

Enrolment Form

Domestic (Victoria)



How to Complete this form

- Please write clearly in black ink using capital letters in English.
- Include one set of supporting documents inclusive of certified English translation copies where required.
- All supporting documents must be certified as true copies of originals.
- Ensure that you sign the declaration in the end of this form.

www.scei.edu.au

CRICOS Provider Number 02934D
RTO Provider Number 121952
ABN Number 56 121 182 027

(A) COURSE DETAILS

Intake Day (Start date - End date) : -

Campus : Melbourne

Enrolment Date :

Are you applying for :

Domestic Full Fee Paying

Skills First (Upskilling)

Skills First (JobTrainer)

VET Student Loans

Select	NRT Code	Course Title	Available Funding	Duration	Tuition Fee	Material Fee
	BSB50820	Diploma of Project Management	Skills First (Upskilling)	52 Weeks	\$7,000.00	\$350.00
	BSB60720	Advanced Diploma of Program Management		52 Weeks	\$8,000.00	\$350.00
	CHC33015	Certificate III in Individual Support	Skills First (Upskilling) Skills First (JobTrainer)	44 Weeks	\$6,000.00	\$250.00
	CHC43015	Certificate IV in Ageing Support	Skills First (Upskilling) Skills First (JobTrainer)	60 Weeks	\$9,000.00	\$250.00
	CHC43115	Certificate IV in Disability	Skills First (Upskilling) Skills First (JobTrainer)	56 Weeks	\$6,500.00	\$250.00
	CHC52015	Diploma of Community Services	Skills First (Upskilling) Skills First (JobTrainer) VET Student Loans	104 Weeks	\$12,000.00	\$350.00
	CHC62015	Advanced Diploma of Community Sector Management	Skills First (Upskilling) VET Student Loans	66 Weeks	\$10,000.00	\$350.00
	CHC30113	Certificate III in Early Childhood Education and Care	Skills First (Upskilling) Skills First (JobTrainer)	46 Weeks	\$7,378.00	\$250.00
	CHC50113	Diploma of Early Childhood Education and Care	Skills First (Upskilling) Skills First (JobTrainer) VET Student Loans	104 Weeks	\$16,000.00	\$250.00
	HLT37215	Certificate III in Pathology Collection	Skills First (Upskilling) Skills First (JobTrainer)	32 Weeks	\$6,000.00	\$500.00
	HLT52015	Diploma of Remedial Massage	Skills First (Upskilling) VET Student Loans	77 Weeks	\$12,000.00	\$500.00
	HLT54115	Diploma of Nursing	Skills First (Upskilling) Skills First (JobTrainer) VET Student Loans	80 Weeks	\$28,000.00	\$1,200.00

Note :

Application Fee \$250 is not included in the Tuition fee and non-refundable.
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

Skills First Program (Upskilling), Skills First Program (Job Trainer) and VET Student Loans applicable for these courses to eligible applicants.

(B) PERSONAL DETAILS

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

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 consider yourself to have a disability, impairment of long-term condition? No Yes, please specify

If yes, please indicate the areas of disability, impairment or long-term condition: *You may indicate more than one area*

Hearing / Deaf

Physical

Intellectual

Mental illness

Vision

Medical condition

Learning

Acquired brain impairment

Other, please specify :

Language and Cultural Diversity

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

(C1) ELIGIBILITY (VET STUDENT LOANS)

Citizenship Status:

Australia Citizen

Permanent Humanitarian Visa Holder

New Zealand Citizen

Please answer the following questions if you are a NZ citizen.

You will be required to provide evidence of the following.

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 of 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

Certificate IV or above

Digital capability

Other student entry requirement

International Baccalaureate
Diploma Programme

ACER Test

Recognition of overseas qualifications by government agency

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

Commonwealth Higher Education Student Support Number (CHESSN)

A CHESSN is a unique, personal identification number that was allocated to you as part of your first application/enrolment process. Your CHESSN helps you to keep up to date with the amount of Commonwealth assistance, like a [HELP loan](#) or a [VSL loan](#), you have used for your studies.

