



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
Glebe Campus: 54 Parramatta Road, Glebe NSW 2037
Norwest Campus: 2 Columbia Court, Baulkham Hills NSW 2153
Website: www.bedford.edu.au

Telephone: 61 2 8572 3260
Facsimile: 61 2 8572 3261
Email: info@bedford.edu.au

OFFICE USE ONLY

Received By: _____

Signature: _____

Date: _____

Application for Enrolment – International Student

Campus: Glebe Norwest

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

Enrolment Fee of \$300 must be paid prior issue of Letter of Offer

Personal Details

Male

Female

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

Family Name: _____ Given Name: _____

Nationality: _____ Passport Number: _____

Address in home country: _____

Address in Australia (if Available): _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____ Unique Client Identifier (USI): _____

Visa (please tick): Client Tourist Working Holiday Other _____ IELTS OR TOEFL score (if available): _____

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

How did you hear about Bedford College? _____

2018 Courses and Fees Schedule (please note that fees may be subject to change without notice)

BUSINESS & MANAGEMENT COURSES

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Diploma of Business – BSB50215
(*Includes 8 compulsory units and a number of complimentary units) | 48 Weeks | a. In Full (x1) \$18,000 | b. Per Term (x4) \$4,500 |
| | CRICOS Number: 087158C | | |
| <input type="checkbox"/> Diploma of Leadership and Management – BSB51915
(*Includes 12 compulsory units and a number of complimentary units) | 48 Weeks | a. In Full (x1) \$18,000 | b. Per Term (x4) \$4,500 |
| | CRICOS Number: 087742J | | |
| <input type="checkbox"/> Dual Diploma:
Diploma of Business – BSB50215
plus Diploma of Leadership & Management – BSB51915 | 48 Weeks | a. In Full (x1) \$21,900 | b. Per Term (x4) \$5,475 |
| | CRICOS Number: 087158C & 087742J | | |

* Please note; the number of complimentary units offered in Diploma of Business/Leadership and Management courses may be subject to change without notice

EDUCATION COURSES

- | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Diploma of Early Childhood Education and Care – CHC50113 | 48 Weeks | a. In Full (x1) \$17,500 | b. Per Term (x4) \$4,375 |
| | CRICOS Number: 081411K | | |
| <input type="checkbox"/> Diploma of School Age Education and Care – CHC50213 | 48 Weeks | a. In Full (x1) \$17,500 | b. Per Term (x4) \$4,375 |
| | CRICOS Number: 087912G | | |
| <input type="checkbox"/> Dual Diploma:
Diploma of Early Childhood Education and Care – CHC50113
plus Diploma of School Age Education and Care – CHC50213 | 48 Weeks | a. In Full (x1) \$21,400 | b. Per Term (x4) \$5,350 |
| | CRICOS Number: 081411K & 087912G | | |
| <input type="checkbox"/> Certificate III in Early Childhood Education and Care – CHC30113 | 24 Weeks | a. In Full (x1) \$8,750 | b. Per Term (x2) \$4,375 |
| | CRICOS Number: 081410M | | |
| <input type="checkbox"/> Upgrade Certificate III in Early Childhood Education and Care – CHC30113 to
Diploma of Early Childhood Education and Care – CHC50113 | 28 Weeks | a. In Full (x1) \$10,500 | b. Per Term (x2) \$5,250 |
| | CRICOS Number: 081411K | | |

HUMAN WELFARE COURSES

- | | | | |
|-------------------------------------------------------------------|------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Diploma of Community Services – CHC52015 | 48 Weeks | a. In Full (x1) \$17,500 | b. Per Term (x4) \$4,375 |
| | CRICOS Number: 091733J | | |

Schooling History

Secondary Education – Tick appropriate box below

School level completed

- | | | |
|-----------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Did not go to school | <input type="checkbox"/> Completed Year 10 | Final Year of School _____ |
| <input type="checkbox"/> Completed Year 8 | <input type="checkbox"/> Completed Year 11 | |
| <input type="checkbox"/> Completed Year 9 | <input type="checkbox"/> Completed Year 12 | Still at School <input type="checkbox"/> Yes <input type="checkbox"/> No |

Prior Education – Tick appropriate box below

Do you have a Prior Education? YES / NO (If Yes, please tick appropriate box below) Year completed _____

- | | | | | |
|----------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Certificate I | <input type="checkbox"/> Certificate II | <input type="checkbox"/> Certificate III | <input type="checkbox"/> Certificate IV |
| <input type="checkbox"/> Diploma | <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Bachelor Degree or higher degree | | |

Additional Costs (Mandatory cost additional to tuition)

The cost of consumables and uniforms (ECE students only) are additional to the course tuition cost. Please see Additional Costs Information on the College website at www.bedford.edu.au

Terms and Conditions of Enrolment – International Client

ENTRY REQUIREMENT

Aged 18 years and over, High school graduation (Year 12 certificate equivalent) with an IELTS 5.5 or equivalent.

