

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

STUDENT ENROLMENT FORM

Personal Details					
Unique Student Identifier (USI)					
USI Application from		http://www.usi.gov.au/create-your-USI/Pages/default.aspx			
Surname		Given Name			
Home Address					
Suburb			State & Postcode		
Telephone Number		Email Address			
Date of Birth		/ /		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Language and Cultural Diversity					
Country of Birth		Australian Citizenship		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you of Australian Aboriginal or Torres Strait Islander origin? <small>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No		Aboriginal <input type="checkbox"/> Yes <input type="checkbox"/> No Torres Strait Islander <input type="checkbox"/> Yes <input type="checkbox"/> No	
How well do you speak English?		Very well <input type="checkbox"/> Yes <input type="checkbox"/> No Well <input type="checkbox"/> Yes <input type="checkbox"/> No		Not well <input type="checkbox"/> Yes <input type="checkbox"/> No Not at all <input type="checkbox"/> Yes <input type="checkbox"/> No	
Main language spoken at home if not English					
Disability					
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If YES, then please indicate the areas of disability, impairment or long-term condition (You may indicate more than one area.)					
Hearing/Deaf	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Vision	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>	Acquired Brain Impairment	<input type="checkbox"/>	Other	<input type="checkbox"/>
Education		Previous Qualifications		Employment	
What is your highest COMPLETED school level? (Tick ONE box only.)		Have you successfully completed any of the following qualifications?		Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)	
Year 12 or equivalent	<input type="checkbox"/>	If YES, then tick ANY applicable boxes		Full-time employee	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	Bachelor Degree or Higher Degree	<input type="checkbox"/>	Part-time employee	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Advanced Diploma or Associate Degree	<input type="checkbox"/>	Self-employed - not employing others	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>	Diploma (or Associate Diploma)	<input type="checkbox"/>	Employer	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	Employed - unpaid worker in a family business	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>	Certificate III (or Trade Certificate)	<input type="checkbox"/>	Unemployed - seeking full-time work	<input type="checkbox"/>
In which YEAR did you complete that school level?		Certificate II	<input type="checkbox"/>	Unemployed - seeking part-time work	<input type="checkbox"/>
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate I	<input type="checkbox"/>	Not employed - not seeking employment	<input type="checkbox"/>
		Certificates other than the above	<input type="checkbox"/>		



Program History

To get a job	<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>	Other reasons	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>				
Do you wish to apply for Recognition of Prior Learning?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Proposed Study

Proposed commencement date:		/ /			
Tick your course	CRICOS Code	Course Code and Name	Tuition Fee AUD	Materials Fee AUD	Duration
	089373B	BSB40215:Certificate IV in Business	\$8,000.00	\$500	52 Weeks
	087690E	BSB40515: Certificate IV in Business Administration	\$8,000.00	\$400	52 Weeks
	089374A	BSB50215:Diploma of Business	\$10,000.00	\$500	52 Weeks
	087691D	BSB51915:Diploma of Leadership and Management	\$10,000.00	\$520	52 Weeks
	089375M	BSB60215:Advanced Diploma of Business	\$10,000.00	\$500	52 Weeks
	087692C	BSB61015:Advanced Diploma of Leadership and Management	\$10,000.00	\$520	52 Weeks
	088546E	FNS40615:Certificate IV in Accounting	\$8,000.00	\$860	52 Weeks
	088547D	FNS50215:Diploma of Accounting	\$10,000.00	\$860	52 Weeks
	088548C	FNS60215:Advanced Diploma of Accounting	\$16,000.00	\$900	104 Weeks
	092692E	SIT50416 Diploma of Hospitality Management	\$12,000	\$500	52 Weeks
	092693D	SIT60316- Advanced Diploma of Hospitality Management	\$24,000	\$500	104 Weeks

Fee Calculation

Enrolment Fee		Other	
Total Fee Amount			

No obligation is created on Westminster College until an official receipt is issued.

