

STUDENT NAME: _____

SECONDARY SCHOOL DETAILS

Are you still at school? Yes No

HIGHEST SCHOOL LEVEL COMPLETED

- Did not go to school Completed Year 9 or equivalent Completed Year 11
 Completed Year 8 or below Completed Year 10 Completed Year 12

In which year did you complete this? _____

At which school did you complete this? _____

COUNTRY OF BIRTH

Australia Other : Please Specify _____

Are you a permanent resident? Yes No

COMPLETED QUALIFICATIONS

- Have prior education? Yes No
- Certificate I Diploma Level
 Certificate II Advanced Diploma or Degree Level
 Certificate III Bachelor degree or Higher Degree Level
 Certificate IV Miscellaneous Education Unspecified

LANGUAGE SPOKEN AT HOME

English Other : Please Specify _____

How well do you speak English? Very Well Well Not Well Not at all

DISABILITY

- Have Disability? Yes No
- Acquired Brain Impairment Learning Physical
 Hearing / Deaf Medical Condition Vision
 Intellectual Mental Illness Unspecified

INDIGENOUS STATUS

- Neither Aboriginal nor Torres Strait Islander Aboriginal
 Torres Strait Islander Aboriginal and Torres Strait Islander

SELMAR OFFICE USE ONLY

Invoice to: Student Employer Postal Address

Preferred AAC: : _____

Is this student eligible for funding Yes No Funding Source Code:

P	L	NGP	NGL	ASP	ASL	WTP	WTL	NSP	NSL
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Consultant: _____

PAYMENT DETAILS

Reference No : _____ Payment Plan

ACC/PROG MANAGER USE ONLY:

Course Commencement Date: _____/_____/_____

Trainer: _____ Acc/Prog. Manager Name: _____

STUDENT NAME

Please read policies overleaf >>

FEES AND CHARGES

Total Tuition Fee is indicated on Page 1

Fees are payable upon enrolment and must be paid before course commencement. Additional copies of Certificates / Statements of Attainment - \$20.

Marking of assessments handed in more than 6 weeks after course conclusion - \$50 per unit.

DURATION OF COURSE

Students have a maximum of 6 weeks after the last class or the conclusion of work placements to submit all assessment tasks.

After 6 weeks the student's enrolment will be closed and the student will be withdrawn from incomplete units. A \$50 fee will be charged per unit to assess units after this date.

Students who require an extension of study time must request this in writing from their trainer before the 6 week completion time has passed. Refer to the Deferral, Suspension and cancellation of enrolment policy on the back of this agreement for more information.

Additional requirements for Distance Students

Students completing courses by distance are required to be in contact with their trainer on a monthly basis so SELMAR can provide adequate support and monitoring of progress. Regular contact with the trainer is a condition of government funding. Failure to maintain monthly contact with the trainer may result in the enrolment being suspended until regular contact is resumed. Victorian Government funded students must reside in Victoria to remain eligible for funding.

PRIVACY STATEMENT

I understand that SELMAR Institute of Education is required to provide the Victorian Government, through The Department of Education and Early Childhood Development, 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 Victorian VET Student Statistical Collection Guidelines (which are available at 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, 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.

The Education and Training Reform Act 2006 requires SELMAR Institute of Education to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register. For more information in relation to how student information may be used or disclosed please contact SELMAR Institute of Education Compliance Department on 03 9516 6629 or info@selmar.edu.au

PHOTO CONSENT

SELMAR occasionally takes photos of students participating in classes for publicity purposes. These photos may be displayed on our website. The names and details of the people in the photos are not released or published. Staff will always identify when they are taking photos so students who don't wish to have their photo taken can be excluded from the photo. If at any time your photo is published on the website and you would like it removed we will do so within 24 hours of receiving a written request to remove it.

Do you consent to the use of your photo under these conditions? Yes No

If you indicated NO please ensure you advise the staff member at the time the photo is being taken to ensure you are excluded from the photo.

SELMAR DECLARATION

SELMAR is committed to supporting students to succeed in their studies. For specific services available to you please refer to the student orientation handbook.

STUDENT DECLARATION

In signing the SELMAR Institute of Education 2014 Enrolment Form,

- I declare that the information contained in this application is to the best of my knowledge true, correct and complete at the time of my application.
- I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application/enrolment form may result in the withdrawal of any offer, particularly as it relates to my eligibility to obtain an offer for government subsidised training, and/or cancellation of enrolment at the discretion of SELMAR.
- I understand that it is my responsibility to provide all relevant and required documentation.
- I authorise SELMAR to check all available records to confirm that information provided is correct, particularly information pertaining to my eligibility for the Victorian Training Guarantee.
- I am aware of the conditions that relate to my admission and agree to pay all fees for which I am liable.
- I can view the full, current Policies and Procedures online at: www.selmar.edu.au/student-resources and I can contact SELMAR Institute of Education to request a paper copy be sent to me and have been made aware of the following policies: Refund Policy, Deferral, Suspension & Cancellation of Enrolment Policy
- I confirm that I have read and understood the terms and conditions of enrolment and agree to be bound by them.

