

# AUSTRALIAN RESIDENT APPLICATION FORM



**SKILLS<sup>®</sup>  
AUSTRALIA  
INSTITUTE**

## STUDENT ID (Existing SAI Student only)

## UNIQUE STUDENT IDENTIFIER (USI)

## PERSONAL DETAILS

First Name

Middle Name

Last Name

Gender ☐ M ☐ F Date of Birth (dd/mm/yy)

Under 18 years ☐ Yes ☐ No

Country of Birth

Nationality

Are you an Aboriginal and/or Torres Strait Islander?

☐ Yes ☐ No If Yes, please specify

## CONTACT DETAILS

Street Address

Suburb

State  Postcode

Email

Phone

Mobile

## EMERGENCY/ PARENTS CONTACT DETAILS

Full Name

Relationship

Email

Phone

Mobile

## STUDY MODE

☐ Classroom-based ☐ Other

## FEE TYPE

☐ Full-fee ☐ Funded (please specify)

## COURSES

### COURSE NAME

#### BUSINESS

- ☐ BSB50120 Diploma of Business (Operations)  
☐ BSB60120 Advanced Diploma of Business  
☐ BSB80120 Graduate Diploma of Management (Learning)

#### EARLY CHILDHOOD EDUCATION

- ☐ CHC30121 Certificate III in Early Childhood Education and Care  
☐ CHC50121 Diploma of Early Childhood Education and Child Care

#### AUTOMOTIVE

- ☐ AUR30620 Certificate III in Light Vehicle Mechanical Technology  
☐ AUR40216 Certificate IV in Automotive Mechanical Diagnosis  
☐ AUR50116 Diploma of Automotive Management

#### HOSPITALITY

- ☐ SIT40516 Certificate IV in Commercial Cookery  
☐ SIT50416 Diploma of Hospitality Management (Commercial Cookery Pathway)

#### TELECOMMUNICATION

- ☐ ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering)

#### CONSTRUCTION

- ☐ CPC30220 Certificate III in Carpentry  
☐ CPC33020 Certificate III in Bricklaying and Blocklaying (Perth campus only)  
☐ CPC31320 Certificate III in Wall and Floor Tiling (Perth campus only)

## INTAKE

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ June  
☐ Jul ☐ Aug ☐ Sept ☐ Oct ☐ Nov ☐ Dec

## ENGLISH LANGUAGE ABILITY

Is English the main language spoken at home?

☐ Yes ☐ No

If No, what is the main language spoken at home?

How well do you speak English?

☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

## EQUITY & DISABILITY

Providing information about a disability or medical condition will not disadvantage your application; however SAI needs to assess if we can make any reasonable adjustments to accommodate your disability or medical condition and advise you accordingly. In some cases there may be a cost.

Do you have a disability, injury or continuing medical condition, which may affect your studies? ☐ Yes ☐ No

If yes, please specify the type of disability

☐ Hearing/Deaf ☐ Vision ☐ Learning ☐ Mobility

☐ Medical ☐ Physical ☐ Mental Illness

☐ Other

Provide details about your medical condition/disability in brief

## REASON FOR STUDYING FURTHER

Tick the option that best fits your study reason for taking up the course (only one)

☐ To get a job ☐ To start my own business

☐ To get a better job or promotion

☐ For personal interest or self-development

☐ I wanted extra skills for my job

☐ To develop my existing business

☐ To try for a different career

☐ It was a requirement of my job

☐ To get into another course of study

☐ Other (please specify)

## HOW DID YOU KNOW ABOUT SKILLS AUSTRALIA INSTITUTE

☐ Authorized Agent

☐ Skills Australia Website

☐ Exhibition/Seminar ☐ Internet

☐ SAI Student

☐ Magazines /Newspaper

☐ Other

## EDUCATIONAL BACKGROUND

Are you still attending secondary school?

What is the highest level of secondary school you have completed?

☐ Year 12 or equivalent

☐ Year 11 or equivalent

☐ Year 10 or equivalent

☐ Year 9 or equivalent

☐ Year 8 or below

☐ Never attended school

Year you completed high school level

Have you completed a Degree, Diploma or a Certificate program? ☐ Yes ☐ No

If yes, please tick the correct box below

☐ Bachelor's Degree ☐ Post Graduate

☐ Advanced Dip or Associate Degree ☐ Diploma

☐ Certificate III or Trade Certificate

☐ Certificate IV or Advanced

☐ Others (please specify)

Please provide details of all current and previous studies (including High School) that you have completed, or will be completing. Please provide copies of all latest qualifications and/or High School results.

