

# WAIFS DOMESTIC APPLICATION FORM



## PERSONAL DETAILS

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth <u>DD/MM/YYYY</u>	Nationality _____	USI No. _____ (If you do not have one, please visit <a href="http://www.usi.gov.au/students/create-your-usi">www.usi.gov.au/students/create-your-usi</a> )
Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	Passport No. _____	Country of Birth _____	OR Allow WAIFS to arrange a USI on your behalf. <i>Please refer to Appendix A, Section 9.</i> Y <input type="checkbox"/> N <input type="checkbox"/>
Family Name _____	Home Address _____ _____ _____	City of Birth _____	Are you currently employed? Part-time <input type="checkbox"/> Y <input type="checkbox"/> N Full-time <input type="checkbox"/> Y <input type="checkbox"/> N
First Name _____			Are you currently studying? <input type="checkbox"/> Y <input type="checkbox"/> N
Preferred Name _____			Name of Last Institute You Attended and Year _____
Mobile _____			Start Date _____ Year of Qual _____
Phone _____	Postcode _____		Highest Qual Achieved _____
Email _____	<b>ENGLISH PROFICIENCY</b>		Country of Qual _____
Do you have an illness or disability that could affect your completion of the course? (If yes, please detail on a separate sheet of paper) <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> IELTS <input type="checkbox"/> TOEIC <input type="checkbox"/> TOEFL	<input type="checkbox"/> WAIFS English Assessment <input type="checkbox"/> Other (please provide evidence) Score _____	What month/date would you prefer to start at WAIFS? _____ (Please visit <a href="http://www.waifs.wa.edu.au">www.waifs.wa.edu.au</a> for specific intake dates)
<b>EMERGENCY CONTACT</b>			
Name _____	Do you speak another language other than English at home? <input type="checkbox"/> Y <input type="checkbox"/> N		
Phone _____	If Yes, please specify _____		
Relationship _____			

## COURSE SELECTION

Please select/tick your desired course(s). Note: a grey box means the class timetable is unavailable. M&T = Mon & Tues T&F = Thurs & Fri W = Wed Eve = Mon-Thurs (evenings)

