

Campus:

Email: info@bedford.edu.au Website: bedford.edu.au

☐ Hurstville

Postal Address: PO Box 6784, Norwest NSW 2153 Norwest Campus: 2 Columbia Court, Norwest NSW 2153 Telephone: 1300 174 174

□ Online

Baptist Business College Ltd ABN 990 000 491 87 RTO Code: 90301 CRICOS Code: 01589B

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Signature:
Date:

# **Application for Enrolment – Australian Student**

☐ Norwest

Proposed Commencement Date:		Date:							
PERSONAL DETAILS									
	Miss Dr	□ Mrs □ Rev	□ Ms □ Mr						
Address: Suburb & Postcode:									
Home Phone: Mobile Phone:									
nail Address:Unique Student Identifier (USI):									
Gender: ☐ Male ☐ Female ☐ Not Specified ☐ Date of Birth (dd/mm/yyyy	y):								
School level completed Final Year of School:			: □ Yes □ No						
PRIOR EDUCATION – Tick appropriate box below									
Prior Education received (tick below) ☐ Yes ☐ No Year Completed:		cate IV							
Do you wish to apply for credit for previous studies? ☐ Yes (Please attach supporting documentation) ☐ No									
How did you hear about Bedford College?									
COURSES AND FEES SCHEDULE (please note that fees may be subject to change without notice)									
Business & Management Courses									
□ BSB50120 Diploma of Business □ BSB50420 Diploma of Leadership and Management □ Dual Diplomas (Business & Leadership and Management)	(4	40 weeks) 40 weeks) 40 weeks)	\$11,990 \$11,990 \$14,990						
Education Courses									
<ul> <li>□ CHC30121 Certificate III in Early Childhood Education and Care</li> <li>□ CHC40221 Certificate IV in School Based Education Support</li> <li>□ CHC50121 Diploma of Early Childhood Education and Care</li> <li>(Requires a prerequisite of Certificate III in Early Childhood Education and Care)</li> <li>□ CHC50221 Diploma of School Age Education and Care</li> </ul>	(4 (4	40 weeks) 40 weeks) 40 weeks) 40 weeks)	\$ 7,490 \$ 6,990 \$10,990 \$10,990						
Human Services Courses									
☐ CHC52021 Diploma of Community Services	(4	0 weeks)	\$10,990						
Health Care Nursing Courses									
□ CHC33021 Certificate III in Individual Support (Double specialisation in Ageing & Disability) □ Upgrade from CHC33021 Certificate III in Individual Support to CHC43015 Certificate IV in Ageing Support □ CHC43015 Certificate IV in Ageing Support	ort (2	20 weeks) 20 weeks) 30 weeks)	\$ 5,990 \$ 5,990 \$ 8,990						
Training and Assessment									
☐ TAE40122 Certificate IV in Training and Assessment	(2	0 weeks)	\$ 3,990						

ENROLMENT FEE									
I agree to pay a one-off non refundable enrolment fee of \$150						□ No			
MEDIA RELEASE									
I give permission to be involved in photography and/or video content to assist with the promotion of Bedford College:									
PAYMENT OPTIONS									
☐ I confirm that I have applied (or intend to apply) for a VET Student Loan (For Diploma Courses only)  VET Student Loan eligibility criteria, information and Fact Sheets can be found at: <a href="https://www.dese.gov.au/vet-student-loans">https://www.dese.gov.au/vet-student-loans</a> OR									
My fees will be paid by: My fees will be paid by:	☐ Cheque	☐ Cash		□ Credit Card					
(If fees are to be paid by another person/company or if the applicant is under the age of 18 years please complete details on the reverse side of this form)									

