

## STUDENT ENROLMENT AGREEMENT-LOCAL (ADELAIDE CAMPUS)

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	Level 2, 14 Grote Street, Adelaide SA 5000 Australia
PHONE	+61 8 8212 8745
E-MAIL	enroll@scei.edu.au
WEB ADDRESS	<a href="http://www.scei.edu.au">http://www.scei.edu.au</a>
SCEI Contact Person	

B. STUDENT DETAILS			
GIVEN NAMES (LEGAL GIVEN NAMES)			
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 (TICK ONE BOX ONLY)	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
EMERGENCY CONTACT NAME			
RELATIONSHIP TO STUDENT			
EMERGENCY CONTACT NUMBER		MOBILE 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. UNIQUE STUDENT IDENTIFIER (USI)**

From January 1, 2015 all students studying nationally recognized 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](http://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.

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### F. SCHOOLING

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL? (TICK <b>ONE</b> BOX ONLY)	<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
IN WHICH YEAR DID YOU COMPLETE THAT SCHOOL LEVEL?	_____
ARE YOU STILL ATTENDING SECONDARY SCHOOL?	<input type="checkbox"/> YES <input type="checkbox"/> NO

### G. PREVIOUS QUALIFICATION ACHIEVED

HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, PLEASE ENTER <b>ONE</b> OF THESE PRIOR EDUCATION ACHIEVEMENT RECOGNITION IDENTIFIERS <b>ANY</b> 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

### H. STUDY REASON

OF THE FOLLOWING CATEGORIES, WHICH <b>BEST</b> DESCRIBES YOUR MAIN REASON FOR UNDERTAKING THIS COURSE/TRAINEESHIP/APPRENTICESHIP? (TICK <b>ONE</b> BOX ONLY)	<input type="checkbox"/> TO GET A JOB <input type="checkbox"/> TO DEVELOP MY EXISTING BUSINESS <input type="checkbox"/> TO START MY OWN BUSINESS <input type="checkbox"/> TO TRY FOR A DIFFERENT CAREER <input type="checkbox"/> TO GET A BETTER JOB OR PROMOTION <input type="checkbox"/> IT WAS A REQUIREMENT OF MY JOB <input type="checkbox"/> I WANTED EXTRA SKILLS FOR MY JOB
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	<input type="checkbox"/> TO GET INTO ANOTHER COURSE OF STUDY <input type="checkbox"/> FOR PERSONAL INTEREST OR SELF DEVELOPMENT <input type="checkbox"/> OTHER REASONS
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**I. EMPLOYMENT**

