



Important Notice: Disclosure of Your Personal Information

Under the Data Provision Requirements 2020, the Australian Technical College Western Australia (ATCWA) is required to collect your personal information and where necessary disclose your personal information to the National Centre for Vocational Education Research Ltd (NCVER) and to other applicable third parties for statistical, regulatory and research purposes.

Other than that, ATCWA assures that the information you provide in this enrolment form will be kept confidential under the Privacy Act 1988 in Australia.

(Please proceed to the next page)

USI Number:

Enrolment Form

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Version: 011

Last Reviewed: 06 January 2023

Campus: All

ATCWA No.: 41279

CRICOS No.:03437B



(If you do not have this number, please read the information provided in the USI section below).

PERSONAL DETAILS

Title:	
First Name:	
Middle/Given Name(s):	
Family/Surname: (As appear on your passport) <i>Use the same name that you used for setting up your Unique Student Identifier (USI).</i>	
Gender:	
Date of Birth:	
Country of Birth:	
Nationality:	
Language(s) spoken:	
Are you an Aboriginal or Torres Strait Islander origin?	Yes No
Contact Number:	Home Phone: Mobile:

Enrolment Form



Email Address: <i>(Since all communications will be made via</i>	
<i>email, please provide an email that you regularly check)</i>	
Visa Details: (Not applicable to Australian citizens and Permanent Residents)	
Passport Number	
Passport Expiry Date (DD/MM/YYYY):	
Have you ever been denied any visa for Australia	<input type="checkbox"/> No <input type="checkbox"/> Yes (Using the space provided below, explain the visa type and the reason for refusal.
Emergency Contact Name (in Australia):	Name:
	Contact No:
	Relationship:
Postal Address: If you are applying within AUSTRALIA:	
Street No:	Suburb:
Street Name:	Post Code:
Postal Address: If you are applying from OVERSEAS:	
Building/Property Name:	
Flat/Unit Details:	
Street or Lot Number (e.g. 205 or Lot 118):	

Enrolment Form



Street/Road Name:	
Suburb or Town:	
State/Territory:	
Country:	
Postcode/Zip Code:	

MAIN CAMPUS: (Select the campus where you wish to study)

- Perth Campus** (No. 8, Francis street, Perth WA 6000)
 New South Wales (Sydney) Campus: (47 Rickard Road, Bankstown NSW 2200)

PREFERRED INTAKE:

Select The INTAKE/term THAT you are happy to commence the course:	<input type="checkbox"/> 9 January 2023
	<input type="checkbox"/> 10 April 2023
	<input type="checkbox"/> 10 July 2023
	<input type="checkbox"/> 9 October 2023

Qualifications:

Select (Please TICK)	Qualification	Duration	Tuition Fee (AUD)	Resources Fees (AUD)
<input type="checkbox"/>	SIT40521 Certificate IV in Kitchen Management	78 weeks	\$19,000	\$2000
<input type="checkbox"/>	SIT50422 Diploma of Hospitality Management	26 Weeks	6,000	500
		78 weeks	18,000	2000
<input type="checkbox"/>	SIT60322 Advanced Diploma of Hospitality Management	26 Weeks	6,000	500



		104 Weeks	26,000	2000
<input type="checkbox"/>	BSB50120 Diploma of Business	52 weeks	\$12,000	\$400
<input type="checkbox"/>	CHC52015 Diploma of Community Services (Case Management)	104 Weeks	\$25,000	\$2,000
<input type="checkbox"/>	BSB60420 Advanced Diploma of Leadership and Management	78 weeks	\$18,000	\$800
<input type="checkbox"/>	ICT60220 Advanced Diploma of Information Technology ((Telecommunications Network Engineering)	104 weeks	\$24,000	\$1,200
<input type="checkbox"/>	RII60520 Advanced Diploma of Civil Construction Design	104 weeks	\$32,000	\$1,200
<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning)	104 weeks	\$23,600	\$900

