

STUDENT ENROLMENT AGREEMENT-WORKING HOLIDAY/TEMPORARY VISA HOLDERS

Prospective student is to complete this form and return to Southern Cross Education Institute (SCEI) with payment of the tuition fees indicated. No Enrolment will be processed unless this form and payment are received by Southern Cross Education Institute. The prospective student must sign the declaration at the end of the document to indicate their understanding and agreement of the enrolment conditions.

A. PROVIDER DETAILS	
NAME	Southern Cross Education Institute
ADDRESS	155-161 Boundary Road, North Melbourne, VIC 3051, Australia
PHONE	+61 3 96024110
E-MAIL	enroll@scei.edu.au
WEB ADDRESS	http://www.scei.edu.au
SCEI Contact Person	

B. PROSPECTIVE STUDENT DETAILS			
FIRST NAME (LEGAL GIVEN NAME)			
SURNAME (LEGAL FAMILY NAME)			
ADDRESS IN WHICH YOU USUALLY LIVE	BUILDING/PROPERTY NAME		
	FLAT/UNIT NUMBER	STREET NUMBER	
	STREET NAME		
	SUBURB, LOCALITY OR TOWN		
	STATE/TERRITORY	POSTCODE	
POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)	BUILDING OR PROPERTY NAME		
	FLAT/UNIT NUMBER	STREET NUMBER	
	STREET NAME		
	PO BOX OR ROADSIDE DELIVERY BOX		
	SUBURB, LOCALITY OR TOWN		
	STATE/TERRITORY	POSTCODE	
PHONE			
MOBILE			
E-MAIL ADDRESS			
DATE OF BIRTH (DD/MM/YYYY)		GENDER/SEX	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
VISA NUMBER		PASSPORT NUMBER	
EMERGENCY CONTACT NAME (IN HOME COUNTRY)		EMERGENCY CONTACT NUMBER	
EMERGENCY CONTACT NAME (AUSTRALIA)		EMERGENCY CONTACT NUMBER	

STUDENT INITIAL

SCEI STAFF NAME

C. LANGUAGE AND CULTURAL DIVERSITY

IN WHICH COUNTRY WERE YOU BORN?	<input type="checkbox"/> AUSTRALIA <input type="checkbox"/> OTHER – PLEASE SPECIFY
DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? <i>(IF MORE THAN ONE LANGUAGE, INDICATE THE ONE THAT IS SPOKEN MOST OFTEN)</i>	<input type="checkbox"/> NO, ENGLISH ONLY <input type="checkbox"/> YES, OTHER – PLEASE SPECIFY
HOW WELL DO YOU SPEAK ENGLISH?	<input type="checkbox"/> VERY WELL <input type="checkbox"/> WELL <input type="checkbox"/> NOT WELL <input type="checkbox"/> NOT AT ALL
ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? <i>(FOR PERSONS OF BOTH ABORIGINAL AND TORRES STRAIT ISLANDER ORIGIN, MARK BOTH 'YES' BOXES)</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES, ABORIGINAL <input type="checkbox"/> YES, TORRES STRAIT ISLANDER

D. DISABILITY

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, PLEASE INDICATE THE AREAS OF DISABILITY, IMPAIRMENT OR LONG TERM CONDITION: <i>(YOU MAY INDICATE MORE THAN ONE AREA)</i>	<input type="checkbox"/> HEARING/DEAF <input type="checkbox"/> PHYSICAL <input type="checkbox"/> INTELLECTUAL <input type="checkbox"/> LEARNING <input type="checkbox"/> MENTAL ILLNESS <input type="checkbox"/> ACQUIRED BRAIN IMPAIRMENT <input type="checkbox"/> VISION <input type="checkbox"/> MEDICAL CONDITION <input type="checkbox"/> OTHER

E. SCHOOLING

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL? <i>(TICK ONE BOX ONLY)</i>	<input type="checkbox"/> COMPLETED YEAR 12 <input type="checkbox"/> COMPLETED YEAR 11 <input type="checkbox"/> COMPLETED YEAR 10 <input type="checkbox"/> COMPLETED YEAR 9 OR EQUIVALENT <input type="checkbox"/> COMPLETED YEAR 8 OR LOWER <input type="checkbox"/> NEVER ATTENDED SCHOOL
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STUDENT INITIAL

SCEI STAFF NAME

IN WHICH YEAR DID YOU COMPLETE THAT SCHOOL LEVEL?	_____
ARE YOU STILL ATTENDING SECONDARY SCHOOL?	<input type="checkbox"/> YES <input type="checkbox"/> NO