You should only have one CHESSN for the duration of your studies – even if you change providers, or decide to start a new course a few years after completing another one, or change your name. You should always use the same CHESSN for all of your studies.

Your provider(s) will use your CHESSN to report any loan amounts you have used for your studies to the Department of Education, Skills and Employment.

For more information, please visit: <https://www.studyassist.gov.au/help-loans/your-chessn>

Enter CHESSN (if you already have one):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

(C2) ELIGIBILITY (SKILLS FIRST PROGRAM)

Please refer to: **Appendix 1 - SKILLS FIRST PROGRAM - EVIDENCE OF ELIGIBILITY AND STUDENT DECLARATION FORM**

(D) 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.

<input type="checkbox"/> Year 12	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 8 or lower
<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Never attended school

Year completed

Are you still attending secondary school? 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	Note:
<input type="checkbox"/>	Bachelor Degree or Higher Degree				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"/>	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 the SCEI Website: www.scei.edu.au

Do you wish to apply for RPL? No Yes If Yes, please download the **RPL Policy and Application Form** from the SCEI Website: www.scei.edu.au and **contact us** for your relevant RPL Kit.

Are you currently studying with another provider? No Yes If Yes, Date commenced (dd/mm/yyyy):

(E) Diploma of Nursing Applicants ONLY

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

Pathway 1: English is primary language.

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.

Timeframe	Level of education	Program name <i>If applicable</i>	Educational institution <i>Specify name and address</i>	Recognised country <i>If applicable</i>	Study status
Study commenced: <input type="checkbox"/>	Primary Secondary Vocational Tertiary			Australia Canada New Zealand Republic of Ireland South Africa United Kingdom United States	Full time Part time
Study commenced: <input type="checkbox"/>	Primary Secondary Vocational Tertiary			Australia Canada New Zealand Republic of Ireland South Africa United Kingdom United States	Full time Part time
Study commenced: <input type="checkbox"/>	Primary Secondary Vocational Tertiary			Australia Canada New Zealand Republic of Ireland South Africa United Kingdom United States	Full time Part time

Study commenced: <input type="checkbox"/> <input type="checkbox"/>	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada Republic of Ireland United Kingdom	Full time Part time
Study commenced: <input type="checkbox"/> <input type="checkbox"/>	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada Republic of Ireland United Kingdom	Full time Part time
Study commenced: <input type="checkbox"/> <input type="checkbox"/>	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada Republic of Ireland United Kingdom	Full time Part time

I declare that English is my primary language as defined above and I meet the NMBA English language skills registration standard requirements.

Name :

Signed:

Date :

Pathway 2: English is not your primary language but you achieve the required minimum scores as specified in the NMBA English language registration standard.

Were your results from the English language tests obtained in one or two sittings?

In certain circumstances, you can use English language test results from a maximum of two test sittings in a six month period. For more information, refer to the NMBA's English language skills registration standard.

- | | | | | | |
|----------------|--------------|-----|-----------|-------------|---|
| IELTS Academic | PTE Academic | OET | TOEFL iBT | One sitting | Provide details for one sitting. |
| | | | | Two sitting | Provide details for both sittings. |

Sittings	Reading Score	Writing Score	Speaking Score	Listening Score	Overall Score	Date Achieved
Sitting 1						
Sitting 2						

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
 - 23 for speaking

I declare that I have undertaken/I will undertake an approved English language test and achieve the minimum scores to meet the NMBA English language skills registration standard requirements. I have/I will attach/provide my test results prior commencing the course.

Name :

Signed:

Date :

(E.2) 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

Other, please specify:

Transport issues

Ongoing regular appointments

Unstable housing

Legal issues

(F) 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

(G) 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

(H) SURVEY CONTACT STATUS

Survey Contact Status is used to exclude clients from participating in the student Outcomes Survey and other communications Of the following categories, which BEST describes your Survey Contact Status (Tick ONE box only)

- | | |
|--|---|
| Available for survey use | Invalid address/Itinerant student (very low likelihood of response) |
| Correctional facility (address or enrolment) | Minor - under age of 15 (not to be surveyed) |
| Deceased student | Overseas (address or enrolment) |
| Excluded | |

(I) VICTORIAN STUDENT NUMBER

Enter your Victorian Student Number (VSN) :

If you have not provided a VSN or you don't have a VSN please provide the answers to the questions below:

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.

