

# APPLICATION FORM

## AUSTRALIAN RESIDENT



### PREFERRED INTAKE

- January     March     May  
 August     October     Other: .....

### STUDY MODE

- Classroom-based     Other: .....

### FEE TYPE

- Full-fee     Funded (please specify): .....

### ENGLISH LANGUAGE COURSES

#### ABSOLUTE BEGINNER

10361NAT Course in Preliminary Spoken and Written English

#### ELEMENTARY

10362NAT Certificate I in Spoken and Written English

#### PRE INTERMEDIATE

10363NAT Certificate II in Spoken and Written English

#### INTERMEDIATE

10364NAT Certificate III in Spoken and Written English

#### UPPER INTERMEDIATE

10365NAT Certificate IV in Spoken and Written English - Further Studies

#### English language course to suit your time frame

(A Statement of Attainment will be issued at the end of the course)

- 4 to 20 weeks (20 hours per week)  
Please indicate the number of weeks desired: .....

### PREFERRED START DATE

Please indicate (dd/mm/yy): ...../...../.....

### PREFERRED CLASS SCHEDULE

- Schedule 1 - Morning (Day)**  
Monday & Tuesday: 8.00am - 4.30pm | Wednesday: 8.00am - 12.00pm
- Schedule 2 - Morning (Day)**  
Wednesday: 12.30pm - 4.30pm | Thursday & Friday: 8.00am - 4.30pm
- Schedule 3 - Weekday - (Evening)**  
Monday to Thursday: 4.30pm - 9.30pm
- Schedule 4 - Weekend**  
Friday: 8.00am - 12.00pm | Saturday & Sunday: 9.00am - 5.30pm

#### Note:

- Course duration is determined by the entry level of the student and the student's study goals.
- The outcome of the Stanley College English Placement Test will result in the preliminary placement, which is subject to change if the level is not suitable.

### VOCATIONAL COURSES

#### BUSINESS COURSES

- BSB20115 Certificate II in Business  
 BSB30115 Certificate III in Business  
 BSB30415 Certificate III in Business Administration  
 BSB50215 Diploma of Business  
 BSB60215 Advanced Diploma of Business

#### LEADERSHIP & MANAGEMENT COURSES

- BSB51915 Diploma of Leadership and Management  
 BSB61015 Advanced Diploma of Leadership and Management

#### HOSPITALITY COURSES

##### COMMERCIAL COOKERY PATHWAY

- SIT30816 Certificate III in Commercial Cookery  
 SIT40516 Certificate IV in Commercial Cookery  
 SIT50416 Diploma of Hospitality Management  
 SIT60316 Advanced Diploma of Hospitality Management

##### PATISSERIE PATHWAY

- SIT31016 Certificate III in Patisserie  
 SIT40716 Certificate IV in Patisserie  
 SIT50416 Diploma of Hospitality Management  
 SIT60316 Advanced Diploma of Hospitality Management

##### FOOD & BEVERAGE PATHWAY

- SIT20316 Certificate II in Hospitality  
 SIT30616 Certificate III in Hospitality  
 SIT40416 Certificate IV in Hospitality  
 SIT50416 Diploma of Hospitality Management  
 SIT60316 Advanced Diploma of Hospitality Management

#### HEALTH COURSES\*

- CHC33015 Certificate III in Individual Support (Ageing)  
**Optional Add On:**  Home and Community Care     Disability
- CHC43015 Certificate IV in Ageing Support  
\*Applicants must provide a National Police Clearance before the start of the course

#### EARLY CHILDHOOD EDUCATION COURSES\*

- CHC30113 Certificate III in Early Childhood Education and Care  
 CHC50113 Diploma of Early Childhood Education and Care  
\*Applicants must provide a Working with Children Check & National Police Clearance before the start of the course

#### TRANSLATION & INTERPRETING COURSES

- PSP50916 Diploma of Interpreting (LOTE - English)  
 PSP60816 Advanced Diploma of Translating

#### SECURITY\*\*

- CPP20212 Certificate II in Security Operations  
 Security Officer Pathway    **Optional Add On:**  Crowd Controller Pathway  
\*\*Applicants must obtain a National Police Clearance during the licencing application process

#### SHORT COURSES

- HLTAI003 Provide First Aid     Barista Course  
 Introduction to Cocktail Course

## PERSONAL DETAILS

Student No. (Existing Stanley College Student Only):

Given Names:

Family Name:  Gender:  F  M

Date of Birth (dd/mm/yy): / /   Under 18 years old

Country of Birth:  Nationality:

Are you of Aboriginal and/or Torres Strait Islander origin?  Yes  No

If Yes, please specify:

Do you hold a International Student Visa?  Yes  No

If you ticked 'Yes', please complete the International Student Application form.

