Student Application

RTO PROVIDER No: 21595 || ABN 19 110 314 906
152 Elizabeth Street Melbourne Victoria Australia 3000
Tel: 613 9671 4755 || Fax: 613 9671 4988 || www.academia21.com

ACADEMIA AUSTRALIA

Enrolment Instructions

Thank you for your interest in studying with Academia Australia. If you need help completing this form or require further information, please contact a Course Advisor on 03 9671 4755 or apply in-person at our Melbourne CBD campus.

After you have selected a course for application:

1. Complete all parts of this application form:
   - A – personal and statistical details;
   - B - terms and conditions of enrolment; and
   - C – self declaration
2. Submit your application:
   - In person, by making an appointment with a Course Advisor on 03 9671 4755; or
   - eMail to info@academia21.com ; or
   - Post to:
     Course Advisor
     Academia Australia
     Level 4, 152 Elizabeth St
     MELBOURNE VIC 3000

     or
   - Fax to 03 9671 4988
3. Include with your application copies* of either:
   - Australian birth certificate; or
   - Australian passport; or
   - Green Medicare Card
   - Naturalisation certificate; or
   - Visa showing residency
4. If the document provided at 3 doesn't show your age, provide a copy of either:
   - current drivers licence; or
   - current learner permit; or
   - Proof of Age card; or
   - 'Keypass' card

If relevant to you, include the following information with your application:

5. Concession eligibility. If you have either a:
   - Commonwealth Health Care Card (or are a dependant of a person holding this card); or
   - Pensioner Concession Card (or are a dependant of a person holding this card); or
   - Veteran's Gold Card
6. Job seeker referral. If you have:
   - A Job Seeker Referral Form from an Employment ServicesProvider; or
   - Participate in the Community Development Employment Program and/or Access Program
7. If you wish to apply for Course Credit, please include information about your previous studies:
   - A statement of attainment; or
   - A qualification
8. If you believe that you may have previously attained the skills and knowledge of this course through informal learning or work experience, please contact the Course Advisor on 03 9671 4755 for further information about the Recognition of Prior Learning (RPL) assessment process. The Course Advisor will discuss with you the relevant paperwork and assessment fees for the RPL process.

After Academia Australia receives your application form and supporting documents, the following steps take place:

1. You will be contacted for an enrolment interview to:
   a. Show you the training facilities
   b. Check your Language, Literacy and Numeracy (LLN) skills to determine whether you may need learning support
   c. Calculate your Course Fees based on your eligibility and concession entitlements
   d. Make a support plan with you in the case of disability or impairment
   e. Give you either an Individual or Group Training Plan, detailing information about the training and assessment services.
   f. A payment plan is calculated, and the initial payment is made
2. Attend the Induction and Orientation program at a later date
3. Commence your course on the specified date

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PART 1 – Application Details

Personal Details

Full Name:	*Family Name (Last)*	*First Name*	*Middle Name*
Residential Address (where you usually reside)	*Street Address*		*Apartment/Unit #*
	Suburb/Town		*State* / *Post Code*
Postal Address (if different to residential address)	*Street Address*		*Apartment/Unit #*
	Suburb/Town		*State* / *Post Code*
Home Phone:	( )	Mobile Phone:	( )
E-mail Address:		Gender Tick one:	☐ Male ☐ Female
Birth Date:	*dd / mm / yyyy*	Emergency Contact Name:	Emergency Contact Number: ( )

Intended course of study

Course Code	Course Name	Intake Date

Circle your Uniform Size for Hospitality or Beauty Therapy: S M L XL

Language and Cultural Diversity

In which country were you born?	□ Australia	Do you speak a Language other than English at home?	☐ No, English only
Other, please specify:		Yes, other – please specify:	
Are you of Aboriginal or Torres Strait Islander origin? (if both tick yes at each box)	□ No	How well do you speak English?	□ Very well
	□ Yes, Aboriginal		□ Well
			□ Not well
	□ Yes, Torres Strait Islander		□ Not at all

Disability / Medical Details

Do you consider yourself to have a disability or long-term impairment?	☐ Yes	If YES, then please indicate the areas of disability, impairment or long-term condition:	□ Hearing/Deaf
	☐ No		□ Physical
Do you require assistance because of this disability or long-term impairment? (If Yes, a separate interview will be arranged)	☐ Yes		□ Intellectual
	☐ No		□ Learning
			□ Mental Illness
Do you give permission for us to call urgent medical treatment for you in an emergency and agree to pay all costs?	☐ Yes		□Acquired Brain Impairment
			□Vision
	☐ No		□Medical Condition
			□Other

