

## STUDENT APPLICATION FORM (DOMESTIC)

(Full fee paying Australian Permanent Residents or Citizens. Applicant shall be 18 years of age as of course commencement date)  
Prior to completing and submitting this enrolment form, you must read the webpage  
<https://www.rhodescollege.vic.edu.au/apply-now/> and the relevant web links to the course(s) you wish to apply for.  
These explain our responsibilities to you as a learner and your responsibilities to successfully complete the course.

**Student Declaration:**  I declare that I have read and understood the information contained in the webpage  
<https://www.rhodescollege.vic.edu.au/apply-now/> and the relevant web links to the course(s) I wish to apply for, including the course entry requirements.

### PERSONAL DETAILS

VSN (Victorian Student Number)					USI (Unique Student Identifier)															
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	Gender (Sex)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth	DD / MM / YYYY											
Legal First Name					Legal Last Name															
Gender (Sex)	<input type="checkbox"/> Male		<input type="checkbox"/> Female		Date of Birth	DD / MM / YYYY														
Country of Birth					City of Birth															

### CONTACT DETAILS

Building/Property Name	Flat/Unit Number
Street/Lot Number	Street Name
Suburb/Locality/Town	State; Postcode ; <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Mobile Phone	Work Phone
Personal E-mail	

### POSTAL ADDRESS (If different from Residential Address)

Building/Property Name	Flat/Unit Number
Street/Lot Number	Street Name
Suburb/Locality/Town	State; Postcode ; <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### IN CASE OF EMERGENCY

Name:	Mobile Phone:	Relationship:
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### NATIONALITY / CITIZENSHIP DETAILS

Nationality (as indicated on Passport / Birth Certificate / Citizenship Certificate):	Country of Birth:
Passport Number / Driver's License Number (State of Issue):	Expiry Date of Document:

### HOW DID YOU HEAR ABOUT RHODES COLLEGE?

Friend  VTAC  Website  Advertisement  Other (please specify): \_\_\_\_\_

### TICK THE COURSE/S YOU WISH TO STUDY

**Application Fee of \$200 applies to all courses (non-refundable)**

<input type="checkbox"/> Certificate III in Work Health and Safety (BSB30719) (32 weeks) <input type="checkbox"/> Diploma of Work Health and Safety (BSB51319) (52 weeks) <input type="checkbox"/> Diploma of Leadership & Management (BSB50420) <input type="checkbox"/> Daytime <input type="checkbox"/> Evening (52 weeks) <input type="checkbox"/> Certificate IV in Human Resource Management (BSB40420) (52 weeks) <input type="checkbox"/> Certificate IV in Business (BSB40120) (52 weeks) <input type="checkbox"/> Advanced Diploma of Business (BSB60120) (52 weeks) <input type="checkbox"/> Certificate III in Individual Support (CHC33021) (62 weeks) <input type="checkbox"/> Diploma of Community Services (CHC52021) (104 weeks)	<input type="checkbox"/> Certificate IV in Work Health and Safety (BSB41419) (52 weeks) <input type="checkbox"/> Certificate IV in Leadership & Management (BSB40520) (52 weeks) <input type="checkbox"/> Advanced Diploma of Leadership & Management (BSB60420) (52 weeks) <input type="checkbox"/> Diploma of Human Resource Management (BSB50320) (52 weeks) <input type="checkbox"/> Diploma of Business (BSB50120) (52 weeks) <input type="checkbox"/> Graduate Diploma of Management (Learning) (BSB80120) (52 weeks) <input type="checkbox"/> Certificate IV in Ageing Support (CHC43015) (62 weeks)
1 <sup>st</sup> Course preferred Start Date DD / MM / YYYY	

### LANGUAGE AND CULTURAL DIVERSITY

**Do you speak a language other than English at home?** (If more than one language, please indicate the one that is spoken most often)  No  Yes (please specify): \_\_\_\_\_

How well do you SPEAK English?  Very Well  Well  Not Well  Not at All  
 How well do you READ English?  Very Well  Well  Not Well  Not at All  
 How well do you WRITE English?  Very Well  Well  Not Well  Not at All

**Are you of Aboriginal or Torres Strait Islander origin?**  
 No  Yes, Aboriginal  Yes, Torres Strait Islander

### DISABILITY

**Do you consider yourself to have a disability, impairment or long-term condition?**  No  Yes  
 (If Yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area)

Hearing/Deaf  Physical  Intellectual  Learning  Mental Illness  
 Acquired Brain Impairment  Vision  Medical Condition  Other: \_\_\_\_\_

Rhodes College Admission Officer will contact you to know more details.