<b>STUDENT ID</b> (if applicable)	<input type="text"/>
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<b>UNIQUE STUDENT IDENTIFIER (USI)</b>	<input type="text"/>
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## EMERGENCY CONTACT DETAILS

Name:

Phone:  Relationship:

Email Address:

## ENGLISH LANGUAGE PROFICIENCY

Is English the main language spoken at home?  Yes  No

If No, what is the main language spoken at home?

Please rate your English Language proficiency:

Very Well  Well  Not Well  Not at all

## EDUCATION BACKGROUND

Are you still attending secondary school?  Yes  No

What is the highest level of secondary school you have completed?

Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent  Year 8 or below  Never attended school

Which year did you complete that schooling level?

Have you successfully completed a Degree, Diploma or Certificate?  Yes  No

If yes, please tick below

Bachelor Degree or Higher  Advanced Diploma of Associate Degree  Certificate IV or Advanced Certificate

Certificate III or Trade Certificate  Certificate other than above

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete.

Please provide copies of all latest qualifications and/or High School results.

Name of Qualification/Course	Name of Institution/School	Country/State	Year of Completion	Copy Attached
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Are you seeking any recognition (credit transfer, exemption or recognition of prior learning)?  Yes  No If yes, you will need to complete additional form/s

## EMPLOYMENT

Please select the description that best fits your current employment status

Full-time employee  Part-time employee  
 Self employed, not employing others  Employer  
 Employed in the family business  Unemployed - seeking full-time work  
 Unemployed - seeking part-time work  Not employed not seeking work

## CONTACT DETAILS

Address:

Suburb:  State:  Postal Code:

Email Address:

Home/Work Phone:  Mobile Phone:

## EQUITY AND DISABILITY

Do you have a disability, impairment or long-term medical condition which may affect your studies?  Yes  No (skip to next section)

If yes, please specify the type/s of disability

Hearing  Vision  Learning  Medical  Mobility

Other:

Please give brief details about your medical condition/disability:

## STUDY REASON

Which best describes your reason for undertaking your course? (tick one only)

To get a job  It was a requirement of my job  
 To develop my existing business  For personal interest or self-development  
 To start my own business  To get into another course of study  
 To try for a different career  I wanted extra skills for my job  
 To get a better job or promotion  Others (please specify)

## HOW DID YOU HEAR ABOUT US

Agent (please specify)

Stanley College Website  Brochure  Exhibition / Seminar

Friend or Relative (please specify)

Full name:  Student ID:

Magazines/Newspapers (please specify)

Others (please specify)

## DECLARATION

I, \_\_\_\_\_ declare that the information provided in this application form and other supporting documents is true and correct. I agree that I have read and agree to be bound by the Conditions of Enrolment and policies and procedures of Stanley College. I acknowledge that Stanley College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

This Application Form includes questions to enable Stanley College to collect and provide AVETMISS compliant records to meet our National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and Stanley College's Privacy Statement is available at the Front Desk, and via the Stanley College website.

Stanley College recognises and respects your privacy. Stanley College collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of our application process. Stanley College's Privacy Policy reflects the National Privacy Principles set out in the Privacy Act 1988 as well as the Information Privacy Principles set out in the Information Privacy Bill 2007 (WA). Further information about our Privacy Policy is available on request.

I understand that Stanley College will apply for my Unique Student Identifier (USI), on my behalf, unless one is provided. I understand that they will use the ID I have provided as part of my application process. Furthermore, I agree that my Stanley College email account will be used as part of this registration process, and that I am required to authenticate my USI myself and may update my contact details at any time. More information on the requirement for a USI is available via [www.usi.gov.au](http://www.usi.gov.au).

I do not allow Stanley College to use photographs, testimonials and videos taken of me for advertising or marketing purposes.

