



Application for Enrolment – Australian Student

Campus: Norwest Hurstville Online

Proposed Commencement Date: _____

OFFICE USE

Received By: _____

Signature: _____

Date: _____

PERSONAL DETAILS

Given Name: _____ Surname: _____ Miss Mrs Ms Mr
 Dr Rev Hon _____

Address: _____ Suburb & Postcode: _____

Home Phone: _____ Mobile Phone: _____

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

Gender: Male Female Not Specified Date of Birth (dd/mm/yyyy): _____

School level completed Final Year of School: _____ Are you 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

Name of Secondary Institution (school): _____

PLEASE ATTACH A COPY OF YOUR FINAL YEAR SCHOOL RESULTS (RoSA / HSC - DoE supplied certificate)

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? _____

COURSES AND FEES SCHEDULE (please note that fees may be subject to change without notice)

Business & Management Courses

<input type="checkbox"/> BSB50120 Diploma of Business	(40 weeks)	\$11,990
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	(40 weeks)	\$11,990
<input type="checkbox"/> Dual Diplomas (Business & Leadership and Management)	(40 weeks)	\$14,990

Education Courses

<input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care	(40 weeks)	\$ 7,490
<input type="checkbox"/> CHC40221 Certificate IV in School Based Education Support	(40 weeks)	\$ 6,990
<input type="checkbox"/> CHC50121 Diploma of Early Childhood Education and Care (Requires a prerequisite of Certificate III in Early Childhood Education and Care)	(40 weeks)	\$10,990
<input type="checkbox"/> CHC50221 Diploma of School Age Education and Care	(40 weeks)	\$10,990

Human Services Courses

<input type="checkbox"/> CHC52021 Diploma of Community Services	(40 weeks)	\$10,990
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Health Care Nursing Courses

<input type="checkbox"/> CHC33021 Certificate III in Individual Support (Double specialisation in Ageing & Disability)	(20 weeks)	\$ 5,990
<input type="checkbox"/> Upgrade from CHC33021 Certificate III in Individual Support to CHC43015 Certificate IV in Ageing Support	(20 weeks)	\$ 5,990
<input type="checkbox"/> CHC43015 Certificate IV in Ageing Support	(30 weeks)	\$ 8,990

Training and Assessment

<input type="checkbox"/> TAE40122 Certificate IV in Training and Assessment	(20 weeks)	\$ 3,990
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ENROLMENT FEE

I agree to pay a one-off non refundable enrolment fee of \$150

Yes No

MEDIA RELEASE

I give permission to be involved in photography and/or video content to assist with the promotion of Bedford College:

Yes No

PAYMENT OPTIONS

- I confirm that I have applied (or intend to apply) for a VET Student Loan (For Diploma Courses only)
VET Student Loan eligibility criteria, information and Fact Sheets can be found at: <https://www.dese.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? _____
- 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
 - For personal interest
 - To get into another course of study
 - 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.

- 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.
- All applicants will be interviewed by the Registrar and sit a Literacy and Numeracy test.
- Applicants will be advised in writing if their application for enrolment is accepted.

ADDITIONAL COSTS (Mandatory costs additional to tuition)

The cost of consumables, textbooks and uniforms (for Child Care, Community Services, Individual Support and Aged Care 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 (Applicable for Diploma Courses only)

For information and fact sheets on the VET Student Loan scheme please go to: <https://www.dese.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 issued by the State Education Department *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.

COOLING OFF PERIOD

Bedford College offers a seven (7) day cooling-off period, available to all states and territories, which commences from your date of enrolment which is provided in your initial welcome email from Bedford College.

This means that if you change your mind about studying with Bedford College within the first seven (7) calendar days of enrolling, you will be entitled to a course refund or withdrawal of any planned future direct-debit instalment payments.

- Please note this course refund will not include the \$150 non-refundable initial deposit fee.
- All refunds will be processed within 14 days of your withdrawing from your course and after written approval by the Admissions Manager/Registrar. Refunds can only be processed if you have agreed to these Terms and Conditions.
- If you decide to return to study with Bedford College within 12 months of your initial enrolment date, you will not need to pay the \$150 initial deposit fee.

If you change your mind about studying with Bedford College after the cooling-off period (from Day 8 onwards) please note that you will not be eligible for a refund after the expiry of the cooling-off period.

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;
- The 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 ROSA or HSC Certificate 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

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Bedford College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

A full copy of the Bedford College Privacy Policy is available on the College website.

Bedford College

Telephone: 1300 174 174 or 02 8572 3260

Email: info@bedford.edu.au

Website: www.bedford.edu.au