Schooling and Previous Qualifications

What is your highest completed school level? (tick one only)	□ Year 12 or equivalent	Have you successfully completed any of the following qualifications?	☐Yes(yes, complete below)
	□ Year 11 or equivalent		☐No
	□ Year 10 or equivalent	Bachelor Degree or Higher Degree	☐
	□ Year 9 or equivalent	Advanced Diploma or Associate Degree	☐
	□ Year 8 or below	Diploma or Associate Diploma	☐
	□ Never attended school	Certificate IV or Advanced Certificate/Technician	☐
In which year did you complete that school level?		Certificate III or Trade Certificate	☐
		Certificate II	☐
Are you still attending secondary school?	☐ Yes	Certificate I	☐
	☐ No	Certificates other than the above	☐

PART 1 – Application Details (continued)

Employment and Study Reasons

Which item best describes your employment status? (tick one only)	Which best describes your main reason for undertaking this course? (tick one only)
□ Full-time employee	□ To get a job
□ Part-time employee	□ To develop my existing business
□ Self employed – not employing others	□ To start my own business
□ Employer	□ To try for a different career
□ Employed – unpaid worker in family business	□ To get a better job or promotion
□ Unemployed – seeking full-time work	□ It was a requirement of my job
□ Unemployed – seeking part-time work	□ I wanted extra skills for my job
	□ To get into another course of study
□ Not employed – not seeking employment	□ For personal interest or self-development
	□ Other reasons

Employment Details or Job Seeker information

Employer (if applicable):		Are you registered with an Employment Services Provider? (e.g. Mathworks, WISE Employment, etc.)	□ Yes □ No
Address:			
Telephone:		JobSeeker ID no:	
Position:		Have you recently (last 6 months) been retrenched?	□ Yes □ No

Citizenship

Please confirm your citizenship status (tick all that apply): *Proof will be required (attached to enrolment form)*	□ Resident of Victoria □ Australian citizen □ Permanent resident of Australia □ holder of a Visa (sub-class 444) □ holder of Temporary Protection Visa □ East Timorese Asylum seeker

Eligibility

Please confirm any concession eligibility (tick applicable): *Proof will be required (attached to enrolment form)*	□ Commonwealth Health Care Card; or dependant of person holding this card □ Pensioner Concession Card; or dependant of person holding this card □ Veteran's Gold Card □ Job Seeker registered with a Commonwealth Government Employment Services Provider □ Participate in the Community Development Employment Program and/or Access Program □ None of the Above apply to me

Course Credit or Recognition of Prior Learning (RPL)

I wish to apply for Course Credit	□No □Yes, evidence of equivalent competencies from a nationally recognised statement of attainment or qualification will be provided	I wish to apply for RPL	□No □Yes, a separate process will be conducted to assess prior learning

Victorian Student Number (VSN)

Do you have a Victorian Student Number (VSN)? *Please indicate your answer in the space provided.*	□Yes – please specify ___ _____
	□Yes – but my VSN is unknown
	□No – I do not have a VSN

FEES

Tuition Fees (all courses):	Are calculated at the time of application, indicative fees can be found at www.academia21.com A fee waiver may be applicable in some circumstances	Home Stay (if needed):	□Not Required □___ of weeks @ $240 per week + $180 placement fee (minimum of 2 weeks)
Equipment, Uniform or Materials fees (some courses)	Are dependent on the course, and can be found at www.academia21.com Applicants are provided with a list of requirements should they choose to source these independently	Student Services Fees	Printing costs of $0.10 per page will be charged to you after you have used your provided quota of 400 pages
Class set textbook refundable deposit (some courses)	If there is no Equipment, Uniform or Materials fee applicable, there will be a class set in use Class set deposits are dependent on the course, and can be found at www.academia21.com		Replacement Student ID cards incur a $10.00 fee (initial card upon enrolment, no charge) Replacement Lanyards incur a $2.00 replacement fee (initial upon enrolment, no charge)
Do you want to defer payment of your fees via the VET Fee Help loan scheme?* **Diploma/Advanded Diploma only, subject to eligibility requirements shown at www.academia21.com*	□No □Yes, please complete the following only if you attended Year 12: State: Year attended: School name:	Have you previously incurred a Fee Help debt through another VET Fee Help or Fee Help provider?	□No □Yes, please list each VET Fee Help and/or Higher Education Provider where this debt was incurred: Last year of enrolment: Provider name:

PART 2 - Terms and Conditions of Enrolment

REFUNDS

The laws of the Commonwealth of Australia and the State of Victoria govern this refund policy.

