

AUSTRALIAN RESIDENT APPLICATION FORM



SKILLS[®]
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

- BSB50215 Diploma of Business
 BSB60215 Advanced Diploma of Business

ENGLISH

- 10361NAT Course in Preliminary Spoken and Written English
 10362NAT Certificate I in Spoken and Written English
 10363NAT Certificate II in Spoken and Written English
 10364NAT Certificate III in Spoken and Written English
 10365NAT Certificate IV in Spoken and Written English - Further Studies

HOSPITALITY

- SIT50416 Diploma of Hospitality Management

CHILD CARE

- CHC30113 Certificate III in Early Childhood Education and Care
 CHC50113 Diploma of Early Childhood Education and Care

MARKETING AND COMMUNICATION

- BSB42415 Certificate IV in Marketing and Communication
 BSB52415 Diploma of Marketing and Communication
 BSB61315 Advanced Diploma of Marketing and Communication

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 debility, 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, than 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

PRIVACY NOTICE AND 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.

Under the Data Provision Requirements 2012, Skills Australia Institute is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER (National Centre for Vocational Education Research)).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Skills Australia Institute for statistical, regulatory and research purposes. Skills Australia Institute may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET (Vocational Education and Training), 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;
- NCVET;
- 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 (<http://www.ncver.edu.au>)).

I acknowledge that Skills Australia Institute will apply for my Unique Student Identifier (USI), on my behalf, unless one is provided. I recognize that they will use the USI I have provided as part of my application procedure. Additionally, I know that my Skills Australia Institute email account will be used for registration purposes and that I need to validate my USI myself and can update my contact details at any time. To know more about USI requirements check on www.usi.gov.au.

I do not allow the Skills Australia Institute to use photographs, testimonials and videos taken of me for advertising or marketing purposes.

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.

Applicant's Signature

Date

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

Date

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. 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 outlined 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 AND CANCELLATION POLICY

| REASON FOR REFUND/ CANCELLATION | NOTIFICATION PERIOD | REFUND | CANCELLATIONS |
|------------------------------------|--|-----------------------------------|--------------------------|
| Student Default | More than 4 weeks before course commences | Full refund less cancellation fee | \$250 administration fee |
| | 4 weeks or less before course commencement | 40% of a course fee | 60% of course fee |
| | After semester/course commences | No Refund | 100% of the course 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

Post: 10 Victoria Avenue, Perth WA 6000

Email: admissions@skillsaustralia.edu.au

Web: www.skillsaustralia.edu.au