<b>Business</b> BSB40215 Certificate IV in Business BSB50215 Diploma of Business BSB60215 Advanced Diploma of Business	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">                     M T E &amp; &amp; V T F E                 </td> <td style="padding-left: 10px;"> <b>Accounting</b>                      FNS40217 Certificate IV in Accounting and Bookkeeping                      FNS50217 Diploma of Accounting                      FNS60217 Advanced Diploma of Accounting                 </td> <td style="text-align: center;">                     M T E &amp; &amp; V T F E                 </td> </tr> </table>	M T E & & V T F E	<b>Accounting</b> FNS40217 Certificate IV in Accounting and Bookkeeping FNS50217 Diploma of Accounting FNS60217 Advanced Diploma of Accounting	M T E & & V T F E	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">                     M T E &amp; &amp; V T F E                 </td> <td style="padding-left: 10px;"> <b>Management</b>                      CPC50308 Diploma of Building and Construction                      BSB51415 Diploma of Project Management                      BSB51915 Diploma of Leadership and Management                      BSB51915 Diploma of Leadership and Management (Franchising Specialisation)                      BSB51915 Diploma of Leadership and Management (Restaurant Manager Specialisation)                      BSB61015 Advanced Diploma of Leadership and Management                 </td> <td style="text-align: center;">                     S E &amp; V S E                 </td> </tr> </table>	M T E & & V T F E	<b>Management</b> CPC50308 Diploma of Building and Construction BSB51415 Diploma of Project Management BSB51915 Diploma of Leadership and Management BSB51915 Diploma of Leadership and Management (Franchising Specialisation) BSB51915 Diploma of Leadership and Management (Restaurant Manager Specialisation) BSB61015 Advanced Diploma of Leadership and Management	S E & V S E
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<b>English</b> 10364NAT Certificate III in Spoken & Written English 10365NAT Certificate IV in Spoken & Written English (Further Studies)	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">                     M T E &amp; &amp; V T F E                 </td> <td style="padding-left: 10px;"> <b>Community Services</b>                      CHC33015 Certificate III in Individual Support (Ageing, Home &amp; Community)                      CHC30113 Certificate III in Early Childhood Education &amp; Care                      CHC50113 Diploma of Early Childhood Education &amp; Care                      CHC52015 Diploma of Community Services                      CHC62015 Advanced Diploma of Community Sector Management                 </td> <td style="text-align: center;">                     M T E &amp; &amp; V T F E                 </td> </tr> </table>	M T E & & V T F E	<b>Community Services</b> CHC33015 Certificate III in Individual Support (Ageing, Home & Community) CHC30113 Certificate III in Early Childhood Education & Care CHC50113 Diploma of Early Childhood Education & Care CHC52015 Diploma of Community Services CHC62015 Advanced Diploma of Community Sector Management	M T E & & V T F E	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">                     M T E &amp; &amp; V T F E                 </td> <td style="padding-left: 10px;"> <b>Retail</b>                      SIR20216 Certificate II in Retail Services                 </td> <td style="text-align: center;">                     S E &amp; V S E                 </td> </tr> </table>	M T E & & V T F E	<b>Retail</b> SIR20216 Certificate II in Retail Services	S E & V S E
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<b>Dental</b> HLT35015 Certificate III in Dental Assisting HLT45015 Certificate IV in Dental Assisting HLT55115 Diploma of Dental Technology	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">                     M T E &amp; &amp; V T F E                 </td> <td style="padding-left: 10px;"> <b>Work, Health &amp; Safety</b>                      BSB41415 Certificate IV in Work Health and Safety                      BSB51315 Diploma of Work Health and Safety                 </td> <td style="text-align: center;">                     M T E &amp; &amp; V T F E                 </td> </tr> </table>	M T E & & V T F E	<b>Work, Health &amp; Safety</b> BSB41415 Certificate IV in Work Health and Safety BSB51315 Diploma of Work Health and Safety	M T E & & V T F E	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">                     M T E &amp; &amp; V T F E                 </td> <td style="padding-left: 10px;"> <b>Hospitality</b>                      SIT40516 Certificate IV in Commercial Cookery                      SIT50416 Diploma of Hospitality Management                      SIT60316 Advanced Diploma of Hospitality Management                      *Hospitality only: ME + TE + W = Mon Eve + Tues Eve + Wed Full Day                 </td> <td style="text-align: center;">                     S E &amp; V S E *ME + TE + W                 </td> </tr> </table>	M T E & & V T F E	<b>Hospitality</b> SIT40516 Certificate IV in Commercial Cookery SIT50416 Diploma of Hospitality Management SIT60316 Advanced Diploma of Hospitality Management *Hospitality only: ME + TE + W = Mon Eve + Tues Eve + Wed Full Day	S E & V S E *ME + TE + W
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		<b>Other (please specify)</b> _____						

## STUDY REASON

Of the following categories, select the one which best describes why you are undertaking this course/traineeship/apprenticeship (tick ONE box only):

- |   |   |
|---|---|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It was a requirement of my job             |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I wanted extra skills for my job           |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study        |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest of self-development  |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> Other reasons                    |   |

## PLEASE ATTACH THE FOLLOWING DOCUMENTS

- Certified copies of all academic documents
- Evidence of your English language proficiency
- Certified copy of your signed passport bio-data page or other form of identification (e.g. Driver's License or Birth Certificate).

### By signing this Application Form

- 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 Privacy Notice in Appendix A and consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> and sub-section 9(2) of the Student Identifiers Act 2014.
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.
- I confirm that I have read and understand this document, including the Provision of Information to Students pre-application included in Appendix A.
- I confirm that the application form, including Appendix A, has been explained to me and/or that copies of the document were available to me in my own language on request.