Yes – I have attended a Victorian school since 2009. Name of School:

And/Or

Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011.

List the most recent training organisations with which you have participated in training in Victoria since 2011.

List up to 3 training organisations.

(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. If you want SCEI to apply to the Student Identifiers Registrar on your behalf for a USI, please complete and attach the Unique Student Identifier Application form.

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

- | | | |
|-------------|----------------------------------|----------------------|
| Agent | Instagram / LinkedIn / Google+ | Google Search |
| Events | Newspaper / Magazine | Radio |
| Exhibitions | SCEI Student. Please provide ID: | <input type="text"/> |
| Facebook | SCEI Staff. Please provide name: | <input type="text"/> |

(L) AGENT DETAILS (If applying through an agent)

Company Name :

Agent's Name :

Email Address :

Contact Number :

I confirm that I have verified the above mentioned potential student's application, supporting and financial documents and I am satisfied that this "Enrolment Form" contains the correct information. I have assessed the applicant as a Genuine Temporary Entrant and Genuine. I am satisfied that the information and documentation provided is authentic and where the document has been stamped or translated by the agency, the original document has been sighted and certified.

Agent's / Representative Signature

Agent's Stamp

(M) PAYMENT PLAN OPTIONS (Conditions apply)

Prior to establishing a payment plan, please ensure your initial deposit has been made.

Please choose one preferred payment plan option :

Every Month

Every 2 Months

Every 3 Months

Every 6 Months

(N) TERMS AND CONDITIONS

This agreement, and the availability of a complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

1. The Agreement

- 1.1 The information provided by the Applicant in their application 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 invoice.
- 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 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 before signing this enrolment agreement.
- 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 the full duration of study. Students must maintain courses progress.
- 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.
- 1.16 The Students are responsible for providing the Student Unique Identifier (USI) number to SCEI upon orientation. The Students may seek advice from SCEI on how to apply for a USI or authorise SCEI to apply on their behalf.

2. Pre-Training Review and Language, Literacy and Numeracy Test

- 2.1 Prior to enrolment, all students must demonstrate they meet the minimum entrance requirements identified for successful course completion. SCEI will conduct a Pre-Training Review with the purpose of identifying the students most suitable course. Students will also be required to complete a literacy and numeracy test to evaluate their current level. This will ensure they are enrolled in a course that is suitable for them, in which they feel competent and capable of completing.

3. Fees

- 3.1 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.
- 3.2 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.
- 3.3 Students are required to pay in advance agreed tuition fees in the start of every term. Payments are scheduled to be made no later than the first day of the commencement of the course, then no later than the first day of term 2 and the final payment will be due no later than 5 weeks from the end of course. All fees must be finalised no later than 1 week of course completion. SCEI encourages students to discuss instalment payments if required, however, SCEI retains all discretion of approval. Additional charges may be incurred for an instalment payment plan, if approved. Students with outstanding fees are not permitted to attend class without approval from Management. Please refer to clause 2.2 for charges for late fees. Any student who has an outstanding college debt will not be eligible to receive a Statement of Results or Academic Transcript, graduate or receive an award until payment is made in full.
- 3.4 The total tuition fees stated in the statement of the letter are indicative only and are based on a full time study load for one term.
- 3.5 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: www.scei.edu.au.
- 3.6 Certain courses/units require the purchase of prescribed textbooks. The indicative costs can be seen at the unit syllabus.
- 3.7 Should it be necessary for a student to repeat a unit, the full amount of the unit will be charged.
- 3.8 Please see PP03 Student Fee and Charges Policy and Procedures available at <https://scei.edu.au/enrolment/#policies-procedures-and-forms>

4. Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

- 4.1 Collection of your data
[SCEI] is required to provide the Department with student and training activity data. This includes personal information collected in the [SCEI] enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). [SCEI] provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>
- 4.2 Use of your data
The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.
- 4.3 Disclosure of your data
As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).
- 4.4 Legal and Regulatory
The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).
- 4.5 Survey participation

You may be contacted to participate in a survey conducted by NCVET or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of

4.6 VET programs in Victoria.

Please note you may opt out of the NCVET survey at the time of being contacted. Consequences of not providing your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

4.7 Access, correction and complaints

Access, correction and complaints You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact SCEI's Privacy Officer in the first instance by phone +61 3 9602 4110 or e-mail:

enroll@scei.edu.au

4.8 Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to

<http://education.vic.gov.au/Pages/privacypolicy.aspx>. For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://usi.gov.au>

5. Refund Policy and Procedure:

5.1 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.

5.2 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.

5.3 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

• 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.

6. Deferral, Suspension or Cancellation Policy:

6.1 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.

6.2 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.

6.3 SCEI may cancel the enrolment of a student due to misbehaviour.

7. Complaints and Appeals:

7.1 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.

8. SCEI Policies and Procedures:

8.1 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.

Course Information

- 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 and procedure 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 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.

General Information

- I agree that the SCEI reserves the right to make changes to the trainer, course outline, course times, policies, costs, and any other provisions as, and when this becomes necessary. It is the responsibility of the student to read the student notice board and be aware of these changes.
- SCEI reserves the right to cancel or postpone any course should there be insufficient enrolments. All students enrolled will be notified and fees paid will be refunded in full or credited towards a subsequent or alternative course of student's choice.
- I understand that I am responsible to notify SCEI any update or change of contact details.
- I acknowledge that SCEI will not be liable for any accident or injury which occurs in the course of the excursion, and I indemnify SCEI for any loss or damage through any act of negligence from myself.
- I understand that I am responsible to notify SCEI when I decide to withdraw, defer or suspend enrolment for any reason through FOR80 Notification to Defer, Suspend or Cancel Enrolment form.
- I acknowledge that SCEI reserves the right to accept or reject any application for enrolment at its discretion.
- I acknowledge that any false or misleading statement may result in denial of my admission application or subsequent cancellation of my enrolment at SCEI.
- I understand that I am required to have a Unique Student Identifier (USI) and I authorise SCEI to apply for USI on my behalf unless provided.
- I understand that in the event of my enrolment cancellation any further submissions of assessments will not be marked and a Statement of Attainment will be issued for the competent units.
- I have attached payment for enrolment (cheque, bank cheque, money order, or credit card details – DO NOT send cash) into the course.
- I understand that the administration fee is non-refundable.

Privacy information

- I have read the Victorian Government's VET Student Enrolment Privacy Notice.
- 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.
- The Australian Government will store the information securely; and the RTO and the Australian Government will not otherwise disclose the information without my consent unless required or authorised by law.

Course Progression

- I understand that I am required to maintain satisfactory progression throughout my course.
- I understand that assessments need to be regularly submitted to ensure successful progression through the course.
- 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 agree to attend group activities during the duration of my course. I am aware that these classes/excursions may involve day/evening attendance. Further in the event of an accident/illness, I authorise staff to consent, where it is impracticable to communicate with me, to receive medical treatment as may be deemed necessary by a qualified medical practitioner.

Skills First Program

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

(O) STUDENT DECLARATION CONT.

- 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 timeframe, 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.

VET STUDENT LOAN TERMS AND CONDITIONS

- I have read and understood the information of VET Student Loans Information Booklet before completing this form.
- I agree that the VET Student Loans assistance for a particular VET unit of study if I remain eligible and have sufficient balance to cover tuition fees.
- I understand that it is my responsibility to be aware of my HELP balance and I advise SCEI if I do not have enough HELP balance to cover my VET tuition fees.
- I am currently an Australian resident, residing at the physical address provided in enrollment application.
- I intend to maintain residency in Australia for the duration of my study in this course under VET Student Loans arrangements.
- I understand that SCEI is collecting the information in this form for the purpose of assessing my eligibility for the Higher Education Loan Program under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Participant Support Number to me.

