

# PETP Student Application

RTO PROVIDER No: 21595 || ABN 19 110 314 906  
Main Campus 152 Elizabeth Street Melbourne Victoria Australia 3000  
Tel: 613 9671 4755 || Fax: 613 9671 4988 || [www.academia21.com](http://www.academia21.com)



## PETP Enrolment Instructions

Thank you for your interest in undertaking a course funded under the Priority Education and Training Program (PETP) at Academia International. Course places are limited and not guaranteed.

To submit your application for admission into the PETP program, you need to complete:

- Part A (personal details) – fully complete all parts of this section
- Part B (Terms and Conditions of Enrolment) accepted and signed
- Part C (Statutory Declaration) signed and witnessed by an authorised signatory as listed on page 6 of this document

Include with your application:

- Evidence of residency:
  - Australian birth certificate; or
  - Australian passport; or
  - Naturalisation certificate; or
  - Visa
- Concession eligibility:
  - 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
- If applying for Course Credit:
  - Qualification or Statement of Attainment showing nationally-recognised units of competency
- Job seeker (if applicable):
  - Referral from employment services consultant; or
  - Job network card; or
  - Centrelink jobseeker id
- Retrenched worker (if applicable):
  - Termination letter; or
  - Other form of verification
- If applying for Recognition of Prior Learning (RPL):
  - Recognition of Prior Learning application form

After receipt and verification of the application form and supporting documents, the following procedure takes place:

Interview to complete:

- 1) PETP Language, Literacy and Numeracy (LLN) assessment
- 2) Academia International determines if you require LLN support to assist with your studies
- 3) Course Fees are determined based on your eligibility, and course credit
- 4) If you require support due to a disability or long-term impairment a plan will be determined by both parties
- 5) A customised PETP Training Plan is created for you, agreed with a copy to Student and Academia International
- 6) Payment plan and initial payment is made to Academia International
- 7) Booking for an Induction and Orientation program

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## PART A – Application Details

### Personal Details

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

### PETP-funded course program

Course Code	Course Name	Intake Date

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

### Language and Cultural Diversity

<b>In which country were you born?</b>	<input type="checkbox"/> Australia	<b>Do you speak a Language other than English at home?</b>	<input type="checkbox"/> No, English only
<b>Other, please specify:</b>		<b>Yes, other – please specify:</b>	
<b>Are you of Aboriginal or Torres Straight Islander origin?</b> (if both tick yes at each box)	<input type="checkbox"/> No	<b>How well do you speak English?</b>	<input type="checkbox"/> Very well
	<input type="checkbox"/> Yes, Aboriginal		<input type="checkbox"/> Well
	<input type="checkbox"/> Yes, Torres Straight Islander		<input type="checkbox"/> Not well
			<input type="checkbox"/> Not at all

### Disability / Medical Details

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

### Schooling and Previous Qualifications

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

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## PART A – Application Details (continued)

### Employment and Study Reasons

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

### Employment Details (if applicable)

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Citizenship

### Eligibility

Please confirm your citizenship status (tick all that apply):  <i>Proof will be required (attached to enrolment form)</i>	<input type="checkbox"/> Resident of Victoria ( <b>mandatory</b> )	Please confirm any concession eligibility (tick applicable):  <i>Proof will be required (attached to enrolment form)</i>	<input type="checkbox"/> Commonwealth Health Care Card; or dependant of person holding this card
	<input type="checkbox"/> Australian citizen		<input type="checkbox"/> Pensioner Concession Card; or dependant of person holding this card
	<input type="checkbox"/> Permanent resident of Australia		<input type="checkbox"/> Veteran's Gold Card
	<input type="checkbox"/> holder of a Visa (sub-class 444)		<input type="checkbox"/> Job Seeker registered with a Commonwealth Government Employment Services Provider
	<input type="checkbox"/> holder of Temporary Protection Visa		<input type="checkbox"/> Retrenched from employment since 1 Jan 2009
	<input type="checkbox"/> East Timorese Asylum seeker		<input type="checkbox"/> None of the Above apply to me

### Course Credit or Recognition of Prior Learning (RPL)

I wish to apply for Course Credit	<input type="checkbox"/> No <input type="checkbox"/> Yes, evidence of equivalent competencies from a nationally recognised statement of attainment or qualification will be provided	I wish to apply for RPL	<input type="checkbox"/> No <input type="checkbox"/> Yes, a separate process will be conducted to assess prior learning
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### FEES (Note: Tuition Fees are set by Skills Victoria known as 'maintenance fee')

