



For-003 Application for Enrolment International and Domestic Students

Personal Details:

Gender: [] Male [] Female Date of Birth (DD/MM/YYYY): / /

Family Name: Given Name/s:

Nationality: Passport Number:

Address in Home Country: Home Country Telephone No.

Address in Australia (if applicable): Suburb: Postcode:

Australian Telephone Number: Mobile Phone:

USI (Unique Student Identifier) Number: Email:

You can create your own USI by visiting: https://www.usi.gov.au/, or Canberra Valley Institute can apply for a USI on your behalf. Please contact us for more details.

Emergency Contact Name: Relationship:

Emergency Contact Number/s:

Visa (please tick): [] Student [] Temporary Graduate Visa [] Working Holiday [] Other:

Highest Academic Qualification: Year Qualification Achieved:

IELTS /PTE/TOEFL:

Do you consider yourself to have any disability, illness or long-term condition that may affect your participation in this course?

- [] Yes [] Hearing/ deaf [] Physical [] Intellectual [] Mental Illness [] Visual [] Other
[] No

Of the following categories, which BEST describes your main reason for enrolling in this course? (Tick one box only)

- [] To get a Job [] For self-development [] To get into another study [] To get a Promotion or a better Job
[] Is a requirement of my current job [] To start my own business [] To try a different career

Table with 4 columns: Document Name, Document No, Canberra Valley Institute | RTO Code: 41498 | CRICOS Code: 03937D, Created Date, Last Modified Date, Page Sequence.



How did you hear about Canberra Valley Institute?

- Friend Family Internet
- Others _____

Agent (Details) _____

Recognition of Current Competency & Credit Transfers

- I wish to apply for RPL Yes No I have attached my RPL Application Form
- I wish to apply for Credit Transfer Yes No I have attached my Credit Transfer Application

Course and Fee Schedule

(Please note that course fees and dates may be subject to change without notice. All fees are in \$AUD)

Cookery and Hospitality:

Choose your Qualification	CRICOS Code	Course Length
<input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management	109541K	78 Weeks (1.5 years)
<input type="checkbox"/> SIT50422 Diploma of Hospitality Management	111233D	104 Weeks (2 years)
<input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management	111234C	104 Weeks (2 years)
<input type="checkbox"/> Package 1: SIT40521 Certificate IV in Kitchen Management + SIT5022 Diploma of Hospitality Management	109541K + 111233D	104 Weeks (2 years)
<input type="checkbox"/> Package 2: SIT50422 Diploma of Hospitality Management + SIT60322 Advanced Diploma of Hospitality Management	111233D + 111234C	104 Weeks (2 years)
<input type="checkbox"/> Package 3: SIT40521 Certificate IV in Kitchen Management + SIT50422 Diploma of Hospitality Management + SIT60322 Advanced Diploma of Hospitality Management	109541K + 111233D + 111234C	130 weeks (2.5 years)

Automotive:

Choose your Qualification	CRICOS Code	Course Length
<input type="checkbox"/> AUR30620 Certificate III in Light Vehicle Mechanical Technology	110124F	78 Weeks (1.5 years)
<input type="checkbox"/> AUR40216 Certificate IV in Automotive Mechanical Diagnosis	110125E	26 Weeks (0.5 year)



<input type="checkbox"/> Package 4: AUR30620 Certificate III in Light Vehicle Mechanical Technology + AUR40216 Certificate IV in Automotive Mechanical Diagnosis	110124F +110125E	104 Weeks (2 years)
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Community Services:

Choose your Qualification	CRICOS Code	Course Length
<input type="checkbox"/> CHC43121 Certificate IV in Disability Support	115391B	52 Weeks (1 year)
<input type="checkbox"/> CHC52021 Diploma of Community Services	115392A	52 Weeks (1 year)
<input type="checkbox"/> Package 5: CHC43121 Certificate IV in Disability Support + CHC52021 Diploma of Community Services	115391B +115392A	104 Weeks (2 years)

Information Technology:

Choose your Qualification	CRICOS Code	Course Length
<input type="checkbox"/> ICT50220 Diploma of Information Technology	107778E	78 Weeks (1.5 years)
<input type="checkbox"/> ICT60220 Advanced Diploma of Information Technology	111230G	78 Weeks (1.5 years)
<input type="checkbox"/> Package 6: ICT50220 Diploma of Information Technology + ICT60220 Advanced Diploma of Information Technology	107778E +111230G	156 weeks (3 years)

Business and Management:

