



**EDUCATION DETAILS**

What is your highest COMPLETED school level? (Tick 1 box only) If you're currently enrolled in secondary education, the highest school level completed refers to the highest school level you have actually completed and not the level you're currently undertaking.

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

Year of completion of studies: \_\_\_\_\_

Have you successfully completed at least 6 months of an AQF level 4 (Certificate IV) or higher course in an Australian RTO within 2 years\*?

- Yes  No

Have you SUCCESSFULLY completed any of the following qualifications?

- Bachelor Degree or Higher Degree  
 Advanced Diploma or Associate Degree  
 Diploma (or Associate Diploma)  
 Certificate IV (or Advanced Certificate/Technician)  
 Certificate III (or Trade Certificate)  Certificate II  Certificate I  
 Other education (including certificates or overseas qualifications not listed above)  
 I've never completed any qualifications

**QUESTIONNAIRE**

(Mandatory information for AVETMISS & NCVET reporting)

1. 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. What is your current employment status?

- Full-Time Employee  Part-Time Employee  
 Self Employed  Employer  Employed (unpaid)  
 Not Employed  Unemployed seeking full time  
 Unemployed seeking part time

6. 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

7. Do you consider yourself to have a disability, impairment or long-term condition?  Yes  No

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)

**ENROLMENT FEE (Non-refundable)** \$300

**BUSINESS / LEADERSHIP & MANAGEMENT**

Consumables\* \$85

**EDUCATION**

UNIFORM + Consumables\*  
 (Certificate III in Early Childhood Education and Care, Diploma of Early Childhood Education and Care) \$135

UNIFORM + Consumables\*  
 (Packaged Certificate III in Early Childhood Education and Care and Diploma of Early Childhood Education and Care) \$135

**INDIVIDUAL SUPPORT**

Textbook\* + UNIFORM + Consumables\* \$335

**AGEING SUPPORT**

Textbook\* + UNIFORM + Consumables\* \$235

**COMMUNITY SERVICES**

UNIFORM + Consumables\* \$135

**HEALTH CARE NURSING PACKAGES**

Textbook\* + UNIFORM + Consumables\* \$335  
 (Packaged Certificate III in Individual Support and Certificate IV in Ageing Support)

Textbook\* + UNIFORM + Consumables\* \$335  
 (Packaged Certificate III in Individual Support and Certificate IV in Ageing Support and Diploma of Community Services)

\*NOTE: Textbooks are electronic textbooks. Consumables cost includes student administration services and Graduation Gown Hire.

**INCIDENTAL COSTS**

Late Payment Fee - Fees not paid by the due date	Refer to Student Fees Late Payment Policy
Tuition Fee for Unit Repeat and Re-Assessment	\$760
Additional Practicum Visit Fee	\$445
Replacement Practicum Workbook (Early Childhood Education and Care, Community Services, Individual/Ageing Support)	\$40

**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 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 my 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>  
 My personal information may be made available to Commonwealth and State Government Agencies such as the Australian Skills and Quality Authority (ASQA), the Tuition Protection Service (TPS), Overseas Student Health Cover Provider (OSHC), the Department of Immigration and Border Protection (DIBP) and other relevant agencies for reporting and/or statistical data collection purposes, pursuant to obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas students.

- Providing information to us is not required by law, however, if you choose not to, we cannot process your application for admission.
- 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 declare that the information provided in this application and the documentation supporting it is true and complete and that the submission of incorrect or incomplete information may delay or lead to my application being refused.
- I have read and understand the description of the ESOS framework Student Fact Sheet available at: <https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf>

## TERMS AND CONDITIONS OF ENROLMENT – INTERNATIONAL STUDENT

### ENTRY REQUIREMENT

Aged 18 years and over, High school graduation (Year 12 certificate equivalent) with an IELTS (Academic) 6.0 or equivalent.

### ENROLMENT AND ACCEPTANCE

- All applications will be assessed by the Admissions Team 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 Non Refundable 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 student 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 (80%) 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. Students are provided with a college email address on course commencement and all regular communications 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. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australian Consumer Protection Laws.

### PERSONAL INFORMATION

On this form and during your course, information is collected about students in order to meet our obligation under the Education Services of Overseas Student (ESOS) Act and the National Code of Practice 2007. This is to ensure student compliance with VISA conditions and other obligations under Australian Immigration laws. Personal information about students 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 student VISA conditions. In other instance information collected can be disclosed without students 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 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, DEFERMENT, AMENDMENT OF STUDIES

Withdraw, Deferral or Amendments MUST BE MADE IN WRITING and will be acknowledged in writing. Please refer to the Deferral, Suspension, Cancellation & Withdrawal Policy for International Students and the Refunds Policy on the College website [www.bedford.edu.au](http://www.bedford.edu.au)

Under the National Code 2018, students 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 student is unable to attend the course, or
- Misbehaviour by the student

Where the cancellation or suspension is initiated by the College, the College will notify the student of its intention to suspend or cancel the enrolment which may affect his/her student VISA. The College will also notify the Department of Home Affairs as required under the ESOS Act. The student will then be provided with 20 working days to access the College internal complaints and appeals process. If the student 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 student apply.

If for any reason Bedford College cannot offer the enrolled course the student 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 identified 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 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 website for more details.

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

### SUBMISSION OF ASSESSMENT

Students are required to submit all tasks on or before the prescribed due dates. Students who are continually falling behind in the submission of tasks will be required to meet with the Faculty Coordinator. 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.

## 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](http://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: [international@bedford.edu.au](mailto:international@bedford.edu.au)

Website: [www.bedford.edu.au](http://www.bedford.edu.au)

## 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.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_