Applicant Signature \_\_\_\_\_

If under 18 - Parent/Legal Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix A

### Provision of Information to Students Pre Application

The following information and conditions of enrolment at WAIFS are provided to applicants for information purposes only. This information does not form a binding agreement between the student and the West Australian Institute of Further Studies (WAIFS). Successful applicants will receive a Letter of Offer and Acceptance of Offer Form. Returning the signed Acceptance of Offer Form and paying the initial fee creates a binding Agreement between WAIFS and the student (or guardian if the student is under 18) named in the WAIFS' Letter of Offer.

This information and information contained in the Letter of Offer and the Acceptance of Offer Form may be subject to variation as necessary to comply with any Australian Commonwealth or State law, regulation or amendment thereof.

#### 1. General

1.1. The availability of a complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

1.2. WAIFS's responsibilities to the student pertain only to WAIFS' course/s outlined in the Letter of Offer.

1.3. All conditions and any other special requirements contained in a Letter of Offer must be met and/or agreed to.

1.4. Students must meet the minimum Academic and English language proficiency requirements for entry into the course(s) of their choice. Please contact [admissions@waifs.wa.edu.au](mailto:admissions@waifs.wa.edu.au) or refer to WAIFS' Domestic Course Information 2018 ([www.waifs.wa.edu.au/domestic-students/](http://www.waifs.wa.edu.au/domestic-students/))

1.5. Attendance at orientation is compulsory. Students will not be able to receive their student ID card until they have attended orientation at WAIFS. Orientation is compulsory because it provides the student with all the information they will need to know and is an opportunity for them to ask questions before their course(s) commence. This is not applicable to an existing or previous WAIFS student who re-enrols. However, WAIFS strongly recommends attendance at orientation to ensure students are up to date with any changes relevant to them. Students are responsible for keeping up to date and understanding information relevant to their enrolment(s) at WAIFS.

1.6. Students must create a Unique Student Identifier (USI) before commencing their course. This will give the student access to their training records and transcripts. If you do not have one, please create one by visiting: [www.usi.gov.au](http://www.usi.gov.au)

1.7. Students are expected to attend all classes and work-based training placements (if applicable) and to undertake all assessments, projects, tests and examinations on the dates and times specified by their trainers. Students must abide by all WAIFS' policies that are in force at the time of their enrolment.

#### 2. Fees

2.1. Tuition fees, charges and accounts are payable in advance of each semester. A cumulative weekly late fee of \$100 per week applies to all tuition fees not received in WAIFS' bank account by the due date as stated on the invoice/Letter of Offer issued to the student.

2.2. The total tuition fees stated in an Offer Letter are indicative only and may change if your commencement date is after 1 July. WAIFS reserves the right to increase tuition fees and charges from time-to-time without notice. This is usually done annually on 1 July and usually by no more than 4%. For more information on fees please refer to [www.waifs.wa.edu.au/policies-procedures/](http://www.waifs.wa.edu.au/policies-procedures/).

#### 3. Refunds and Cancellation of Enrolment

3.1. Notification of cancellation or withdrawal from a course of study must be made in writing to WAIFS at [admissions@waifs.wa.edu.au](mailto:admissions@waifs.wa.edu.au). All students should complete an Enrolment Variation Form (EVF) Domestic and supply supporting documents if applicable. For full details refer to WAIFS Refund Policy (Local Students) at [www.waifs.wa.edu.au/policies-procedures/](http://www.waifs.wa.edu.au/policies-procedures/)

3.2. A student whose withdrawal or enrolment cancellation is due to exceptional compassionate or compelling circumstances can request that cancellation charges be waived. Requests should outline the reasons for the withdrawal and include documentary evidence such as medical certificates to support the request. Requests must be made in writing within twelve months of the date of the withdrawal request or the conclusion of the semester in which the course was undertaken.

