

RTO Number 52007 | CRICOS Provider Number: 03255G | ABN 65-131-433-433

Government Subsidised Course Application Form

- ☐ Priority Industry Training
 ☐ Apprenticeship/Traineeship
 ☐ Fee For Service (if not eligible for funding)
- ☐ School Based Traineeship
 ☐ Participation/Equity

STUDENT DETAILS *(to be entered EXACTLY, as per valid photographic identification)*

Surname:	Date of Birth:
Given names:	/ /

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
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Are you an Australian Citizen or Permanent Resident? ☐ Citizen ☐ PR ☐ No

If permanent resident, how many years spent in Australia:

If you are not an Australian Citizen or Permanent Resident, please supply your visa details:

Visa Subclass:

Valid till:

Country of Birth:	Aboriginal / Torres Strait Islander: <input type="checkbox"/> Yes <input type="checkbox"/> No
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CURRENT HOME ADDRESS

Street Address 1:	Street Address 2:
Suburb:	Postal Code:

POSTAL ADDRESS: *(If different from above):*

Street Address 1:	Street Address 2:
Suburb:	Postal Code:

Email Address:

Mobile Phone Number:

Home Phone Number:

Student Unique Identifier Number (USI):

Go to <https://www.usi.gov.au/> to register as student

EMERGENCY CONTACT DETAILS

Contact Name:
 Relationship:
 Phone number:
 Email address:
 Address:

COURSE SELECTION DETAILS

Course Name:

Course Start date:

/ /

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APPLICANT'S EDUCATION BACKGROUND

Have you **SUCCESSFULLY COMPLETED** any previous **AUSTRALIAN** Qualifications higher than a Certificate III level (including any Statement of Attainment) – **EVIDENCE REQUIRED**

Highest level of completion (secondary):

Year of Completion:

SBT/SBA ONLY

VET Co-ordinators Name:

Email:

Contact Number:

☐ No ☐ Yes - *Please tick appropriate level of Qualification below.*

☐ Degree or above

☐ Diploma/Advanced Diploma

☐ Certificate 4

☐ Certificate 3

Please provide the Title and Level of the qualification, as per above:

LANGUAGE AND ENGLISH PROFICIENCY

Primary Language

☐ No, English ONLY

☐ Other (please specify)

LEVEL OF ENGLISH

☐ Very well / Fluent

☐ Well

☐ Average

☐ Not Well

☐ Not at All

REASON FOR STUDY

☐ Required for employment

☐ Improve job prospects

☐ Learn new skills

☐ Career change

☐ Fill in spare time / between jobs

☐ Other:

EMPLOYMENT STATUS

☐ Full-time employee

☐ Part-time employee

☐ Self-employed – not employing others

☐ Employer

☐ Employed – unpaid worker in a family business

☐ Job Seeker / Unemployed

☐ Unemployed but not a Registered Job Seeker

☐ Returning to Workforce

☐ Retraining in a new industry area

☐ Under employed' (eg. Casual, Temp)

☐ Other:

How long have you been unemployed or looking for work?

Current Employer (if applicable):

Average hours worked per week (if applicable):

Do you have any outstanding or current claims for Workers Compensation?

☐ Yes (please attach details) ☐ No

Have you had any criminal convictions?

☐ Yes ☐ No

If YES, please specify below and attach any necessary documents

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OTHER RELEVANT DETAILS

Are you a 'Young Australian' (15 – 17 yrs old)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were you referred by a Job Active consultant?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Job Seeker ID number:	Name of Job Active Services Provider:		
Health Care Card number: Valid till:	Centrelink/ JSA Branch:		
Name of your Job Active Consultant	Telephone number or email address of your consultant		

LANGUAGE, LITERACY, NUMERACY (LLN) & DISABILITY

Do you meet LLN requirement of this course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a disability, impairment or long term medical conditions which the Institute should be aware of? If the answer is yes, please complete the Disability Supplement Information Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you like to receive information on student support services? If Yes, please specify details	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How did you hear about the course? (eg. Internet, newspaper)		
Do you wish to apply for Recognition of Prior Learning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please download our RPL information pack and Application form via our website www.apsi.edu.au and submit via email info@apsi.edu.au There is an application fee of \$200 for application for RPL. To assist us to prepare your timetable, all RPL applications must be submitted at least 2 weeks before course commencement date.		
Have you studied a similar course with another RTO and wish to apply for a Credit Transfer? Please cross-reference with your current Training Plan or list of units for any equivalent units	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please provide a Statement of Attainment to support your credit transfer application. NB: ONLY Australian AQF qualification issued by an RTO with equivalent unit code will be GRANTED a Credit Transfer. NO fee charges apply for Credit Transfer/s. Please note DTWD will NOT fund the unit if you have already studied the same unit with another RTO. You MUST disclose all previous studies for accurate reporting.		