ENROLMENT AND ACCEPTANCE

- All applications will be assessed by the Registrar of the College
- Payment of Enrolment Deposit of **\$300** is required to secure a place in the course
- A minimum of one (1) term tuition fee is required for issue of the COE – as outlined on previous page

Please Note: (The **\$300** Enrolment Deposit applies to all courses and is additional to the tuition fees as outlined on previous page).

ACADEMIC COURSE PROGRESS AND ATTENDANCE

It is a condition of your client VISA that you demonstrate competence in at least 50% of the course requirements for each study period i.e. per term. You are also required to achieve a satisfactory level of class attendance (90%) for the duration of your course. A full copy of the College Course Progress, Completion and Attendance Policy is available on the College website.

CONTACT DETAILS

While enrolled in a course at Bedford. Clients are provided with a college email address on course commencement and all regular communications between the College and the client will be sent via this email address.

COMPLAINTS

The College has a Complaints Policy in place to which all clients have access via the College website. This agreement, and the availability of complaints and appeals processes, does not remove the right of the client to take action under Australian Consumer Protection Laws.

PERSONAL INFORMATION

On this form and during your course, information is collected about clients in order to meet our obligation under the Education Services of Overseas Client (ESOS) Act and the National Code of Practice 2007. This is to ensure client compliance with VISA conditions and other obligations under Australian Immigration laws. Personal information about clients may be shared with the Australian Government and designated authorities, including the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach of client VISA conditions. In other instance information collected can be disclosed without clients consent where authorised by law.

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 clients, staff and nominated client contact(s) 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.

WITHDRAWAL, DEFERMENT, AMENDMENT OF STUDIES

Withdraw, Deferment or Amendments MUST BE MADE IN WRITING and will be acknowledged in writing. Please refer to the Withdrawal, Deferral & Amendment Policy and the Refunds Policy on the College website www.bedford.edu.au

Under the National Code 2007, clients may only defer or temporarily suspend their studies (including taking leave of absence) through formal agreement with the College and in certain limited circumstances i.e.

- Compassionate or compelling circumstances e.g. serious accident or injury where a medical certificate states that the client is unable to attend the course, or
- Misbehaviour by the client

Where the cancellation or suspension is initiated by the College, the College will notify the client of its intention to suspend or cancel the enrolment which may affect his/her client VISA. The College will also notify the Secretary, Department of Immigration and Border Protection as required under the ESOS Act. The client will then be provided with 20 working days to access the College internal complaints and appeals process. If the client accesses the College Complaints and Appeal Policy, the suspension or cancellation of enrolment will not take effect until the internal process is completed, unless extenuation circumstances relating to the welfare of the client apply.

If for any reason Bedford College cannot offer the enrolled course the client is covered by the Australian Government Tuition Protection Service and will be refunded the total amount of the course money paid in advance for services not yet received.

FEES

Fees are due and payable on receipt of invoices which will be issued each term. Please see Additional Fees on the college website for information on overdue fees.

LITERACY AND NUMERACY

To successfully complete your training you must be able to check and competently record, read, interpret, estimate, measure and calculate. If required Bedford College may refer you to literacy and numeracy training in areas identifies as necessary to ensure you meet the requirements of your training. All students must complete the online LLN test on commencement.

RECOGNITION OF PRIOR LEARNING

RPL is available to clients on provision of verification at the beginning of a course. Clients 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 RPL Policy on the website for more details.

(International clients should be aware that receiving RPL may affect the course cost, course duration and your client visa).

