



International & Domestic Student Enrolment Form

Personal Details					
Family Name:		Date of Birth (DD/MM/YYYY):			
Given Names:		Gender (Please tick one box only):	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Passport Number:		Nationality on Passport:			
Passport Expiry Date: (DD/MM/YYYY)		Visa Category & Number:			
Address in Home Country:					
Home Country Contact Number:					
Address in Australia:					
Suburb:		State:		Postcode:	
Australian phone number:					
Email:					
Emergency Contact					
Name:		Relationship:			
Phone number:					
English Level					
Have you taken a TOEFL, PTE or IELTS test? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Test Taken:		Overall Score:		Date Taken: (DD/MM/YYYY):	
Highest Academic Qualification					
Qualification Name:		Year Qualification Achieved:			
Credit/Recognition of Prior Learning					
Do you wish to apply for Credits from previous study? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to apply for Recognition of Prior Learning? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, please attach the Credit/Recognition of Prior Learning application form.					

Course Details		
Course Code and Name (Please tick the course)	CRICOS Code	Course Length
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	107031D	52 Weeks
<input type="checkbox"/> BSB50820 Diploma of Project Management	107032C	52 Weeks
<input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management	109604M	78 Weeks
<input type="checkbox"/> SIT50422 Diploma of Hospitality Management	113359G	104 Weeks



Course Details		
Course Code and Name (Please tick the course)	CRICOS Code	Course Length
<input type="checkbox"/> Package 1: SIT40521 Certificate IV in Kitchen Management + SIT50422 Diploma of Hospitality Management	109604M + 113359G	104 Weeks
<input type="checkbox"/> AUR20620 Certificate III in Light Vehicle Mechanical Technology	113360C	78 Weeks
<input type="checkbox"/> AUR40216 Certificate IV in Automotive Mechanical Diagnosis	113361B	26 Weeks
<input type="checkbox"/> Package 2: AUR20620 Certificate III in Light Vehicle Mechanical Technology + AUR40216 Certificate IV in Automotive Mechanical Diagnosis	113360C + 113361B	104 Weeks
<input type="checkbox"/> CPC30220 Certificate III in Carpentry	113496J	104 Weeks
<input type="checkbox"/> RII60520 Advanced Diploma of Civil Construction Design	114920A	104 Weeks

Other Fees Payable	
<input type="checkbox"/> Enrolment fee	\$250 Payable with Application for Enrolment \$500 (For RII60520)
<input type="checkbox"/> Material fee	Payable with application of Enrolment: <ul style="list-style-type: none"> • \$1,000 for SIT40521/SIT50422 • \$550 for AUR30620/AUR40216 • \$250 for BSB50420/BSB50820 • \$2,000 for CPC30220 • \$1,500 for RII60520 • \$1,500 for Package 1 (SIT40521 + SIT50416) • \$750 for Package 2 (AUR30620 + AUR40216)

Please write down preferred month and year of intake

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

Delivery Location:

Face to Face learning: Level 3, 15 Moore St. Canberra ACT 2601

Automotive Practical Delivery: 25 Badham Street, Dickson, ACT 2602

Kitchen Practical Delivery: 33 Gartside Street, ACT 2903

Note: CoEs are only issued for durations equal to or less than the approved period.



1. Employment Details (Labour force status identifier)

Which of the following categories best describes your current Employment Status? (Select One)

- Full-time employee
- Part-time employee
- Self-employed (not employing others)
- Self-employed (employing others)
- Employed unpaid worker in family business
- Unemployed (Seeking Full time Work)
- Unemployed (Seeking Part Time Work)
- Not Employed (Not Seeking)

2. Home Language

Do you speak a language other than English at home?

- Yes
- No, English only (go to question 4)

3. How well do you speak English? (Select one)

- Very well
- Well
- Not well
- Not at all

4. Do you identify with Aboriginal or Torres Strait Islander Origin? (Select one)

- No
- Yes - Aboriginal
- Yes - Torres Strait
- Yes - Aboriginal & Torres Strait

5. Secondary Education

What is your highest completed secondary school level? (Select one)

- Never Attended School
- Completed Year 8 or lower
- Completed Year 9
- Completed Year 10
- Completed Year 11
- Completed Year 12

In which year did you complete that school level? _____

6. Special needs

Do you consider yourself to have a disability, impairment or long-term condition? (Select one)

- Yes
- No (Go to question 8)



If yes, then please indicate the areas of disability, impairment or long term condition. (Select one or More)

For clarification on these terms, see the definitions in the next section.

