

# APPLICATION FORM

## DOMESTIC (ADELAIDE)

### How to Complete this Form

Thank you for choosing to study at Southern Cross Education Institute Pty Ltd.

- Please complete all the requested information in this application form.
- Incomplete applications will not be processed.
- Please ensure to include all the required supporting evidence outline on page 7,8 section M

www.scei.edu.au  
CRICOS Provider Number 02934D  
RTO Provider Number 121952  
ABN Number 56 121 182 027

### (A) COURSE DETAILS

Intake Day :  Enrolment Date :  Campus : Adelaide

### Are you applying for :

Domestic Full Fee Paying

Work Ready

VET Student Loans

SELECT	COURSE/UNIT TITLE	DURATION	APPLICATION FEE	MATERIAL FEE	FEE FOR SERVICE FEE
	CHC33015 Certificate III in Individual Support	26 WEEKS	\$250.00	\$250.00	\$5,500.00
	CHC43015 Certificate IV in Ageing Support	60 WEEKS	\$250.00	\$250.00	\$9,000.00
	CHC43115 Certificate IV in Disability	56 WEEKS	\$250.00	\$250.00	\$6,500.00
	CHC30113 Certificate III in Early Childhood Education and Care	29 WEEKS	\$250.00	\$250.00	\$10,000.00
	CHC50113 Diploma of Early Childhood Education and Care *	104 WEEKS	\$250.00	\$250.00	\$16,000.00
	CHC52015 Diploma of Community Services *	104 WEEKS	\$250.00	\$350.00	\$12,000.00
	CHC62015 Advanced Diploma of Community Sector Management *	66 WEEKS	\$250.00	\$250.00	\$10,000.00
	HLT54115 Diploma of Nursing *	80 WEEKS	\$250.00	\$1,200.00	\$28,000.00

### Note :

Application Fee \$250 is not included in the Tuition fee.

The State funding contribution and the residual fee will be provided in the individualised "Statement of Fee" letter by SCEI staff member.

For more information please refer to the statement of fee located here [www.scei.edu.au](http://www.scei.edu.au)

\* VET STUDENT LOAN applicable for these courses to eligible applicants.

### (B) PERSONAL DETAILS

Title :  Gender :  Male  Female  Indeterminate/Intersex/Unspecified  Rather not answer

Given Name(s):  Last Name:

Date of Birth (dd/mm/yyyy):  Country of Birth:

Address:

Suburb:  State:  Postcode:

Phone Number:  Mobile:

Email Address:

### Emergency Contact Details

Emergency Contact Name:

Emergency Contact Number:  Relationship:

**In Case of an Emergency:** In the event of circumstances requiring urgent medical care where the student is incapable of speaking on their own behalf, SCEI is authorised as a matter of urgency to seek and provide appropriate medical care on behalf of the student.

## Disability Support

Do you have a disability, impairment or permanent medical condition that can affect your studies?				Yes	No
Hearing / Deaf	Physical	Intellectual	Mental illness		
Vision	Medical condition	Learning	Acquired brain impairment		

Other Medical Conditions, please specify :

## Language and Cultural Diversity

Question	
In which country were you born?	Australia Other, please specify
Do you speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)	No, English only Yes, other, please specify
How well do you speak English?	Very Well                      Not Well Well                                Not at all
Are you Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes)	No Yes Yes, Torres Strait Islander

## (C) ELIGIBILITY (VET STUDENT LOANS)

**Citizen status**                      Australia Citizen                      Permanent Humanitarian Visa Holder

New Zealand Citizen <small>(Please answer the following 5 questions if you are a NZ citizen. You will be required to provide evidence of the following)</small>	1. Do you hold a Special Category Visa	Yes	No
	2. Have you been in Australia at least 10 years before your enrolment date?	Yes	No
	3. Did you enter Australia as a Minor with no spouse or de facto partner?	Yes	No
	4. Have you lived in Australia for at least 8 of the last 10 years?	Yes	No
	5. Have you lived in Australia for a total of 18 months of the last two years before your enrolment day?	Yes	No

## Identification Documentation

Passport                      Driver Licence                      Medicare Card                      Birth Certificate

Document Number :

Expiry Date :

## Academic Suitability

Year 12 Certificate	ACER Test
International Baccalaureate Diploma Programme (IB Diploma)	Digital capability
Certificate IV or above	Recognition of overseas qualifications by government agency
	Other student entry requirement

## Tax File Number

Do you have a Tax File Number (TFN)

Yes                      No

## VET Loans Balance

Do you previously enrolled into this course at another provider accessing FEE-HELP/ VET Student Loans

Yes                      No

## (D) ELIGIBILITY (WORK READY)

### Residency Status

Australian Citizen                      Permanent Resident                      Bridging Visa (please select)

If you are unemployed, are you currently register with an employment service provider?