3.3. An initial non-refundable enrolment fee of \$230 will apply to all courses. This fee is payable in advance of commencement of a course. This does not apply to fees and charges paid by apprentices or trainees training under a user choice or strategic purchasing program contract.

3.4. If a refund is requested more than 4 weeks before the commencement of the enrolment a full refund, plus non-tuition fees, less the administration fee, will be given. If a refund is requested less than 4 weeks and more than 2 weeks before the commencement of the enrolment, a refund of 50% of the tuition fee plus cost of uniform (if applicable), less the semester course material fee will be given. If a refund is requested less than 2 weeks before the commencement of the enrolment a refund of 25% of the tuition fee, less cost of uniform (if applicable) and semester course material fees will be given.

3.5. If a student wishes to change their enrolment to a course delivered concurrently to the original enrolled course (and enrolments are still available) the fees paid will be transferable to the new course. A second administration fee will not be charged.

3.6. Once training has commenced, no refund is available to enrolled students who leave before finalising their enrolment. The cancellation fee payable is 100% of tuition fee for the semester, plus uniform fee (if applicable) and semester course material fee, unless the student can provide a medical certificate or show extreme personal financial hardship. However, should students wish to finalise incomplete competencies in a future course, the original fee payment can be used as credit towards the fees payable for that enrolment as long as the enrolment commences within six (6) months of the date of the original payment being received by WAIFS.

3.7. Students should request a refund form from the Manager, Student Administration.

3.8. Should the West Australian Institute of Further Studies cancel a course, students are entitled to a full refund (or pro-rata adjusted refund) or to transfer funds to another/future course. In this event students will be given their preferred option.

#### 4. Protection of Fees in Advance

4.1. WAIFS only accepts payment up to \$1,500 prior to the commencement of the course, unit or competency for which you are enrolled. Following commencement of the course/unit/competency, WAIFS accepts no more than \$1,500 in advance at any given time from each student for tuition services yet to be received.

#### 5. Location and Facilities

5.1. WAIFS is physically located at Level 1, 160 Central Arcade, 811 Hay Street, Perth WA 6000. Postal address is PO Box Z5525 St Georges Terrace WA 6831.

5.2. WAIFS offers a range of facilities to its students, including:

- (i) Access to learning resources and communal laptops;
- (ii) A welcoming student recreational area with Internet access;
- (iii) An interactive learning environment;
- (iv) Student support services, including English and numeracy support and referral (at no cost) to external specialist services such as legal services.

Further information on WAIFS, its location and facilities can be found at [www.waifs.wa.edu.au/student-services/](http://www.waifs.wa.edu.au/student-services/)

#### 6. Circumstances in which personal information about students may be shared

Information collected about you on this form and during your enrolment (including personal information and contact details, course enrolment details and changes) can be provided, in certain circumstances, to the Australian Government and designated authorities and the Tuition Assurance Scheme. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Under the Data Provision Requirements 2012, WAIFS 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), may be used or disclosed by WAIFS for statistical, administrative, regulatory and research purposes. WAIFS may disclose your personal information for these purposes to:

- 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; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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)).

#### 7. Recognition of Prior Learning (RPL) and Credit Transfer

Credit Transfer and RPL enable students to complete some courses faster. Credit transfer is usually based on successful completion of equivalent models or units at another institution. Applications for credit transfer should include certified copies of Certificates/ Statements of Attainment, details of unit syllabus and certified copies of the academic transcript. WAIFS also recognises the skills and knowledge students may have gained from life experiences, work experience and any training provided at work which is relevant to their course. Further information is available at [www.waifs.wa.edu.au/policies-procedures/](http://www.waifs.wa.edu.au/policies-procedures/)

#### 8. Students under 18

WAIFS accepts enrolment from students under 18 years of age, with the approval of their parent(s) or guardian(s) and if required a Notice of Arrangement (NoA) Form.

#### 9. Application for Unique Student Identifier

If you would like WAIFS to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.