Choose your Qualification	CRICOS Code	Course Length
<input type="checkbox"/> BSB50120 Diploma of Business	107043M	52 Weeks (1 year)
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	104335A	52 Weeks (1 year)
<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management	110122H	78 Weeks (1.5 years)
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	110123G	52 Weeks (1 year)



<input type="checkbox"/> Package 7: BSB50420 Diploma of Leadership and Management + BSB60420 Advanced Diploma of Leadership and Management	104335A +110122H	104 Weeks (2 years)
<input type="checkbox"/> Package 8: BSB50120 Diploma of Business + BSB60420 Advanced Diploma of Leadership and Management	107043M +110122H	104 Weeks (2 years)

Other Fees Payable

<input type="checkbox"/> Enrolment Fee	\$250 Payable with Application for Enrolment
<input type="checkbox"/> Material Fee	Payable with application of Enrolment <ul style="list-style-type: none"> ● \$1,000 for SIT40521/SIT50422/SIT60322 ● \$550 for AUR30620/AUR40216 ● \$500 for ICT50220/ICT60220 ● \$300 for CHC43121 ● \$450 for CHC52021 ● \$1,500 for Package 1 (SIT40521 + SIT50422) ● \$1,250 for Package 2 (SIT50422 + SIT60322) ● \$1,550 for Package 3 (SIT40521 + SIT50422 + SIT60322) ● \$750 for Package 4 (AUR30620 + AUR40216) ● \$650 for Package 5 (CHC43121 + CHC52021) ● \$1,000 for Package 6 (ICT50220 + ICT60220) ● \$250 for BSB50120/BSB50420/BSB60420/BSB80120/BSB Packages 7 & 8.

Please write down preferred month and year of intake

Month.....Year.....

The information you provide to Canberra Valley Institute will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating the training and assessment services requested by you. Your personal information will not be released unless required by law or approval is provided by you. Your information will never be sold to a third party. Your information may be provided to a third party who has entered into a legally binding agreement with Canberra Valley Institute to provide services to either you or Canberra Valley Institute and who agrees to keep your personal information confidential except as required by law. Your personal information will be collected and used for the purpose of the collection of data for statistical information under the requirements of the Data Provision Requirement 2012 and in line with current AVETMISS requirements. However, his information is reported in a manner that does not identify you.



Why we collect your personal information

As a registered training organization (RTO), we collect your personal information so we can process and manage your enrolment on a vocational education and training (VET) course with us. If you do not provide the personal information we cannot proceed further with your application.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth).

(NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection held by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analyzing and communicating research and statistics about the Australian VET sector.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorized by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>. Please contact the college if you are unable to access the link provided. We can email/ post a hard copy for your understanding.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorized agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Canberra Valley Institute to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been ~~hand~~
- ask a question about this Privacy Notice

You can also access the Privacy Policy of Canberra Valley Institute at www.cvi.edu.au.

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IN SIGNING THIS APPLICATION FOR ENROLMENT, YOU AGREE THAT:

- You have read and understand the terms and condition of Enrolment, and the student handbook which contains the course curriculum.
- You will abide by the Rules and Regulations of the College.
- You have the financial capacity to meet tuition fees and agree to pay fees as they become due.
- The college has permission to use any photographic image on which you may appear in the marketing and advertising materials.
- Canberra Valley Institute Professional Training is required, under section 19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students to student visa conditions relating to attendance or satisfactory academic performance.
- Personal information is collected solely by operating as a Registered Training Organization under the RTO Standards administrated by the ASQA, the registering authority.
- It is a requirement of the RTO Standards that students can access personal information held by Canberra Valley Institute and may request corrections to information that is incorrect or out of date. Apply in writing to the Canberra Valley Institute if you wish to view your own records.

DECLARATION

I declare that the information provided by me is this form, is correct. I confirm that I have read, fully understand, and accept the TERMS AND CONDITIONS OF ENROLMENT and agree to be bound by them, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.

Student Signature

Date

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REFUND POLICY

This refund policy applies to all tuition fees paid to the college and includes any money paid to an education agent to be remitted to the college. Education agents are not authorized to collect money on behalf of the college. All fees should be paid directly to Canberra Valley Institute.

Application/enrolment fees, accommodation and airport pickup charges are not refundable under any circumstances, except in case of provider default. The refund will only be paid to the applicant (student) through cheque or electronic transfer (the college will decide the method of payment Australian Dollars).

We will not issue refunds under other circumstances including but limited to:

- Changes occur in student's work hours, student change/leave work
- It becomes inconvenient for student to travel to class
- Student moves to a different location
- Student enrolment is cancelled for misbehavior/breach of the college code of behavior.

