

Enrolment Form (Local Students)

Learner details			
Family name:		Given name:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Date of birth:	Age:
Were you ever known by any other names? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details below:			
Family name: _____		Given name: _____	
Residential address:			
Postal address (Please state AS ABOVE if same):			
Home telephone:		Mobile:	
Email address:			

Name of emergency contact		
Family name:	Given name:	Contact No:
Relationship to Student:		

Previous qualifications											
Have you successfully completed any of the qualifications in the following column? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes , select the applicable boxes: <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Year 10 or Equivalent</td> <td><input type="checkbox"/> Certificate IV</td> </tr> <tr> <td><input type="checkbox"/> Year 11 or Equivalent</td> <td><input type="checkbox"/> Diploma</td> </tr> <tr> <td><input type="checkbox"/> Year 12 or Equivalent</td> <td><input type="checkbox"/> Advanced Diploma</td> </tr> <tr> <td><input type="checkbox"/> Certificate II</td> <td><input type="checkbox"/> Bachelor Degree or Higher</td> </tr> <tr> <td><input type="checkbox"/> Certificate III</td> <td></td> </tr> </table> In which year, did you complete the highest level of qualification? _____	<input type="checkbox"/> Year 10 or Equivalent	<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Year 11 or Equivalent	<input type="checkbox"/> Diploma	<input type="checkbox"/> Year 12 or Equivalent	<input type="checkbox"/> Advanced Diploma	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Bachelor Degree or Higher	<input type="checkbox"/> Certificate III	
<input type="checkbox"/> Year 10 or Equivalent	<input type="checkbox"/> Certificate IV										
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<input type="checkbox"/> Year 12 or Equivalent	<input type="checkbox"/> Advanced Diploma										
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Bachelor Degree or Higher										
<input type="checkbox"/> Certificate III											

List details of your previous education including courses you are currently studying. Please attach supporting documentation from all studies undertaken i.e. High School, Diploma, Advanced Diploma, Degree			
Qualification	Name of the Institute	Country	Year of Award

Student Declaration: I declare that I have provided all relevant details of the qualifications I have previously completed. Student Signature: _____	
Date: _____	

Disability										
Do you consider yourself to have a disability, impairment or a long-term health condition? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes , please indicate the areas of disability, impairment or long term health condition: <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Hearing/Deaf</td> <td><input type="checkbox"/> Mental Illness</td> <td><input type="checkbox"/> Vision</td> </tr> <tr> <td><input type="checkbox"/> Physical</td> <td><input type="checkbox"/> Learning</td> <td><input type="checkbox"/> Medical condition</td> </tr> <tr> <td><input type="checkbox"/> Intellectual</td> <td colspan="2">Other: _____</td> </tr> </table>	<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Vision	<input type="checkbox"/> Physical	<input type="checkbox"/> Learning	<input type="checkbox"/> Medical condition	<input type="checkbox"/> Intellectual	Other: _____	
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Vision								
<input type="checkbox"/> Physical	<input type="checkbox"/> Learning	<input type="checkbox"/> Medical condition								
<input type="checkbox"/> Intellectual	Other: _____									

Please provide details of any special needs, disabilities or other personal considerations SMC should be aware of (Attach additional sheets if required).

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? <input type="checkbox"/> No <input type="checkbox"/> Yes – Please Specify _____
How well do you speak English? <input type="checkbox"/> Excellent <input type="checkbox"/> Not well <input type="checkbox"/> Well <input type="checkbox"/> Poorly	Do you identify as being of Aboriginal or Torres Strait Islander Origin? <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

Study reason	
<input type="checkbox"/> To get a job <input type="checkbox"/> To start my own business <input type="checkbox"/> To try a different career <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To get into another course of study	<input type="checkbox"/> To develop my skills and knowledge <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> Other: _____

Labour force status	
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Not employed – not seeking employment <input type="checkbox"/> Other: _____	<input type="checkbox"/> Part-time employee <input type="checkbox"/> Employer <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work

Computer skills in programs such as Microsoft Word, Microsoft Excel, Microsoft Power point and knowledge of how to use the Internet to access information				
Beginner <input type="checkbox"/>	Beginner/Intermediate <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Intermediate/Advanced <input type="checkbox"/>	Advanced <input type="checkbox"/>

Intended course enrolment details		
BSB40215 Certificate IV in Business (23 weeks)	(\$3000*)	<input type="checkbox"/>
BSB50215 Diploma of Business (49 weeks)	(\$6000*)	<input type="checkbox"/>
BSB60215 Advanced Diploma of Business (23 weeks)	(\$3000*)	<input type="checkbox"/>
FNS40615 Certificate IV in Accounting (52 weeks)	(\$6000*)	<input type="checkbox"/>
FNS50215 Diploma of Accounting (52 weeks)	(\$6000*)	<input type="checkbox"/>
FNS60215 Advanced Diploma of Accounting (52 weeks)	(\$6000*)	<input type="checkbox"/>

* Does not include Enrolment and Material Fee. For the full list of fees and charges associated with each program, see the relevant Course Information Sheet.

