



# Enrolment Form (Local Student)

Please complete this form, sign it, attach any relevant documents.

Is this the first time you have enrolled at this centre? Yes  No

## PERSONAL DETAILS

Title: (please tick one box only) MR  MISS  MRS  MS  OTHER  \_\_\_\_\_  
 Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Age: \_\_\_\_\_ Male  Female  Place of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_  
 Drivers Licence/Photo ID Type & Number: \_\_\_\_\_ Drivers Licence/Photo ID Expiry Date: \_\_\_\_\_  
 Other Identification (ID) - Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

> PLEASE ATTACH A COPY OF YOUR DRIVERS LICENCE OR PHOTO ID SHOWING PHOTO, NUMBER & EXPIRY DATE <

## APPLICANTS ADDRESS OF USUAL RESIDENCE

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

## EMERGENCY CONTACTS

Please provide us with a name & telephone number of an emergency contact.

Emergency Contact	Name: _____ Phone: _____	Relationship to Student: _____ Address: _____
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## COURSE YOU ARE ENROLLING IN

Course you are enrolling in: \_\_\_\_\_ CODE: \_\_\_\_\_  
 Course Start Date: \_\_\_\_\_ Number of Weeks (max.): \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Total Cost: \_\_\_\_\_

I will be applying for RPL: YES  NO  If 'YES' Please write "RPL" next to the module(s) you wish to apply for 'Recognition of - Prior Learning' in the table below. **You will be invited to attend a RPL meeting with a trainer.**

I will be applying for Credit Transfer: YES  NO  If 'YES' Please write "CT" next to the module(s) you have successfully completed in another course. Please provide certified copy of your academic transcript.

## MODULE/UNIT OF COMPETENCY DETAILS

MODULE/UNIT CODE	MODULE/UNIT NAME	ATTENDING or RPL or CT
If applying for the full course please write 'Applying for full course' below. If you are applying for partial course, RPL or Credit Transfer please write each module you are applying for in this table.		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		



**YOUR ENGLISH PROFICIENCY/CULTURE (for new Australian immigrants, new citizens or where English is your second language)**

Is English your first language? Yes  No  If NO what is your main language spoken at home? \_\_\_\_\_

If English is your second language then please state your IELTS Score: \_\_\_\_\_ or Your TOEFL Score: \_\_\_\_\_

Other Score: \_\_\_\_\_ Please attach a copy of your score statement.

How well do you speak English: Very Well  Well  Not Well  Not At All

Are you of Aboriginal or Torres Strait Islander origin? Yes, Aboriginal  Yes, Torres Strait Islander

**OTHER DETAILS**

Do you consider yourself to have a disability, impairment or long-term condition? Yes  No

If YES please indicate the areas of disability, impairment or long-term condition (please tick all applicable)

Hearing/Deaf  Physical  Intellectual  Learning  Mental Illness  Acquired Brain Impairment

Vision  Medical Condition  Other

Please describe any learning supports you may require: \_\_\_\_\_

**YOUR EDUCATIONAL QUALIFICATIONS**

What is your highest school level, eg Year 10: \_\_\_\_\_ Are you still at secondary school? Yes  No  Which school year level? \_\_\_\_\_

Name of Your School: \_\_\_\_\_

Your Highest Qualification: \_\_\_\_\_ Year Awarded: \_\_\_\_\_ Awarded From: \_\_\_\_\_

Have you successfully completed any of these qualifications? Please tick any applicable boxes:

Bachelor Degree or Higher Degree  Advanced Diploma or Associate Degree  Diploma or Associate Diploma

Certificate IV  Certificate III  Certificate II  Certificate I  Other  \_\_\_\_\_

Are you applying for a Credit Transfer or Recognition of Prior Learning? Yes  No

*If Yes please attach relevant translated documents that have been certified.*

**YOUR EMPLOYMENT DETAILS**

Of the following categories which best describes your current employment status? (Tick ONE box only)

Full time employee  Part time employee  Casual Employee  Self-Employed – no staff  Self-employed – with staff

Employed – unpaid worker in family business  Unemployed – seeking full time work  Unemployed – seeking part time work

Not employed – not seeking work . If working, place of work and contact number: \_\_\_\_\_

**YOUR MAJOR REASON FOR STUDY (please tick one box only)**

Get a job  To develop my existing business  To start my own business  To try for a different career

To get a better job or promotion  It was a requirement of my job  I wanted extra skills for my job

To get into another course of study  For personal interest or self-development  Other reasons

**HOW DID YOU HEAR / LEARN ABOUT CULTURAL IMMERSION?**

Website (please specify)  Exhibition/Expo (please specify)  Newspaper/Magazine (please specify)

Education Agent (please specify)  Education Counsellor (please specify)  Friend or Family (please specify)

School/Teacher (please specify)  Other (please specify)  \_\_\_\_\_

**DID ANYONE REFER YOU TO CULTURAL IMMERSION?**

If so their name & contact details: \_\_\_\_\_

**APPLICANT CHECKLIST**

Before submitting your application to Cultural Immersion please ensure that you have completed all sections of this Enrolment Form and that **you have attached**:

Copy of your photo identification  Certified copies of your academic qualifications (with certified English translated copies)

Evidence of your English language ability (if not a native English speaker)

Completed Payment Sheet/Invoice (available from <http://www.culturalimmersion.com.au/index-6.html>) with payment.



