

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	☐ Mr ☐ Miss ☐ Ms ☐ Other	Gender (Sex)	☐ Male ☐ Female
Legal First Name		Legal Last Name	
Gender (Sex)	☐ Male ☐ 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	;
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	;

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)
☐ Certificate III in Work Health and Safety (BSB30719) (32 weeks)	☐ Certificate IV in Work Health and Safety (BSB41419) (52 weeks)
☐ Diploma of Work Health and Safety (BSB51319) (52 weeks)	☐ Certificate IV in Leadership & Management (BSB40520) (52 weeks)
☐ Diploma of Leadership & Management (BSB50420) ☐ Daytime ☐ Evening (52 weeks)	☐ Advanced Diploma of Leadership & Management (BSB60420) (52 weeks)
☐ Certificate IV in Human Resource Management (BSB40420) (52 weeks)	☐ Diploma of Human Resource Management (BSB50320) (52 weeks)
☐ Certificate IV in Business (BSB40120) (52 weeks)	☐ Diploma of Business (BSB50120) (52 weeks)
☐ Advanced Diploma of Business (BSB60120) (52 weeks)	☐ Graduate Diploma of Management (Learning) (BSB80120) (52 weeks)
☐ Certificate III in Individual Support (CHC33021) (62 weeks)	☐ Certificate IV in Ageing Support (CHC43015) (62 weeks)
☐ Diploma of Community Services (CHC52025) (104 weeks)	☐ Advanced Diploma of Community Sector Management (CHC62015) (64 weeks)

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: 1st 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 cooling-off period of 10 (ten) working days applies.
- 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.
- 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.
- 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.
- If students defer their course commencement date and then apply for a refund, no refund will be issued.

2. Post commencement

- 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

- 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.
- 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 or visit our website 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 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/about-us/privacy/provider-privacy-obligations#privacy-notice-for-your-students>

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 as [outlined by the Student Identifiers Registrar](#).

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 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

Web: www.RhodesCollege.vic.edu.au