

# ENROLMENT FORM



## VET Delivered to School Students

### QUALIFICATIONS

#### HEALTH

HLT33115 Certificate III in Health Services Assistance

#### HOSPITALITY AND COMMERCIAL COOKERY

SIT20416 Certificate II in Kitchen Operations (Pre-Apprenticeship)

#### INFORMATION AND COMMUNICATIONS TECHNOLOGY

ICT30120 Certificate III in Information Technology

#### SHORT COURSES

Customised Program: \_\_\_\_\_  
\_\_\_\_\_

### PERSONAL DETAILS

Family Name (surname): \_\_\_\_\_

Given Names: \_\_\_\_\_

\*you must write your name, including any middle names, exactly as written in the identity document

Date of Birth (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_  Under 18 years old

Gender:  F  M  Other

Country of Birth:  Australia  Other: \_\_\_\_\_

Are you of Aboriginal and/or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No  Yes, Aboriginal  Yes, Torres Strait Islander

#### STUDENT ID

(if applicable)

\_\_\_\_\_

Enter your Unique Student Identifier (USI) (If you already have one or visit [www.usi.gov.au](http://www.usi.gov.au) to apply for one)

#### UNIQUE STUDENT IDENTIFIER (USI)

\_\_\_\_\_

### EMERGENCY / PARENTS CONTACT DETAILS

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

### ENGLISH LANGUAGE PROFICIENCY

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only  Yes, other - please specify \_\_\_\_\_

Please rate your English Language proficiency:

Very Well  Well  Not Well  Not at all

### CONTACT DETAILS

Building/property name : \_\_\_\_\_ Flat/unit: \_\_\_\_\_

Street or lot No. \_\_\_\_\_

Suburb, locality or town: \_\_\_\_\_ State/territory: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### EQUITY AND DISABILITY

Do you have a disability, special needs, impairment or long-term medical condition which may affect your studies?  Yes  No (skip to next section)

If yes, please specify the type/s of disability\*

Hearing/deaf  Physical  Intellectual  Learning  Mental illness  
 Acquired brain impairment  Vision  Medical condition  
 Other

\*If you need further information to complete this question, please request a copy of the Stanley College 'Disability Information Supplement' from the student services team

Please give brief details about your medical condition/disability: \_\_\_\_\_  
\_\_\_\_\_

Do you require alternative methods of training and assessment or other support services?  
\_\_\_\_\_  
\_\_\_\_\_

### STUDY REASON

Which best describes your reason for undertaking your course? (tick one only)

To get a job  
 To develop my existing business  
 To start my own business  
 To try for a different career  
 To get a better job or promotion  
 It was a requirement of my job  
 I wanted extra skills for my job  
 To get into another course of study  
 For personal interest  
 For self-development  
 To get skills for community/voluntary work  
 Other reasons (please specify) \_\_\_\_\_

## EDUCATION BACKGROUND

Are you still enrolled in secondary or senior secondary education?  Yes  No

If yes, which secondary school are you currently attending? .....

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

Which year did you complete that schooling level? .....

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

If yes, please tick below

Bachelor degree or higher degree  Advanced diploma or associate degree  Diploma (or associate diploma)  
 Certificate IV (or advanced certificate/technician)  Certificate III (or trade certificate)  Certificate II  Certificate I  
 Other education (including certificates or overseas qualifications not listed above) .....

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete.

Please provide copies of all latest qualifications and/or High School results.

Name of Qualification/Course	Name of Institution/School	Month/Year commenced	Month/Year completed	Copy Attached
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Are you seeking any recognition (credit transfer, exemption or recognition of prior learning)?  Yes  No If yes, you will need to complete the Application for Recognition Form.