### EMPLOYMENT STATUS

**Of the following categories, which BEST describes your current employment status?** (Tick ONE box only)

Full-time Employee  Part-time Employee  Self Employed - Not Employing Others  
 Employer  Employed - Unpaid Worker in a Family Business  Not Employed - Not Seeking  
 Unemployed - Seeking Full-time Work  Unemployed - Seeking Part-time Work

### SCHOOLING

**Are you still attending secondary school?**  No  Yes

**What is your Highest COMPLETED school level?** (Tick ONE box only)

Completed Year 12  Completed Year 11  Completed Year 10  Completed Year 9 or Equivalent  
 Completed Year 8 or Lower  Did Not Go to High School

**In which YEAR did you complete the above school level?** \_\_\_\_\_

**Name of school:** \_\_\_\_\_ **Country / State:** \_\_\_\_\_

### PREVIOUS QUALIFICATION(S) ACHIEVED

**Have you successfully completed any of the following Qualifications?**  No  Yes (Tick any applicable boxes)

Bachelor Degree or Higher Degree  Associate Degree  Advanced Diploma  
 Diploma or Associate Diploma  Certificate IV or Advanced  Certificate, Technician  
 Certificate III or Trade Certificate  Certificate II  Certificate I  
 Certificates Other Than the Above(Please Specify)\_\_\_\_\_

### STUDY REASON

**Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/ apprenticeship?** (Tick ONE box only)

To get a job  To develop my existing business  To start my own business  
 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 or self-development  
 To try for a different career  Other Reasons (please specify): \_\_\_\_\_

**PAYMENT OPTIONS**

**Initial Tuition Fee Deposit: 1<sup>st</sup> Semester Fee or as specified in the Offer Letter.**

**Balance Amount Payment Plan**       **Every 3 months**       **Monthly**

(First payment of balance tuition fee will be scheduled depending on the Initial Tuition Fee deposited).

**Prepayment is required. The following payment options are available:**

**Cash**       **EFTPOS**       **Cheque \***       **Money Order \***       **EFT \*\***

\* Made out to Rhodes College

\*\* Deposit into ANZ Bank.

BSB: 013 326

Account No 4922 11778

Account Name: 'Rhodes College Domestic Students Trust Account', ANZ Bank.

A surcharge of 1.5% for Visa and MasterCard credit cards; and 2.5% for American Express credit card will apply.

**Credit Card:**      **Credit Card Type:**       **Visa**       **MasterCard**

**Card Number:**

**Expiry Date:**     **Amount: AU\$** \_\_\_\_\_

**Cardholder's Name:** \_\_\_\_\_ **Cardholder's Signature:** \_\_\_\_\_

**Credit rating check:** I understand that, where Rhodes College provides credit facilities to the learners, Rhodes College reserves the right to perform a credit check with a credit reporting agency.

**Payment default:** I understand that in case of a payment default, Rhodes College reserves the right to utilise the services of Debt recovery agency for recovery of monies due to Rhodes College, in which case the personal contact details of the applicant may be shared with Debt recovery agency for such purpose.

**Applicant's signature** \_\_\_\_\_

**REFUND POLICY (DOMESTIC STUDENTS)**

1. Prior to Commencement
  - a) A cooling-off period of 10 (ten) working days applies.
  - b) If written notice of withdrawal is received from a candidate more than 60 days prior to the initial course commencement, 100% of the tuition fee and 100% course materials costs are refundable, less Administration charges of A\$250 and where applicable, any agent's fee.
  - c) If written notice of withdrawal is received from a candidate less than 60 days but more than 28 days prior to the initial course commencement, 50% of the tuition fee and 100% course materials costs are refundable, less Administration charges of A\$250 and where applicable, any agent's fee and course materials costs.
  - d) If written notice of withdrawal is received from a candidate less than 28 days prior to commencement of course date, no refund will be issued. Resource materials fee will be processed as per the condition 6 (a) of this refund policy.
  - e) If students defer their course commencement date and then apply for a refund, no refund will be issued.
2. Post commencement
  - a) If students withdraw or have their enrolment cancelled after their commencement date, no refund will be issued to them. This includes any amount paid or scheduled for payment for resource material fee/s.
3. Transfer/Cancellation
  - a) In the event that the students seek and are granted approval by Rhodes College to transfer to another provider, no refund of any course money paid in advance will be granted.
  - b) In the event that their enrolment is cancelled because of infringement with Rhodes College's disciplinary policy, no refund of any course money paid in advance will be granted.

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#### 4. Refund due to Provider Default

Provider Default occurs in the following circumstances:

- a) The course ceases to be provided at any time after it commences but before it is completed (or)
- b) The course is not provided in full to a student because a sanction has been imposed on the provider.

In the case of a Provider Default, the students can choose to either:

- a. Receive a refund of tuition fee, which will be issued to them within 14 days (of the specified starting date or from the time the course ceases to be delivered. (or)
- b. Receive placement in an alternative course with Rhodes College or another provider. If they choose this option, they must submit a signed written request that indicates their agreement of placement.

