EDUCATION TRAINING AND EMPLOYMENT AUSTRALIA

Enrolment Form, Letter of Offer and Acceptance of Offer (WA)

Qualification/ Unit Name and code Refer to the course fees on the website				**Deposit**	
Course Start Date and Venue	***Start Date***	***/ /***	***Venue***		
Please provide your Unique Student Identification (USI) Number:		***If you do not have a USI please refer to the declaration section if you would like ETEA to apply on your behalf. All students MUST have a USI.***			
Personal Details					
1) Enter your full name					
Family Name					
Given Name					
2) Enter your birthdate	***/ / dd / mm / yyyy***	3) Sex (please tick one)	☐ Male ☐ Female ☐ Other		
City or Town of Birth					
Telephone number		Mobile number			
Email					
Preferred contact method	☐ **Email** ☐ **Mobile** ☐ **Post** ***(Tick one only)***				
Emergency contact name		Emergency Contact Relationship to you			
Emergency contact number					
4) What is the address of your usual residence? *Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address*					
Building/property name					
Flat/Unit Details		Street or Lot Number		Street Name	
Suburb, Locality or town		State/Territory		Post Code	
5) What is your postal address (if different from above)?					
Building/property name					
Flat/Unit Details		Street or Lot Number		Street Name	
Postal delivery information (e.g. PO Box 254)					
Suburb, Locality or town		State/Territory		Post Code	
Resident Type :					
☐Australian citizen ☐ Permanent Australian resident ☐ Temporary entry permit ☐ Permanent Humanitarian Visa					

Language and Cultural Diversity

6) In which country were you born?

- ☐ Australia
- ☐ Other please specify:

_____

7) Do you speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often.)*

- ☐ No, English only (English only - Go to Question 9)
- ☐ Yes, other. Please specify

_____

8) How well do you speak English?

- ☐ Very well
- ☐ Well
- ☐ Not well
- ☐ Not at all

9) Are you of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

- ☐ No
- ☐ Yes, Aboriginal
- ☐ Yes, Torres Strait Islander

Disability

10) Do you consider yourself to have a disability, impairment or long-term condition?

- ☐ Yes
- ☐ No

No - Go to Question 12

11) If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:
(You may indicate more than one area.)

- ☐ Hearing/Deaf
- ☐ Physical
- ☐ Intellectual
- ☐ Learning
- ☐ Mental Illness
- ☐ Acquired Brain Impairment
- ☐ Vision
- ☐ Medical Condition
- ☐ Other

Schooling

12) What is your highest COMPLETED school level? (Tick ONE box only.)

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent
- ☐ Year 8 or below
- ☐ Never attended school

Never attended school – Go to Question 14

13) In which year did you complete that school level

_____

14) Are you still attending secondary school?

☐ Yes ☐ No

Previous Qualifications Achieved

15) Have you SUCCESSFULLY completed any of the following qualifications (see right)?

- ☐ Yes
- ☐ No No - Go to Question 17

16) If YES, please place an A, E or I on the applicable row below (A= Australian Qualification, E= Australian Equivalent, I= International).

____ Bachelor Degree or Higher Degree
____ Advanced Diploma or Associate Degree
____ Diploma (or Associate Diploma)
____ Certificate IV (or Advanced Certificate/Technician)
____ Certificate III (or Trade Certificate)
____ Certificate II
____ Certificate I
____ Certificates other than the above

Employment	Study Reason
17) Of the following categories, which BEST describes your current employment status? (Tick ONE box only) ☐ Full-time employee ☐ Part-time employee ☐ Self-employed - not employing others ☐ Employer ☐ Employed - unpaid worker in a family business ☐ Unemployed - seeking full-time work ☐ Unemployed - seeking part-time work ☐ Not employed - not seeking employment	18) Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.) ☐ To 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