Home Stay (if needed):	<input type="checkbox"/> Not Required <input type="checkbox"/> 4 Weeks \$1,350 package (includes airport pickup & GST) <input type="checkbox"/> ___ of weeks @ \$240 per week + \$180 placement fee (minimum of 2 weeks)	Materials Fee:	
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	RPL Assessment Fee:	
	Replacement Student ID cards incur a \$10.00 fee (initial card upon enrolment, no charge)	Tuition* Fee:	
	Replacement Lanyards incur a \$2.00 replacement fee (initial upon enrolment, no charge)	<b>FEES TOTAL:</b>	

\* Tuition fees will be confirmed by Academia International after confirming any concessions and/or course credits that may be applicable to you (the Student)

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## PART B - 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 International cancels the course at any stage during the period of enrolment, a refund will be provided based on the following:

a. tuition fees	Full refund
b. equipment and materials fees –	Refund for unused items prior to date of course cancellation
c. student service fees –	pro rata portion of unused feed prior to date of course cancellation

- 2) **STUDENT WITHDRAWAL** If you (the Student) provide written notice to withdraw from the PETP-funded training program up to no less than **four (4) weeks after** the scheduled course start date a refund will be provided based on the following:

a. tuition fees	Full refund, less \$120.00
b. equipment and materials fees –	Full refund
c. student service fees –	Full refund

- 3) **STUDENT PARTIAL WITHDRAWAL** If you (the Student) provide written notice to withdraw from a portion of the course:

a. tuition fees	Refund of hours not required
b. equipment and materials fees –	Refund of any items that may not be required

### CLAIMING A REFUND

- 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 International to validate this claim.
- Date of Cancellation / Withdrawal is the date the written request is received by Academia International's Admissions Officer.
- A student should apply for a refund as soon as possible after notice of cancellation / withdrawal is submitted.
- 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.
- When you receive a refund, a written explanation of how the amount was calculated will be provided to you.

### FEES

- 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).
- 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.
- Academia International is not responsible for any monies paid to agents or 3<sup>rd</sup> parties.
- If students need to repeat a subject(s) a pro rata tuition fee is payable.
- Payments made by credit cards will incur a 2% processing surcharge

### LANGUAGE, LITERACY AND NUMERACY (LLN)

- 14) I understand and agree that my Language, Literacy and Numeracy skills must be assessed prior to course offer being accepted. I also understand that this assessment is to support my studies.

### PETP TRAINING PLAN

- 15) 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

- I must comply with policies and rules of Academia International 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.
- I must attend class and meet the requirements of the program.
- I agree to pay all fees owing on or before the due date.
- 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.
- I agree that Academia International 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.
- I understand that I must arrive at Academia International on time for the student Induction program.
- I understand that Academia International delivers its courses through day and evening sessions operating Monday to Saturday 7:50am to 10:10pm. I also understand that Academia International 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 International will review students' requests for time table changes but can not guarantee these for whatever reason whether dietary, work related or religious.
- Academia International 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 International, its employees, agents, servants or otherwise.

### ACADEMIA WEBSITE INFORMATION REVIEW

I have read and understood the additional information provided to me at <http://www.academia21.com> as it relates to my rights and obligations prior to enrolling at Academia International.

### PRIVACY STATEMENT

Academia International 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. Full policy <http://www.academia21.com/aca/privacy.html>

### **Terms and Conditions of Enrolment acceptance:**

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

Signed:

Print Name:

Date (dd.../mm../yyyy):

Continue next page for Statutory Declaration

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## PART C – STATUTORY DECLARATION

I, \_\_\_\_\_  
(Full name)

of \_\_\_\_\_  
(Address)

\_\_\_\_\_ do solemnly and sincerely declare that:  
(Occupation)

- I am not participating in an Apprenticeship program
- I am not participating in an Traineeship program
- I am not receiving training under any other State or Commonwealth Government program
- I confirm that I do meet the citizenship requirements

I acknowledge that this declaration is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties of perjury.

Declared at \_\_\_\_\_

in the State of Victoria

this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_  
(Signature of person making the declaration)

Before me: \_\_\_\_\_  
(Signature of authorised witness)

(The witness must print their name, address and their authority under section 107A of the Evidence Act 1958 to witness a statutory declaration)

Next page, list of authorised witnesses

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## Who can witness a statutory declaration?

Under the *Evidence Act* 1958, there are many people who may witness the signing of a statutory declaration in Victoria:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act* 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act* 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act* 1989
- a registered medical practitioner within the meaning of the *Medical Practice Act* 1994
- a registered dentist within the meaning of the *Dental Practice Act* 1999
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act* 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Source: [www.justice.vic.gov.au](http://www.justice.vic.gov.au)