I, _____ have honestly and accurately completed this application form.

Student Signature:

Date (dd/mm/yyyy) :



www.scei.edu.au

CRICOS Provider Number 02934D
RTO Provider Number 121952
ABN Number 56 121 182 027

ADELAIDE
+61 8 8212 8745

14 - 16 Grote Street, Adelaide SA 5000

MELBOURNE
+61 3 9602 4110

155-161 Boundary Road, North Melbourne VIC 3051
41 Boundary Road, North Melbourne VIC 3051
52-58 Chetwynd Street, West Melbourne VIC 3003

SECTION A - EVIDENCE OF CITIZENSHIP/RESIDENCY AND AGE

TO BE COMPLETED BY AN AUTHORISED DELEGATE OF THE TRAINING PROVIDER - DON'T LEAVE ANY SECTIONS BLANK

I can confirm in relation to:
(student's full name):

I have sighted **ONE** of the following:

- | | |
|--|---|
| Australian Birth Certificate (not Birth Extract) | Current Australian Passport |
| Current New Zealand Passport | Australian Citizenship Certificate |
| Current green Medicare card | Australian Certificate of Registration by Descent |
| A proxy declaration for individuals in exceptional circumstances as per Clauses 2.12 - 2.16 of the Guidelines About Eligibility (the Eligibility Guidelines) | Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard. |
| a Referral to <i>Government Subsidised Training - Asylum Seeker's</i> form from the Asylum Seeker Resource Centre or the Australian Red Cross | |

I have sighted **ONE** of the following:

- viewing an original; OR
- viewing a certified copy; OR
- verifying through the Document Verification Service (DVS) [where it is possible to do so, and in accordance with Clause 2.5(c) of the *Eligibility Guidelines*]; OR
- viewing a digital green Medicare on a Digital Wallet app on the card holder's mobile device [in accordance with Clause 2.5(d) of the *Eligibility Guidelines*] OR
- relying on evidence sighted and retained as part of a previous enrolment [in accordance with Clause 2.8 of the *Eligibility Guidelines*] OR

I have sighted **ONE** of the following:

- a copy of the original or certified copy; OR
- the certified copy; OR
- evidence as set out in the Clause 2.5(c) of the *Eligibility Guidelines* [where verified through the DVS]; OR
- declaration of sighting a digital green Medicare card [as set out in the Clause 2.5(d) of the *Eligibility Guidelines*]; OR

And if the student's age is relevant to their eligibility, and the document produced from the list above does not include a date of birth (or if the date of birth has not been verified through use of the DVS), I have also sighted and retained a copy of one of the following:

- | | | |
|-------------------------|-------------------|----------------|
| current drivers licence | 'Keypass' card | Not applicable |
| current learner permit | Proof of Age card | |

SECTION B1 - EDUCATION HISTORY (ENROLMENT IN A QUALIFICATION)

TO BE COMPLETED BY THE STUDENT - DON'T LEAVE ANY SECTIONS BLANK UNLESS YOU ARE ASKED TO SKIP A QUESTION OR GO TO THE DECLARATION - PLEASE ASK THE TRAINING PROVIDER FOR HELP IF YOU DON'T UNDERSTAND A QUESTION

A **'skill set'** means a course with the title 'Course in...' or a single subject, or small group of subjects (for example 'Course in Family Violence', 'Infection control Skill Set (Retail)').

A **'qualification'** means a course that has 'Certificate' or "Diploma" in the title (for example, 'Certificate III in Business,' 'Diploma of Nursing').

Q1 What is the highest qualification (not including secondary college or high school) that you have **completed**, or **expected to completed**, or expect to complete at the time the training you are applying for is scheduled to start?

