



OFFICE USE ONLY

Received By: _____

Signature: _____

Date: _____

Application for Enrolment – Australian Student

Campus: Glebe Norwest

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

Personal Details

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

Family Name: _____ Given Name: _____

Address: _____ Postcode: _____

Home Phone: _____ Mobile Phone: _____

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

Name of Secondary Institution (school): _____

Secondary Education – Tick appropriate box below

School level completed Final Year of School _____ Still at School: Yes / No

- Did not go to school Completed Year 8 Completed Year 9
 Completed Year 10 Completed Year 11 Completed Year 12

PLEASE ATTACH A COPY OF YOUR FINAL YEAR SCHOOL RESULTS

Note: Please provide a copy of your HSC (if available). If you have not completed the HSC you are required to sit an approved LLN (Language, Literacy, Numeracy) test prior to starting the course

Prior Education – Tick appropriate box below

Prior Education received (tick below) Yes / No Year Completed _____

Miscellaneous Certificate I Certificate II Certificate III Certificate IV
 Diploma Advanced Diploma or Associate Degree Bachelor Degree or Higher

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

How did you hear about Bedford College? _____

2019 Courses and Fees Schedule (please note that fees may be subject to change without notice)

Business Courses

- BSB50215 Diploma of Business (*Includes 8 compulsory and a number of complimentary units) (40 weeks) \$15,900
 BSB51918 Diploma of Leadership and Management (*Includes 12 compulsory and a number of complimentary units) (40 weeks) \$15,900
 Four units (in addition to the Diploma of Business) required to be eligible to receive the above two qualifications \$ 3,900

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

Education Courses (Child Care)

- CHC50113 Diploma of Early Childhood Education and Care (40 weeks) \$15,900
 CHC50213 Diploma of School Age Education and Care (40 weeks) \$15,900
 Four units (in addition to the Diploma of Early Childhood Education & Care) required to be eligible to receive the above two qualifications \$ 3,900
 CHC30113 Certificate III in Early Childhood Education and Care (20 weeks) \$ 7,950
 Upgrade from CHC30113 Certificate III in Early Childhood Education and Care to the CHC50113 Diploma of Early Childhood Education and Care (24 weeks) \$ 9,540

Human Services Courses

- CHC52015 Diploma of Community Services (40 weeks) \$15,900

Education Support Courses

- CHC40213 Certificate IV in Education Support (30 weeks) \$11,925

Aged Care Courses

- CHC33015 Certificate III in Individual Support (Ageing) (20 weeks) \$ 7,950
 CHC43015 Certificate IV Ageing Support (30 weeks) \$11,925

Payment Options

- I confirm that I have applied (or intend to apply) for a VET Student Loan
VET Student Loan eligibility criteria, information and Fact Sheets can be found at: <https://www.education.gov.au/vet-student-loans>
OR
- My fees will be paid by: Cheque Cash Direct Debit Credit Card
- 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 the reverse side of this form)

- In which country were you born?
 - Australia
 - Other _____
 What year did you arrive in Australia? _____
2. What Residency status do you hold?
 - Australian Citizen Permanent Australian Resident
 - New Zealand Citizen Humanitarian Visa Holder
 - None of the above
3. Do you speak a language other than English at home?
 - No, English only
 - Yes, I speak _____
4. How well do you speak English
 - Very Well Well
 - Not Well Not at all
5. Are you of Aboriginal or Torres Strait Islander origin?
 - No Yes, Aboriginal
 - Yes, Torres Strait Islander Yes, both to above
6. 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
7. 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 For personal interest
 - To get into another course of study None of the above
8. 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.
 - Hearing Physical Intellectual
 - Learning Mental Illness Vision
 - Mobility Medical Condition 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

ENROLMENT AND ACCEPTANCE

All applications will be assessed by the Registrar of the College. Applicants will be advised in writing of their enrolment status once the application has been received by the College.

ADDITIONAL COSTS

The cost of consumables, textbooks 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

CONTACT DETAILS

While enrolled in a course at Bedford, students are provided with a college email address on course commencement and all regular communication between the College and the student will be sent via this email address.

COMPLAINTS

The College has a Complaints 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, staff and nominated student 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, DEFERRAL & AMENDMENT POLICY

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

VET STUDENT LOANS

For information and fact sheets on the VET Student Loan scheme please go to: <https://www.education.gov.au/vet-student-loans>.

LANGUAGE, LITERACY & NUMERACY (for VET Student Loans)

To be eligible for a VET Student Loan, you must provide an Australian year 12 Certificate from your school **or** evidence of completion of an Australian Qualifications Framework Certificate IV or higher qualification. If you do not hold either of these qualifications, you are required to demonstrate competence at Exit Level 3 in the Australian Core Skills Framework in reading and numeracy (LLN test).

The LLN test has been designed to indicate whether you have the necessary skills to complete a Diploma course. Bedford College will arrange for you to undertake this test at the College and can also provide support to students who need LLN assistance.

FEES

Fee paying students should be aware that fees are due and payable on receipt of an invoice which will be issued on the last day of each term for the following term.

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 RPL Policy on the College website for more details.

Declaration and Agreement

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

- 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 students 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 Student 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 THE FOLLOWING DOCUMENTS: Birth Certificate or Passport School Certificate (HSC or ROSA) or equivalent.

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 agree that my Parent/Fee Payer may receive invoices for payment of fees and contacted to discuss outstanding fees.

I, (print name) _____ Relationship to student: _____

Signature: _____ Date: _____

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), may be used or disclosed by **Bedford College** for statistical, administrative, regulatory and research purposes. **Bedford College** may disclose your personal information for these purposes to:

- 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:

- Populate authenticated VET transcripts;
- Facilitate statistics and research relating to education, including surveys and data linkage;
- Pre-populate RTO student enrolment forms;
- Understand how the VET market operates, for policy, workforce planning and consumer information; and
- Administer 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).