Signed : _____ Date : _____

REFUND POLICY

Policy Statement

SELMAR Institute of Education is committed to the fair and transparent application of fees and charges, including the processing of refunds. Domestic and international students are provided with details of all fees and charges and copies of the relevant refund policy prior to enrolment.

This policy outlines the circumstances in which a domestic student may receive a full or partial refund of their tuition fees.

Scope

This policy applies to the refund of fees paid for the delivery of courses to local students. Refunds may be provided to students, their employers or any other agency which has paid the course fee on behalf of a student.

Definitions

Tuition Fee – The tuition fee for the delivery of the training.

Materials fee – A charge to cover the cost of manuals or other materials required by the student for a specific course. These items remain the property of the student.

POLICY - FULL TUITION FEE REFUNDS

SELMAR cancels a course

Where SELMAR cancels a course, a full refund including tuition fee and any materials fee will be offered. SELMAR will make every effort to reschedule the course and offer an alternative place to the student. The student is not obliged to accept alternative offers and may request a full refund instead. The materials must be returned in a re-sellable condition to receive a refund of the materials fee.

Withdrawal prior to commencements

Where a Victorian Government funded student withdraws from a course prior to the course commencement date, a full refund of the tuition fee will be provided.

Where a non-government funded student withdraws from a course with 7 days notice prior to the course commencement date, a full refund of the tuition fee will be provided.

PARTIAL REFUNDS

Withdrawal Prior to course commencement
Where a non-government funded student withdraws from a course less than 1 week before course commencement they will receive a 90% refund of course fees.

Withdrawal after course commencement

All students who withdraw within 4 weeks of course commencement will receive a 60% refund of tuition fees.

No Refund

Students who withdraw after 4 weeks of commencement will not be eligible for a refund.

Where a student's enrolment is cancelled by SELMAR Institute of Education due to a breach of the Discipline Policy (SMP 21) no refund will be provided. A student has the right to appeal the decision to cancel enrolment due to a breach of the Discipline Policy (SMP21).

Notification of withdrawal and requests for refunds

Withdrawals must be requested in writing on an Enrolment Variation Form.

Exceptional Circumstances

In exceptional circumstances the Head of Department may authorise a partial refund of the tuition fee for a student who withdraws 4 weeks after the course commencement date. The proportion of fees to be refunded will be at the discretion of the Head of Department and take into consideration how much of the course the student has completed.

Exceptional circumstances are defined as those where due to illness or injury a student is unable to continue their studies and would not reasonably be able to continue after a 6 month deferral.

Refund of Materials Fees

Materials fees may be refunded at the discretion of the Head of Department where a student cancels before, or within 4 weeks

of course commencement. The materials must be returned in re-saleable condition and the Head of Department will determine whether there is a possibility of re-selling them to another student before offering a refund.

DEFERRAL, SUSPENSION AND CANCELLATION OF ENROLMENT POLICY

Definitions

Deferral – postponement prior to commencement of course.

Suspension - temporary postponement of enrolment during course.

Cancellation – Cessation of enrolment in course.

Compassionate or compelling circumstances

– Generally those circumstances beyond the control of the student that could have an impact on the student's capacity and/or ability to progress through a course. These could include:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
- Major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies.
- A traumatic experience which could include but is not limited to:
 - Involvement in or witnessing of an accident or
 - A crime committed against the student or
 - SELMAR Institute of Education being unable to offer a pre-requisite unit resulting in a longer than expected completion date.

Extenuating Circumstances – 'Extenuating circumstances' relating to the welfare of the student may include, but are not limited to the following. The student:

- refuses to maintain approved care arrangements (only for students under 18 years of age);
- is missing;
- has medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing;
- has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
- is at risk of committing a criminal offence

SELMAR initiated Suspension or Cancellation

Suspensions

SELMAR Institute of Education can suspend a student's enrolment in the following instances:

- Student misbehaviour as outlined in the Discipline & Termination of Studies Policy SMP21
- As part of an intervention strategy for unsatisfactory course progress
- In compassionate and compelling circumstances

The length of time a student can have their enrolment suspended at the initiation of the Institute is at the discretion of the Head of Campus. A student's enrolment cannot be suspended for more than one term (10 weeks) without re-assessing the circumstances that led to the suspension to determine if they are still applicable.