- Hearing/Deaf Physical Intellectual Learning Mental Illness Acquired Brain Impairment
- Vision Medical Condition Other (Please specify) _____

7. If you answered YES to the above question, will you need any special assistance, because of the disability? (Select one or More)

- Special Equipment
- Physical Access
- An Interpreter (sign)
- A Note Taker
- Taped or large Print Materials
- Other (Specify Below)

8. Post Secondary Education

Have you successfully completed any of the following qualifications? (Select one or More)

- Bachelor 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

9. Your major reason for study? (Select one only)

- 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 is a requirement for my job
- I want extra skills for my job
- To get into another course of study
- For personal interest/self development

10. Declaration

I accept responsibility for the accuracy of my enrolment record. I also acknowledge that, I am subject to the statutes, regulations and rules of the AQF Training Guidelines.

Student Signature: _____ Date: _____

I give permission for my results to be released to employers or other authorised persons

- Yes No

Student Signature: _____ Date: _____



I give permission to Canberra Valley Institute to use my course photograph and/or testimonial for marketing purposes

Yes No

Student Signature: _____ Date: _____

Disability Type Definitions

These definitions may help you to complete the disabilities section on this form.

Hearing Loss or Deaf

A hearing loss may be mild, moderate, severe or profound. A person who is Deaf usually has a severe or profound hearing loss and may use a sign language interpreter to communicate.

Physical

A physical impairment affects the mobility or dexterity of a person. Examples include arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia, post-polio syndrome and the total or partial loss of a part of the body, for example amputation.

Intellectual

An intellectual impairment affects a person's ability to obtain and use information which can affect development and maturity. Everyday skills and behaviour such as self care and social skills may be difficult.

Learning

A learning disability may cause significant difficulties with listening, speaking, reading, writing, reasoning, or mathematical abilities. For example, dyslexia or dysgraphia.

Mental Illness

A mental illness is a condition that affects a person's thought processes, understanding or reality, emotions or judgment. Its symptoms are likely to cause a person suffering or distress and represent a departure from a person's usual pattern and level of functioning.

Acquired Brain Impairment

An acquired brain impairment is an injury to the brain that results in a change or loss of previously existing abilities. Acquired brain injury can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. Impairment may be temporary or permanent and cause partial or total disability or psychosocial maladjustment

Vision

A vision impairment is a significant difficulty with seeing which cannot be corrected with prescription glasses. It can range up to and including blindness.

Medical Condition

A medical condition is a temporary or permanent condition that may be hereditary, genetic or of unknown origin. Examples include AIDS, cancer, chronic fatigue syndrome, crohn's disease, cystic fibrosis, asthma and diabetes

Privacy Statement

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 personally information confidential except as required by law. Your personal information will be collected and used for the purpose of 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.

Please contact The Administration Officer at Canberra Valley Institute if you wish to access or amend any of the personal information on this form or if you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed.

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 in 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 kept 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 provided link. 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 handled
- ask a question about this Privacy Notice

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

Refund and cancellation 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.

Application/enrolment fees, accommodation and airport pickup charges are not refundable under any circumstances, except in case of provider default. All refunds of course monies will be paid to the person who entered into the contract and in the currency in which the fees were originally paid unless this is impracticable.

Enrolment Fees: Not refundable

Tuition Fees:

- | |
|--|
| <ul style="list-style-type: none">• Visa refused prior to course commencement: Full refund (Proof of visa refusal letter is required)• Withdrawal at least 10 weeks prior to course commencement: Full refund• Withdrawal at least 4 weeks prior to course commencement: 80% refund• Withdrawal less than 4 weeks prior to course commencement: 70% refund• Withdrawal after the course commencement: No refund• Visa cancelled due to actions of the student: No refund• Course withdrawn by Canberra Valley Institute: Full refund• 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 |
|--|

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 misbehaviour/breach of the college code of behaviour.

NOTE: All applications for refund must be made in writing by way of the Refund 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, material fees and fees paid to education agents are non-refundable.



- 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 do 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.
- Canberra Valley Institute will refund any money/monies due to the student, or to the student's education agent (where applicable).
- Canberra Valley Institute reserves the right to change, alter or amend curricula syllabi, course structure fees, conditions and any other matters or details pertaining the provision of the course at any time. Such changes, alterations and amendments may be made without notice.
- Canberra Valley Institute reserves the right to expel any student who is in breach of the Australian Government visa requirements OR who disrupts the normal operation of classes.
- All refunds will be paid within 4 weeks after receiving the written claim.

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 no 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 in an alternative course at Canberra Valley Institute at no extra cost to the student than the total cost mentioned in the Letter of offer. The student has the full right to choose whether to take 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 ACEPT cannot place the student in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place the student in 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. New fees 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 ESOS Act 47E (4). The student will be entitled to refund of all course money calculated in accordance with the ESOS regulations. Sub regulation 3.19(2) (a) to (e) the lessor 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.



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 on 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 to 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.

I acknowledge that the course commencement and completion dates stated in this application and Letter of Offer are indicative only, and that the confirmed enrolment period will be finalised and recorded in the Confirmation of Enrolment (CoE) issued via PRISMS, in accordance with CRICOS registration requirements.

Student Signature: _____ Date: _____



For Office Use Only	
Application approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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 5.5/6.0 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)	