## EMPLOYMENT

Please select the description that best fits your current employment status

- Full-time employee (please specify start date) .....
- Part-time employee (please specify start date) .....
- Self employed - not employing others
- Self employed - employing others
- Employed - unpaid worker in a family business
- Unemployed - seeking full-time work
- Unemployed - seeking part-time work
- Not employed - not seeking employment

## HOW DID YOU HEAR ABOUT US

- Agent (please specify) .....
- Stanley College Website  Brochure  Exhibition / Seminar
- Friend or Relative (please specify)  
 Full name: ..... Student ID: .....
- Magazines/Newspapers (please specify) .....
- Employment provider (please specify) .....
- High School (please specify) .....
- Social Media (please specify) .....
- Others (please specify) .....

## RESIDENCY STATUS

Please select your citizenship or residency status:

- Australian citizen
- New Zealand citizen - Not identified as Special Category visa Subclass 444
- Permanent visa - Humanitarian
- Permanent visa - Non-Humanitarian
- Temporary visa - Bridging visa - A, B or C - Subclass 010, 020, 030
- Temporary visa - Partner (Provisional) visa - Subclass 309
- Temporary visa - Special Category visa - Subclass 444
- Temporary visa - Humanitarian Stay - Subclass 449
- Temporary visa - Temporary Work (skilled) visa - Subclass 457 (secondary holder)
- Temporary visa - Temporary Skill Shortage visa - Subclass 482 (secondary holder)
- Temporary visa - Temporary Protection visa - Subclass 785
- Temporary visa - Humanitarian Concern - Subclass 786
- Temporary visa - Safe Haven Enterprise visa (SHEV) - Subclass 790
- Temporary visa - Partner visa (Temporary) - Subclass 820 or 826
- Temporary visa - Student visa - Subclass 500
- Temporary visa - Other subclass or no subclass identified
- Not specified or not applicable. Note: .....

## 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 Stanley College. I acknowledge that Stanley College 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 Stanley College to collect and provide AVETMISS compliant records to meet our National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and Stanley College's Privacy Statement is available at the Front Desk, and via the Stanley College website.

Stanley College recognises and respects your privacy. Stanley College 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. Stanley College'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). A copy of our Privacy Notice is available in the conditions of enrolment section of this application form.

I understand that Stanley College 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 Stanley College 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 understand that when Stanley College performs a search to locate my USI, I will receive a notice regarding the use of this function to confirm my USI. The RTO name included on the notice will appear as follows:

- Legal Name - Stanley International College Pty Ltd / Trading Name - Stanley College

I do not allow Stanley College to use photographs, testimonials and videos taken of me for advertising or marketing purposes.

I acknowledge that I have read and understood the refund and cancellation policy as contained in this enrolment form.

Applicant's Signature .....

Date .....  
(dd/mm/yy)

Parent or Guardian's Signature .....  
(If applicant is under 18 years of age)

Date .....  
(dd/mm/yy)

## CONDITIONS OF ENROLMENT

### REFUND AND CANCELLATION POLICY - AUSTRALIAN RESIDENTS

The Stanley College Refund and Cancellation Policy for 'Fee for Service Students' covers how REFUND and CANCELLATION Fees are calculated in the event of cancellation of enrolment before course completion, either at the request of Stanley College, or as a result of a breach of Stanley College's code of conduct.

For Funded Students enrolled in a Department of Training and Workforce Development (DTWD) Funded Program including Jobs and Skills WA Training Courses, please refer to 'Section 2: Student Refund Policy - Funded Program Students' within this policy.

#### 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, Stanley College will calculate the Cancellation Fee in accordance with table 1.

### DEFINITIONS - FEES AND CHARGES

Fees payable may include the following:

- **Tuition Fees:** Tuition Fees are the fees payable to Stanley College for undertaking a course. The Refund and Cancellation Policy specifications detailed below cover TUITION FEES only.
- **Other Fees:** Any other fees are as specified in your agreement with Stanley College. Fees may change and students will be notified about changes of other fees. Other Fees are not refundable.

### DEFINITIONS - COURSE

- **Course:** Means the Course you are enrolled in as outlined in the signed Letter of Offer.
- **Course Commencement Date:** Means the agreed starting date of a course, as stipulated in the signed Letter of Offer.
- **Course Completion Date:** Means the agreed completion date of a course, as stipulated in the signed Letter of Offer.
- **Study Period** means your Study Period as outlined herein and in your Letter of Offer with Stanley College:  
**One Term** = 10 weeks study + 3 weeks holidays = Total 13 weeks  
**One Semester** = 20 weeks study + 6 weeks holidays = Total 26 weeks
- **Course Duration** means the total duration of your course of study including holidays.

