

Domestic Fee for Service Student Course Application Form

This form is for Australian Domestic Students (includes Australian citizen, permanent resident, temporary resident, bridging visa 457, 309, 310, 820, Working holiday visa, student visa holders for secondary course and 826 visa holders only)

Applicant Personal Details

| | | | |
|---------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------|--|
| Surname: | | | |
| Given names: | | | |
| Date of Birth: | / | / | |
| Title: | Other: | | |
| Gender: | | | |
| Are you an Australian Citizen or Permanent Resident? | | If Permanent Resident, how many years spent in Australia: | |
| Country of Birth: | | | |
| Are you Aboriginal / Torres Strait Islander? | | | |
| Current Home Address: | Number & Street: | | |
| | Suburb: | | |
| | State: | Postcode: | |
| Postal Address (if different): | | | |
| Email Address: | | | |
| Mobile Number: | | Home Phone Number: | |
| Student USI Number: (go to usi.gov.au to register) | | | |
| Are you currently on student visa from other providers? | | Name of current provider: | |

Emergency Contact Details

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|----------------|--|
| Contact Name: | |
| Relationship: | |
| Phone number: | |
| Email Address: | |
| Address: | |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------|--|
| Course Selection Details | | | |
| Course Name: | | | |
| Course Start Date: | / / | | |
| Applicant's Education Background | | | |
| Completed year 12: | | If so, Year of Completion: | |
| (if not completed year 12) Highest level completed: | | | |
| Highest Qualification Name: | | Other qualification: | |
| Name of Institution: | | | |
| Country: | | | |
| Language of Instruction: | | | |
| Year of Completion: | | | |
| Language and English Proficiency | | | |
| <p>If English is not your first language or you have not completed your high school education in English, you may be required to sit for Language, Literacy and Numeracy test (LLN) to ascertain your eligibility for the course.</p> <p>If you are applying as a mature student (over 20 years of age), please attach your resume with full details of your relevant work experience and employer's reference letter.</p> | | | |
| How well do you speak English: | | | |
| Your main language (if not English): | | | |
| Study Reason | | | |
| Reasons for applying to study: | Other: | | |
| Employment Status | | | |
| Employment Status: | Other: | | |
| How long have you been unemployed or looking for work? | | | |
| <p>For eligibility assessment, if you are a mature age applicant (over 20 years of age) and have not completed Year 11 or equivalent, please attach a copy of your current resume or CV.</p> | | | |
| Other Details | | | |
| Were you referred by a Job Active Provider? | | | |

RTO Number 52007 | CRICOS Provider Number: 03255G | ABN 65-131-433-433

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------|--|
| Name of Job Active Provider: | | Branch: | |
| Contact details of your Job Active Consultant? | Email Address: | | |
| | Phone Number: | | |
| Have you had any criminal convictions? If yes, specify details: | | | |
| Language, Literacy, Numeracy (LLN) & Disability | | | |
| Do you have a disability, impairment or long term medical conditions which the Institute should be aware of? If yes, please specify | If the answer is yes, please complete the Disability Supplement Information | | |
| Would you like to receive information on support services? | | | |
| How did you hear about the course? (eg. Internet, newspaper) | | | |
| Recognition of Prior Learning (RPL) / credit transfer | | | |
| Do you wish to apply for Recognition or Prior Learning (RPL) or credit transfer? | | | |
| <p>If yes, please download Credit Transfer /RPL information pack and application form from our website and submit the Credit Transfer /RPL application separate to this application form.</p> <p>All RPL and credit transfer applications must be submitted at least 2 weeks before course commencement date. If RPL or credit transfer application is submitted after course commencement date, there will be no refund of fees for the credit transfer.</p> | | | |

DOMESTIC FEE FOR SERVICE STUDENT AGREEMENT v2.0 Oct 2018

Please read the following Terms and Conditions of Enrolment before signing on this student application form.