Employment Industry	
19) If you are currently employed, please select the Industry of Employment the most appropriate for you (Tick ONE box only). *Leave blank if not employed.* ☐ Agriculture, Forestry and Fishing ☐ Mining ☐ Manufacturing ☐ Electricity, Gas, Water and Waste Services ☐ Construction ☐ Wholesale Trade ☐ Retail Trade ☐ Accommodation and Feed Services ☐ Transport, Postal and Warehousing ☐ Information Media and telecommunications ☐ Financial and Insurance Services ☐ Rental, Hiring and real Estate Services ☐ Professional, Scientific and Technical Services ☐ Administrative and Support Services ☐ Public Administration and Safety ☐ Education and Training ☐ Health Care and Social Assistance ☐ Arts and recreation	20) Please choose the occupation identifier that best describes your role (Tick ONE box only). *Leave blank if not employed.* ☐ Manager ☐ Professionals ☐ Technicians and Trades Workers ☐ Community and personal Service Workers ☐ Clerical and Administrative Workers ☐ Sales Workers ☐ Machinery Operators and Drivers ☐ Labourers

Current Employer Information (Must complete this section if undertaking workplace training, traineeship or apprenticeship)

Company Name		**Address**	
Position			
Work Phone No:		**Work Fax No:**	
Supervisor/Manager' Name			
Are you working with host employer	☐ **YES** ☐ **NO**		

Job Network Provider

Are you currently registered with a Job Network Provider? (please circle)	**Yes**	**No**	
Organisation Name:			
Suburb:			
Contact Person:		**Contact Number:**	

Additional Information

Please answer the following questions (please circle)

Are you currently registered with Centrelink?	Yes	No
Do you have a current Health Care Card?	Yes	No
Do you have a current Police Check?*****	Yes	No
Do you wish to apply for Recognition of Prior Learning?*****	Yes	No
Do you have a Working with Children Check?*	Yes	No
Do you wish to apply for Credit Transfer?*****	Yes	No

*** Supporting Documentation**: If you have ticked YES to any of the questions above, please supply certified copies of documents as proof.

Declaration

- I declare that the information provided by me is true and correct. I do hereby certify that this application has been completed by me personally.
- I have been advised that there is a possibility that I may receive an NCVER survey and/or invitation to participate in a Department endorsed project and/or being contacted by the Commission (or authorised persons) for audit purposes?
- The terms and conditions of this enrolment application do not remove the right of the student to undertake action under Australia's consumer protection laws.
- ETEA will not provide or disclose to any outside parties' personal information other than is approved in this application. However, if required by law then this information will be released.
- I further consent to being contacted by ETEA and/or the relevant Commonwealth and State agency in connection with my enrolment and future studies.
- For information about how ETEA collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to ETEA's privacy policy which can be found at www.etea.edu.au.I acknowledge and agree to the terms described in this privacy statement:

- **Would you like ETEA to create a USI on your behalf?** ☐ **YES** ☐ **NO**

I further acknowledge and provide unconditional consent to my testamur and/or photographs to be used in newspaper, poster, television, flyer and/or any other marketing whilst I am a current or former student. Please tick:

☐ YES ☐ NO

Signed: _____ Date: _____

Payment Options

Cheque / Money Order	To be made payable to "ETEA"
Credit Card	In person at your nearest ETEA office*
Cash	In person at your nearest ETEA office*

*Please see below for your nearest ETEA office or contact 13 13 89

Victoria	***New South Wales***	***South Australia***	***Western Australia***
Level 1,	*Australian Technology Park,*	*East Level 2,*	*Unit 4,*
113 Burgundy Street	*Suite 15202, Locomotive Workshop,*	*50 Grenfell Street*	*78-84 Catalano Circuit*
Heidelberg VIC 3084	*2 Locomotive St, Eveleigh* NSW 2015	Adelaide SA 5000	Canning Vale WA 6155

Letter of Offer and Written Agreement (File Copy)

Dear

Address

Thank you for your application for enrolment to the Education Training & Employment Australia Pty Ltd (ETEA) I am pleased to advise that ETEA offers you a place as a domestic student subject to you complying with the following terms and conditions:

Course Code	Course	Start Date	End Date	Fees paid by student	Approximate Government Contribution

Deposit of no more that $1000 to be paid before course commencement

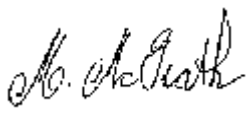
Material Fees (Non- refundable)	$
Tuition fees	$
Total	$
Deposit to be paid	$

Accepting your Offer:

To accept this Offer you must sign bottom of this document headed **'Student declaration and acceptance of the Letter of Offer and Terms of Condition'** and return this letter to ETEA with your Acceptance Deposit within 7 days of the date of this Offer.