### GENERAL INFORMATION

- Course Fees and Charges are as per our Stanley College Course Fee List. Note: in line with our regulatory framework, Stanley College 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 Stanley College website [www.stanleycollege.edu.au](http://www.stanleycollege.edu.au). VERBAL notifications to Stanley College staff or agents **ARE NOT VALID**.
- The date the written notice is received by Stanley College is the CANCELLATION DATE, and is the date used for the calculation of any refund and/or cancellation fee.
- Stanley College calculates Refunds and Cancellation fees based on a SEMESTER Fee (20 weeks study period plus 6 weeks holidays = 26 weeks). For courses shorter than a Semester, Refunds and Cancellation fees will be calculated on the Course Fees.
- In case of a cancellation by the student or Stanley College, any outstanding fees to Stanley College become due within 7 (seven) days.
- Any costs incurred by Stanley College 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.
- Stanley College 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 President, Stanley College 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 on the 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 Stanley College.
- 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 - FEE FOR SERVICE STUDENTS**

REASON FOR REFUND/ CANCELLATION	NOTIFICATION PERIOD	REFUND	CANCELLATION FEE
Student Default	More than 10 weeks before semester/ course commences	Full refund less <b>cancellation fee</b>	10% of a semester fee
	More than 4 weeks and up to 10 weeks before semester/course commences	70% of a semester fee	30% of a semester fee
	4 weeks or less before semester/course commences	40% of a semester fee	60% of a semester fee
	After semester/course commences	No Refund	100% of a semester fee

**Note:** A student who has paid fees for more than two semesters in advance and withdraws during a semester and more than four weeks before the commencement of the following semester, would receive no refund of fees for the current semester, at least 70% of the following semester's fees and a full refund of fees paid for any subsequent semester; less cancellation fees.

**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
- Stanley College 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 Stanley College Code of Conduct as outlined in the Student Handbook.

**Refunds after Stanley College Default**

In the unlikely event of Stanley College default, within 14 days of the default, Stanley College will:

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

**SECTION 2: REFUND POLICY – FUNDED PROGRAM STUDENTS**

The Stanley College Refund Policy for 'Funded Program Students' covers how REFUND Fees are calculated in the event of cancellation of enrolment before unit/course completion, either at the request of Stanley College, at the request of the student or as a result of a breach of Stanley College's code of conduct. Funded Program Students are those enrolled in the Department of Training and Workforce Development (DTWD) Funded Programs including Jobs and Skills WA Training Courses.

**Refund for fees paid in advance**

The calculation applied for fees paid is listed in Table 2.

**FEES AND CHARGES**

Fees payable may include the following:

- **Unit Fees:** Are the fees payable for students undertaking a Department of Training and Workforce Development (DTWD) Funded Program, including Jobs and Skills WA Training Courses. Unit Fees are charged in accordance with the VET Fees and Charges Policy 2022, copy available at the Front Office or via our website [www.stanleycollege.edu.au](http://www.stanleycollege.edu.au).
- **Other Fees:** Any other fees are as specified in your agreement with Stanley College. Fees may change and students will be notified about changes of other fees. For Funded Program students, other fees currently charged are as follows:
  - SIT20416 Certificate II in Kitchen Operations - \$250 (uniform)

**Note** - Where you have commenced your course and been issued with your uniform, Other Fees are not refundable.

**GENERAL INFORMATION**

- **Enrolment Invoices:** Students are issued an enrolment invoice at course commencement. Students are invoiced on a Unit by Unit (per subject) basis, as they COMMENCE the units. Each student's invoice details withdrawal dates set the enrolment.
- **Recognition of Prior Learning/Credit:** There is no fee for units that are granted Credits. RPL units are charged on a unit-by-unit (per subject) basis (fee payable will vary depending on the type of evidence submitted).
- **Withdrawal Dates:** Students are only required to pay for the units that they complete. Students must notify Stanley College of their intention to cancel a unit by the individual unit withdrawal date, to avoid paying the Unit Fee or to receive a FULL Refund of unit fees pre-paid. Withdrawal dates are set for each unit at no less than 20% of the way through the period during which the unit is undertaken.
- **Student Portal:** Students can check their student portal to confirm when fees are due and see which fees have been paid.

