to students on provision of verification at the beginning of a course. Students may apply for RPL if they believe they already have the skills and knowledge that will be taught and assessed in a subject. Please refer to the College PRL Policy on the website for more details.

INDEMNITY DECLARATION

The student, and if applicable, his/her parent/guardian agrees and acknowledges that Bedford College shall not be liable in any manner whatsoever in any respect of any injury, loss or damage arising from the student's participation in or attendance at College or excursions or other activities arranged by the College whether or not such injury, loss or damage arises from the intentional or negligent acts or omission of any employee, agent or student of the college.

In signing this Application for Enrolment, you agree that:

- You have read and understood the Terms and Conditions of Enrolment and the course details for the course;
- You will abide by the Rules and Regulations of the College;
- You have the financial capacity to meet tuition fees, and agree to pay fees as they become due (full fee-paying students only);
- The College has permission to use any photographic image on which you may appear on marketing and advertising materials;
- The information provided in the Application for Enrolment and any accompanying documents is correct;
- Bedford College is obliged by statute to keep confidential student records on file for administrative purpose only.

Declaration

I declare that the information provided by me on this form, is correct. I confirm that I have read, and fully understand, and accept the TERMS AND CONDITIONS OF ENROLMENT and agree to be bound by them. I further declare that I have the financial capacity to meet tuition fees (full-fee-paying students only – not VET FEE-HELP) and agree to pay fees as they become due.

Signature of Student: _____ Date: _____

If fees are to be paid by another person/company or if the student is under the age of 18 years – please complete the details below:

I, (please print name) _____

Relationship to student: _____

Declare that I have the financial capacity to meet tuition, textbook and consumable fees and I agree to pay all fees as they become due, and that I have read, fully understand and accept the TERMS AND CONDITIONS OF ENROLMENT as detailed on this form.

Signature: _____ Date: _____

Account Name: Baptist Business College Ltd
Bank Name: Baptist Investment and Finance
Branch Number (BSB): 704-922
Bank Account Number: 1-0000-9201