I look forward to receiving your deposit and wish you well in your studies.

Yours sincerely,



Administration Manager
Marlene McGrath

Letter of Offer and Written Agreement (Student Copy)

Dear

Address

Thank you for your application for enrolment to the Education Training & Employment Australia Pty Ltd (ETEA) I am pleased to advise that ETEA offers you a place as a domestic student subject to you complying with the following terms and conditions:

Course Code	Course	Start Date	End Date	Fees paid by student	Approximate Government Contribution

Deposit of no more that $1000 to be paid before course commencement

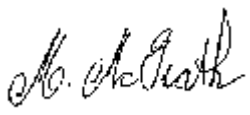
Material Fees (Non- refundable)	$
Tuition fees	$
Total	$
Deposit to be paid	$

Accepting your Offer:

To accept this Offer you must sign bottom of this document headed **'Student declaration and acceptance of the Letter of Offer and Terms of Condition'** and return this letter to ETEA with your Acceptance Deposit within 7 days of the date of this Offer.

I look forward to receiving your deposit and wish you well in your studies.

Yours sincerely,



Administration Manager
Marlene McGrath

Terms and Condition

Enrolment

- All places are subject to availability.
- Education Training & Employment Australia Pty Ltd (ETEA) may request for additional information to be supplied and/or for an interview to take place as part of the enrolment process.
- If a student fails to declare their highest level of qualification and receives government funding to support training and they are later discovered to have been ineligible for assistance, that student may be required to repay those monies.
- ETEA will not require a deposit of more than $1000.
- ETEA will not require payment of additional fees of more than $1500 at any one time.

Practical Training Placements

- A student as part of a course may be required to complete practical training at a facility outside of ETEA.
- If a student is so required the student must sign a Tri partisan Practical Training Agreement between ETEA, student and the "Host Employer".
- The purpose of signing such an Agreement is so the student obtains the benefit provided by section 5.4.16 of the Education & training Reform Act 2006.
- The student further agrees to allow the "host Employer" to make the administrative arrangements in respect to the payment and the refund.
- If the student fails, or refuses, to sign a Practical Placement Agreement, then, ETEA shall not be liable for any loss, damage, expense or injury that arises out of, or in connection with, the practical training of the student at the facility.

Fees & Charges

- Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course.
- Fee for service students may be charged $300 for re-assessment per unit if applicable.
- If the student does not complete the course within the prescribed time of his/her timetable, he/she will be required to re-enrol and pay all fees associated with the course. This includes enrolment fees and tuition fees as applicable.
- Failure to settle all fees payable by the due date may result in the student losing their place in that course. For refund purposes, this will be treated as Formal Cancellation being received on or less than 28 days from the scheduled start date for that course.
- Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

Plagiarism & Cheating

- Plagiarism and cheating will not be tolerated and the consequence of participating in such acts will lead to the commencement of Student Code of Conduct Procedures taken against the student.

Privacy Statement

ETEA respects the privacy of student's personal information and will only use and/or disclose student's personal information where:

- It is required by ETEA or a related or engaged entity of ETEA for the enrolment process of the student's enrolment request.
- A medical or first aid provider requires such information for the purposes of administering assistance to the student in a medical emergency;
- It is required by law; and/or
- Consent has been given by the student
- The student consents to information obtained from, or about, the student to be conveyed to any facility in which the student is or may be undertaking practical training.
- Students may access personal information collected about them by ETEA, where legally available, by making a written request to ETEA's Student Support Officer.
- To meet ETEA's obligations to state and federal government bodies

Refunds

No refunds are payable to government funded students who have paid no tuition fees to ETEA. The refunds, as set out in 1.1 Tuition Fees, only apply to domestic students who have paid tuition fees to ETEA.