GOVERNMENT SUBSIDISED COURSES STUDENT AGREEMENT V5.1 DEC 2019

Please read the following “Terms and Conditions of Enrolment” and our “Refund Policy” before signing this student application form.

To accept a place at Australian Professional Skills Institute (hereinafter called APSI) you must read carefully the following terms and conditions of enrolment. By signing this Form, you confirm to accept these terms and conditions when studying with APSI.

TERMS AND CONDITIONS OF ENROLMENT

The following terms and conditions relate to all government subsidised programs at Australian Professional Skills Institute (hereinafter refer to as APSI). They must be read, understood and accepted by the applicant or any person acting on their behalf including agent or parent/guardian if the applicant is under 18 years of age.

The applicant acknowledges all information and supporting documents provided in the application is true and accurate. By completing this Form, the applicant enters an agreement with APSI and accepts the following terms and conditions including the refund policy of APSI.

APSI reserves the right to vary terms and conditions of enrolment as may be necessary to comply with any laws, regulations or amendment of the Commonwealth Government and State Government of Western Australia.

This agreement and the availability of complaints and appeals processes do not remove the right to take further action under Australia’s consumer protection laws. The Institute’s dispute processes do not circumscribe the applicant’s right to pursue other legal remedies.

1. APSI reserves the right to decline a student’s enrolment if the Institute finds the students is unfit for study or the course applied is not a suitable course for the applicant.
2. The Institute reserves the right to make the following variations:
 - to vary course delivery schedule and location of training
 - to vary course content and unit, delivery format and assessment tools
 - to vary trainers and assessor for the course
 - to cancel a course with alternative arrangements in place for the student to enrol in another course or with another provider
3. I understand that 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.
4. I authorise Australian Professional Skills Institute 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](http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf)
5. I will attend all classes, supervised studies, workplace training and course excursions outlined in my training schedule /timetable.
6. I will observe all rules and regulations including attendance policy outlined in the student handbook. The Institute reserves the right to withdraw or suspend any students whose conduct and/or behaviour is not acceptable to the Institute
7. I will be responsible to pay the course and resource fees listed on the itemized student invoice and arrange payment plan with PASI before my enrolment is finalized. APSI will provide an itemized

enrolment invoice/statement to you after your unit selections are finalized.

8. I will advise the Institute with a written advice if I wish to withdraw from the course before the census date specified on the student invoice to ensure that I do not incur any course fee as per the fee schedule.

COURSE FEES AND OTHER FEES PAYABLE

1. All fees and charges are payable in Australian dollars in accordance with the VET fees and charges policy published by the Department of Training and Workforce Development.
2. Course and resource fees are GST exempt.
3. Course fees do not cover other charges such as resource/materials, textbooks, uniform, and stationery. A separate resource fee is charged for the above items. Please refer to the itemised fee schedule on your invoice
4. All course fees are non-transferrable except in cases of documented ill-health and may only be transferred to other courses within APSI or at the discretion of APSI's management.
5. APSI reserves the right to cancel any course prior to the commencement of the course should it deem necessary and a full refund of all payments will be given to the applicant.
6. APSI reserves the right to withhold any qualification or Statement of Attainment attained by the student if the student has outstanding fees owed to the Institute.
7. APSI reserves the right to suspend any training and assessments services if there are outstanding fees owed to the Institute.
8. I understand that I am liable to pay for any outstanding fees owed to APSI before the census date even if I do not attend the classes. APSI reserves the right to collect any outstanding fees via debt collection agency to recover the cost and any legal costs from the applicant.
9. Students are required to pay the fees according to student invoice fee due dates including public holidays, semester breaks or during workplace training periods.
10. Miscellaneous fees may apply in addition to the course fee throughout the course enrolment, please refer to the miscellaneous fee schedule below.