SUBMISSION OF ASSESSMENT

Clients are required to submit all tasks on or before the prescribed due dates. Clients who are continually falling behind in the submission of tasks will be required to meet with the head teacher. Any resubmitted tasks sent to the College after the contracted end date will not be marked and a Statement of Attainment will be issued for completed units only

INDEMNITY DECLARATION

The client, agrees and acknowledges that Bedford College shall not be liable in any manner whatsoever in the respect of any injury, loss or damage arising from the client'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 client of the College

Questionnaire

(Mandatory information for AVETMISS & NCVET reporting)

- In which country were you born?
 Australia
 Other _____
What year did you arrive in Australia? _____
- What Residency status do you hold?
 Australian Citizen Permanent Australian Resident
 New Zealand Citizen Humanitarian Visa Holder
 None of the above
- Do you speak a language other than English at home?
 No, English only
 Yes, I speak _____
- How well do you speak English
 Very Well Well
 Not Well Not at all
- Are you of Aboriginal or Torres Strait Islander origin?
 No Yes, Aboriginal
 Yes, Torres Strait Islander Yes, both to above
- What is your current employment status?
 Full-Time Employee Part-Time Employee
 Self Employed Employer
 Employed (unpaid) Unemployed seeking full time
 Not Employed Unemployed seeking part time
- Which best describes your main reason for study?
 To get a job To develop my existing business
 To start my own business Try for a different career
 Requirement of my job To get a better job or promotion
 I want extra skills for my job To get into another course of study
 For personal interest None of the above
- Do you consider yourself to have a disability, impairment or long-term condition?
 No Yes

If yes, please indicate the area's below, please also submit any documentation that may be required.

- | | | |
|-----------------------------------|--------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Physical | <input type="checkbox"/> Intellectual |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Mobility | <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Other (Please explain below) |

If you have a disability and need support while studying the course you should discuss your individual needs with the Head Teacher

Agreement

In signing this Application for Enrolment, you agree that you have read and understood:

- The Terms and Conditions of Enrolment and the course details and accept and agree to be bound by them;
- I declare that I have the financial capacity to meet tuition fees (full-fee paying clients only), textbooks/e-texts and consumable fees and I agree to pay fees as they become due. I understand that my qualification will be withheld until my account is finalised;
- I declare that I will abide by the Rules and Regulations of the College;
- I declare that I will notify the College by email of any change of your contact details;
- I understand that I am required to have a Unique Client Identifier (USI) which I can obtain from <http://usi.gov.au> In the event that I do not get my own USI, I give permission for the College to obtain my USI and I am required to activate this through the USI portal <http://usi.gov.au>
- The information provided in the Application for Enrolment and any accompanying documents is my own, true and correct details;
- The College has permission to use any photographic and/or video image on which I may appear on marketing and advertising materials;
- I understand that information in this form and the outcomes of this training program may be collected and shared with other state and federal government agencies; This information on this form may be used for monitoring, programme planning and statistical purposes;
- I understand that tasks need to be regularly submitted to ensure successful progression through the course;
- I understand that in the event that my enrolment is terminated any further submissions of tasks will not be marked and a Statement of Attainment will be issued for those units in which I have demonstrated competence;

I HAVE ATTACHED COPIES OF THE FOLLOWING:

- Passport
- English Proficiency ie. IELTS Certificate minimum 5.5 (or equivalent)
- Previous academic achievement results (most current)
- OSHC (Overseas Health Cover) evidence

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, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.

Client Last Name: (Please print clearly) _____ First Name _____

Signature of Client: _____ Date: _____

Payment details

Fees may be paid by (International) bank cheque, telegraphic transfer or credit card (Visa or MasterCard). See account details across or a Credit Card Authorisation Form can be provided on request. Please ensure that payment is made in Australian Dollars.

BANK DETAILS

Account Name:	Baptist Business College Ltd (Trading as Bedford College)
Financial Institution:	Westpac - Baptist Financial Services Australia Ltd
BSB & Account Number:	BSB: 704-922 Account: 1-0000-9201
Financial Institution Address:	3 Carlingford Road, EPPING NSW 2121 Australia
SWIFT Code:	WPACAU2S
Reference:	Student Name

Privacy Notice and Student Declaration

Privacy Notice

Under the Data Provision Requirements 2012, Bedford College 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 Bedford College for statistical, regulatory and research purposes. Bedford College 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 VET 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).

Student Declaration and Consent

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 the Privacy Notice above.

STUDENT SIGNATURE [or electronic acknowledgement]DATE

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]*DATE

*Parental/guardian consent is required for all students under the age of 18.