



Before you complete this Application/Enrolment Form please read all available information and Course Pre-Information on our website. If you have any enquiries, please contact Glenhill College, or email us from the Contact Us link on our website www.glenhillcollege.edu.au Once signed and the issue of a receipt for initial fees this document becomes a binding contract.

RTO 45619 Cricos "03856E Lamart Education ABN 71621459694 Email : info@heritagebusiness.edu.au

STUDENT APPLICATION/ENROLMENT FORM

Personal Details					
(Legal name as per your photo ID, which will need to be sighted to verify your legal name)					
Unique Student Identifier (USI) – Refer to Page 4 for assistance					
Surname		Given Name			
Home Address					
Suburb			State & Postcode		
Telephone Number			Email Address		
Date of Birth		Gender		Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	
Emergency Contact Details					
Full Name			Relationship		
Contact Number			Mobile		
In the event of an emergency do you give Glenhill College permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? YES / NO					
Education Agent /Representative					
Are you applying through an education agent? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Organisation Name					
Contact Name					
Address					
Telephone			Country		
Email address					
Education		Previous Qualifications		Employment	
What is your highest COMPLETED school level? (ONE box only.)		Have you SUCCESSFULLY completed any of the following qualifications?		Of the following categories, which BEST describes your current employment status? (ONE box only.)	
Year 12 or equivalent	<input type="checkbox"/>	If YES, then tick ANY applicable boxes		Full-time employee	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	Bachelor or Higher Degree	<input type="checkbox"/>	Part-time employee	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Advanced Diploma or associate degree	<input type="checkbox"/>	Self-employed - not employing others	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>	Diploma (or Associate Diploma)	<input type="checkbox"/>	Employer	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	Employed - unpaid worker in a family business	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>	Certificate III (or Trade Certificate)	<input type="checkbox"/>	Unemployed - seeking full-time work	<input type="checkbox"/>
Which YEAR did you complete that school level?		Certificate II	<input type="checkbox"/>	Unemployed - seeking part-time work	<input type="checkbox"/>
Are you still attending secondary school?	<input type="checkbox"/> Yes	Certificate I	<input type="checkbox"/>	Not employed - not seeking employment	<input type="checkbox"/>
	<input type="checkbox"/> No	Certificates other than the above	<input type="checkbox"/>		



Language and Cultural Diversity

Country of Birth		Australian Citizenship	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you of Australian Aboriginal or Torres Strait Islander origin? <small>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</small>	Yes <input type="checkbox"/>	Aboriginal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	No <input type="checkbox"/>	Torres Strait Islander	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How well do you speak English?	Very well <input type="checkbox"/>	Well <input type="checkbox"/>	Not well <input type="checkbox"/>	Not at all <input type="checkbox"/>
Main language spoken at home if not English				

Program History

To get a job	<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>	Other reasons	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>				

Do you wish to apply for Recognition of Prior Learning?

Yes No

Disability

Do you consider yourself to have a disability, impairment, or long-term condition.

Yes No

If YES, then please indicate the areas of disability, impairment, or long-term condition (You may indicate more than one area.)

Hearing/Deaf	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Vision	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>	Acquired Brain Impairment	<input type="checkbox"/>	Other	<input type="checkbox"/>

Proposed Study

	Code	Qualification Name	Tuition Fee	Duration
<input checked="" type="checkbox"/>		BSB40220 Certificate IV in Business		52 weeks
	115032C	BSB50220 Diploma of Business		52 weeks

Fee Calculation

Tuition Fee	COE Issue	1 st term	2 nd Term	3 rd Term	4 th Term
Program - 52 weeks	\$1,500.00	25% less \$1,500.00	25% of Tuition Fee	25% of Tuition Fee	25% of Tuition Fee
	COE Issue	1 st Semester	2 nd Semester	3 rd Semester	
Program - 78 weeks	\$1,500.00	50% less \$1,500.00	25% of Tuition Fee	25% of Tuition Fee	
	COE Issue	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester
Program - 104 weeks	\$1,500.00	25% of Tuition Fee	25% of Tuition Fee	25% of Tuition Fee	25% of Tuition Fee

No obligation is created on Glenhill College until an official receipt is issued for tuition fees received and verified.

Preferred Commencement Month

Jan
 Feb
 Mar
 Apr
 May
 Jun
 Jul
 Aug
 Sep
 Oct
 Nov
 Dec

It may not be always possible to commence at your preferred selection, but all consideration will be provided for that selection

Where did you hear about this course? Newspaper Website Internet Word of Mouth Google

Photography Consent

I consent to having my photograph used in documents for advertising for this organisation. Yes No



Fees Collection

Glenhill College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration:

- Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course;
- Glenhill College cannot require students to pay more than 50 per cent of their tuition fees before they start the course. A further 50% fee is due at the commencement of the second semester;

Any payment plan for any outstanding fees will be negotiated and detailed on a separate document and will only apply to the second and subsequent payments.