1) PROVIDER DEFAULT If Academia Australia cancels the course at any stage during the period of enrolment, a refund will be provided based on the following:

a. tuition fees	Pro-rata refund for unspent tuition fees up to date of default
b. equipment and materials fees	Refund at Academia Australia's Discretion for unused equipment and material prior to date of default

2) STUDENT WITHDRAWAL If you (the Student) provide written notice to withdraw from the training program prior to scheduled course start date a refund will be provided based on the following:

a. tuition fees	Full refund, less $200 student service fee
b. equipment and materials fees	Refund at Academia Australia's Discretion for unused equipment and material prior to date of default

3) STUDENT WITHDRAWAL where the written notification is received after the scheduled start date:

a. tuition fees	Refund based on a pro-rata basis of tuition fee paid less $200 service fee
b. equipment and materials fees	Refund at Academia Australia's Discretion of any unused items

CLAIMING A REFUND

4) The student must provide their notice of withdrawal or cancellation in a signed and dated written letter. The claim for a refund must include a reason and must include supporting official documentation of the student's circumstances for withdrawal/cancellation plus a contact name and telephone number to enable Academia Australia to validate this claim.
5) Date of Cancellation / Withdrawal is the date the written request is received by Academia Australia's Admissions Officer.
6) A student should apply for a refund as soon as possible after notice of cancellation / withdrawal is submitted.
7) All refunds will be paid after 4 weeks of receipt of student's written Cancellation / Withdrawal notification only if the supporting documentation have been validated during this timeframe.
8) When you receive a refund, a written explanation of how the amount was calculated will be provided to you.

GOVERNMENT FUNDING

9) In the event that the funding body, Skills Victoria informs Academia Australia that your eligibility for a funded place has been rejected, the following will be negociated with you:
   a) Your enrolment changes to a Fee for Service contract, making you liable for full fees; or
   b) You withdraw from your enrolment; or
   c) Academia Australia cancels your enrolment
   d) In the event that Academia Australia is required to refund Skills Victoria money paid to fund your course, you become liable to re-imburse these monies

FEES

10) All course fees and charges are payable in Australian Dollars (AUD$) and must be paid in full prior to a student attaining their qualification (even if a student completes the course earlier than the standard allocated course duration).
11) All fees and charges must be paid in advance by the date shown on the Offer of course placement and/or any outstanding Invoices prior to any results or certificates being issued.
12) Academia Australia is not responsible for any monies paid to agents or 3rd parties.
13) If students need to repeat a subject(s) a pro rata tuition fee is payable.
14) Payments made by credit cards will incur a 2% processing surcharge

TRAINING PLAN

14) I agree to participate in the Training Plan process, which will include: Course requirements, Assessment requirements, Language, Literacy and Numeracy Support (if applicable), Recognition of Prior Learning (RPL), Course Credit.

GENERAL

15) I must comply with policies and rules of Academia Australia and agree that I have reviewed these before making this application for enrolment, and that these will be re-iterated at the induction and orientation program.
16) I must attend class and meet the requirements of the program.
17) I agree to pay all fees owing on or before the due date.
18) The information provided by our students may be made available to Commonwealth and State agencies to tell the respective government agencies certain changes to your enrolment; and personal and contact details.
19) I agree that Academia Australia may use my image and testimonials in its advertising/marketing unless I check the following check box: ☐ I opt out in Academia using my image / testimonials.
20) I understand that I must arrive at Academia Australia on time for the student Induction program.
21) I understand that Academia Australia delivers its courses through day and evening sessions operating Monday to Saturday 8:00am to 10:00pm. I also understand that Academia Australia exercises the sole right in the days of the week and shifts (day versus evening) when timetabling students. This is determined on availability of resources (trainers & class rooms). Academia Australia will review students' requests for timetable changes but cannot guarantee these for whatever reason whether dietary, work-related or religious.
22) Academia Australia shall be under no liability whatsoever to any student for any injury, loss or damage sustained at or upon the School's premises howsoever caused and whether in respect of any negligent act or omission by Academia Australia, its employees, agents, servants or otherwise.
23) NCVER Student Outcomes Survey. The National Centre for Vocational Education and Research (NCVER), which is funded by the federal government may contact you approximately six months after course completion to survey course outcomes and satisfaction. More information can be found at http://www.ncver.edu.au/sos/faq.html

ACADEMIA WEBSITE INFORMATION REVIEW

I have read and understood the additional information provided to me at http://www.academia21.com(Including the Student Handbook) as it relates to my rights and obligations prior to enrolling at Academia Australia.