MISCELLANEOUS FEES / CHARGES APPLICABLE TO GOVERNMENT SUBSIDISED STUDENTS

Item	Fees
RPL Application Fee (Non-refundable)	\$250
RPL Assessment Fee (Fees to be paid in advance before RPL process)	\$200 per unit
Single stand-alone unit for students to get dual qualifications (No extra resources)	\$200 per unit
Dual Certificate Issuance (No extra unit required)	\$200 per qualification
Reissue of Statement of Attainment / Certificate	\$50 per qualification
Reissue of Student ID Card / Work Placement ID Card / Magnetic Name Badge	\$20 per piece
Credit Card / EFPTOS Processing Fee	2.12% / 0.57 of total amount
Lamination A4	\$5 per page
Photocopy / Printing (Black and White)	\$0.30 per page (one side or duplex)
Printing (colour)	\$1 per page (one side or duplex)
Registered Post Handling Fee for Certificate	\$100 Overseas \$10 within Australia
Additional Chef Hat with APSI Logo	\$20 per piece
Additional Chef Neckerchief	\$10 per piece
Additional Hospitality/ Cookery/ Agedcare Polo Shirt	\$45 per piece
Graduation Sash Deposit	\$20 (refundable)

REFUND POLICY FOR GOVERNMENT FUNDED PROGRAMS

- The refund policy is in accordance to the VET fees and charges policy published by the Department of Training and Workforce Department.
- Students who withdraw are entitled to a full refund of the applicable course fee, resource fee and other fees where:
 - a unit is cancelled or re-scheduled to a time unsuitable to the student;
 - or a student is not given a place due to maximum number of places being reached;
 - a withdrawal form is lodged before the census/withdrawal date for a unit; and a full refund of the resource fee if the course is a Diploma or Advanced Diploma; or 50% of the resource fee if the course is below Diploma level.
- Unit fees are non-refundable after the census/withdrawal date of the each unit listed on your Itemized student invoice, except under exceptional circumstances such as serious illness, injury or disability that prevents the student from completing their program of study.
- APSI may approve pro-rata refund of fees and charges at any time during the course delivery if the students withdraw for reasons of personal circumstances beyond their control.
- Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by the RTO
to be consumed or transformed by students in the course of instruction, such as workshop materials, workbooks and essential uniforms.
- A full refund of fees will be given at any time during delivery if a class is cancelled because of declining student numbers, no available trainers, or due to other circumstances caused by the Institute.
- All applications for refund must be submitted in writing on APSI refund application form. Refunds

can only be done via EFT to the applicant's bank account.

NOTE:

1. Notification of cancellation must be submitted in writing by using the APSI Course Cancellation and Refund Application Form.
2. Refunds are made in accordance with the refund policy above and refunds will be made payable to the student and nominated bank account via bank transfer within 14 days of receipt of the notification.
3. Refunds will only be made to the applicant or other names nominated on the Refund Application Form.
4. Other fees paid in advance such as resource fee will be refunded in full if that service has not been used.
5. A notice of withdrawal due to illness or disability, death of a close family member, political or civil event that prevents acquittal may be accepted as grounds for either a total or partial refund of fees. Supporting documentary evidence must be provided at the time of application for refund and the amount of refund will be at the discretion of APSI management.
6. The above refund policy is subject to review as required.
7. Students may lodge an internal appeal against refund calculation by completing a Complaints and Appeals Form. Students must allow 10 working days to process all appeals. APSI will provide a written response to the appeals. If students are not satisfied they may use the Institute's internal and external appeal process or include an outside party of their choice as their own expense.

COURSE CURRICULUM AND DELIVERY SCHEDULE

APSI reserves the right to vary the course curriculum, unit of competency, timetable, training staff, place of delivery without prior notice to students.

APPLICATION FOR COURSE CREDIT

Applications for course credit based on Recognition of Prior Learning (RPL) or Credit Transfer (CT) or Mutual Recognition (MR) should be submitted at the time of application and at least 14 days before course commencement date. The Application Form is available from Student Services and the Policy and Procedures is available on the APSI website: <https://www.apsi.edu.au/about-australian-professional-skills-institute/policies-and-procedures/>

Any reduction in course fees as a result of course credit will be calculated in the student itemised invoice.