***Non-Refundable Enrolment Fee of \$ 250 (only applicable for new students)**

ENGLISH LANGUAGE PROFICIENCY:

Is English your first language?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other (please specify):
How well you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well



English Test Score (IELTS, TOEFL, PTE, ELICOS, Other)	IELTS (Academic Overall) (General): PTE: ELICOS: TOEFL: OTHER:
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DISABILITY/ MEDICAL STATUS:

Do you consider yourself to have a disability, impairment or long-term condition? (Before completing this section, please refer to the Disability Supplement provided at the end of this form.)	YES (See below and provide further details) <input type="checkbox"/> NO (Go to the next section)		
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area. Please refer to the Disability Supplement Sheet provided at the end of this form for definitions of the following disabilities.)			
<input type="checkbox"/> Hearing / deaf <input type="checkbox"/> Physical	<input type="checkbox"/> Learning <input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Vision
Other Medical Condition (please specify): _____			

EDUCATION:

Secondary School	
Highest school level that you have completed (Tick ONE box only)	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school



Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tertiary or Vocational Education		
Have you SUCCESSFULLY completed any of the following qualifications? (Tick ALL applicable boxes)	Qualification	Australian or International
	<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Australian <input type="checkbox"/> International
	<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Australian <input type="checkbox"/> International
	<input type="checkbox"/> Diploma or Associate Diploma	<input type="checkbox"/> Australian <input type="checkbox"/> International
	<input type="checkbox"/> Certificate IV or Advanced Certificate/Technician Level	<input type="checkbox"/> Australian <input type="checkbox"/> International
	<input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/> Australian <input type="checkbox"/> International
	<input type="checkbox"/> Certificate II Level	<input type="checkbox"/> Australian <input type="checkbox"/> International
	<input type="checkbox"/> Certificate I Level	<input type="checkbox"/> Australian <input type="checkbox"/> International
	<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> Australian <input type="checkbox"/> International
Are you applying for Recognition of Prior Learning (RPL) or Credit Transfer (CT)? (If Yes, please attach your application with this Enrolment Form.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT DETAILS (Please attach your Curriculum Vitae)



<p>Which of the following best describes your current employment status? (For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (38 hours or more per week) or part-time employed (less than 38 hours per week).</p>	<p><input type="checkbox"/> Full-time employee</p> <p><input type="checkbox"/> Part-time employee</p> <p><input type="checkbox"/> Self-employed – not employing others</p> <p><input type="checkbox"/> Self-employed – employing others</p> <p><input type="checkbox"/> Employed – unpaid <input type="checkbox"/> worker in a family business</p> <p><input type="checkbox"/> Unemployed</p> <p><input type="checkbox"/> Seeking Employment</p>
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REASON FOR STUDY

<p>Of the following categories, select the one which BEST describes the main reason for undertaking this course (Tick ONE box only)</p>	<p><input type="checkbox"/> To get a job</p> <p><input type="checkbox"/> To develop knowledge and skills</p> <p><input type="checkbox"/> To start my own business</p> <p><input type="checkbox"/> To expand my existing business</p> <p><input type="checkbox"/> To find a new career</p> <p><input type="checkbox"/> For career advancement</p> <p><input type="checkbox"/> To fulfil my job requirements</p> <p><input type="checkbox"/> To develop extra skills for my job</p>
	<p><input type="checkbox"/> To fulfil a prerequisite requirement to enrol in another qualification</p> <p><input type="checkbox"/> For personal/professional development</p> <p><input type="checkbox"/> For other reasons</p>

DETAILS OF OVERSEAS STUDENT HEALTH COVER (OSHC):

Do you have OSHC cover?

YES (Please complete the **part A below** and attach evidence with this Enrolment Form and provide details)

NO (Please complete the **part B below**)

PART A	
Provider Name:	



Type:	<input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family
Membership:	
Expiry Date:	
If No, would you like ATCWA to arrange OSHC for you?	
PART B	
Type:	<input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family
Duration:	
Please note that the Department of Home Affairs require you to have OSHC coverage for the duration of your student visa.	