Other Potential Fees

LEADR External Complaint Resolution Fee	No Charge	Re sit assessment due to Academic Misconduct	\$400.00
Administration/Enrolment Fee (Non-refundable)	\$250.00	Replacement Certificate	\$100.00
Re-enrolment Fee	\$500.00	Replacement Student ID Card	\$15
1 st Reassessment	No Fee	Welfare Service - Academy Referral Service	No Charge
2 nd Reassessment	No Fee	Welfare Service - Academy Representative	No Charge
3 rd and subsequent Reassessment	\$400.00	Welfare Service - External Professional Fees	\$50 +

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



Refund Policy

When an applicant accepts a place offered by Westminster College and pays the fees, it means a binding contract is created between the student and Westminster College.

Notification of cancellation/withdrawal from unit/s of competency, withdrawal or deferral from a course of study must be made in writing to Westminster College.

In the case of cancellation/withdrawal, the cancellation fee will be calculated as shown at Table 1.

Westminster College will include in a written agreement (enrolment/application form) the following information, which is to be consistent with the requirements of the ESOS Act, in relation to refunds of course money in the case of student and provider default:

- a) Amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of the registered provider);
- b) Processes for claiming a refund;
- c) A plain English explanation of what happens in the event of a course not being delivered; and
- d) A statement 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”.

A total or partial refund is applicable when:

Westminster College default

This policy applies to an overseas student or an intending overseas student in relation to a course if:

- a) The course does not start on the agreed starting day; or
- b) The course ceases to be provided at any time after it starts but before it is completed; or
- c) The course is not provided in full to the student because a sanction has been imposed on the registered provider under part 6; or
- d) And the student has not withdrawn before the default day.

Student Default

This policy also applies to an overseas student or an intending overseas student in relation to a course if:

- a) the course starts on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- b) the student withdraws from the course (either before or after the agreed starting day); or
- c) the registered provider of the course refuses to provide, or continue providing, or provide progress documentation for a course to the student because of one or more of the following events:
 - i. the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
 - ii. the student breached a condition of his or her student visa;
 - iii. misbehaviour by the student.



Westminster College will make a refund in Australia Dollars only and within four (4) weeks of receiving a written claim by the student in accordance with the Terms and Conditions as outlined on the Enrolment/Application Form – this forming the written agreement with the registering student.

All refund considerations will be strictly limited to the total of monies which Westminster College has actually received. The refund calculation will not include:

1. Application/enrolment fees are non-refundable;
2. If a student notifies Westminster of their intention to withdraw from individual units or a program before their original start date then they will be eligible to receive a refund minus a \$250 administration charge/application fee;
3. Registration/processing fee;
4. No refunds will be given for notification of withdrawal which occurs after the start of the program. The exception to this is noted in paragraph five (5).
5. Once training has commenced in the course e.g. Diploma of Accounting, no refund is available to participants who leave before finalising the course unless the student can provide a medical certificate or show extreme personal hardship. In that case, fees may be refunded on a pro-rata basis, minus the administrative fee/deposit. However, should participants wish to resume their studies at a later date, the original fee payment can be used as credit towards that course within twelve months of initial payment. Refund requests should be made in writing.
6. The part of expenses for travel, bank charges, accommodation and other domestic services that cannot be offset by providing the services to someone else;
7. The cost of books, equipment and other materials needed for the course;
8. Proportion of course money received for the proportion of the course provided to the student before the default date;
9. If a student notifies Westminster of their intention to withdraw before the original start date and are eligible for a refund as per paragraph three (3) above, then the refund will be paid within four (4) weeks of Westminster receiving your request for refund.
10. No academic penalty will be incurred if a student notifies Westminster of their intention to withdraw from individual units or a program before the end of week four (4) of the semester.
11. All fees and charges are payable upon invoice and will cover a period of the impending six (6) months. Students may be precluded from sitting exams, receiving results or attending classes if tuition fees are not paid by the date specified on the invoice.
12. Any refund will be paid to the person or entity that originally paid the course fees and, where possible, in Australia Dollars only.
13. In the case of provider default, refunds cannot be covered by a written agreement. Such situations are covered by the ESOS Act 2000 and the ESOS Regulations 2001.
14. Fees may be subject to change without notice.

In all circumstances Westminster College will provide a statement and an explanation of how the refund was calculated and make fully available access to Westminster College Grievance Policy. This agreement and the availability of Westminster College complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.