1. Refund applications must be made in writing to ETEA. Refunds will be refunded within 14 days of receipt of a written application and will include a statement explaining how the refund was calculated.

1.1 Tuition Fees

Where ETEA cancels the course before the commencement date or the student's enrolment request has been rejected by ETEA.	100% refund of course fees
Where ETEA cancels the course after the student has commenced the course	100% refund of the unspent pre-paid tuition fees
Withdrawal notified in writing and received by ETEA 28 days or more prior to course commencement date, or, where the student enrolled after the Course commenced, 28 days or more prior to the date the student is to commence the Course	70% refund of tuition fees
Withdrawal notified in writing and received by ETEA less than 28 days prior to course commencement date, or where the student enrolled after the Course commenced, less than 28 days prior to the date the student is to commence the course.	No refund of tuition fees or non-tuition fees.

2. Refund application requests must be made in writing on the Refund Application Form provided by ETEA. The refund application form is available on request from ETEA's administration office in all states.
3. All refunds must be in accordance with Higher Education Support Act 2003 requirements and the Refund Application Form signed by the student and maintained in their individual student file and in VETtrak.
4. A written explanation as to how the refund was calculated and a copy of the signed Refund Application Form must accompany student refunds.
5. Details of refunds provided must be maintained in individual student files.
6. The availability of the Complaints and Appeals process, does not remove the right of the student to take action under Australia's consumer protection law.
7. In the unlikely event that ETEA is unable to deliver the course in full; the student will be offered a refund of the unspent pre-

paid tuition fees paid by the student. The refund will be paid to the student within 2 weeks of the day on which the course ceased being provided. Alternatively, the student may be offered enrolment in an alternative course by ETEA at no extra cost to the student. The student has the right to choose whether she/he would prefer the refund of the unspent pre-paid tuition fees, or to accept a place in another course. If the student choose placement in another course, she/he will be asked to sign a document to indicate that she/he accepts the placement.

8. Subject to clause 9, in the event that the course did not start on the agreed starting date (and the student has not elected to commence the course on a new starting date), or the course ceased to be provided by ETEA at any time after it started, but before it was completed, the student shall be entitled to a refund of the unspent pre-paid tuition fees paid by the student.
9. If clause 8 applies, then, the alternatives set out in clause 7 shall also be offered to the student and the student, if he/she accepts any alternative course offered to him/her shall accept in writing. If the student accepts the alternative course; then, no refund is payable to the student
10. Non-Tuition Fees are not refundable.

'Student declaration and acceptance of the Letter of Offer and Terms of Condition'

- I confirm that I have read and fully understand the detailed information about Terms and Conditions of this Letter of Offer.
- I understand and acknowledge that enrolment is accepted under the condition that my tuition and other fees are paid in full prior to the course commencement or unless otherwise agreed by ETEA.
- I understand and acknowledge that all information provided by me is correct and complete at the date of acceptance. The provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that ETEA may withdraw an offer of a place or cancel my enrolment in consequence
- I understand and acknowledge that ETEA's Privacy Policy and statement and I permit the use of my results as needed by ETEA for the purpose of valuation and moderation as required by the Standards of national VET Regulator.
- I understand and acknowledge that I have received and/or read, understood the following information:
    - The minimum entrance requirements;
    - The structure, course contents, duration, modes of study and assessment methods of the course;
    - The qualifications obtained at successful completion of course;
    - What course credits or RPL I am eligible for and how this will affect my course duration and fees;
    - Information on relevant legislations
    - Course related fees and refund policy;
    - Withdrawing from course and cancelling enrolment;
    - ETEA Complaints and appeals policy and procedure
    - ETEA refunds policy and procedure
    - ETEA's Student Code of Conduct
    - I have read and understood the Privacy Policy

I hereby acknowledge and agree to the terms of conditions of this Acceptance of Offer

Student Name: _____

Student Signature: _____ Date: __/__/____