AGENT/MARKING:

How did you hear about ATCWA?	<input type="checkbox"/> Through Agent <input type="checkbox"/> Through an expo & event attended <input type="checkbox"/> Through Facebook <input type="checkbox"/> Through a current student of ATCWA <input type="checkbox"/> Through a staff member of ATCWA <input type="checkbox"/> Through Newspaper/magazine <input type="checkbox"/> Through Google/Internet search <input type="checkbox"/> Through Television <input type="checkbox"/> Through radio <input type="checkbox"/> Through other social media
If applying through an education or migration agent, please provide the following details.	
Company Name:	



Agent/Representative's Name:	
Address:	
Phone:	
Email:	
MARA No:	
QEAC No:	
Agent's Signature:	
Agent Stamp:	

APPLICATION CHECKLIST: (Please use this checklist to ensure that you have provided the following).

- Completed application
- Certified evidence of English Language Proficiency (IELTS, TOEFL, PTE, ELICOS, etc.)
- Certified evidence of completing Year 12 or equivalent (with certified translation if not in English)
- Certified copy of passport
- Evidence of financial capacity (if relevant)
- Copy of current visa (if relevant)
- Copy of release letter (if relevant)

- Evidence of OSHC (if relevant)
- Application for Course Credit (if applicable)

EXPLANATORY NOTES/FURTHER INFORMATION FOR YOUR REFERENCE

The following information and conditions of enrolment at ATCWA are provided to applicants for information only as this information does not form a binding agreement between the student and the Australian Technical College Western Australia.

Applicants who meet the admission entry requirements and for whom ATCWA accepts enrolment, will receive a Letter of Offer (LOO) and Course Acceptance Agreement that will be considered as a binding agreement made between the applicant and ATCWA when they return the signed Letter of Offer and the Student Course Acceptance Agreement, and pay the initial fee as stated in the Letter of Offer and the Student Course Acceptance Agreement.

ENROLMENT REQUIREMENTS:

To be considered for direct entry to the qualifications offered by the ATCWA, applicant must:

- Complete the Enrolment Form in full;
- Provided evidence to confirm that they have met the criteria for the course in which they are seeking enrolment.

SUPPORTING DOCUMENTATION: Please read this section carefully.

- You need to provide relevant documentation with your application.
- If you fail to supply documentation that is required for enrolment, it may result in your application being unsuccessful.
- The evidence of the qualifications and experience you provide in your application are to be provided along with this enrolment form so that we can assess your application without any delay.
- The documentation you have to provide depends on the qualifications, experience and the level of English that you possess.

- ATCWA is unable to take responsibility of returning the documents that you submit along with your application. Therefore, it is important that you submit ONLY certified copies of the original documents.
- All certified documents must have witnessed and declared to be a true and correct copies of the originals. If you bring original documentation with you, They don't need to be certified as staff from ATCWA will verify their authenticity. The following people can certify documents;
 - Justice of Peace
 - Police Officer
 - Postal Manager
 - Bank Manager
 - School Principal
 - Solicitor & Accountant

Where the documents are not in English, they must have officially translated and certified by an acceptable authority.

DECLARATION:

You must read the declaration and sign this application to be processed. Unsigned applications will not be considered.

TERMS & CONDITIONS:

1. PAYMENT OF FEES AND CHARGES:

- 1.1 The Enrolment Fee referred to in the Letter of Offer (LOO) and Student Course Acceptance Agreement included with the Enrolment Form is not refundable if the application is accepted and the applicant wishes to cancel their enrolment.
The Application Fee covers the cost of the review of the initial application.
- 1.2 All fees and charges are payable in Australian Dollars prior to or on the due date as specified by ATCWA's LOO.
- 1.3 All fees and charges payable are specified in the Letter of Offer and the Student Course Acceptance Agreement and fees payable in accordance with the approved payment plan (where relevant) upon acceptance of the Letter of Offer and the Student Course Acceptance Agreement and Terms and Conditions of enrolment.
- 1.4 Fees and charges for all subsequent study periods are specified by ATCWA in each subsequent invoice issued for each study period.