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS? <i>(TICK <b>ONE</b> BOX ONLY)</i>	<input type="checkbox"/> FULL-TIME EMPLOYEE <input type="checkbox"/> PART-TIME EMPLOYEE <input type="checkbox"/> SELF EMPLOYED – NOT EMPLOYING OTHERS <input type="checkbox"/> EMPLOYER <input type="checkbox"/> EMPLOYED – UNPAID WORKER IN A FAMILY BUSINESS <input type="checkbox"/> UNEMPLOYED – SEEKING FULL-TIME WORK <input type="checkbox"/> UNEMPLOYED – SEEKING PART-TIME WORK <input type="checkbox"/> NOT EMPLOYED – NOT SEEKING EMPLOYMENT
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WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES YOUR CURRENT OR RECENT OCCUPATION? <i>(TICK <b>ONE</b> BOX ONLY) IF NEVER EMPLOYED GO TO NEXT SECTION.</i>	<input type="checkbox"/> 1 - MANAGERS <input type="checkbox"/> 2 - PROFESSIONALS <input type="checkbox"/> 3 - TECHNICIANS AND TRADE WORKERS <input type="checkbox"/> 4 - COMMUNITY AND PERSONAL SERVICE WORKERS <input type="checkbox"/> 5 - CLERICAL AND ADMINISTRATIVE WORKERS <input type="checkbox"/> 6 - SALES WORKERS <input type="checkbox"/> 7 - MACHINERY OPERATORS AND DRIVERS <input type="checkbox"/> 8 - LABOURERS <input type="checkbox"/> 9 - OTHER
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WHICH OF THE FOLLOWING CLASSIFICATIONS <b>BEST</b> DESCRIBES THE INDUSTRY OF YOUR CURRENT OR PREVIOUS EMPLOYER? <i>(TICK <b>ONE</b> BOX ONLY) IF NEVER EMPLOYED GO TO NEXT SECTION.</i>	<input type="checkbox"/> A - AGRICULTURE, FORESTRY AND FISHING <input type="checkbox"/> B - MINING <input type="checkbox"/> C - MANUFACTURING <input type="checkbox"/> D - ELECTRICITY, GAS, WATER AND WASTE SERVICES <input type="checkbox"/> E - CONSTRUCTION <input type="checkbox"/> F - WHOLESALE TRADE <input type="checkbox"/> G - RETAIL TRADE <input type="checkbox"/> H - ACCOMMODATION AND FEED SERVICES <input type="checkbox"/> I - TRANSPORT, POSTAL AND WAREHOUSING <input type="checkbox"/> J - INFORMATION MEDIA AND TELECOMMUNICATIONS <input type="checkbox"/> K - FINANCIAL AND INSURANCE SERVICES <input type="checkbox"/> L - RENTAL, HIRING AND REAL ESTATE SERVICES <input type="checkbox"/> M - PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES <input type="checkbox"/> N - ADMINISTRATIVE AND SUPPORT SERVICES <input type="checkbox"/> O - PUBLIC ADMINISTRATION AND SAFETY <input type="checkbox"/> P - EDUCATION AND TRAINING <input type="checkbox"/> Q - HEALTH CARE AND SOCIAL ASSISTANCE <input type="checkbox"/> R - ARTS AND RECREATION SERVICES <input type="checkbox"/> S - OTHER SERVICES
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STUDENT INITIAL		SCEI STAFF NAME	
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### J. COURSE INFORMATION TABLE

#### COURSE/QUALIFICATION/UNIT TITLE AND CODE – ON CAMPUS COURSES

Which qualification/unit do you wish to complete? (Please Tick)

COURSE/UNIT TITLE	DURATION	PLEASE TICK	REGISTRATION FEE	MATERIALS FEE	FEE FOR SERVICE PRICE
22250VIC CERTIFICATE I IN EAL (ACCESS)	28 WEEKS	<input type="checkbox"/>	AUD\$250.00	N/A	AUD\$3,740.00
22251VIC CERTIFICATE II IN EAL (ACCESS)	28 WEEKS	<input type="checkbox"/>	AUD\$250.00	N/A	AUD\$3,910.00
22255VIC CERTIFICATE III IN EAL (FURTHER STUDY)	26 WEEKS	<input type="checkbox"/>	AUD\$250.00	N/A	AUD\$3,910.00
22258VIC CERTIFICATE IV IN EAL (FURTHER STUDY)	26 WEEKS	<input type="checkbox"/>	AUD\$250.00	N/A	AUD\$3,740.00
BSB40215 CERTIFICATE IV IN BUSINESS	26 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$250.00	AUD\$3,060.00
BSB50215 DIPLOMA OF BUSINESS	26 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$350.00	AUD\$6,000.00
BSB60215 ADVANCED DIPLOMA OF BUSINESS	33 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$350.00	AUD\$8,000.00
CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT	32 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$250.00	AUD\$5,500.00
CHC40312 CERTIFICATE IV IN DISABILITY	45 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$250.00	AUD\$5,000.00
CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE	28 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$200.00	AUD\$4,000.00
CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE*	66 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$450.00	AUD\$10,000.00
HLT42015 CERTIFICATE IV IN MASSAGE THERAPY	39 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$500.00	AUD\$7,000.00
HLT52015 DIPLOMA OF REMEDIAL MASSAGE	72 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$500.00	AUD\$10,000.00
CHC50612 DIPLOMA OF COMMUNITY SERVICES WORK	72 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$350.00	AUD\$12,000.00
CHC60312 ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT	66 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$350.00	AUD\$10,000.00
HLT51612 DIPLOMA OF NURSING (ENROLLED-DIVISION 2 NURSING)	80 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$800.00	AUD\$28,000.00 (\$24,000 COURSE FEE + \$4,000 WORK PLACEMENT FEE)
HLT61107 ADVANCED DIPLOMA OF NURSING (ENROLLED-DIVISION 2 NURSING)	26 WEEKS	<input type="checkbox"/>	AUD\$250.00	N/A	AUD\$5,000.00
FNS40615 CERTIFICATE IV IN ACCOUNTING	37 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$300.00	AUD\$4,165.00
FNS50215 DIPLOMA OF ACCOUNTING	46 WEEKS	<input type="checkbox"/>	AUD\$250.00	AUD\$300.00	AUD\$7,000.00
ICT50115 DIPLOMA OF INFORMATION TECHNOLOGY	32 WEEKS	<input type="checkbox"/>	AUD\$250.00	N/A	AUD\$8,000.00
ICT60115 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY	49 WEEKS	<input type="checkbox"/>	AUD\$250.00	N/A	AUD\$8,000.00
CUA51015 DIPLOMA OF SCREEN AND MEDIA	47 WEEKS	<input type="checkbox"/>	AUD\$250.00	N/A	AUD\$8,000.00