Note: Glenhill College does not accept Cash Payments under any circumstances. No responsibility will be taken if cash is paid to any person. All payments are to be by Bank Transfer Only. The bank details are detailed in your Letter of Offer. The minimum payment for any COE issue will be the verified receipt of \$1,500.00.

Please check student eligibility for entry at www.training.gov.au

Other Potential Fees

LEADR External Complaint Resolution Fee	No Charge	Re sit assessment due to Academic Misconduct	\$400.00
Re-enrolment Fee	\$500.00	Replacement Certificate	\$100.00
1 st Assessment	No Fee	Welfare Service - Glenhill College Referral Service	No Fee
2 nd Assessment – same unit	No Fee	Welfare Service - Glenhill College Representative	No Fee
3rd and subsequent Reassessment – Maximum 4 (same unit)	\$400.00	Welfare Service - External Professional Fees	\$60 +

Note: There is a possibility for potential fees to change during a student's course and applicable refund policies.

Refund Policy – Refer to the Student Handbook or Website documents for a comprehensive explanation

Glenhill College Refunds Policy, Procedures and Actions: Student Guide

Schedule A: Visa Issues: Visa Application Rejection or Processing Delay; Visa Cancellation or Breach; Change of Visa Status

Situation	Refund
Student's visa application is rejected. (We will need to sight a verified letter from the Australian Embassy/Consulate rejecting the application).	Full Refund of Course Tuition Fees plus Non-tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the visa application refusal date or \$500;
Student withdraws their visa application on request from Glenhill College.	Full Refund of Course Tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the visa application refusal date or \$500
Student cannot start their course on time because the Visa Application processing is delayed by circumstances beyond the student's control.	No Refund: Glenhill College will defer enrolment and provide new documentation for the next Commencement Date if Application for Deferral of Enrolment is submitted.
Student's visa is cancelled because they fail to comply with enrolment conditions or breach their visa conditions.	No Refund of Course Tuition Fees, for the course withdrawn from and any subsequent package courses

Schedule B: Provider Default: Glenhill College Fails to Start the Agreed Course or is Unable to Deliver it in Full

Situation	Refund
Glenhill College cancels a course and does not offer an equivalent alternative course at no extra cost.	Full Refund of Course Tuition Fees for the cancelled course and any subsequent package courses, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500
Glenhill College Cancels the Agreed Course but offers an alternative equivalent course at no extra cost to the student. Student chooses to Accept the offer of the alternative course.	No Refund: Student issued Letter of Offer for the alternative course. The pre-paid Tuition Fees will be fully refunded, and the student will be invoiced for the alternative course fees, or on the student's request, the pre-paid fees will be transferred from discontinued course to alternative course. Student issued CoE for the equivalent alternative course.
Glenhill College Cancels the Agreed Course but offers an equivalent alternative course at no extra cost to the student. Student Rejects Offer. Student chooses to pursue an alternative course with another provider.	No Refund of Unspent Tuition Fees for current course and any subsequent package course for which fees have been pre-paid, subject to Appeal.

Schedule C: Student Default: Course Withdrawal/Release Package Program Courses

Situation	Situation
Cancellation/Withdrawal before or after the Commencement Date of a course which is part of a package program.	No Refund: Paid Course Tuition for the course withdrawn from and any subsequent package courses.
Cancellation of CoE and Reporting for breach of student visa conditions, conditions of enrolment and/or National Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	No Refund of Unspent Tuition Fees for their current course and any subsequent package course for which Tuition Fees have been pre-paid



Cancellation/Withdrawal due to demonstrated Compassionate and/or Compelling Circumstances and approved by Glenhill College.	Full Refund of Tuition Fees for the cancelled course and any subsequent package courses, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500
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Schedule D: Student Default: Course Withdrawal/Release Non - Packaged Program Courses

Situation	Situation
CoE is cancelled as a result of a students' enrolment cancellation/withdrawal more than 8 weeks (56 days) before the commencement date of their non-package course	Full Refund of their pre-paid Course Tuition Fees Deposit, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500
CoE is cancelled for a non-packaged course as a result of a students' enrolment cancellation/withdrawal more than 4 weeks (28 days) but less than 8 weeks	Before the commencement date of their non-package course, they are entitled to a 75% refund of their pre-paid Course Tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500
CoE is cancelled for a no packaged course as a result of their enrolment cancellation/withdrawal less than 2 weeks (14 days)	Before, or after the commencement date of their non-package course, they are entitled to No Refund of their pre-paid Course Tuition Fees.
CoE is cancelled as a result of a breach of student visa conditions, conditions of enrolment and/or National Code Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	No Refund of their pre-paid Course Tuition Fees.
CoE is cancelled due to demonstrated compassionate and/or compelling circumstances	Full Refund of Tuition Fees for the cancelled course, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500, if the withdrawal is before course commencement date; or a part refund, being the unspent Tuition Fees for the cancelled course at time of withdrawal if the withdrawal is after the course commencement date.