Qualification/Course

Year of Completion

Name of the College/Institution

Country/State

Qualification/Course

Year of Completion

Name of the College/Institution

Country/State

Are you applying for Credit Transfer or Recognition of Prior Learning? ☐ Yes ☐ No

If yes, then please fill application for credit transfer / RPL

## EMPLOYMENT STATUS

Please select the option that fits your current employment status:

☐ Full-time employee

☐ Employer

☐ Not employed - not seeking work

☐ Unemployed – looking for full-time work

☐ Unemployed – looking for part-time work

☐ Self-employed, not employing others

☐ Employed in the family business

☐ Part-time employee

## STUDENT DECLARATION

I,  declare that the information provided in this application form and other supporting documents is true and correct. I agree that I have read and agree to be bound by the Conditions of Enrolment and policies and procedures of Skills Australia Institute acknowledge that Skills Australia Institute reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information. This Application Form includes questions to enable Skills Australia Institute to collect and provide AVETMISS compliant records to meet our National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and Skills Australia Institute's Privacy Statement is available at the Front Desk, and via the Skills Australia Institute website.

Skills Australia Institute recognises and respects your privacy. Skills Australia Institute collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of our application process. Skills Australia Institute's Privacy Policy reflects the National Privacy Principles set out in the Privacy Act 1988 as well as the Information Privacy Principles set out in the Information Privacy Bill 2007 (WA). Further information about our Privacy Policy is available on request.

☐ I understand that Skills Australia Institute will apply for my Unique Student Identifier (USI), on my behalf, unless one is provided. I understand that they will use the ID I have provided as part of my application process. Furthermore, I agree that my Skills Australia Institute email account will be used as part of this registration process, and that I am required to authenticate my USI myself and may update my contact details at any time. More information on the requirement for a USI is available via [www.usi.gov.au](http://www.usi.gov.au).

☐ I allow Skills Australia Institute to use photographs, testimonials and videos taken of me for advertising or marketing purposes.

Applicant's Signature

Date (dd/mm/yyyy)

Parent/Guardian's Signature  
(If applicant is below 18 years of age)

Date (dd/mm/yyyy)

## ENROLMENT CONDITIONS

Students must inform Skills Australia Institute of any changes to their residential address and/or contact details within 7 days of the change.

### REFUND AND CANCELLATION POLICY - AUSTRALIAN RESIDENTS

#### Refund and Cancellation Policy Overview

The Skills Australia Institute Refund and Cancellation Policy covers how REFUND and CANCELLATION Fees are calculated in the event of cancellation of enrolment before course completion, either at the request of Skills Australia Institute, or as a result of a breach of Skills Australia Institute's code of conduct.

#### Refund for fees paid in advance

The calculation applied for fees paid in advance is listed in Table 1.

#### Cancellation fees

Where a course of study is cancelled before the agreed Completion Date, Skills Australia Institute will calculate the Cancellation Fee in accordance with Table 1.

#### DEFINITIONS

Fees payable may include the following:

#### FULL REFUND of Student Fees will be made when:

- a student withdraws from a course when the course and/or a unit is cancelled or re-scheduled to a time that is unsuitable to the student; or
- a student is not given a place due to maximum number of places being reached;
- a student withdraws for reasons other than those listed above, and who lodges a Course Variation Form before 20% of delivery has been concluded

Tuition Fees are the fees payable to Skills Australia Institute for undertaking a course. The Refund and Cancellation Policy specifications detailed below cover TUITIONFEES only.

Other Fees: Any other fees are as specified in your agreement with Skills Australia Institute. Fees may change and students will be notified about changes of other fees. Other Fees are not refundable.