Course start date	
January 2016 <input type="checkbox"/>	February 2016 <input type="checkbox"/>
March 2016 <input type="checkbox"/>	April 2016 <input type="checkbox"/>
June 2016 <input type="checkbox"/>	July 2016 <input type="checkbox"/>
August 2016 <input type="checkbox"/>	September 2016 <input type="checkbox"/>
October 2016 <input type="checkbox"/>	November 2016 <input type="checkbox"/>
Preferred timetable:	
BUSINESS	
Shift 1: Monday – Tuesday (8:00am – 4.00pm) including 30 minutes break <input type="checkbox"/>	
Shift 2: Monday – Thursday (4.15pm – 8.00pm) <input type="checkbox"/>	
ACCOUNTING	
Wednesday – Thursday (8:00am – 4.00pm) including 30 minutes break <input type="checkbox"/>	
<i>Note that we will try our best to accommodate your preference, however your preferred timetable is not guaranteed. Also note that timetables are subject to change at the discretion of Sydney Metro College.</i>	

Do you intend to apply for RPL or CT? Please note that if you have met unit of competency requirements in a unit within your chosen course of study, Sydney Metro College is obliged to recognise that unit under the Australian Qualification Framework.

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Declaration: I declare all information I have given in this form is true and correct, including documentation provided in support of my application. Parent / Guardian will need to complete the following information and sign for students who are under 18 years of age prior to course commencement.

Full name:	Student signature:
Parent / Guardian name:	Parent / Guardian signature:
Relationship to student:	Contact phone number:

SYDNEY METRO COLLEGE (SMC) TERMS AND CONDITIONS

1. All due care is to be taken with SMC equipment, facilities and property at all times
2. Local students who are under 18 years of age must obtain their parent / guardian approval to enrol in a course at SMC
3. SMC reserves the right to expel students for serious breaches of discipline

4.0 Course Entry Requirements

For entry into a SMC program, local students must be:

- 16 years of age or older at the time of course commencement
- Fulfil any specific course requirements as listed in the programs Course Information Sheet

5.0 Application Fees

All SMC course applicants must pay a \$250 non-refundable application fee. This can be paid at the same time as paying for Tuition Fees. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.

6.0 Tuition Fees

Tuition Fees DO NOT cover application fees, material fees i.e. student workbooks, accommodation, living expenses, uniforms, stationery and equipment. No student is required to pay more than 50% of the total course fees before the agreed commencement date. No amount adding to over 50% is required until two weeks before the commencement of the second study period. This also applies to payments made through any third party. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.

7.0 Other Fees and Charges

All other fees and charges related to each program, including material fees is stipulated in the specific programs Course Information Sheet

8.0 Transfer of Fees

No fees will be transferred to other external institutions or persons.

9.0 Refund Policy

SMC will go over the Refund Policy with you in detail prior to enrolment. If your application is successful, SMC will forward you a Letter of Offer and Student Acceptance Agreement. The agreement specifies SMC's Refund Policy, and must be signed and agreed by you prior to SMC accepting any fees or accepting your enrolment. As required by Australian Consumer Law, you are entitled to a cooling off period, where you are permitted to cancel your course without penalty (in writing or by email to admin@sydnymetrocollege.edu.au) within 10 business days of accepting SMC's offer. In this instance, a full refund of prepaid tuition fees will be provided, less the Application Fee.

10.0 Enrolment and Induction

All confirmed Students are required to attend orientation prior to commencing their studies. Students will be informed on the details of their orientation once their enrolment is confirmed.