Refund Circumstances

Refund Circumstances	Refund Amount
If a student's visa application is rejected before commencement, and the DIBP official rejection advice is provided to Westminster College	Refund equal to 100% of the tuition fees less enrolment fee of \$250
If written notice of cancellation of enrolment is received by Westminster College at least 4 weeks prior to Course commencement date	Refund equal to 80% of the tuition fees less enrolment fee of \$250
If it is received prior to, but less than 30 days before the Course commencement date	Refund equal to 50% of the tuition fees less enrolment fee of \$250
If a student cancels enrolment on or after the Course commencement date	No refund of the tuition fees and enrolment fee of \$250

Table 1

Westminster College Commitment

Westminster College undertakes to provide a course/program corresponding to the requirements of the relevant National Training Package and the respective qualification as identified by this application as well as being compliant to the Standards for registered Training Organisations 2015 as accredited by the Australian Skills Quality Authority.

Disclaimer

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

Fees Collection

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

- Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course;
- Westminster College cannot require students to pay more than 50 per cent of their tuition fees before they start the course;
- A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.

Student Declaration

Prior to signing this Enrolment Form, I have reviewed sufficient information to help me decide on this action. I have not been required to pay more than 50 % of my initial tuition fees.

.....
Applicant Signature

.....
Date

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws



Language, Literacy and Numeracy Assessment Indicator

Personal Details			
Surname		First Name	
Home Address			
Suburb		Postcode	
Course Name			

Note: Please use a black pen, and write legibly in English using BLOCK LETTERS. Please TICK () where applicable.

Introduction

Westminster College promises to offer you maximum assistance throughout your training experience. Several units which form part of the selected course require that you have adequate comprehension and writing skills in order to achieve competence. This assessment provides a method of assessing these skill levels and aims to help us determine the learning approach that is most suited to your specific needs.

Westminster College will review your assessment results together with the information gathered during your interview. If your skills do not meet the entry requirements, Westminster College may decide to refer you to another training provider for specific training in language, literacy and numeracy. Westminster College can provide you with a list of providers who have the expertise to maximise your learning opportunity.

Interview Purpose

The purpose of the interview is to establish training options in which you can feel supported and self-determining in completing the training. The interview is simply a tool for Westminster College to identify the most appropriate learning and assessment strategies for each individual to complete.

This strategy has been implemented to ensure that you are given the best opportunity to achieve competence and ultimately obtain the skills in your chosen field. We wish you every success in your assessment.

Confidentiality

You can be reassured that all information will be treated in the strictest of confidence. The information will not be disclosed beyond the interviewer unless agreed to by you.



Language

Language	
<input type="checkbox"/>	English is my first language
<input type="checkbox"/>	English is my second language
<input type="checkbox"/>	I need assistance in completing this form
Speaking and communication	
<input type="checkbox"/>	I can speak and understand English very well
<input type="checkbox"/>	Usually I have no problems in speaking and understanding English, but may sometimes need assistance
<input type="checkbox"/>	I don't speak English very well and need assistance in understanding English
Reading	
<input type="checkbox"/>	I can read English very well
<input type="checkbox"/>	Usually I have no problems in reading English, but may sometimes need assistance
<input type="checkbox"/>	I don't read English very well and need assistance
Writing	
<input type="checkbox"/>	I can write English very well
<input type="checkbox"/>	Usually I have no problems in writing English, but may sometimes need assistance
<input type="checkbox"/>	I don't write English very well and need assistance
Mathematics	
<input type="checkbox"/>	I can understand mathematics very well
<input type="checkbox"/>	Usually I have no problems in mathematics, but may sometimes need assistance
<input type="checkbox"/>	I don't understand mathematics very well and need assistance



EMERGENCY PROCEDURES

IN AN EMERGENCY TELEPHONE:	WHEN YOU DIAL THE EMERGENCY NUMBER:	IF YOU HEAR THE FOLLOWING ALARMS:
Fire Brigade 000 Police 000 Ambulance 000	<ol style="list-style-type: none"> 1. State your location. 2. Give your name, telephone number and any other information requested by the operator. 	<p>ALERT ALARM  beep beep</p> <p>Action: All wardens to respond. Staff to check immediate area for signs of danger and stand by. (Outside normal working hours immediately evacuate on sounding of the Alert Alarm)</p> <p>EVACUATION ALARM  whoop whoop</p> <p>Action: All staff evacuate via the nearest exit and proceed to the assembly area.</p>