#### 5. Refund due to Student Default

Student Default occurs in the following circumstances and No refund will be made:

- a) Student cancels his/her enrolment in a course (this includes abandonment of course enrolled before its completion)
- b) Student fails to make payment of his/her fee
- c) Student breaches a condition of his/her student visa
- d) Student misbehaviour

#### 6. Refund of Resource Material Fee

- a) If the student's refund application has been approved prior to course commencement, Rhodes College will refund the Resource Material Fee. If he/she has commenced his/her studies, he/she will not be eligible for a refund of the Resource Material Fee.

#### 7. Applying for a refund

- a) To apply for a refund, student must complete the Refund Application Form and attach any evidence or documentation relevant to the refund application. The form is to be submitted to Admissions for refunds prior to commencement; or Student Administration for refunds after commencement.
- b) A student will be notified of the outcome of their refund application in writing within 10 working days of the receipt of the Refund Application Form.

8. If a student is dissatisfied with the outcome of the refund application, he/she can lodge an appeal under the Rhodes College's Complaints and Appeals Policy. To request the Complaints and Appeals Policy, one can email: [info@rhodescollege.vic.edu.au](mailto:info@rhodescollege.vic.edu.au) or visit our website [www.rhodescollege.vic.edu.au](http://www.rhodescollege.vic.edu.au).

9. The Refund Policy and the Complaints and Appeals Policy does not remove the right for a student to take further action under Australia's Consumer Protection Laws.

### AUTHORISATION AND DECLARATION

#### VET Data Use Statement:

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Rhodes College is required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for purposes that include:

- populating authenticated VET transcripts
- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:

- a VET regulator (the Australian Skills, Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia)
- the Australian Government Department of Education, Skills and Employment
- another Commonwealth authority
- a state or territory authority (other than a registered training organisation) that deals with or has

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responsibility for matters relating to VET.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

Information collected about you in this form and during your enrolment can be provided in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

#### Visa Entitlement Verification Online (VEVO) Authorisation

I authorise Rhodes College to use my personal information to access the VEVO for my enrolment and during my course at Rhodes College to determine my Australian Visa status and Visa conditions that apply to my visa.

#### USI NUMBER: USI (Unique Student Identifier):

From 1 January 2015, Rhodes College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-usi/>. If you would like Rhodes College 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>

I authorise Rhodes College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

#### APPLICANTS CHECK LIST (TICK ALL, THAT YOU HAVE COMPLETED)

- Have you filled in ALL details in the application form?
- Have you attached verified/certified copies of all necessary documents?
- Passport / Driver's Licence / Birth Certificate
- Year 11 or equivalent (if applying for a Certificate level qualification) or Year 12 (if applying for a Diploma level qualification)
- Any other Academic Certificates/Transcripts/Statements of Attainment
- Have you signed and dated the application?
- Have you kept a copy for yourself?

#### STUDENT DECLARATION AND CONSENT:

1. I declare that the information I supplied on this form is correct and complete.
2. I have read and understood Rhodes College Prospectus and/or relevant information on Rhodes College's website.
3. I have read and understood Rhodes College's policies on "Student Fee and Refund Policy", "Complaints and Appeals", "Re Assessment" and other policies that are published on the Rhodes College's website or send an email to [info@rhodescollege.vic.edu.au](mailto:info@rhodescollege.vic.edu.au) to get a copy of them.
4. I understand that Rhodes College reserves the right to discontinue or alter any course, subject, unit of competency, fee, admission requirement, staffing or other arrangement without prior notice. Rhodes College reserves the right to cancel or not offer a program. If any program is cancelled or not offered Rhodes College will refund tuition fee as per the Rhodes College's Refund Policy. This agreement does not remove the right to take action under Australia's consumer protection laws.
5. I understand that all personal information collected by Rhodes College is confidential and may be made available for the relevant Commonwealth and State agencies. This information includes personal and contact details, course enrolment details and changes.
6. I understand that I need to submit all my assessments within 5 weeks from the date of completion of my course, failing which, I will be deemed as 'Not Yet Competent'.
7. I consent to the collection, use and disclosure of my personal information as above.

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**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Parent's / Legal Guardian's Signature**

(This declaration must be signed by a Parent or Legal Guardian if the applicant is under 18 years of age at time of application.)

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE SUBMIT YOUR APPLICATION TO:**

**RHODES COLLEGE**  
**LEVEL 3, 118 QUEEN STREET, MELBOURNE, VICTORIA 3000 AUSTRALIA**  
**PH: + 61 3 8395 0151    EMAIL: [info@RhodesCollege.vic.edu.au](mailto:info@RhodesCollege.vic.edu.au)**  
**Web: [www.RhodesCollege.vic.edu.au](http://www.RhodesCollege.vic.edu.au)**