No

Yes,

Are you register with Centrelink?

No

Yes,

Do you receive any allowances listed below?

No (skip to the next step)

Yes  Newstart Allowance  Disability Support Pension  Parenting payment (single/partnered)  
 Youth Allowance  Age Pension

Do you hold any of the following current concession card?

No (skip to the next step)

Yes  Health care card  Pensioner  
 Concession card issued by the Department of Veteran Affairs

Are you currently enrolled in a training course funded by the SA Government WorkReady?

No (skip to the next step)  Yes

### Information on Government Funding Work Ready

For further information, contact us or visit [www.skills.sa.gov.au](http://www.skills.sa.gov.au)

### Centrelink

Our institute is a Centrelink Approved VET provider. Students may be able to access AUSTUDY, ABSTUDY, Youth Allowance and Pensioner Education Supplement (PES).

## (E) EDUCATION DETAILS

### Schooling

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

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking.

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

Year completed

Are you still enrolled in secondary or senior secondary education?  Yes  No

### Previous qualifications achieved

**Have you SUCCESSFULLY completed any of the qualifications?**  Yes  No

If YES Please provide details of your qualifications. Highest Level (Select one only)

Select	Course	A	E	I	<b>Note:</b> If you have multiple Prior Education Achievement Recognition Identifiers for any other qualifications, use the following priority order to determine which identifier to use:  A - Australia E - Australia Equivalent I - International
<input type="checkbox"/>	Bachelor Degree of Higher Degree				
<input type="checkbox"/>	Advanced Diploma or Associate Degree				
<input type="checkbox"/>	Diploma ( or Associate Diploma)				
<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)				
<input type="checkbox"/>	Certificate III (or Trade Certificate)				
<input type="checkbox"/>	Certificate II				
<input type="checkbox"/>	Certificate I				
<input type="checkbox"/>	Certificates other than the above				

Do you wish to apply for Credit Transfer?	No	Yes	If yes your Application must include a completed Credit Transfer Application Form available from SCEI Website: <a href="http://scei.edu.au">scei.edu.au</a>
Do you wish to apply for RPL?	No	Yes	If yes please download the RPL Policy and Application Form from SCEI Website: <a href="http://scei.edu.au">scei.edu.au</a> and contact us for your relevant RPL Kit.
Are you currently studying with another provider?	Date commenced (dd/mm/yyyy): <input type="text"/>		

### (F) Diploma of Nursing Applicants ONLY

Please read the [NMBA English language skills registration standard](#) to assist you to understand the requirements and then tick the box that applies to you:

English is your primary language and you have completed at least six years of primary and secondary education taught and assessed in English in any of the recognised countries, and includes at least two years between grades 7 and 12.

English is not your primary language but you achieve the required minimum scores as specified in the NMBA English language registration standard.

IELTS Academic		PTE Academic		OET	TOEFL iBT <sup>®</sup>
Reading Score	Writing Score	Speaking Score	Listening Score	Overall Score	Date Achieved

#### NMBA English language skills registration standard Information:

All applicants who do not have English as their primary language need to provide English Language test score results showing:

- a) an IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking). OR
- b) an OET with a minimum score of B in each of the four components (listening, reading, writing and speaking). OR
- c) a PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking). OR
- d) a TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test:
  - 24 for listening,
  - 24 for reading,
  - 27 for writing, and
  - 23 for speaking.

### (G) Barriers

Do you have any barriers that may prevent you from successfully completing your study?