NOTE: All applications for refund must be made in writing by way of the Refund Application form (available from the College's Reception area and or online) and submitted to the Reception by Registered mail, Courier, email or personal delivery as soon as practicable.

Enrolment Fees	Non-refundable
Tuition Fees	
Visa refused prior to course commencement	Full refund (Proof of visa refusal to be submitted with Refund Application Form)
Withdrawal at least 4 weeks prior to the agreed start date	Full refund*
Withdrawal less than 4 weeks prior to the agreed start date	50% refund*
Withdrawal after the agreed start date	No refund
Visa cancelled due to actions of the student	No refund
Course withdrawn by Canberra Valley Institute	Full refund including enrolment fee
Canberra Valley Institute is unable to provide the course for which the original offer was made	Full refund
Visa extension is refused	Return of unused tuition fees*
Compulsory Health Insurance (Student Visa holders only)	Refer to OSHC provider

- Canberra Valley Institute reserves the right to withhold granting the Award attained by the student if student fees remain outstanding.
- This agreement and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws
- The College's Complaints and Appeals Policy does not circumscribe the student's right to pursue other legal remedies.
- Refer to the Complaints & Appeals Procedure on the Canberra Valley Institute's website if you wish to appeal this Refund Policy.
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In accordance with Australian legislation and our own 'Fees Protection' policy and procedure, all refunds will be paid directly to the student / applicant bank account only."

Note: Special consideration may be given to the refund of fees in compassionate or compelling circumstances, following a written application to PEO.

Provider default:

In the below mentioned cases a full refund will be provided to students within 2 weeks of the course default date.

- The course does not commence on the agreed start date, or
- The course ceases to be provided at any time after it starts but before it is completed, or
- The course is not provided in full to the student because a sanction has been imposed on the registered provider

In the unlikely event that Canberra Valley Institute is unable to deliver the course in full, the student will be offered a refund of all the course fees the student has paid to the date. The refund will be paid to the student within 2 weeks of the default date. Alternatively, the student may offer the enrolment on an alternative course at Canberra Valley Institute at no extra cost of the student than the total cost mentioned in the Letter of offer. The student has the full right to choose whether to take a refund excluding administration fee or to take another course.

If Canberra Valley Institute is unable to refund or place the student in an alternative course the College's Overseas Students Tuition Assurance Scheme (OSTAS), administered by Australian Council for Private Education and Training (ACEPT), will place the student in a suitable alternative course at no extra cost to the student.

Finally, if Canberra Valley Institute cannot place the student on a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place the student on a suitable alternative course or, if this is not possible, the student will be eligible for a refund as calculated by the Fund Manager.

Re-joining Student: in the case of CoE cancellation due to non-enrolment if the student has paid tuition fees for that session, then that fee will be transferred to the next session. The new fee's structure and re enrolment fees will apply to students who are joining, otherwise in the case of a refund the refund policy will apply.

VISA REFUSAL EXCEPTION:

A full refund of course tuition fees will be provided to students who are unable to obtain a Visa to enter Australia to undertake their study. Written evidence of the visa refusal from the relevant authority is required.

In the instance of visa refusal or if a compliant written agreement is not in place, a refund is governed by the

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ESOS Act 47E (4). The student will be entitled to a refund of all course money calculated in accordance with the ESOS regulations. Sub regulation 3.19(2) (a) to (e) the lesser of (\$500 or 5% of the total course fee received)

In all other cases, refunds are the discretion of the Chief Executive Officer and may be negotiated on an individual case-by-case basis.

FOR OFFICE USE ONLY	
Application approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Course start date:	Course end date:
Comments:	
Admin Manager signature	Date: / /
<i>Upon completion, please forward this form to Admissions for Issuance of an offer letter/letters.</i>	
APPLICATION CHECKLIST	
<input type="checkbox"/>	Application for Enrolment Form
<input type="checkbox"/>	Copy of Passport
<input type="checkbox"/>	Visa Copy (if applicable)
<input type="checkbox"/>	Documentation of IELTS level of 6.0 English language or its equivalent
<input type="checkbox"/>	High School certificates (Year 10, Year12)
<input type="checkbox"/>	Australian Education Certificates & Transcripts (if applicable)
<input type="checkbox"/>	OSHC card copy
<input type="checkbox"/>	OSHC Application Form (if applicable)
<input type="checkbox"/>	Credit Transfer / RPL Application Form (if applicable)
<input type="checkbox"/>	Release Letter from previous College (if applicable)

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