Cancellations

SELMAR Institute of Education may cancel a student's enrolment in the following instances:

- Student demonstrates serious misconduct as outlined in the Discipline & Termination of Studies Policy SMP21
- Erratic course progress, for example, consistent unsatisfactory course progress or continuous absence from scheduled course hours.
- In the case of Government Funded students

– failure to show ongoing monthly engagement in units of study.

- Non payment of outstanding fees
- Failure to return to study after the end of an approved suspension period.

Student initiated Deferral, Suspension or Cancellation

Deferral

International & domestic students may defer prior to commencement of a course in the following limited circumstances:

1. on the grounds of compassionate or compelling circumstances (at the discretion of the Institute)
2. a delay in obtaining a student visa (International students)

Students must request a deferral of the commencement of their course prior to the course commencing. The request must be made in writing to the Administration Department on an Enrolment Variation Form (SMF1).

The length of time a student may have their enrolment deferred is at the discretion of the Head of Campus but may not exceed 6 months. In the case of International students, once the deferral is processed the student will receive a Confirmation of Enrolment letter and a new Student Agreement (SMF 3) to reflect the new commencement. Deferral does not entitle the student to a refund.

Suspension

Once a course has commenced, students may request a suspension of their enrolment on the grounds of compelling or compassionate circumstances. Students must submit a Course Variation Form (SMF1) to the Administration Department with documentation attached to support their claim of compelling or compassionate circumstances. The granting of a suspension of enrolment is at the discretion of the Institute.

The length of time a student may have their enrolment suspended is at the discretion of the Head of Campus and will depend on the individual circumstances. Suspensions of more than 3 months will not be granted without a re-assessment of the circumstances.

Suspension does not entitle the student to a refund.

Students who fail to return to study at the end of an approved suspension period may have their enrolment cancelled.

Cancellation

All students wishing to cancel their enrolment must apply in writing to the Administration Department on a Course Variation Form (SMF1).

International students who wish to cancel enrolment in their course must obtain approval from SELMAR Institute of Education.

If the student requests a refund, the Refund Policy – International (SMP3) or Domestic (SMP4) will apply.

For international students, once the deferral or cancellation is processed, the nominated Administration Department staff member will notify DEEWR via PRISMS

Assessing and recording student requests to defer or suspend.

The Head of Campus is responsible for approving student initiated deferrals and suspension.

In assessing the request the Head of Operations and Administration will consider:

- the evidence provided by the student to demonstrate compelling or compassionate circumstances
- the impact these circumstances may have on the ability of the student to continue with their studies
- the impact these circumstance may have on the ability of the student to complete the course within the expected duration of study specified on the CoE. (International students)

- the duration of the suspension requested
- support options available to the student (e.g. counselling, temporary reduction in course load, specialised trainer to attend workplace something along the lines of distance learner options)

Students will be advised in writing of the outcome of their request for a deferral or suspension. If a student is dissatisfied with the outcome of a request they can access the complaints and appeals process.

All documentation relating to the assessment and outcome of student deferral, suspension and cancellation applications will be kept in the student's file. All discussions undertaken with the student during the processing of the application must be recorded on the Student Management Database (WiseNET).

Students are advised to retain their original documents (eg. medical certificates, police Statements) for their own records and submit copies with applications for deferral, suspension or cancellation. SELMAR Institute may ask to see the original documents.

Completion within course duration

Students have a maximum of 6 weeks after the completion of all classes and work-placements to submit required assessments. After 6 weeks the student's enrolment will be closed and they will be withdrawn from incomplete units. Students who require an extension of study time must request this in writing from their trainer before the 6 week completion time has passed. Request for study extensions should explain the reason the extension is required and the timeline for completing outstanding units. The trainer will determine whether or not to grant an extension, and for how long, based on the student's academic performance and the information outlined in the request for an extension.

Students who are dissatisfied with a trainer's decision regarding a request for an extension have 20 working days to access the SELMAR's internal complaints and appeals process.

Appealing a deferral, suspension or cancellation decision.

In cases where cancellation or suspension of the student's enrolment is initiated by the Institute, students will be notified in writing of the reason for the cancellation or suspension and given 20 working days to access the Institute's internal complaints and appeals process unless 'Extenuating Circumstances' relating to the welfare of the student exist.

If 'Extenuating Circumstances' exist the cancellation suspension can be implemented prior to the 20 days appeal period passing.

Appeals will be dealt with expeditiously to minimise any disadvantage to the student in the event that their appeal is upheld. Students are not permitted to return to class until the process has been finalised. However, at the discretion of the Head of Operations and Administration, students may be provided with course material and contact with a trainer to enable them to continue their studies off-campus during the appeal process. In the case of International students, the change in enrolment status will not be reported to DEEWR until the internal appeals process is completed unless 'Extenuating Circumstances' relating to the welfare of the student apply. Once the deferral, suspension or cancellation is processed, the Institute will notify DEEWR via PRISMS.