F. PREVIOUS QUALIFICATION ACHIEVED

HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, PLEASE ENTER ONE OF THESE PRIOR EDUCATION ACHIEVEMENT RECOGNITION IDENTIFIERS ANY APPLICABLE QUALIFICATION LEVEL A – AUSTRALIAN E – AUSTRALIAN EQUIVALENT I – INTERNATIONAL NOTE: IF YOU HAVE MULTIPLE PRIOR EDUCATION ACHIEVEMENT RECOGNITION IDENTIFIERS FOR ANY ONE QUALIFICATION, USE THE FOLLOWING PRIORITY ORDER TO DETERMINE WHICH IDENTIFIER TO USE: 1. A – AUSTRALIAN 2. E – AUSTRALIAN EQUIVALENT 3. I – INTERNATIONAL	A E I <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> BACHELOR DEGREE OR HIGHER DEGREE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ADVANCED DIPLOMA OR ASSOCIATE DEGREE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> DIPLOMA (OR ASSOCIATE DIPLOMA) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CERTIFICATE IV (OR ADVANCED CERTIFICATE/TECHNICIAN) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CERTIFICATE III (OR TRADE CERTIFICATE) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CERTIFICATE II <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CERTIFICATE I <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> CERTIFICATES OTHER THAN THE ABOVE

G. GENERAL INFORMATION

HAVE YOU APPLIED TO BE A STUDENT AT SOUTHERN CROSS EDUCATION INSTITUTE BEFORE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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H. UNIQUE STUDENT IDENTIFIER (USI)

From January 1, 2015 all students studying nationally recognised training in Australia are required to have a Unique Student identifier (USI)

ENTER YOUR USI	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Students can apply for their own USI at www.usi.gov.au

If you do not have a USI and you want SCEI to apply to the Student Identifiers Registrar on your behalf for a USI, please complete and attach the Unique Student Identifier Application form.

STUDENT INITIAL	_____
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SCEI STAFF NAME	_____
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I. STUDY REASON

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

J. EMPLOYMENT

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

WHICH OF THE FOLLOWING CLASSIFICATIONS **BEST** DESCRIBES THE INDUSTRY OF YOUR CURRENT OR PREVIOUS EMPLOYER?
(TICK **ONE** BOX ONLY)

- A - AGRICULTURE, FORESTRY AND FISHING
- B - MINING
- C - MANUFACTURING
- D - ELECTRICITY, GAS, WATER AND WASTE SERVICES
- E - CONSTRUCTION
- F - WHOLESALE TRADE
- G - RETAIL TRADE
- H - ACCOMMODATION AND FEED SERVICES
- I - TRANSPORT, POSTAL AND WAREHOUSING
- J - INFORMATION MEDIA AND TELECOMMUNICATIONS
- K - FINANCIAL AND INSURANCE SERVICES
- L - RENTAL, HIRING AND REAL ESTATE SERVICES
- M - PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES
- N - ADMINISTRATIVE AND SUPPORT SERVICES
- O - PUBLIC ADMINISTRATION AND SAFETY
- P - EDUCATION AND TRAINING
- Q - HEALTH CARE AND SOCIAL ASSISTANCE
- R - ARTS AND RECREATION SERVICES
- S - OTHER SERVICES

STUDENT INITIAL

SCEI STAFF NAME

WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES YOUR CURRENT OR RECENT OCCUPATION? (TICK ONE BOX ONLY)

- 1 - MANAGERS
- 2 - PROFESSIONALS
- 3 - TECHNICIANS AND TRADE WORKERS
- 4 - COMMUNITY AND PERSONAL SERVICE WORKERS
- 5 - CLERICAL AND ADMINISTRATIVE WORKERS
- 6 - SALES WORKERS
- 7 - MACHINERY OPERATORS AND DRIVERS
- 8 - LABOURERS
- 9 - OTHER

J. COURSE INFORMATION TABLE

COURSE/QUALIFICATION/UNIT TITLE AND CODE

COURSE/UNIT TITLE	DURATION	REGISTRATION FEE	MATERIALS FEE	FEE FOR SERVICE PRICE	PLEASE TICK
087717K GENERAL ENGLISH – BEGINNER	6 WEEKS	AUD \$250	AUD \$120	AUD \$2,145.00	<input type="checkbox"/>
086131M GENERAL ENGLISH - ELEMENTARY	12 WEEKS	AUD \$250	AUD \$120	AUD \$3,120.00	<input type="checkbox"/>
086132K GENERAL ENGLISH - PRE-INTERMEDIATE	12 WEEKS	AUD \$250	AUD \$120	AUD \$3,120.00	<input type="checkbox"/>
086133J GENERAL ENGLISH - INTERMEDIATE	12 WEEKS	AUD \$250	AUD \$120	AUD \$3,120.00	<input type="checkbox"/>
086134G GENERAL ENGLISH – UPPER INTERMEDIATE	12 WEEKS	AUD \$250	AUD \$120	AUD \$3,120.00	<input type="checkbox"/>
087716M IELTS PREPARATION - UPPER INTERMEDIATE	6 WEEKS	AUD \$250	AUD \$120	AUD \$2,145.00	<input type="checkbox"/>
087715A IELTS PREPARATION – ADVANCED	6 WEEKS	AUD \$250	AUD \$120	AUD \$2,400.00	<input type="checkbox"/>