Disclaimer

Students are requested to declare at your time of enrolment anything that might prevent you from satisfactorily progressing through the training and assessment program e.g., anything related to physical ability, cultural background, or educational background. Glenhill College will not accept liability for any issue not declared issues, at enrolment, which has a potential to prevent satisfactory progress.

Glenhill College Commitment

Glenhill College undertakes to provide a course/program corresponding to the requirements of the relevant National Training Package and the respective qualification as identified by this application as well as being compliant to the National Vocational Regulator Standards as accredited by the Australian Skills Quality Authority.

.....
 Applicant Signature

.....
 Date

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

Required Document/s to be submitted with this Application

Off-Shore Student	On-Shore Student
1. Student Visa Supporting Evidence Checklist - Genuine Temporary Entrant (GTE) Document; and 2. Statement of Purpose (SOP). 3. Statement/Certificate of English Language ability.	1. Pre-Enrolment Questionnaire Glenhill College

If you do not have access to these forms, please contact us www.xxx.com and make a request to supply them.

Unique Student Identifier

Glenhill College can be prevented from issuing you with a Nationally Recognised VET qualification Certificate or Statement of Attainment when you complete your course 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 <http://www.usi.gov.au/create-your-usi> (Section A).
 If you would like Glenhill College to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf> (Section B).



Please complete Section A or Section B.

Section A (You will create your own USI)

Student Name:

I, (insert name) will create my own USI and advise Glenhill College. I also give permission for Glenhill College to verify my records by viewing them via the USI. I understand my enrolment cannot be confirmed until I provide the USI.

Signature: Date:

Section B (Giving permission to Glenhill College to create your USI)

I (insert name) authorise Glenhill College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read, and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf.

Select one (1) of the following and attach a copy:

- Driver's licence, Medicare card, Passport, Australian Birth Certificate, Certificate of Registration by Descent, Citizenship Certificate

Signature: Date:

Credit Card Details

Table with 4 columns: Card Type, Expiry Date, Name on card, Card Number, CCV

I, authorise Glenhill College to debit \$ from my account/credit card.

Table with 2 columns: Signed, Date

Direct Deposit

Table with 4 columns: Payee, Account Number, Financial Institution, BSB Number

Please post your enrolment to info@xxxx.com or Glenhill College X X

OR bring the form to Glenhill College with your payment receipt. By making this payment and signing, I agree to the terms and conditions of enrolling in the selected course.

Issuing Certificates and/or Statements

It is important that you provide the exact name you wish to have shown on any qualifications or licences issued. Therefore, it is important that you provide your particulars in neat BLOCK letters so we can transfer the details to your documents. Any incorrect information will incur a re-issue fee if we have to print the documentation again.

Empty grid table with 20 columns and 1 row



Compulsory Applicant Questionnaire	Glenhill College Use Only	
	Satisfactory	Not Satisfactory

Question 1. As a candidate why did you choose Glenhill College as your education provider?

Question 2: What course do you wish to undertake? Why?

Question 3: For the course you wish to undertake, are there any entry requirements to the course?
If yes, do you meet the minimum entry requirements?



	Glenhill College Use Only	
	Satisfactory	Not Satisfactory
Question 7: Are you able to access a computer with an Internet connection at place of residence?		
Question 8: Are you able to fund the course? If yes, how do will you fund the course? <input type="checkbox"/> Full fee payment <input type="checkbox"/> Centrelink student loan <input type="checkbox"/> Financial loan If No, is there any other method that the student can fund the course? (Please comment the details)		
Question 9: Do you need extra/special assistance or have any medical conditions should be considered which may interfere with undertaking the course? If Yes, please comment details of extra/special assistance to be required.		



Declaration

I, , declare that I have answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to Glenhill College to release my name, date of birth, contact details and statistical information to the relevant State Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

I declare that I have read, understood, and agree with the following:

All enrolments are confirmed in writing before the course starts, giving details of the course start times and venue. In the unlikely event you do not receive confirmation of a course prior to the commencement date, please contact us immediately.

Applicant Name			
Signature		Date	
Glenhill College Member			
Glenhill College Signature		Date	

Privacy Notice

Why we collect your personal information

As a Registered Training Organisation (RTO), IIVS collect your personal information so we can process and manage your enrolment in a Vocational Education and Training (VET) course with us.

Your enrolment cannot be accepted without all requested information.

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.

If IIVS is requested to release any personal information you will be advised by what and to who the release will be made.



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 Employment and Workplace Relations](#) (DEWR), 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; and
- 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/privacy.

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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 IIVS 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

All students are enabled to approach the Administration section to review their own documents related to Privacy.