#### GENERAL INFORMATION

- Course Fees and Charges are as per our Skills Australia Institute Course Fee List. Note: in line with our regulatory framework, Skills Australia Institute will only accept a maximum payment of \$1000 before commencement of studies and no more than \$1500 per month. Details of instalments are included in the Payment Agreement.
- All Refund Requests and Cancellation Notifications must be submitted using the Course Variation Form and the Refund Application Form, both of which are available at the Reception Desk or via the Skills Australia Institute website [www.skillsaustralia.edu.au](http://www.skillsaustralia.edu.au). VERBAL notifications to Skills Australia Institute staff or agents ARE NOT VALID.
- The date the written notice is received by Skills Australia Institute is the CANCELLATION DATE, and is the date used for the calculation of any refund and/or cancellation fee.
- In case of a cancellation by the student or Skills Australia Institute, any outstanding fees to Skills Australia Institute become due within 7 (seven) days.
- Any costs incurred by Skills Australia Institute to recuperate outstanding fees will be charged to the student.
- Unpaid fees will be recorded as a debt and recovered by action in a court of competent jurisdiction.
- Skills Australia Institute will not release any testamurs/awards to students until outstanding course fees have been paid in full.
- All amounts are in Australian Dollars (AUD).
- Where a refund is approved by the CEO, Skills Australia Institute will make payment of refund within 28 days of receipt of the application.
- The refund will be deposited into the student's bank account only, as nominated on the Refund Application Form.
- All refunds will be paid in Australian Dollars, via an Australian Bank Account, as nominated by the student.
- No refunds will be paid to a third party (a person other than the student), unless directed by the student.

## REFUND APPLICATION FORM

- Refund and Cancellation applications WILL NOT be processed where the signature on the Course Variation and/or Refund Application Form DOES NOT match the student's signature as shown on other documents provided by the student for admission to Skills Australia Institute.
- Students will receive a clear Statement of Refunds explaining how the refund was calculated, where a cancellation fee has been applied, students will receive a Statement of Cancellation clearly outlining how our Cancellation Policy has been applied.
- This agreement, and the availability of the complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.
- The Refund and Cancellation Fee Policy is subject to review from time to time.

TABLE 1 - REFUND POLICY

REASON FOR REFUND	NOTIFICATION PERIOD	REFUND
Application for visa is unsuccessful	Before Semester/Course Commences	Full refund less 5% of the course fees paid or \$500 (whichever is lesser)
	After Semester/Course Commences	Calculated refund less cancellation fee
Student Default Student withdraws Or Student is cancelled for breach of College's rules or breach of student visa rules	More than 10 weeks before semester/course commences	Full refund less cancellation fee
	More than 4 weeks and up to 10 weeks before semester/course commences	70% of a semester fee
	4 weeks or less before semester/course commences	40% of a semester fee
	After semester/course commences	No Refund

TABLE 2 - CANCELLATION POLICY

REASON FOR CANCELLATION	NOTIFICATION PERIOD	CANCELLATION FEE
Application for visa is unsuccessful	Before Semester/Course Commences	Full refund less 5% of the course fees paid or \$500 (whichever is lesser)
	After Semester/Course Commences	\$250 cancellation administration fee + Pro-rata of tuition fee used calculated on a weekly basis
Student Default Student withdraws Or Student is cancelled for breach of College's rules or breach of student visa rules	More than 10 weeks before semester/course commences	10% of a semester fee
	More than 4 weeks and up to 10 weeks before semester/course commences	30% of a semester fee
	4 weeks or less before semester/course commences	60% of a semester fee
	After semester/course commences	100% of semester fee

### Student Default occurs when:

- the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed starting day); or
- Skills Australia Institute refuses to provide, or continue providing, the course to the student because of one or more of the following events:
  - the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
  - breach of Skills Australia Institute Code of Conduct as outlined in the Student Handbook.

### Refunds on Skills Australia Institute Default

In the unlikely event of Skills Australia Institute default, within 14 days of the default, Skills Australia Institute will:

- Either offer you an alternative place at Skills Australia Institute's expense, that is accepted by you in writing; or
- Refund you the unused portion of the prepaid fees.

## PAYMENT

Fees may be subject to change. Skills Australia Institute will inform students of any changes to fees at least 30 days in advance. The new fees will be applicable from the next semester/s. Note, all amounts mentioned are in AUD. Course Fees may be paid in the form of a bank draft or bank cheque payable to Skills Australia Institute. Fees can also be paid by electronic funds transfer (EFT) to:

**Bank: Commonwealth Bank of Australia (CBA)**

**Address: 413 Albany Highway,  
Victoria Park, WA 6100 Account**

**Name: Skills Australia Institute**

**Bsb: 066 128**

**Account Number: 1062 6125**

**SWIFT Code: CTBAU2S**

## PLEASE COMPLETE THIS FORM AND SEND IT TO

Email: [admissions@skillsaustralia.edu.au](mailto:admissions@skillsaustralia.edu.au)

Web: [www.skillsaustralia.edu.au](http://www.skillsaustralia.edu.au)

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