PRIVACY STATEMENT

Academia Australia is committed to protecting students' right to privacy. Where relevant, information is collected and disclosed to appropriate bodies to determine and verify students' previous qualifications, individual welfare needs, and credit ratings plus report any changes of Student enrolment.

I understand that:

Academia Australia is required to provide the Victorian Government, throughSkills Victoria, with student and training activity data which may include information I providein this enrolment form. Information is required to be provided in accordance with the VictorianVET Student Statistical Collection Guidelines (which are available atwww.skills.vic.gov.au/corporate/statistics/submit_data). Skills Victoria may use the informationprovided to it for planning, administration, policy development, program evaluation, resourceallocation, reporting and/or research activities. For these and other lawful purposes, SkillsVictoria may also disclose information to its consultants, advisers, other government agencies,professional bodies and/or other organisations.

The Education and Training Reform Act 2006 requires Academia Australia to collect and disclose my personal information for a number of purposes including the allocationto me of a Victorian Student Number and updating my personal information on the VictorianStudent Register.

Privacy policyavailableat www.academia21.com

Terms and Conditions of Enrolment acceptance:

I have read, understood and agree to the above WEBSITE REVIEW, STUDENT HANDBOOK, REFUND, GOVERNMENT FUNDING, FEES, LLN, TRAINING PLAN, PRIVACY and GENERAL terms and conditions of enrolment

Signed:	Print Name:	Date (dd…/mm../yyyy):

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PART 3 –APPLICANT SELF DECLARATION

This form is only for the purpose of certifying that eligibility evidence has been sighted and that an applicant has stated their qualifications. It is not intended to constitute the sole process for assessing an individual's eligibility for the Victorian Training Guarantee.

SKILLS FOR VICTORIA - VICTORIAN TRAINING GUARANTEE
2013 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

Section A To be completed by an authorised delegate of the registered training organisation

I confirm that in relation to _____
(Student's full name)

I have sighted ***one*** of the following original, or a certified photocopy of the original, documents:

- ☐ Australian Birth Certificate (not Birth Extract)
- ☐ a current New Zealand Passport
- ☐ a current *green* Medicare Card
- ☐ a current Australian Passport
- ☐ a naturalisation certificate
- ☐ a signed declaration by a relevant referee
- ☐ formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence

and if the student's age is relevant to their eligibility and the document produced from the list above does not include a date of birth:

☐ a current drivers licence, **or** ☐ a current leaner permit, **or** ☐ a Proof of Age card, **or** ☐ a 'Keypass' card

Based on discussion with the student, the above evidence I have sighted, and the information provided to me by the student in Section B of this form I believe that the above individual satisfies the Victorian Training Guarantee eligibility criteria as set out in the 2013 Service Agreement and is eligible for funding under the Victorian Training Guarantee for the following qualification/s:

_____
(Include full title of qualification/s in which the student is seeking to enrol)

Authorised RTO delegate:

Name: _____

Position: _____

Signed: _____ Date: _____

Section B To be completed by the student (if relevant to the student's eligibility)

I, _____ , in seeking to enrol in _____
(Student's full name)

_____
(Include full title of qualification/s in which you are seeking to enrol)

declare that:

a. The highest qualification I currently hold is:

_____
(Include full title of qualification, e.g. Certirficate III in Aged Care; Intermediate VCAL, Year 10)

b. I have commenced or I am scheduled to commence ☐government subsidised course/s in 2013.
c. I am currently undertaking ☐ government subsidised course/s, this include any courses I started prior to 2013*.

d. *I understand that my enrolment in the above qualification/s is being subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand that enrolling in the above qualication/s may affect my future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.*

Signed: _____ Date: _____

*** Include any courses which you have enrolled in but have not yet started. Do not count the course you are currently applying for.**

Section C For applicants under the age of 18 at the time of enrolment, Parent / Guardian consent.

As the Parent / Guardian of student identified above, I confirm that all information provided to confirm eligibility for government subsidised training is to true, correct and accurate.

Parent/Guardian's Name: _____
(Please print)

Contact Details: _____
(Please print)

Signed: _____ Date: _____