1. APSI reserves the right to refuse or suspend a student's enrolment if the Institute finds the student is unfit for study or the course applied is not a suitable course for the applicant.
2. APSI reserves the right to withhold certificates and statements until payment of all outstanding fees have been made.
3. APSI reserves the right to suspend any training and assessments services if there are outstanding fees owed to the Institute.
4. APSI reserves the right to make the following variations:
 - to vary course timetable and delivery schedule
 - to vary course content and unit selections
 - to vary trainers and assessor for the delivery of the course
 - to cancel a course with alternative arrangements in place for the student to enrol in another course or with another provider
4. All application fees /course fees paid in advance by the applicant are NON-TRANSFERRABLE except under exceptional circumstances. If the student has not commenced the course, the course fee and resource fee paid in advance can be refunded based on domestic student refund policy.
5. I understand that this agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
6. **PHOTOGRAPHY AND FILMING CONSENT FOR ADULTS OVER 18 YEARS OF AGE**

By signing on this application form, you agree that APSI may take photographs and film footage of you during your studies at APSI, and may use the photographs and/or film footage for APSI's promotional and/or commercial purposes, including for use on APSI's website and social media platforms. The photographs and footage will be used by the APSI only and will not be released to any external parties. You accept the risk that photographs and/or film footage of you may be lifted off APSI's website or taken from a APSI brochure or other publication, and reproduced on Facebook or other web sites or elsewhere, or otherwise communicated or made available to the public or sections of the public. Should you not wish to have your photo taken (except for the production of student ID card), you are at liberty to request that your image not be included.
7. **STUDENT ATTENDANCE**

The student must attend all classes, supervised studies, workplace training and excursions and abide by the rules contained in the APSI student handbook. APSI reserves the right to withdraw or suspend any students whose conduct and/or behaviour is not acceptable to the Institute.
8. **COURSE COMPLETION WITHIN COURSE DURATION SPECIFIED ON THE TIMETABLE**

APSI guarantees to complete the training/assessment once the student has commenced study in their chosen course. Students whose assessments are "Not Yet Competent" are given at least two opportunities to re-sit and re-assess to demonstrate competency. Please refer to student handbook on unit re-sit or re-assessment policy. Additional fees will be applied.

PRIVACY NOTICE

Under the Data Provision Requirements 2012, Australian Professional Skills Institute (**APSI**) 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 and your training activity data) may be used or disclosed by APSI for statistical, regulatory and research purposes. APSI may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, 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;
- NCVER;
- 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).

STUDENT DECLARATION AND SIGNATURE

- I declare that all information I have provided to the best of my knowledge is true and correct and any attempt to mislead or provide incorrect information may lead to my enrolment to be cancelled or rejected.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I authorise APSI to make inquiries about the details associated with this application. By signing this form, I agree that I may be contacted government agencies and asked to participate in one or more surveys about this training program.
- I give APSI permission to obtain official records from an educational institution that I have attended.
- I understand that APSI collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements.
- I have read, understood and agree to abide by APSI Refund Policy published on the website www.apsi.edu.au

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|--------------------------------------------------------------------------------------------------------|--|
| Full Name of Student: | |
| Signature <small>(If completing electronically, select ADOBE FILL & SIGN from PDF menu)</small> | |
| Date : | |
| Parental/Guardian consent is required for all students under the age of 18 | |
| Parent/Guardian's Name : | |
| Signature <small>(If completing electronically, select ADOBE FILL & SIGN from PDF menu)</small> | |
| Date: | |

Once you have completed this form, please save and email to info@apsi.edu.au

Note to applicants: This form is only an application for a course and does not guarantee a place in any course. You will be assessed on your eligibility for the program based on an interview if necessary.

Australian Professional Skills Institute retains the right to withdraw or reject an application for enrolment.

Office use Only –Application checklist:

- ☐ Completed Application form with signature
- ☐ copy of passport or photo ID
- ☐ Visa / Residency status check
- ☐ Academic qualifications
- ☐ English proficiency
- ☐ Disability Supplement if required
- ☐ Credit Transfers
- ☐ Meet LLN
- ☐ Letter of Offer issued