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

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd/mm/yy)

Parent or Guardian's Signature \_\_\_\_\_  
(If applicant is under 18 years of age)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd/mm/yy)

## CONDITIONS OF ENROLMENT

### REFUND AND CANCELLATION POLICY - AUSTRALIAN RESIDENTS

#### REFUND AND CANCELLATION POLICY OVERVIEW

The Stanley College Refund and Cancellation Policy covers how REFUND and CANCELLATION Fees are calculated in the event of cancellation of enrolment before course completion, either at the request of Stanley College, or as a result of a breach of Stanley College's code of conduct.

#### Refund for fees paid in advance

The calculation applied for fees paid in advance is listed in table 1.

#### Cancellation fees

Where a course of study is cancelled before the agreed Completion Date, Stanley College will calculate the Cancellation Fee in accordance with table 1.

#### DEFINITIONS - FEES AND CHARGES

Fees payable may include the following:

- **Student Fees:** Are the fees payable for students undertaking a DTWD Funded Program, including Jobs and Skills WA Training Courses. Student Fees are charged in accordance with the VET Fees and Charges Policy 2018, copy available at the Front Office or via our website [www.stanleycollege.edu.au](http://www.stanleycollege.edu.au).
- **Toolkit Fee:** The Toolkit Fee covers equipment resources required to complete your course at Stanley College. The Toolkit Fee is NON-REFUNDABLE if you cancel less than 4 weeks before Course Commencement.
- **Additional Fees and Charges:** Any Additional Fees and Charges incurred during your studies, are as detailed in your Written Agreement with Stanley College. Where there is any change to our published Additional Fees and Charges, you will be informed via email, prior to implementation of the change.

FULL REFUND of Student Fees will be made when:

- ▶ a student withdraws from a course when the course and/or a unit is cancelled or re-scheduled to a time that is unsuitable to the student; or
- ▶ a student is not given a place due to maximum number of places being reached;
- ▶ a student withdraws for reasons other than those listed above, and who lodges a Course Variation Form before 20% of delivery has been concluded
- **Tuition Fees:** Tuition Fees are the fees payable to Stanley College for undertaking a course. The Refund and Cancellation Policy specifications detailed below cover TUITION FEES only.  
**Tuition Fees are NOT applicable for students enrolled in DTWD Funded Program including Future Skills WA Training Courses.**
- **Additional Fees and Charges:** Any Additional Fees and Charges incurred during your studies, are as detailed in your Written Agreement with Stanley College. Where there is any change to our published Additional Fees and Charges, you will be informed via email, prior to implementation of the change.

#### DISCLOSURE OF PERSONAL INFORMATION

The personal information you provide to Stanley College may be disclosed to:

- Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
  - ▶ The purposes of administering and auditing VET, VET providers and VET programs;
  - ▶ Education related policy and research purposes; and
  - ▶ To assist in determining eligibility for training subsidies
- VET Regulators to enable them to perform their VET regulatory functions
- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system.

## CONDITIONS OF ENROLMENT (continued)

### DEFINITIONS - COURSE

- **Course:** Means the Course you are enrolled in as outlined in the signed Letter of Offer.
- **Course Commencement Date:** Means the agreed starting date of a course, as stipulated in the signed Letter of Offer.
- **Course Completion Date:** Means the agreed completion date of a course, as stipulated in the signed Letter of Offer.
- **Study Period** means your Study Period as outlined herein and in your Letter of Offer with Stanley College:  
**One Term** = 10 weeks study + 3 weeks holidays = Total 13 weeks  
**One Semester** = 20 weeks study + 6 weeks holidays = Total 26 weeks
- **Course Duration** means the total duration of your course of study including holidays.

