



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 Westminster College or email us from the Contact Us link on our website <https://www.westminster.nsw.edu.au/>. Once signed and the issue of a receipt for initial fees this document is a binding contract.

STUDENT APPLICATION FORM

Personal Details						
(Legal name as per photo ID, which will need to be sighted to verify legal name)						
Unique Student Identifier (USI) – Refer to Page 4 for assistance						
Surname		Given Name				
Home Address						
Suburb		State & Postcode				
Telephone Number		Email Address				
Date of Birth		Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Emergency Contact Details						
Full Name			Relationship			
Contact Number			Mobile			
In the event of an emergency do you give Westminster College permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? YES / NO						
Education Agent /Representative						
Are you applying through an education agent?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Organisation Name						
Contact Name						
Address						
Telephone		Country				
Email address						
Education		Previous Qualifications		Employment		
What is your highest COMPLETED school level? (ONE box only.)		Have you SUCCESSFULLY completed any of the following qualifications?		Of the following categories, which BEST describes your current employment status? (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 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"/>	
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	Certificate I	<input type="checkbox"/>	Not employed - not seeking employment	<input type="checkbox"/>	
	<input type="checkbox"/> No	Certificates other than the above	<input type="checkbox"/>			



Language and Cultural Diversity

Country of Birth		Australian Citizenship	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you of Australian Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	Yes <input type="checkbox"/>	Aboriginal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	No <input type="checkbox"/>	Torres Strait Islander	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How well do you speak English?	Very well <input type="checkbox"/>	Well <input type="checkbox"/>	Not well <input type="checkbox"/>	Not at all <input type="checkbox"/>
Main language spoken at home if not English				

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 try for a different career	<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 develop my existing business	<input type="checkbox"/>				
Do you wish to apply for Recognition of Prior Learning?	Yes <input type="checkbox"/>		No <input type="checkbox"/>		

Disability

Do you consider yourself to have a disability, impairment or long-term condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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"/>

Proposed Study

✓	Code	Unit of Competency Name	Duration Weeks	Material Fee AUD	Tuition Fee AUD
	BSB40120	Certificate IV in Business (Administration)	52	100	6000
	BSB50420	Diploma of Leadership and Management	52	100	8000
	BSB60420	Advanced Diploma of Leadership and Management	52	100	8000
	FNS40217	Certificate IV in Accounting and Bookkeeping	52	100	6000
	FNS50217	Diploma of Accounting	52	100	8000
	FNS60217	Advanced Diploma of Accounting	52	100	8000

Fee Calculation

Tuition Fee		Not including the required textbooks	Total Fee Due	
Enrolment Fee		This fee is not included in the Tuition Fee		
Material Fee		This fee is not included in the Tuition Fee		
Payment schedule (Due at the commencement of each term)	Term 1	Term 2	Term 3	Term 4

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

Preferred Commencement Month

<input type="checkbox"/> Jan	<input type="checkbox"/> Feb	<input type="checkbox"/> Mar	<input type="checkbox"/> Apr	<input type="checkbox"/> May	<input type="checkbox"/> Jun	<input type="checkbox"/> Jul	<input type="checkbox"/> Aug	<input type="checkbox"/> Sep	<input type="checkbox"/> Oct	<input type="checkbox"/> Nov	<input type="checkbox"/> Dec
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It may not be always be possible to commence at your preferred selection, but all consideration will be provided for your choice

Where did you hear about this course? Newspaper Website Internet Word of Mouth Google

Photography Consent

I consent to having my photograph used in documents for advertising for this organisation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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 further 50% fee is due at the commencement of the second semester;

Any payment plan for any outstanding fees will be negotiated and will be detailed on a separate document and will only apply to the second payment.

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	Use of Photocopier	\$0.10
1 st Assessment	No Fee	Welfare Service - Westminster College Referral Service	No Fee
2 nd Assessment – same unit	No Fee	Welfare Service - Westminster College Representative	No Fee
3rd and subsequent Reassessment – Maximum 4 (same unit)	\$250.00	Welfare Service - External Professional Fees	\$60 +

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

Refund Policy – Refer to the Student Handbook or Website documents for a comprehensive explanation

Westminster College Refunds Policy, Procedures and Actions: Student Guide

Schedule A: Visa Issues: Visa Application Rejection or Processing Delay; Visa Cancellation or Breach; Change of Visa Status

Situation	Refund
Student's visa application is rejected. (We will need to sight a verified letter from the Australian Embassy/Consulate rejecting the application).	Full Refund of Course Tuition Fees plus Non-tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the visa application refusal date or \$500;
Student withdraws their visa application on request from Westminster College.	Full Refund of Course Tuition Fees plus Non-tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the visa application refusal date or \$500
Student cannot start their course on time because the Visa Application processing is delayed by circumstances beyond the student's control.	No Refund: Westminster College will defer enrolment and provide new documentation for the next Commencement Date if Application for Deferral of Enrolment is submitted.
Student's visa is cancelled because they fail to comply with enrolment conditions or breach their visa conditions.	No Refund of Course Tuition Fees, nor the Materials Fee for the course withdrawn from and any subsequent package courses