Yes                      No (skip to the next step)

Learning difficulties	Primary caregiver responsibilities	Primary caregiver responsibilities
Transport issues	Ongoing regular appointments	Ongoing regular appointments
Unstable housing	Legal issues	Legal issues

Other, please specify:

### (H) STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick **ONE** box only)

- |                                  |  |
|----------------------------------|--|
| To get a job                     | I wanted extra skills for my job           |
| To develop my existing business  | To get into another course of study        |
| To start my own business         | For personal interest or self-development  |
| To try for a different career    | Other reasons                              |
| To get a better job or promotion | To get skills for community/voluntary work |
| It was a requirement of my job   |  |

## (I) EMPLOYMENT

Of the following categories, which BEST describes your current employment status? (Select one only)

- |                                      |   |
|--------------------------------------|---|
| Full-time employee                   | Employed – unpaid worker in a family business |
| Part-time employee                   | Unemployed – seeking full-time work           |
| Self employed – not employing others | Unemployed – seeking part-time work           |
| Self employed – employing others     | Not employed – not seeking employment         |

Which of the following classifications BEST describes your current or recent occupation? (Select one only)  
If never employed go to next question.

- |  |                                     |
|--|-------------------------------------|
| 1 – Managers                               | 6 – Sales Workers                   |
| 2 – Professionals                          | 7 – Machinery Operators and Drivers |
| 3 – Technicians and Trade Workers          | 8 – Labourers                       |
| 4 – Community and Personal Service Workers | 9 – Other                           |
| 5 – Clerical and Administrative Workers    |                                     |

Which of the following classifications BEST describes the Industry of your current or previous Employer? (Select one only)

- |  |   |
|--|---|
| Agriculture, Forestry and Fishing          | Financial and Insurance Services                |
| Mining                                     | Rental, Hiring and Real Estate Services         |
| Manufacturing                              | Professional, Scientific and Technical Services |
| Electricity, Gas, Water and Waste Services | Administrative and Support Services             |
| Construction                               | Public Administration and Safety                |
| Wholesale Trade                            | Education and Training                          |
| Retail Trade                               | Health Care and Social Assistance               |
| Accommodation and Food Services            | Arts and Creation Services                      |
| Transport, Postal and Warehousing          | Other Service                                   |
| Information Media and Telecommunications   |   |

## (J) UNIQUE STUDENT IDENTIFIER

Enter Unique Student identifier (if you already have one):

From 1 January 2015, we SCEI can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program 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 <https://usi.gov.au/your-usi/create-usi> on a computer or mobile device.

## (K) HOW DID YOU HEAR ABOUT SOUTHERN CROSS EDUCATION INSTITUTE?

- |             |                                   |                      |
|-------------|-----------------------------------|----------------------|
| Radio       | Instagram / LinkedIn / Google+    | Google Search        |
| Exhibitions | SCEI Students. Provide ID Please: | <input type="text"/> |
| Facebook    | SCEI Staff. Provide Name Please:  | <input type="text"/> |
| Events      | Newspaper / Magazine              |                      |

In signing this Application Enrollment Form, I agree that I have read and understood the following:

### 1. The Agreement

- 1.1 The information provided by the Applicant in this form is complete and correct.
- 1.2 Applicant Agrees to be bound by Southern Cross Education Institute's (SCEI) rules and regulations and any amendments made to the rules and regulations.
- 1.3 Agrees to undertake a testing requirement prior to any course entry, if deemed necessary by SCEI and adhere to any other pre-requisites identified above.
- 1.4 Agrees to pay all fees required on or by the due date as notified in writing by SCEI or as per the statement of fee letter.
- 1.5 Gives permission to SCEI to use his/her images and/or completed assessment tasks for marketing & promotional purposes.
- 1.6 Changes or variations to this contract after commencement by the student, of study may attract an administrative fee.
- 1.7 SCEI reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the Applicant.
- 1.8 Where a student's contact details change while studying with SCEI the student must advise SCEI of these changes within seven (7) working days. These details include but are not limited to details such as address and contact phone details.
- 1.9 The student may receive an invitation to participate in the department endorsed projects and/or being contacted by the commission.
- 1.10 The Terms may be subject to variation as necessary to comply with any Australian Commonwealth or State law, regulation or amendment thereof.
- 1.11 The Agreement and SCEI's responsibilities to the student pertain only to the course outlined in the enrolment agreement.
- 1.12 The Student must complete the pre-training review as part of enrollment process.
- 1.13 Students are expected to attend all classes and undertake all tests and examinations during a course and must abide by all rules and regulations of SCEI that are in force at the time of their enrolment.
- 1.14 Students are required to maintain a minimum of 80% attendance for all theoretical classes and 100% for all scheduled practical sessions. for the full duration of study.
- 1.15 SCEI may use its discretion to cancel or temporarily suspend the enrolment of a student on the grounds of misconduct by the student, financial status (students with overdue fees) or on grounds of compassionate or compelling circumstances.