- 1.5 All late payment of fees will incur a late payment charge of \$50.00 where the fee is less than \$500 or 10% of the tuition fee where the fee is above \$500.00 for each late payment.
- 1.6 Any refund of fees will be in accordance with the ATCWA Refund Policy.

2. COOLING OFF PERIOD:

- 2.1 A cooling off period may apply where relevant. Please refer to your Letter of Offer and the Student Course Acceptance Agreement.
- 2.2 ATCWA's written agreement, and the right to make complaints and appeals of decisions and action under various processes, do not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.
- 2.3 For more information in relation to ATCWA's Complaints and Appeals Policies and Procedures, please refer to the Student Handbook available on www.atc.wa.edu.au or contact Student Services via email to support@atc.wa.edu.au

3. DEFERRAL, SUSPENSION OR CANCELLATION:

- 3.1 Fees, Charges and Refund Policy & Procedure apply to all requests for Deferral, Suspension or Cancellation. Please refer to the Student Handbook or the Deferral, Suspension or Cancellation Policy and Procedure www.atc.wa.edu.au
- 3.2 ATCWA reserves the right to cancel the enrolment of any student whose performance or conduct is not of the high standard required by the ATCWA or whose tuition fees are not paid.
- 3.3 In any instance where the student is under the 18 years of age, the parent or guardian must sign the written notice of cancellation.
- 3.4 Verbal cancellation is not accepted as written notice of cancellation under this clause.

APPLICANT'S DECLARATION (Please TICK)

- I am the applicant
- I understand that I am expected to attend at least 100% of all scheduled classes and that 80% attendance of the scheduled course contact hours is the minimum acceptable attendance in order to meet visa and college requirements.

- The applicant and guarantor agree that ATCWA may exchange information about the applicant and guarantor with a consumer credit reporting agency. A credit reporting agency in possession or control of a credit information file, or a credit provider or credit reporting agency in possession or control of a credit report, will take reasonable steps, by way of making appropriate corrections, Deletions and additions, to ensure that the personal information contained in the file or report is accurate, up to date, complete and not misleading.
- I understand I must maintain satisfactory course progress in the course I am seeking enrolment in. I declare that the information I have provided is true and accurate in every detail.
- I have read the information provided in this application and fully understand the requirements of the course for which I am seeking enrolment.
- I understand that failure to pay my tuition fees may result in my enrolment being cancelled.
- I declare that I have a genuine intention to study the course for which I have applied, and that I have access to sufficient funds to cover tuition fees, living expenses, travel expenses, Overseas Student Health Cover for the duration of my studies and to support my dependents (if coming along with me).
- I understand that the enrolment fee accompanying this form is non-refundable.
- I acknowledge that any false or misleading statement may result in the rejection of my enrolment application and/or subsequent cancellation of my enrolment at ATCWA which may affect my student visa and/or application.
- I declare that I will be solely responsible for meeting the conditions applicable to my current student visa, and I will liaise with the Department of Home Affairs (DHA) and my agent (if applicable).
- I declare that I have also read the ESOS framework provided by ATCWA.
- I declare that I have read all pre-enrolment information provided by ATCWA.

NAME OF THE APPLICANT:	
SIGNATURE:	
Date:	



GUARANTEE:

The undersigned, having read and understood the conditions stated herein, agree to guarantee payment of all course fees and course costs incurred by the Applicant in relation to the education and training services provided by ATCWA:

Name of the Guarantor:

Address:

Occupation:

Signature:

Date:

SUPPLEMENTARY INFORMATION:

Introduction:

The purpose of the Disability Supplement is to provide additional information to assist with answering the disability question.

Before completing the “Disability/Medical Status” section, please read the following so you will be able to provide us with the relevant and accurate information.

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

Hearing/Deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

Intellectual

In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning.

Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, Tumours, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalization; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Cohn's disease, cystic fibrosis, asthma or diabetes.

Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.