IN ALL CASES - ADVISE THE CEO

<p>EVACUATION PROCEDURE</p> <p> whoop whoop</p> <p>IF IN IMMEDIATE DANGER, or on hearing the evacuation alarm, or on being instructed to evacuate:</p> <p>If safe to do so secure your office and evacuate the building via the nearest exit and proceed in single file in an orderly manner to the assembly area.</p> <p>DO NOT USE LIFTS</p> <p>Do not re-enter the building unless advised to do so by an authorised person.</p> <p>Note: OUTSIDE NORMAL WORKING HOURS EVACUATE ON SOUNDING OF THE ALERT TONE</p>	<p>KNOW YOUR EXITS</p>  <p>FOR YOUR SAFETY MAKE SURE YOU KNOW THE LOCATION OF THE NEAREST EMERGENCY EXIT</p>
<p>FIRE EXTINGUISHERS AND HOSE REELS</p> <p>IF SAFE TO DO SO:</p> <p>Select the correct extinguisher</p> <p>FIRE EXTINGUISHERS</p>  <ol style="list-style-type: none"> 1. Remove from bracket. 2. Carry to scene of fire. 3. While clear of fire remove pin and test the extinguisher. 4. Proceed to fire and initially from a distance of no closer than 2 metres direct hose at base of fire and squeeze trigger <p>FIRE HOSE REEL</p>  <ol style="list-style-type: none"> 1. Open valve (ensure that hose reel is turned off at nozzle). 2. Run out hose toward scene of fire. 3. Open nozzle and direct stream at base of fire. 	<p>BOMB THREAT PROCEDURES</p> <ol style="list-style-type: none"> 1. Stay calm. 2. Record exact wording of threat. 3. Keep the caller talking. Try to obtain as much information as possible using the Bomb Threat Checklist. 4. Report call to: CHIEF WARDEN, YOUR MANAGEMENT and POLICE ON "000". 5. Record details of caller's voice and background noise. 6. Wait for instructions from authorised people. 7. DO NOT HANG UP PHONE AFTER CALLER HAS FINISHED.

Answer the following questions. You will find the answers in the Emergency procedures



1. What number do you ring in an emergency?

2. What information do you give when you ring the emergency number?

3. For your safety, what should you make sure you know?

4. If you hear the evacuation alarm (*whoop whoop*), what do you do?

5. Can you use the lift in an evacuation?

6. If you received a bomb threat phone call, what should you try to record?

7. Why do you think you should not hang up from a bomb threat phone call?



Numeracy

1. A box holds 15 lettuces. At the end of the day the farm crew had filled 86 boxes. How many lettuces is that in total? Show how you worked this out.

2. Diesel costs \$1.86 per litre. The tractor's fuel tank is empty. When full, it holds 1200 litres. How much money will it cost to fill up the tractor with fuel? Show how you worked this out.

3. Use the information from the signs below to answer the questions that follow. Show how you worked out all your answers.

CAFE RELAXO	
Days Open	Monday - Friday
Days Closed	Saturday - Sunday
Hours Open	8am - 5pm

CAFÉ CINO	
Days Open	Tuesday - Sunday
Days Closed	Monday
Hours Open	Tuesday - Thursday 10am- 7pm Friday - Sunday 11am- 11pm

- a. What are the total hours that Cafe Relaxo is open in one full week? Show how you worked this out

- b. What are the total hours that Cafe Cino is open in one full week? Show how you worked this out



Interview

Can you provide a short description of the type of work you have previously been engaged in?

Do you have any difficulty communicating verbally?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do people often misunderstand you? Do you have difficulty understanding others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you required to write at work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you use a computer to assist you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you read the newspaper, magazines, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you perform basic addition and subtraction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you use a calculator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you cope at work when you need to calculate something or use numbers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you consider the use of a support service in undertaking training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you consider doing the course over a longer duration to attend the support service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you consider participating in specific language, literacy and numeracy training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you be prepared to meet the financial cost for this training if required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Student Signature

Signature.....Date