### 2. Fees

- 2.1 Tuition fees, charges and accounts are payable in advance of each term and students are not permitted to commence a term until all outstanding fees and charges are paid. If student withdraws from the course before completion any discounts provided will be null and void and the full course fee will apply.
- 2.2 Student agrees to pay all amounts due within the agreed timeframe but no later than 7 days from the date of invoice. The Student agrees that if they fail to pay in accordance with this clause, SCEI may:
  - a) Charge a late payment fee of \$200.00 on all amounts outstanding after the due date;
  - b) Charge a \$95.00 dishonour payment handling fee for rejected payments by financial institution;
  - c) Recover all debt recovery costs incurred in collecting overdue accounts on an indemnity basis;
  - d) Withhold supply;
  - e) Take Legal action to recover money owing on the goods or services provided.
  - f) In the event where this agreement has been entered into by more than one party each party shall be jointly and severally liable for any amounts overdue.
- 2.3 The total tuition fees stated in the Statment of fee letter are indicative only and are based on a full time study load for one term.
- 2.4 SCEI has the right to vary tuition fees and charges from time to time without notice. For more information on tuition fees refer to SCEI website: [SCEI.edu.au](http://SCEI.edu.au).
- 2.5 Certain courses/units require the purchase of prescribed textbooks. The indicative costs can be seen at the unit syllabus.
- 2.6 Should it be necessary for a student to repeat a unit, the full amount of the unit will be charged.
- 2.7 Please see PP03 Student Fee and Charges Policy and Procedures available at <https://scei.edu.au/enrolment/#policies-procedures-and-forms>

### 3. Refund Policy and Procedure:

#### 3.1 POLICY

SCEI in considering a request for a refund of tuition fees must comply with relevant legislation provisions. Material fees and other charges are not eligible for refund as they are supplied to and/or used by the student. SCEI reserves the right to amend refund terms and conditions at any time to ensure compliance with applicable State and Federal legislation. A refund of tuition fees will be considered when a student submits a completed FOR11 Application for Refund form and in line with this policy and procedure. All refund information is made available to students through the enrolment process and is included on the student enrolment agreement form, which the student acknowledges and agrees to, on signing the student enrolment agreement form. Refunds will be paid to the same person or body from whom the payment was received on behalf of the student, unless the student/payee provides written directions to pay another party.

#### 3.2 PROCEDURE

##### Domestic (including VET Student Loans Applicants)

- A student who formally withdraws from a unit of study on or before the census date for their course:
  - is entitled to a refund of their tuition fees; and
  - does not incur a VET Student Loans debt.
- A student who formally withdraws from a unit of study after the census date for their course:
  - is not entitled to a refund; and
  - will incur the full VET Student Loans debt liability.

- A student who formally withdraws from a unit of study after the census date, due to special circumstances, may apply for their VET Student Loans debt to be remitted, refer to PP45 Student Review Requirements & Re-crediting a FEE-HELP Balance Policy and Procedure.

#### Applying for Refund

- All applications for refund must be made in writing by completing FOR11 Application for Refund form and submitted to the Student Administration Department who will then forward it on to the Accounts Department for consideration and processing.
- All applications for refunds will be processed by the Accounts Department within seven (7) days from the date of lodgment of a completed FOR11 Application for Refund form.
- If the student is entitled to a refund, the payment shall be made within four (4) weeks of receiving the student's FOR11 Application for Refund form.

#### Appealing Refund Decisions

- If a student to appeal the decision of their application for a refund, they may do so by following PP11 Complaints and Appeals Policy and Procedure, available at [www.scei.edu.au](http://www.scei.edu.au)
- This PP11 Complaints and Appeals Policy and Procedure does not remove a student's right to take action under Australia's consumer protection laws.
- SCEI's dispute resolution processes does not remove the student's right to pursue other legal remedies where they feel necessary.

#### 4. Deferral, Suspension or Cancellation Policy:

- 4.1 Students who wish to defer, suspend or cancel course can only do so in certain limited circumstances defined in PP16 Deferring, suspending and cancelling the student's enrolment policy available at <https://scei.edu.au/enrolment/#policies-procedures-and-forms>. The date for deferring, suspending and cancelling enrolment is the date that SCEI receives the FOR06 APPLICATION TO DEFER, SUSPEND OR CANCEL ENROLMENT from student.
- 4.2. In the event that a student has not paid his or her applicable tuition fee, the amount SCEI may retain shall be a debt that is due and payable by the student together with any expenses, costs or disbursements incurred by SCEI in recovering outstanding monies, including but not limited to debt collection agency fees and legal costs.
- 4.3 SCEI may cancel the enrolment of a student due to misbehaviour.