### QUESTIONNAIRE (Mandatory information for AVETMISS & **TERMS AND CONDITIONS OF ENROLMENT – Australian Student NCVER** reporting) **ENROLMENT AND ACCEPTANCE** 1. In which country were you born? All applications will be assessed by the Registrar of the College. □ Australia All applicants will be interviewed by the Registrar and sit a Literacy and Numeracy test. Applicants will be advised in writing if their application for enrolment is accepted. □ Other ADDITIONAL COSTS (Mandatory costs additional to tuition) What year did you arrive in Australia? The cost of consumables, textbooks and uniforms (for Child Care, Community Services, Individual Support and 2. What Residency status do you hold? Aged Care only) are additional to the course tuition cost. Please see Additional Costs Information on the College website at <a href="https://www.bedford.edu.au">www.bedford.edu.au</a> ☐ Australian Citizen ☐ Permanent Australian Resident CONTACT DETAILS ☐ New Zealand Citizen ☐ Humanitarian Visa Holder While enrolled in a course at Bedford, students are provided with a college email address on course commencement and all regular communication between the College and the student will be sent via this email ☐ None of the above 3. Do you speak a language other than English at home? COMPLAINTS The College has a Complaints Policy in place to which all students have access via the College website. Nothing contained in this policy precludes students from taking action under Australia's Consumer Protection Laws. ☐ No, English only ☐ Yes, I speak PRIVACY STATEMENT 4. How well do you speak English Bedford College collects personal information in order to assist in the provision of its services. This information is used in order to provide a service, to communicate with students, staff and nominated student contact(s) in the ☐ Very Well □ Well event of an accident or emergency. The College may be required to provide personal information to external organisations in order to provide a service as required by law. The College may also disclose information if it is □ Not Well □ Not at all reasonably believed to be necessary to prevent or lessen a serious threat to life or health of any person. A full 5. Are you of Aboriginal or Torres Strait Islander origin? copy of the Bedford College Privacy Policy is available on the College website. $\square$ No ☐ Yes, Aboriginal WITHDRAWAL DEFERRAL & AMENDMENT POLICY Withdrawals, Deferrals and Amendments MUST BE MADE IN WRITING and will be acknowledged in writing. Please refer to the Withdrawal, Deferral & Amendment Policy and the Fees & Refunds Policy on the College ☐ Yes, Torres Strait Islander ☐ Yes, both to above 6. What is your current employment status? website www.bedford.edu.au ☐ Full-Time Employee ☐ Part-Time Employee ☐ Self Employed □ Employer LANGUAGE, LITERACY & NUMERACY (for VET Student Loans) To be eligible for a VET Student Loan, you must provide an Australian year 12 Certificate issued by the State Education Department or evidence of completion of an Australian Qualifications Framework Certificate IV or higher qualification. If you do not hold either of these qualifications, you are required to demonstrate competence at Exit Level 3 in the Australian Core skills Framework in reading and numeracy (LLN test). The LLN test has been designed to indicate whether you have the necessary skills to complete a Diploma course. ☐ Employed (unpaid) ☐ Unemployed seeking full time ☐ Not Employed ☐ Unemployed seeking part time 7. Which best describes your main reason for study? ☐ To get a job ☐ To develop my existing business Bedford College will arrange for you to undertake this test at the College and can also provide support to students ☐ To start my own business ☐ Try for a different career who need LLN assistance ☐ To get a better job or promotion ☐ Requirement of my job Fee paying students should be aware that fees are due and payable on receipt of an invoice which will be issued on the last day of each term for the following term. COOLING OFF PERIOD ☐ I want extra skills for my iob ☐ For personal interest ☐ To get into another course □ None of the above Bedford College offers a seven (7) day cooling-off period, available to all states and territories, which commences from your date of enrolment which is provided in your initial welcome email from Bedford College. This means that if you change your mind about studying with Bedford College within the first seven (7) calendar of study Do you consider yourself to have a disability, impairment or long-term condition? days of enrolling, you will be entitled to a course refund or withdrawal of any planned future direct-debit instalment ☐ Yes Please note this course refund will not include the \$150 non-refundable initial deposit fee All refunds will be processed within 14 days of your withdrawing from your course and after written approval by the Admissions Manager/Registrar. Refunds can only be processed if you have agreed to these Terms If yes, please indicate the area's below, please also submit any documentation that may be required. and Conditions ☐ Physical ☐ Intellectual If you decide to return to study with Bedford College within 12 months of your initial enrolment date, you will ☐ Hearing not need to pay the \$150 initial deposit fee. If you change your mind about studying with Bedford College after the cooling-off period (from Day 8 onwards) please note that you will not be eligible for a refund after the expiry of the cooling-off period. □ Learning ☐ Mental Illness □ Vision □ Mobility ☐ Medical Condition ☐ Other (Please RECOGNITION OF PRIOR LEARNING explain below) RPL is available to students on provision of verification at the beginning of a course. Students may apply for RPL if they believe they already have the skills and knowledge that will be taught and assessed in a subject. Please refer to the College RPL Policy on the College website for more details. If you have a disability and need support while studying the course you should discuss your individual needs with the Faculty Dean. **DECLARATION AND AGREEMENT** In signing this Application for Enrolment, you agree that you have read and understood the following: $\Box$ The Terms and Conditions of Enrolment and the course details and accept and agree to be bound by them; □ I declare that I have the financial capacity to meet tuition fees (full-fee paying students only), textbooks/e-texts and consumable fees and I agree to pay fees as they become due. I understand that my qualification will be withheld until my account is finalised; □ I declare that I will abide by the Rules and Regulations of the College; ☐ I declare that I will notify the College by email of any change of your contact details; ☐ I understand that I am required to have a Unique Student Identifier (USI) which I can obtain from <a href="http://usi.gov.au">http://usi.gov.au</a> ☐ In the event that I do not get my own USI, I give permission for the College to obtain my USI and I am required to activate this through the USI portal ☐ The information provided in the Application for Enrolment and any accompanying documents is my own, true and correct details; ☐ The College has permission to use any photographic and/or video image on which I may appear on marketing and advertising materials; □ I understand that information in this form and the outcomes of this training program may be collected and shared with other state and federal government ☐ The information on this form may be used for monitoring, program planning and statistical purposes; □ I understand that tasks need to be regularly submitted to ensure successful progression through the course; □ I understand that in the event that my enrolment is terminated any further submissions of tasks will not be marked and a Statement of Attainment will be issued for those units in which I have demonstrated competence; I HAVE ATTACHED THE FOLLOWING DOCUMENTS: Birth Certificate or Passport ROSA or HSC Certificate or equivalent. Signature of Student: Date: If fees are to be paid by another person/company or if the student is under the age of 18 years – please complete the details below: □ I agree that my Parent/Fee Payer may receive invoices for payment of fees and contacted to discuss outstanding fees. I, (print name) \_ Relationship to student:

Signature: \_

Date: \_\_

### **PRIVACY NOTICE**

### Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information
We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacv.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.

### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Contact information

At any time, you may contact Bedford College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

A full copy of the Bedford College Privacy Policy is available on the College website.

## **Bedford College**

Telephone: 1300 174 174 or 02 8572 3260

Email: info@bedford.edu.au Website: www.bedford.edu.au