### GENERAL INFORMATION

- Course Fees and Charges are as per our Stanley College Course Fee List. *Note:* in line with our regulatory framework, Stanley College will only accept a maximum payment of \$1000 before commencement of studies and no more than \$1500 per month. Details of instalments are included in the Payment Agreement.
- All Refund Requests and *Cancellation Notifications* must be submitted using the **Course Variation Form and the Refund Application Form, both of which** are available at the Reception Desk or via the Stanley College website [www.stanleycollege.edu.au](http://www.stanleycollege.edu.au). VERBAL notifications to Stanley College staff or agents **ARE NOT VALID**.
- The date the written notice is received by Stanley College is the CANCELLATION DATE, and is the date used for the calculation of any refund and/or cancellation fee.
- In case of a cancellation by the student or Stanley College, any outstanding fees to Stanley College become due within 7 (seven) days.
- Any costs incurred by Stanley College to recuperate outstanding fees will be charged to the student
- Unpaid fees will be recorded as a debt and recovered by action in a court of competent jurisdiction.
- Stanley College will not release any testamurs/awards to students until outstanding course fees have been paid in full.
- All amounts are in Australian Dollars (AUD).
- Where a refund is approved by the CEO, Stanley College will make payment of refund within 28 days of receipt of the application. The refund will be deposited into the **student's bank account only**, as nominated on the Refund Application Form.
- All refunds will be paid in Australian Dollars, via an Australian Bank Account, as nominated by the student.
- No refunds will be paid to a third party (a person other than the student), unless directed by the student on the Refund Application Form.
- Refund and Cancellation applications WILL NOT be processed where the signature on the Course Variation and/or Refund Application Form **DOES NOT** match the student's signature as shown on other documents provided by the student for admission to Stanley College.
- Students will receive a clear Statement of Refunds explaining how the refund was calculated, where a cancellation fee has been applied, students will receive a Statement of Cancellation clearly outlined how our Cancellation Policy has been applied.
- This agreement, and the availability of the complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.
- The Refund and Cancellation Fee Policy is subject to review from time to time.

### TABLE 1 - REFUND AND CANCELLATION POLICY

REASON FOR REFUND/ CANCELLATION	NOTIFICATION PERIOD	REFUND	CANCELLATION FEE
Student Default	More than 4 weeks before course commences	Full refund less <b>cancellation fee</b>	\$230
	4 weeks or less before course commencement	40% of a course fee	60% of course fee
	After course commencement	No Refund	100% of course fee

**Student Default** occurs when:

- the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed starting day); or
- Stanley College refuses to provide, or continue providing, the course to the student because of one or more of the following events:
  - ▶ the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
  - ▶ breach of Stanley College Code of Conduct as outlined in the Student Handbook.

#### Refunds after Stanley College Default

In the unlikely event of Stanley College default, within 14 days of the default, Stanley College will:

- Either offer you an alternative place at Stanley College's expense, that is accepted by you in writing; or
- Refund you the unused portion of the prepaid fees.

### SEND YOUR APPLICATION TO

Email: [admissions@stanleycollege.edu.au](mailto:admissions@stanleycollege.edu.au)  
Fax: +61 8 9227 1238  
Post: 171 James Street, Perth Western Australia 6003

### FOR OFFICE USE ONLY

Name of Officer who sighted and collected the completed form:

.....

Signature: ..... Date: ...../...../.....  
(dd/mm/yy)

I confirm that I have collected the required documents to support this application

# FUNDED STUDENT PRE-ENROLMENT QUESTIONNAIRE



At Stanley College we want to ensure that courses meet the expectations of our potential clients like you! Therefore please take a few moments to complete this short questionnaire. This form must be completed by the enrolling student, as the responses provided form part of our initial assessment of the foundation skills of students. Where identified additional Foundation skills/Language Literacy and Numeracy skill assessment may be required.

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Course you want to enrol in: \_\_\_\_\_

Why are you considering enrolling with Stanley College?

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Why are you interested in this course?

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Why do you think you are suitable for this course?

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What do you expect to achieve from studying this course?

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What are the courses fees payable for the course you have selected?

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## FOR OFFICE USE ONLY

Receiving Staff Member: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

Has this prospective student met with a Course Advisor at Stanley College?  Yes  No Details: \_\_\_\_\_

**Enrolment recommended** (I confirm I have reviewed the answers provided by the prospective student, and recommend this student for enrolment).  
Attached this form to completed Application for Enrolment.

**Enrolment NOT recommended** (I confirm I have reviewed the answers provided by the prospective student and do NOT recommend this student for enrolment)  
Provide explanation/recommendations:

When a students is NOT recommended for enrolment student must be contacted and informed why we have made recommendation, and provide with some suggestions, which may include a different course selection at Stanley College. To Be Authorised by DOO.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)