**TABLE 2 - REFUND - FUNDED PROGRAM STUDENTS**

**Full Refund of Unit Fees for units that have not yet commenced 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.

**Partial Refund of Unit Fees will be made when:**

- > A student withdraws for reasons other than those listed above, and who lodges a Course Variation Form before 20% of delivery for the unit has been concluded. In this case, students will be eligible for a full refund of the applicable unit fee.

**Pro Rata Refunds will be made when:**

Students withdraw for reasons of personal circumstances beyond their control. For example:

- > serious illness resulting in extended absence from classes;
- > injury or disability that prevents the student from completing their program of study; or
- > other exceptional reasons at the discretion of the accountable officer.

In all cases, relevant documentary evidence (for example, medical certificate) is required.

**A Full Refund of Other Fees will be made when:**

- > A student withdraws from a course before they have commenced their course AND/OR they have not yet been issued with their uniform.

**Note** - Where you have commenced your course AND been issued with your uniform, Other Fees are not refundable.

**PRIVACY NOTICE**

The Office of the Student Identifiers Registrar's privacy obligations require **Stanley College** to:

- be open and transparent about how we hold, use and disclose personal information
- have a privacy policy in place that is reasonably available to the public
- take reasonable steps to ensure the security of personal information and protect it against intentional or unintentional misuse, loss, interference, unauthorised access, modification or disclosure
- take reasonable steps to ensure the personal information that is held, used or disclosed is accurate, up to date, complete and relevant.

**Stanley College** is committed to ensuring the proper handling of your personal information in accordance with the [Privacy Act 1988](#) ('Privacy Act'). **Stanley College** is an 'APP entity' that must comply with the [Australian Privacy Principles](#) (APPs) which are set out in Schedule 1 of the Privacy Act. The Privacy Act and APPs regulates how **Stanley College** must collect, use, disclose and hold personal information, and how people may access and correct their personal information.

The information you provide through the USI application process is collected by the Student Identifiers Registrar for the purposes of:

- processing your application for a USI
- verifying and providing a USI
- resolving problems with a USI and creating authenticated Vocational Education & Training (VET) transcripts.

The information may be disclosed to:

- a number of organisations, departments, regulators and other persons where it is reasonably necessary for the purposes of performing functions or exercising powers
- the Oversight Authority in instances pertaining to digital identity to enable them to perform their functions
- current and former registered education and training providers to:
  - o enable them to deliver VET and Higher Education courses
  - o meet their reporting obligations under the VET and Higher Education standards and government contracts
  - o assist in determining eligibility for training subsidies and higher education funding
- schools for the purposes of delivering VET courses to you and reporting on these courses
- the National Centre for Vocational Education Research (NCVER) for the purpose of:
  - o creating authenticated VET transcripts
  - o resolving problems with USIs
  - o collecting, preparing and auditing national VET statistics
- researchers for education and training related research purposes
- any other person or agency that may be authorised or required by law to access the information
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system and will not otherwise be disclosed without their consent unless authorised or required by or under law.

Detailed information on the use of your information can be found in Division 5 - Collection, use or disclosure of student identifiers of the Student Identifiers Act 2014, and in the [USI's Privacy Policy](#).

**SEND YOUR APPLICATION TO**

Email: [admissions@stanleycollege.edu.au](mailto:admissions@stanleycollege.edu.au)  
 Post: 69 Outram Street, West Perth 6005 Western Australia

**FOR OFFICE USE ONLY**

Name of Officer who sighted and collected the completed form:  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (dd/mm/yy)

I confirm that I have collected the required documents to support this application