COURSE START DATE:	
COURSE END DATE:	
COURSE LOCATION:	
ENTRY REQUIREMENTS:	<ul style="list-style-type: none"> • Successful completion of SCEI LLN indicator • Applicant must be 18 years of age or above

STUDENT INITIAL	
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SCEI STAFF NAME	
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K. STUDENT ENROLMENT PRIVACY NOTICE

STUDENT ENROLMENT PRIVACY NOTICE

I understand that:

- SCEI is required to provide the Commonwealth and State Governments with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the VET Student Statistical Collection Guidelines (which are available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, State Education Departments may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or an audit or review.

For students eligible for VET Fee Help, the following privacy statement also applies:

- SCEI is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. SCEI will disclose this information to the Commonwealth Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) for those purposes. DIISRTE will store the information securely in the Higher Education Information Management System. DIISRTE may disclose the information to the Australian Taxation Office. SCEI and DIISRTE will not otherwise disclose the information without my consent unless required or authorised by law.

For more information in relation to how student information may be used or disclosed please contact SCEI's Privacy Officer on phone 03 9602 4110.

STUDENT'S NAME (PRINTED) : _____
 STUDENT'S SIGNATURE: _____
 DATE: _____

L. REFUND POLICY

How to apply for a refund?

At SCEI, we ensure all students are treated fairly and with integrity when applying for refunds. The student is required to lodge a FOR11 Application for Refund form to the Administrations department.

FOR11 Application for Refund form will be processed based on the information in the following table.

Reason for Refund Application	Student entitlement for refund
Withdrawal before the commencement date	Full refund
Withdrawal on or after the commencement date	No refund
Course withdrawn by College	Full refund including enrolment fee

* **Please note** Commencement date refers to the Course Commencement Date agreed and signed by the student on the training plan.

SCEI may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, SCEI will not be liable to refund the money owed for the original enrolment.

Appealing Refund decisions

- Refer to the student PP11 Complaints and Appeals policy and procedure from the Administrations department if you wish to appeal the PP05 Refund policy and procedure.
- This policy and the availability of PP11 Complaints and Appeals policy and procedure, does not remove your right to take action under Australia's consumer protection laws.
- The Institute's dispute resolution processes do not remove the **student's right** to pursue other legal remedies where they feel necessary.

Further information

- SCEI will refund any monies due to the student, to the student's education agent (where applicable).
- If student's refund application is approved, the payment shall be made within four weeks of receiving the student's FOR11 Application for Refund form.

STUDENT'S NAME (PRINTED) : _____
 STUDENT'S SIGNATURE: _____ DATE: _____

STUDENT INITIAL	_____	SCEI STAFF NAME	_____
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M. STUDENT AGREEMENT & DECLARATION

AGREEMENT

In signing and submitting this FOR56 Student Enrolment Agreement – Working Holiday Visa form the applicant acknowledges:

- That the information provided by the Applicant in their application is complete and correct.
- Agrees to be bound by Southern Cross Education Institute's (SCEI) rules and regulations and any amendments made to the rules and regulations.
- Agrees to undertake a testing requirement prior to any course entry, if deemed necessary by SCEI and adhere to any other pre-requisites identified above.
- Agrees to pay all fees required on or by the due date as notified in writing by SCEI or as per the invoice.
- Gives permission to SCEI to use his/her images and/or completed assessment tasks for marketing & promotional purposes.
- Changes or variations to this contract after commencement of study may attract an administrative fee.
- SCEI reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the Applicant.
- Where a student's contact details change while studying with SCEI the student must advise SCEI of these changes within five (5) working days. These details include but are not limited to details such as address and contact phone details.
- That he/she may receive an invitation to participate in the department endorsed projects and/or being contacted by the commission