Schedule B: Provider Default: Westminster College Fails to Start the Agreed Course or is Unable to Deliver it in Full

Situation	Refund
Westminster College cancels a course and does not offer an equivalent alternative course at no extra cost.	Full Refund of Course Tuition Fees for the cancelled course and any subsequent package courses plus associated Non-Tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500
Westminster College Cancels the Agreed Course but offers an alternative equivalent course at no extra cost to the student. Student chooses to Accept the offer of the alternative course.	No Refund: Student issued LOO for the alternative course. The pre-paid Tuition Fees will be fully refunded, and the student will be invoiced for the alternative course fees, or on the student's request, the pre-paid fees will be transferred from discontinued course to alternative course. Student issued CoE for the equivalent alternative course.
Westminster College Cancels the Agreed Course but offers an equivalent alternative course at no extra cost to the student. Student Rejects Offer. Student chooses to pursue an alternative course with another provider.	No Refund of Unspent Tuition Fees for current course and any subsequent package course for which fees have been pre-paid, subject to Appeal.

Schedule C: Student Default: Course Withdrawal/Release Package Program Courses

Situation	Situation
Cancellation/Withdrawal before or after the Commencement Date of a course which is part of a package program.	No Refund: Paid Course Tuition and Non-Tuition Fees for the course withdrawn from and any subsequent package courses.
Cancellation of CoE and Reporting for breach of student visa conditions, conditions of enrolment and/or National Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	No Refund of Unspent Tuition Fees and Materials Fees for their current course and any subsequent package course for which Tuition Fees have been pre-paid



Cancellation/Withdrawal due to demonstrated Compassionate and/or Compelling Circumstances and approved by Westminster College.	Full Refund of Tuition Fees for the cancelled course and any subsequent package courses plus associated Non-Tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500
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Schedule D: Student Default: Course Withdrawal/Release Non - Packaged Program Courses

Situation	Situation
CoE is cancelled as a result of a students' enrolment cancellation/withdrawal more than 8 weeks (56 days) before the commencement date of their non-package course	Full Refund of their pre-paid Course Tuition Fees Deposit plus Enrolment and Materials Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500
CoE is cancelled for a non packaged course as a result of a students' enrolment cancellation/withdrawal more than 4 weeks (28 days) but less than 8 weeks	Before the commencement date of their non-package course, they are entitled to a 75% refund of their pre-paid Course Tuition Fees plus Enrolment and Materials Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500
CoE is cancelled for a no packaged course as a result of their enrolment cancellation/withdrawal less than 2 weeks (14 days)	Before, or after the commencement date of their non-package course, they are entitled to No Refund of their pre-paid Course Tuition Fees and Materials Fee
CoE is cancelled as a result of a breach of student visa conditions, conditions of enrolment and/or National Code Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	No Refund of their pre-paid Course Tuition Fees and Materials Fee
CoE is cancelled due to demonstrated compassionate and/or compelling circumstances	Full Refund of Tuition Fees for the cancelled course plus associated Non-Tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500, if the withdrawal is before course commencement date; or a part refund, being the unspent Tuition Fees for the cancelled course at time of withdrawal, if the withdrawal is after the course commencement date.

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. Westminster College will not accept liability for any issue not declared at enrolment that has a potential to prevent satisfactory progress.

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 National Vocational Regulator Standards as accredited by the Australian Skills Quality Authority.

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 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

Required Document/s to be submitted with this Application

Off-Shore Student	On-Shore Student
1. Student Visa Supporting Evidence Checklist - Genuine Temporary Entrant (GTE) Document; and 2. Statement of Purpose (SOP). 3. Statement/Certificate of English Language ability.	1. ANE Pre-Enrolment Questionnaire

If you do not have access to these forms, please contact us www.myane.com.au and make a request to supply them.

Unique Student Identifier

Westminster College can be prevented from issuing you with a Nationally Recognised VET qualification Certificate or Statement of Attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI>.
 If you would like Westminster College to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>



Please complete Section A or Section B.

Section A (You will create your own USI)

Student Name:

I, (insert name) will create my own USI and advise Westminster College. I also give permission for Westminster College to verify my records by viewing them via the USI. I understand my enrolment cannot be confirmed until I provide the USI.

Signature: Date:

Section B (Giving permission to Westminster College to create your USI)

I (insert name) authorise Westminster College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read, and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>.

Select one of the following and attach a copy:

- Drivers licence
- Medicare card
- Passport
- Australian Birth Certificate
- Certificate of Registration by Descent
- Citizenship Certificate

Signature: Date:

Credit Card Details

Card Type		Expiry Date	/
Name on card			
Card Number		CCV	

I authorise Westminster College Pty Ltd

debit \$ from my account/credit card.

Signed		Date	
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Direct Deposit

Payee		Account Number	
Financial Institution		BSB Number	

Please post your enrolment to starlineimmi@yahoo.com.au or Westminster College
Suite 501, Level 5, 541 Kent Street
Sydney NSW 2000
AUSTRALIA

OR bring the form to the Westminster College with your payment. By making this payment and signing, I agree to the terms and conditions of enrolling in the selected course.