

Student Application for Enrolment Form (Domestic Students)

The information you provide to Windsor College 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 Windsor College to provide services to either you or the College 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 Requirements 2012 and in line with current AVETMISS requirements however, this information is reported in a manner that does not identify you.

Enrolment Details:		Applied for Credit Transfer or RPL? Y / N	
Course Name:		Course Code:	

Student Details:

Title:	Mr Mrs Ms Miss Dr	Gender:	Male / Female:	USI:	
First Name:		Family Name:			
Other Names:		Former Name:	(if applicable)		
Date of Birth:		Place of Birth:		State:	
Address:		Suburb / State:		Post Code:	
Postal Address:		Suburb / State:		Post Code:	
Phone:		Mobile:		Fax:	
Email:		Position of Employment:	Full Time Part Time Casual Other:		

Emergency Contact:

Name:		Phone Number:		Mobile:	
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Employer (if applicable):

Name:		Address:			
Phone Number:		Mobile:		Fax Number:	

Cultural Background:

Born in Australia If not, which country were you born: _____

Aboriginal Torres Strait Islander Other _____

Language Spoken at Home:

English Other please explain _____

Highest Level of Secondary Education Achieved:

8 or Lower 9 10 11 12 Other: _____ Year: _____

Are you currently at school: _____

Trade Qualification: _____ Year achieved: _____

Traineeship: _____ Year achieved: _____

Tertiary Qualification: Please Circle Certificate I II III IV Diploma Degree

Name of University / College: _____

Reason for study Requirement of job Other

Support Required:

To enable successful participation and completion of the course you are eligible to undertake, Windsor College will endeavour to provide you with support where possible. In the event Windsor College does not have the capacity to cater for your needs Windsor College will recommend you to either an external support service, or another provider. Any costs associated with a third party are incurred by you, and not Windsor College. Please note below, any support services you require and note any issues that may limit your participation and completion of the course.

Language or Literacy	<input type="checkbox"/>	Acquired Brain Impairment	<input type="checkbox"/>
Numeracy	<input type="checkbox"/>	Vision	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Hearing/ Deaf	<input type="checkbox"/>	Other (please specify)	_____
Learning	<input type="checkbox"/>		

Important Enrolment Information

Prior to Enrolment we need to provide you with certain information.

As an RTO, we are required to provide you, prior to enrolment, information on the following:

Training Services

Information on training services provided by Windsor College is available from our website, via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. If you have not seen or read information regarding the requirements of the courses, you should not submit this form until you have done so.

Assessment

To complete this course, you are required to successfully complete all required assessments. Assessments of units will be conducted at various times throughout the course and will include both theoretical and practical components. Additional assessment processes will be explained to you during the course, or can be provided to you by Windsor College. Should you have any additional questions regarding your assessment process or have any concerns please discussed these with Windsor College.

RPL may be offered by Windsor College. If you wish to apply for RPL or Credit Transfer, please speak to Windsor College prior to enrolment.

Support Services and Special Needs

Windsor College will take every possible action to ensure it support you throughout your training and assessment process. If at any point throughout your course you require assistance or support, please discuss these needs with Windsor College or your Trainer and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake the course, please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect your learning, we will not be able to assist you if the need arises. This may impact on your ability to finish the course.

Your Rights

As part of your training and assessment, you have various rights. Please refer to the Policies and Procedures for Students document for more information. Windsor College wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the CEO of the College immediately either face to face, via phone or in writing. If you feel you need to complain about any aspect of service or training and assessment you may do so verbally or in writing. Appeals on any decision made by Windsor College may be lodged with the CEO and must be done so in writing. If required you can gain access to your records by contacting the CEO of Windsor College.

Refund Policy and Cooling Off Period

Windsor College has appropriate safeguards and fair options in place for any monies paid in advance and guarantees that once you have commenced your training / assessment you will be provided with every opportunity to complete the course. In the event that a course is cancelled, whilst in progress, due to circumstances beyond Windsor College's control, we will provide you with a refund of fees on hold or offer to transfer you to another course. Windsor College will refund a pro rata proportion of any money paid by you and not yet used for the delivery and assessment of the course, in the event we cancel or discontinue a course.

Windsor College accepts payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, it may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500.

Withdrawal and Refunds

If you withdraw from a course after your enrolment has been confirmed, and within 4 weeks of the commencement date, you will forfeit any fees paid, including any enrolment fees and any course fees. If you withdraw from a course due to illness, (verified by a medical certificate and within 5 days of course commencement) we will refund any course fees paid less any application fee and 15% of your course cost. Should you withdraw for any other reason other than illness and within 5 days of course commencement, you will be liable to 50% of the course cost. Should you withdraw from the course after 5 days, or if you fail to commence the course you will forfeit all monies paid and be liable for the full course cost.

Unique Student Identifier (USI)

As of 1 January 2015, you are required to provide Windsor College with your USI. If you do not have one, you authorise Windsor College to search and check on your behalf, and if required, to apply for a USI for you. We will provide you a copy with the relevant documentation. For more information, visit www.usi.gov.au. The Government has directed all training providers to withhold qualification certification and/or results of assessment until a USI is registered. After 1 January, 2015, Windsor cannot award qualifications and results of assessment until you have contacted us and supplied us with your USI.

Media Release

At times during the course, staff / contractors of Windsor College may take photos/videos for use in promotional activity. These photos / videos will remain the property of the RTO and will **not be** sold to any third party. Some of the media may be used for promotional editorials and other marketing materials in public and professional publications and other such media. If you do not agree in participating in such activities, please inform us in writing. Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the CEO of Windsor College.

Rules and Regulations

To graduate from your enrolled course, you must be able to fulfil the following obligations:

- Demonstrate to the trainer and assessor through attendance and assessment, both formal training, theory and practical assessment that academic and professional skills have been obtained to a satisfactory level.
- Satisfy all academic, administrative and financial obligations to the organisation.

You must promptly notify Windsor College of any change of name, address and contact details and notify the CEO of anything that may stop you from completing the course. You may be suspended or expelled from Windsor College at the CEO's discretion for:

- Failure to uphold or maintain any of Windsor College 's Policies and Procedures; and
- Serious misconduct or breach of legislation

Student Declaration

Do not sign this form if you have not understood the above requirements and those outlined in the Policies and Procedures for Students. If required, please ask Windsor College to explain or provide further written information on any of the above before enrolling and signing below.

I, _____ have read, understand and agree to the following:

- I will follow all Information and Rules and Regulations as outlined on this form as well as all Policies and Procedures of Windsor College.
- I will follow the instructions of my Trainers and Assessors as well as other staff and contractors engaged by Windsor College.
- I release and hold harmless Windsor College, its Directors, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.

I declare truly and solemnly that's the information provided on this Application for Enrolment form is true and correct.

Student's signature _____

Date: ____ / ____ / ____

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