DECLARATION

- I declare to the best of my ability that the information entered on this form is correct and complete.
- I have read and understood the information sent to me as pre-enrolment information. This information contains vital details about the requirements expected of me and by SCEI with respect to my enrolment.
- I am bound by SCEI's rules and regulations and any amendments made to the rules and regulations including but not limited to any potential changes in fees during the course. It is my responsibility to read Institute's policies and procedures and have a thorough understanding of these. An electronic copy of student handbook and enrolment policies has been given to me and I am familiar with these policies. I acknowledge that the full list of policy can be found on the Institutes website as well as in reception.
- I have attached payment for enrolment (Cheque, Bank cheque, money order, or credit card details – DO NOT send cash) into the course as outlined in this FOR56 Student Enrolment Agreement – Working Holiday Visa form.
- I understand that the administration fee is non-refundable on receipt of monies.
- I understand that the tuition fees are refundable in accordance with the PP05 Refund policy and procedure stated in this FOR56 Student Enrolment Agreement – Working Holiday Visa form. Application must be made in writing by way of the FOR11 Application for Refund form and submitted to the Administration Manager by registered mail, courier or personal delivery.
- I agree to pay all fees required on or by the due date as notified in writing by SCEI or as per the invoice. A penalty of \$200 applies for late payment
- I understand that all fees paid to SCEI are not transferable to any other person. All fees paid to the Institute, for units/ courses covered by this application form, may not be transferred to other units/courses after commencement of the course.
- I understand that if I make any payments to a third party or agent, I am doing so at my own risk. The Institute is not responsible in collecting the fees from any third party or agent that I make payment to. I understand that I need to verify if the agent or third party is a current registered agent of SCEI.
- I agree that the Campus or Training Manager reserves the right to make changes to the trainer, course outline, course times, policies, costs, and any other provisions as, and when this becomes necessary. It is the responsibility of the student to read the student notice board and be aware of these changes.
- SCEI reserves the right to cancel or postpone any course should there be insufficient enrolments. All students enrolled will be notified and fees paid will be refunded in full or credited towards a subsequent or alternative course of student's choice.
- I understand that I am required to maintain satisfactory progression throughout my course.
- I give permission for my results, attendance and fee information to be disclosed to my parents/guardian specified below.
- This agreement does not remove my right to take further action under Australia's consumer protection laws and that the Institute's PP11 Complaints and Appeal policy and procedures does not circumscribe my right to pursue other legal remedies. When acceptable documentary evidence is produced, refunds will be at the discretion of SCEI. While SCEI emphasises the value of pastoral care and seeks to make appropriate and useful services available to students, whether a student avails him or herself of these services is a matter of individual choice. Please note that the SCEI, its employees, agents or related entities expressly disclaim to the full extent permitted by the law any liability whatsoever arising out of or in respect of information, advice or opinion provided by SCEI, its employees or related entities in respect of matters other than the course program itself
- I agree to attend group activities during the duration of my course. I am aware that these classes/excursions may involve day/evening attendance. Further in the event of an accident/illness, I authorise staff to consent, where it is impracticable to communicate with me, to receive medical treatment as may be deemed necessary by a qualified medical practitioner.
- I acknowledge that SCEI will not be liable for any accident or injury which occurs in the course of the excursion, and I indemnify SCEI for any loss or damage through any act of negligence from myself.
- I understand that I am responsible to notify SCEI when I decide to withdraw, defer or suspend enrolment for any reason through FOR80 Notification to Defer, Suspend or Cancel Enrolment form.
- I have read the above, and have duly familiarised myself with the SCEI rules and procedures in the Student Handbook, SCEI Policies & Procedures, the current fee schedule, weekly timetable, and year's calendar events.
- SCEI reserves the right to accept or reject any application for enrolment at its discretion

STUDENT'S NAME (PRINTED) : _____

STUDENT'S SIGNATURE: _____

DATE: _____

STUDENT INITIAL

SCEI STAFF NAME

N: APPLICATION CHECKLIST

I have:

- Completed all sections of this form truthfully and honestly
- Initialled each page
- Signed and dated Section L: Refund Policy
- Signed and dated Section M: Student Agreement and Declaration
- Attached certified* copies of all necessary supporting information and documents?
 - Passport
 - Visa
 - Concession card
 - Education certificates

*See Appendix A: Certifying Documents

FOR OFFICE USE ONLY

This FOR56 Student Enrolment Agreement-Working Holiday Visa form received on _____ (DATE)

Correct and relevant supporting documents attached? Yes No **STAFF NAME:** _____

Payment received? Yes No **STAFF SIGNATURE:** _____

STUDENT INITIAL _____

SCEI STAFF NAME _____

APPENDIX A: Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document "I have sighted the original document and certify this to be a true copy of the original", sign each statement and provide their designation, for example "Pharmacist".

Authorised persons include:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the
- registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the
- Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the Local Government Act 1989
- a registered medical practitioner within the meaning of the Medical Practice Act 1994
- a registered dentist within the meaning of the Dental Practice Act 1999
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the
- National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the Public Administration Act 2004 with a classification
- that is prescribed as a classification for statutory declarations, or who holds office in a
- statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria)

Source: Victorian Department of Justice