11.0 LL&N Support

Sydney Metro College is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English. For SMC to best accommodate students, we ask that every student select one of the following:

<input type="checkbox"/> I appreciate that SMC is interested in my LLN standard, however I affirm that I do not require any assistance with LLN for the course I am choosing to undertake – Please finalise my enrolment. <i>*If you have selected this option your enrolment will progress in line with SMC's selection procedures.</i>	<input type="checkbox"/> I am unsure if my LLN standard is sufficient for the level of study I am undertaking and I wish to undertake a LLN assessment for SMC's determination <i>*If you have selected this option your enrolment will not be processed until a formal LLN assessment has been completed. SMC staff will be in contact with you to arrange this assessment.</i>
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12.0 Attendance and Course Progress

Attendance and course progress is regularly monitored by Sydney Metro College. Where a student is identified as not progressing satisfactorily, the Institute may intervene with the students' enrolment and devise strategies to assist the student in completing their enrolment

13.0 Re-assessment and Repeating Units of Competency

For each Assessment Task, Students are provided with 2 opportunities to achieve a Satisfactory Result. Should a Student be unable to achieve a Satisfactory Result by their third attempt, they will be required to undertake a reassessment for that Task. The cost of Reassessment for each Assessment Task is \$50. Should a Student not achieve a Satisfactory Result following Re-assessment, the Student will be required to repeat the unit of competency in its entirety, in line with the Institute's Student Assessment, Reassessment and Repeating Units of Competency Policy. The cost to repeat a unit of competency is \$400 and is subject to timetable availability.

14.0 Credit Transfer (CT) and Recognition of Prior Learning (RPL)

Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Detailed information on SMC's CT/RPL process is provided prior to enrolment and is available at Reception.

15.0 How to Apply: A step-by-step guide

- 1) Choose the course you are interested in and check the course entry requirements
- 2) Apply for the course you wish to study by completing this Enrolment Form (Local)
- 3) Read the Terms and Conditions and sign both declarations to confirm your agreement
- 4) Ensure you have attached all relevant supporting information

- 5) Return your application form and necessary documents to a SMC Marketing and Admissions Officer
- 6) You will then be booked in to have a meeting with a SMC Marketing and Admissions Officer. At this meeting, the Marketing and Admissions Officer will go through pre-enrolment information with you and will assess your application for enrolment.
- 7) If your application is successful, you will receive a Letter of Offer, an invoice stating the cost of your studies and a Student Acceptance Agreement.
- 8) On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed and you will be provided with your Orientation details

16.0 Payment

All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer.

17.0 Consent for use of Photograph

I understand that during my studies at Sydney Metro College I can be photographed (still or video) at any time at the college or outside the college (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by Sydney Metro College for any promotional materials. I understand that I can withdraw my consent at any time in writing

18.0 Unique Student Identifier (USI)

From 1st January 2015, all students studying Nationally Recognised Training in Australia will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the Institute's Student Handbook or speak to the Institute's Student Services Team. You must provide your USI to the Institute's Marketing and Admissions Officer by your Orientation date. The Institute will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar.

STUDENT DECLARATION

I have read, understand and accept these Terms and Conditions.

Student Name: _____

Student Signature: _____

Date: _____

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Date: _____

19.0 Privacy Policy

SMC is firmly committed to privacy. We use an applicant's information including personal details only to enrol students. This information is kept secure and is not shared with any third party except in circumstances where SMC is required to do so by law. The applicant's information may be made

available to Commonwealth and State Government agencies such as State or Federal Police, State or Federal Education Departments and the Australian Taxation Office.

20.0 Complaints and Appeals

SMC endeavours to create a positive learning environment free of coercion, unfair treatment or harassment. Any circumstance caused by SMC, its trainers, assessors or other staff, a third party providing services on SMC's behalf (including the third party organisation itself, their trainers, assessors or other staff), or another learner of SMC, which affects the wellbeing of a student, will be dealt with in a professional manner in line with published procedures. Students who are dissatisfied with decisions made by the Institute will be able to access the Institute's internal and external appeals processes. For SMC's full Complaints and Appeals policy, refer to the Student Handbook.

21.0 Standards for Registered Training Organisations (RTOs) 2015

The Standards for Registered Training Organisations (RTOs) 2015 is in place to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high-quality training and assessment services in the vocational education and training system. Sydney Metro College (the RTO) is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

**SMC MARKETING AND ADMISSIONS
OFFICER DECLARATION**

I have conducted an interview with the Student detailed in this Enrolment Form and have implemented Point 3.0 of SMC's Student entry requirements, selection and orientation policy in full.

Staff Name: _____

Staff Signature: _____

Date: _____