## APPLICANTS PLEASE READ AND SIGN THE DECLARATION BELOW

### STUDENT DECLARATION

- I declare that the information I have written in, provided with & attached to this application is true and correct. I have read the course requirements and eligibility.
- I am aware that it is my responsibility to supply all supporting documentation for my enrolment and agree it is my responsibility to provide Cultural Immersion with any changes in my enrolment details (e.g. name, address, phone).

### REFUND POLICY SUMMARY *Full Refund Policy is in Course Guides & Student Handbook. ALL COURSE COSTS MUST BE PAID BEFORE REFUND IS ISSUED*

- Application fees, enrolment fees, bank & credit card fees and Homestay placement fees are not refundable under any circumstances.
- If a student withdraws from their course for any reason, he/she will be entitled to a pro-rata refund as follows:
  - a) If a student withdraws **28 days or more** before course commencement date, **100%** of tuition and resource fees will be refunded.
  - b) If a student withdraws **less than 28 days** before course commencement date **70%** of tuition and resource fees will be refunded.
  - c) If a student withdraws **within the first 28 days after** course commencement date, **30%** of the tuition & resource fees will be refunded.
  - d) **No refunds will be made after 28 days** of course commencement date.
  - e) **No fees will be refunded** if a student is **expelled by Cultural Immersion** as a consequence of committing a criminal offence, or a serious breach of discipline, or breach of code of conduct or if they severely compromise others safety.

I declare that I have read, understood and agree to the conditions of enrolment and Cultural Immersion policies as outlined in the Student Handbook & Course Guide provided with this form, including the fee, fee structure, the full refund policy and the Refund Policy Summary above.

- I accept that Application fees, enrolment fees, bank & credit card fees and homestay placement fees are not refundable under any circumstances.
- I accept that Cultural Immersion reserves the right to vary fees, course structure and length (which will not affect competencies delivered), timetables at short notice if necessary.
- I give Cultural Immersion the authority to obtain further information as required regarding my enrolment, including contacting referees regarding my current and previous work performance.
- I  do /  do not give permission for photos or video footage taken during lessons, excursions and activities of me / my son or daughter (if student is under 18) to be used for Cultural Immersion promotions such as newsletters, photo display boards, its web sites or other publications. I understand that Cultural Immersion will not sell or distribute photos or video footage to a third party.

### PRE-ENROLMENT CONDITIONS

I have read and understood the pre-enrolment conditions before signing the student declaration. By signing I understand and agree to abide by the pre-enrolment conditions and Cultural Immersion's code of conduct policy.

1. I have read and understood the Fees and Charges Policy, the Student Deferral, Suspension and Cancellation Policy and the Full Refund Policy.
2. I have read and understood the information detailing course content and vocational outcomes on Cultural Immersion's website and course guides.
3. I understand that I need to inform Cultural Immersion of any changes of address within 7 working days and other changes thereafter.
4. Information is collected on this form and during my enrolment in order for Cultural Immersion to meet its obligations under the National Code 2007. I acknowledge that Cultural Immersion is committed to protecting an individual's right to privacy in accordance with Privacy Act 2001.
5. I have read and understand the application procedure for recognition of prior learning (RPL) which is outlined in the Cultural Immersion RPL Policy.
6. I am aware that this completed Enrolment Form, a completed Payment Sheet/Invoice with payment must be received by Cultural Immersion and confirmation of enrolment will be issued once payment clears.
7. I am aware that I must supply certified copies of supporting documents, identification, English test scores (if not native English speaker) with this application.
8. I agree to maintain a **minimum of 80% attendance. Students who fall below this attendance rate will have to show why they should not be withdrawn.**
9. I acknowledge that it is my responsibility to seek independent advice prior to signing this agreement.

STUDENT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

*The Department of Further Education, Employment, Science and Technology collect the required information on this form for use by the Commonwealth Department of Education Science and Training. This information is collected for the purpose of auditing participation and the monitoring and reporting of training outcomes. The information you provide may be accessed by officers of these two departments and by the National Centre for Vocational Education Research (NCVER) for the above purposes.*

### PARENT'S/LEGAL GUARDIAN'S PLEASE WRITE NAME AND SIGN BELOW (if student is under 18 years of age)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SEND ORIGINAL COMPLETED FORMS:** **Deliver in person to:** Level 7 East Wing, 50 Grenfell Street, Adelaide, South Australia.  
**OR Mail to:** Business & Strategic Manager, E.E.T., PO Box 3485, Rundle Mall, 5000, SA, Australia.

### Administration Use Only

Receiving Officer: \_\_\_\_\_ Date Received: \_\_\_\_\_

Allocated Student No: \_\_\_\_\_ ID Card Given on (date): \_\_\_\_\_

Notes: \_\_\_\_\_