#### 5. Complaints and Appeals:

- 5.1 SCEI has PP11 COMPLAINTS AND APPEALS POLICY in place and always take complaints and appeal seriously. The procedures for complaints and appeals will be fair, objective and accessible. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

#### 6. SCEI Policies and Procedures:

- 6.1. I have read, understood and agreed to the SCEI's important policies and procedures available at <https://scei.edu.au/enrolment/#policies-procedures-and-forms> made available to me before enrolment.

### (M) ATTACHMENT CHECKLIST

Provide all the relevant documents, incomplete applications will cause delays in processing.

The following documents are required for ALL applicants:

#### Application Form signed by the applicant

#### Proof of Australian Residency (at least one (1))

- Australian Birth Certificate or
- Australian Passport or
- New Zealand Passport or
- Green Medicare Card or
- Formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence or Referral to Government Subsidised Training -Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross or
- Australian citizenship Certificate

#### Photo ID (at least one (1))

- Passport OR
- Driver's Licence

#### Proof of Current Address (at least one (1))

- Driver's Licence
- Utility bill issued in the applicant's name

**Proof of Concessions (at least one (1))**

- Health Care Card
- Pensioner Card
- Concession card issued by the Department of Veteran Affairs

**VET Student Loan please provide all of the above documents as well as**

CHESN Number (if you have previously accessed Fee Help or VET Student Loan)

**(N) STUDENT'S DECLARATION**

I understand that by completing and sending the required payment with this form I am applying for enrolment into the course indicated above and will receive more information from the Southern Cross Education Institute in relation to completing my enrolment.

I declare that all enrollment, admission assessment and health information is true and correct and has been written and completed by the applicant only.

I declared that I have read, understood and agreed to abide by terms, conditions and SCEI student policies located on SCEI website, including the refund policy.

I agree that I will, when requested provide SCEI with Police Check, Work with Children Check.

I declare that I am liable for all course tuition fees as well as other associated cost listed on my Statement of Fee letter, as well as any collection/legal cost associated with debt recovery (if applicable)

I declare that I understand that SCEI is responsible for compliance with Vocational Education and Training (VET) Quality Framework and the Standards for Registered Training Organisations (RTOs) 2015, including the quality of the training and assessment service it provides for the range of VET courses listed under its scope of registration and the issuance of the AQF certificate documentation.

I agree and consent that the information requested in this document may be used by the Australian or State Governments departments / Agencies for research, statistical and internal management purposes only.

Give my permission to SCEI to use his/her images and/or completed assessment tasks for marketing & promotional purposes.

I understand and agree to attend all classes and undertake all tests and examinations during a course. I have been informed that I must maintain a minimum of 80% attendance for all theoretical classes and 100% for all scheduled practical sessions.

I also understand that this is an application to study and fees associated with this application only relate to the application to study and not the enrolment fees. Arrangement for the payment of tuition fees will be included in the Statement of fee letter which will be issued once my application has been assessed. I understand SCEI has the right to reject my application prior to issuing Statement of fee letter.

I understand that any offer or any subsequent enrolment in a training place (including Work Ready subsidised training), made on the basis of false or misleading information may be withdrawn by SCEI. Where the training place is subsidised by Work Ready the training place may be withdrawn by the Minister for Employment, Higher Education and Skills or the relevant Minister for Commonwealth funded courses.

I understand that completion of the course I am applying to enroll in may impact on my eligibility for subsidised training in the future.

I understand that subsidised training is an opportunity and privilege that comes with responsibilities. I was informant that SCEI does not receive subsidy payments for your study until you have completed parts of or all of your course requirements (work placement). I agree to make every effort to complete my chosen course of study in a timely manner. In case if I do not complete my course of study within the nominated time-frame, I understand that I may be required to repay in full the tuition costs, minus the amount of already received subsidy payments ( if applicable), stated on my Statement of Fees letter.

I, \_\_\_\_\_ have honestly and accurately completed this application form.

Student Signature:

Date (dd/mm/yyyy) :