COURSE START DATE:	
COURSE END DATE:	
COURSE LOCATION:	
ENTRY REQUIREMENTS:	<ul style="list-style-type: none"> <li>• For Certificate III &amp; IV level courses, successful completion of Year 10</li> <li>• For Diploma and Advanced Diploma level courses, successful completion of Year 12</li> <li>• Successful completion of SCEI LLN indicator</li> <li>• Applicant must be 18 years of age or above</li> </ul>

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### K. STUDENT ENROLMENT PRIVACY NOTICE

#### STUDENT ENROLMENT PRIVACY NOTICE

- SCEI is required to provide the Commonwealth and South Australian Governments with student and training activity data which may include information I provide in this enrolment form. The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation and reporting and/or research activities. For these and other lawful purposes, the Department 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 a Department-endorsed project or 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: \_\_\_\_\_

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### M. STUDENT AGREEMENT & DECLARATION

#### AGREEMENT

In signing and submitting this ADEFOR69 Student Enrolment Agreement – Local 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 ADEFOR69 Student Enrolment Agreement – Local 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 ADEFOR69 Student Enrolment Agreement - Local 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: \_\_\_\_\_

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**N: ENROLMENT AGREEMENT CHECKLIST**

**I have:**

- Completed all sections of this form truthfully and honestly
- Initialed each page of this form
- Signed and dated Section K: Student enrolment privacy notice
- Signed and dated Section L: Refund Policy
- Signed and dated Section M: Student agreement and declaration
- Provided certified copies of the following prior education documents
  - Certificates and Statements of Results

Students Name: \_\_\_\_\_

Students Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

This ADEFOR69 Student Enrolment Agreement-Local form received on \_\_\_\_\_ (DATE)

**Correct and relevant supporting documents attached?**

Yes  No

**STAFF NAME:** \_\_\_\_\_

**Payment received?**

Yes  No

**STAFF SIGNATURE:** \_\_\_\_\_

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## 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:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent Attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with two or more continuous years of service
- Building society officer with two or more continuous years of service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with two or more continuous years of service
- Employee of the Australian Trade Commission who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  - exercising his or her function in that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  - exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with two or more continuous years of service
- Holder of a statutory officer not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
  - an officer; or
  - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more continuous years of service; or

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- a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with two or more continuous years of service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State of Territory authority;
  - Or
  - a local government authority; with two or more continuous years of service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive service employee of:
  - the Commonwealth or a Commonwealth authority;
  - Or
  - a State or Territory or a State of Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy.
- a person who is enrolled on the roll of the supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- an officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees.

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