LANGUAGE, LITERACY AND NUMERACY (LLN) REQUIREMENTS

All students must meet the minimum numeracy and literacy requirements for entry into APSI. For those students whose first language is not English, they are required to provide proof of English language proficiency. LLN tests can be conducted at APSI prior to enrolment. If it is revealed that the English language skills are insufficient, the student will be required to enrol at their own expenses in an approved English Language course prior to the commencement of studies at APSI. APSI reserves the right to vary terms and conditions of enrolment as may be necessary to comply with any law, regulation or

amendment of the Australia Government and the State of Western Australia.

COMPLAINTS, GRIEVANCES AND APPEALS PROCEDURE

APSI has a documented student complaints, grievances and appeals policy and procedure by which it ensures that all students will be granted immediate access to the complaints and appeals process.

APSI undertakes to ensure that:

1. All disputes, complaints and appeals will be handled professionally, equitably, confidentially and in a timely manner, with a view to achieving satisfactory resolution.
2. All parties will have a clear understanding of the steps involved in the Complaints and Appeals procedure, prior to and during the carrying out of the procedure.
3. Prospective students have access to APSI's Complaints and Appeals Policy and Procedure document via our website before making a contract to enrol at APSI.
4. There is no cost for a student to lodge an internal complaint or an appeal.

Students are encouraged, wherever possible, to resolve concerns or difficulties directly with the person(s) concerned.

APSI academic and administrative staff are available to assist students to resolve their issues at this level. At all stages of the process, discussions relating to complaints, grievances and appeals will be recorded in writing. Reasons and a full explanation in writing for decisions and actions taken as part of this procedure will be provided to the complainant/appellant. Decisions will be made based on but not limited to current Government Legislations and APSI's Policies and Procedures and, where applicable, The Rules of Evidence and The Principles of Assessment, providing a written report to the complainant/appellant within 20 working days, on the steps that will be taken to address the issue, clearly stating the reasons for the decision.

The process, including policies and procedures for internal and external complaints and appeals can be downloaded from our website via this link <https://www.apsi.edu.au/about-australian-professional-skills-institute/policies-and-procedures/>

STUDENT CONFIRMATION OF ENROLMENT

1. I confirm and accept the enrolment details, payment schedule and refund policy as outlined in this Form.
2. I confirm that the information provided by me as the applicant, in this application form is complete and correct.
3. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
4. I acknowledge that APSI reserves the right to vary or reverse any decision regarding my enrolment made on the basis of incorrect or incomplete information or any fraudulent document provided by me or by my agent.
5. As a student of APSI, I agree to comply with student rules as outlined in the student handbook at all times.
6. I understand that changes or variations to my course enrolment may attract an administrative fee as per miscellaneous fee schedule.

7. I agree to notify APSI on change of address, mobile number and email address and details of individuals to contact in the case of emergency within 7 days of such change while I enrolled with APSI.
8. I allow APSI to use my name and any of my images for promotional purposes in printed form and in social media.
9. By signing this agreement, I authorise APSI to obtain, verify or create a Unique Student Identifier (USI) from the USI government website by using my personal details.
10. I consent APSI to obtain my current visa status and study entitlement via VEVO.
11. I authorise APSI to make inquiries about the details associated with this application. By signing this form, I agree that I may be contacted by the Department of Training and Workplace Development and asked to participate in one or more surveys about this training program

By signing this agreement, I hereby accept the terms and conditions of enrolment at APSI and this Agreement becomes a binding agreement between myself (the student) and APSI (course provider).

Student's name: _____ Student's Signature: _____

Guardian's name: (if under 18 years old) _____ Date: _____

Guardian's Signature: _____

Please initial on all pages. Student is responsible for keeping a copy of this written agreement and receipts of any payment of tuition fees or non-tuition fees.

Once you have completed this form, please save and email to info@apsi.edu.au

NOTE TO APPLICANTS: This form is only an application for a course and DOES NOT guarantee a place in any course. You will be assessed on your eligibility for the program based on an interview with APSI course adviser. Australian Professional Skills Institute retains the right to withdraw or reject an application for enrolment.

- **Office use Only –Application checklist:**
- Completed Application form with all signatures
- copy of passport or photo ID / USI
- Visa / Residency status check
- Fee type : ☐ NON- Concession ☐ Concession ☐ Fee Waive ☐ School Age
- Job Active purchase order requested / payment terms
- Academic qualifications and meet LLN
- English proficiency
- Disability Supplement if required
- Suitability to study in this course (grooming, punctuality, attitude, transport)
- Notice of Arrangement Form for school aged students
- Police Clearance / Criminal History
- Credit Transfers
- Letter of Offer issued