*(include code and full title of qualification if possible, for example, Certificate III in Aged Care. If you have not completed **any** qualification, write 'none')*

Q2 How many other **Skills First funded** qualifications have you enrolled in that have started, or will start in the **same calendar year** as the qualification/s you are applying for now? (**Don't** include the qualification/s you are applying for now. Do include other qualification/s at this and other training providers you've enrolled in, but haven't started yet).

0 1 2 3 4+

Q3 Not including the qualification/s you are applying for now, how many other **Skills First funded** skill sets and/or qualifications are you doing at the moment?

0 1 2 3 4+

Q4 In your lifetime, how many **government funded** qualifications have you started that are at the same level as the one you are applying for now? If you are applying for a qualification on the Foundation Skills List, tick 'not applicable'.

0 1 2 3 4+

Q5 If you answered 'YES' to the Q10, are you applying to recommence in the same qualification that you already started under the JobTrainer initiative?

Yes No (If 'YES' or 'NO', go to Student Declaration)

Q6 Are you 17 to 24 years old?

Yes No (If 'YES', go to Student Declaration)

Q6 Are you a job seeker?

Yes No (If 'NO', go to Student Declaration)

Q7 If you answered 'YES' to Q13, tick any of these boxes if they apply to you:

I have a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card

I have a letter from my employer or a company letterhead that says I have been, or will be, made redundant or retrenched

I have a separation certificate from my employer

(If you ticked a box, go to Student Declaration)

Q8 If you did not tick any of the boxes in Q14, you can make a declaration that you are a job seeker by ticking this box and signing this form.

I declare that I am currently employed

SECTION B2 - EVIDENCE HISTORY (ENROLMENT IN A SKILL SET)

TO BE COMPLETED BY AN AUTHORISED DELEGATE OF THE TRAINING PROVIDER - DON'T LEAVE ANY SECTIONS BLANK

N/A

SECTION B3 - EDUCATION HISTORY (STUDENT DECLARATION)

STUDENT DECLARATION

I, (print your full name):

In seeking to enrol (write the code and full title of the qualification/s or skill set/s):

Declare the following to be true and accurate statements:

- I AM / AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school.
- I AM / AM NOT enrolled in the Commonwealth Government's Skills for Education and Employment program.
- I understand that my enrolment in the above qualification/s and/or skill set/s may be subsidised by the Victorian and Commonwealth Government under the Skills First program.
- I acknowledge and understand that I may be contacted by the Department of Education and Training or an agent to participate in a survey, interview or other questionnaire.

SIGNED:

DATE:

SECTION C - TRAINING PROVIDER DECLARATION

TO BE COMPLETED BY THE TRAINING PROVIDER - DON'T LEAVE ANY SECTIONS BLANK

Number of qualifications student is currently eligible for:	0	1	2
Number of skill sets student is currently eligible for:	0	1	2
Eligibility exemption granted:	YES	NO	

Based on:

- discussion with the student;
- the evidence I have sighted (and retained a copy of) in Section A; and
- the information provided to me by the student in Section B of this form;

I believe that the above individual satisfies the *Skill's First* Entitlement eligibility requirements as set out in the VET Funding (the Contract) and the Guidelines About Eligibility (the Eligibility Guidelines) and is eligible for funding under the *Skill's First* Program for the following program/s:

(write the code and full title of the program's in which the student is seeking to enrol)

Where applicable I have also sighted and retained relevant evidence required to grant an exemption from eligibility requirements or other other limits under any initiatives in Part C or Schedule 1 of the Contract and as specified in Attachement 4 of the Eligibility Guidelines.

I acknowledge that as the Training Provider's authorised delegate, I am responsible for ensuring that all parts of this form are complete. By signing this Declaration, I acknowledge that I have reviewed Sections A and B and have confirmed they have been completed in full.

Authorised Training Provider Delegate:

Name :

Position:

Signed:

Date :

NOTES

Use this section to record additional detail, relevant eligibility information, including information used by the Training Provider to verify the student's eligibility that is not captured in Sections A or B.

If there are no notes, N/A