



APPLICATION FOR ENROLMENT International and Domestic Students

Personal Details:

Gender: Male Female Date of Birth (DD/MM/YYYY): ____ / ____ / ____

Family Name: _____ Given Name/s: _____

Nationality: _____ Passport Number: _____

Address in Home Country: _____

_____ Home Country Telephone No. _____

Address in Australia (if applicable): _____

_____ Suburb: _____ Postcode: _____

Australian Telephone Number: _____ Mobile Phone: _____

USI Number: _____ Email: _____

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Number/s: _____

Visa (please tick): Student Temporary Graduate Visa Working Holiday Other: _____

Highest Academic Qualification: _____

Year Qualification Achieved: _____

IELTS /PTE/TOEFL: _____

Do you consider yourself to have any disability, illness or long-term condition that may affect your participation in this course?

- Yes Hearing / deaf Physical Intellectual Mental Illness Visual Other
- No

Of the following categories, which BEST describes your main reason for enrolling into this course? (Tick one box only)

- To get a Job For self-development To get into another study To get a Promotion or a better Job
- Is a requirement of my current job To start my own business To try a different career



How did you hear about Mid City College?

- Friend Family Internet Agent (Details) _____
- Others _____

Recognition of Current Competency & Credit Transfers

I wish to apply for RPL Yes No I have attached my RPL Application Form

I wish to apply for Credit Transfer Yes No I have attached my Credit Transfer Application

Course and Fee Schedule (Please note that course fees and dates may be subject to change without notice.
All fees are in \$AUD)

Cookery and Hospitality:

Choose your Qualification	CRICOS Code	Course Length
<input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery	107779D	78 Weeks (1.5 years)
<input type="checkbox"/> SIT50416 Diploma of Hospitality Management	107780M	78 Weeks (1.5 years)
<input type="checkbox"/> SIT60316 Advanced Diploma of Hospitality Management	110121J	104 Weeks (2 years)
<input type="checkbox"/> Package 1: SIT40516 Certificate IV in Commercial Cookery + SIT50416 Diploma of Hospitality Management	107779D +107780M	96 Weeks
<input type="checkbox"/> Package 2: SIT50416 Diploma of Hospitality Management + SIT60316 Advanced Diploma of Hospitality Management	107780M +110121J	104 Weeks (2 years)
<input type="checkbox"/> Package 3: SIT40516 Certificate IV in Commercial Cookery + SIT50416 Diploma of Hospitality Management + SIT60316 Advanced Diploma of Hospitality Management	107779D +107780M +110121J	130 weeks (2.5 years)

Automotive:

Choose your Qualification	CRICOS Code	Course Length
<input type="checkbox"/> AUR30620 Certificate III in Light Vehicle Mechanical Technology	110124F	78 Weeks (1.5 years)
<input type="checkbox"/> AUR40216 Certificate IV in Automotive Mechanical Diagnosis	110125E	26 Weeks (0.5 year)



<input type="checkbox"/> Package 4: AUR30620 Certificate III in Light Vehicle Mechanical Technology + AUR40216 Certificate IV in Automotive Mechanical Diagnosis	110124F +110125E	104 Weeks (2 years)
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Community Services:

Choose your Qualification	CRICOS Code	Course Length
<input type="checkbox"/> CHC43115 Certificate IV in Disability	111231F	52 Weeks (1 year)
<input type="checkbox"/> CHC52015 Diploma of Community Services	111232E	52 Weeks (1 year)
<input type="checkbox"/> Package 5: CHC43115 Certificate IV in Disability + CHC52015 Diploma of Community Services	111231F +111232E	104 Weeks (2 years)

Information Technology:

Choose your Qualification	CRICOS Code	Course Length
<input type="checkbox"/> ICT50220 Diploma of Information Technology	107778E	78 Weeks (1.5 years)
<input type="checkbox"/> ICT60220 Advanced Diploma of Information Technology	111230G	78 Weeks (1.5 years)
<input type="checkbox"/> Package 6: ICT50220 Diploma of Information Technology + ICT60220 Advanced Diploma of Information Technology	107778E +111230G	156 weeks (3 years)

Business and Management:

Choose your Qualification	CRICOS Code	Course Length
<input type="checkbox"/> BSB50120 Diploma of Business	107043M	52 Weeks (1 year)
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	104335A	52 Weeks (1 year)
<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management	110122H	78 Weeks (1.5 years)
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	110123G	52 Weeks (1 year)



<input type="checkbox"/> Package 7: BSB50420 Diploma of Leadership and Management + BSB60420 Advanced Diploma of Leadership and Management	104335A +110122H	104 Weeks (2 years)
<input type="checkbox"/> Package 8: BSB50120 Diploma of Business + BSB60420 Advanced Diploma of Leadership and Management	107043M +110122H	104 Weeks (2 years)

Other Fees Payable

<input type="checkbox"/> Enrolment Fee	\$250 Payable with Application for Enrolment
<input type="checkbox"/> Material Fee	Payable with application of Enrolment <ul style="list-style-type: none"> • \$1,000 for SIT40516/SIT50416/SIT60316 • \$550 for AUR30620/AUR40216 • \$300 for CHC43115 • \$450 for CHC52015 • \$1,500 for Package 1 (SIT40516 + SIT50416) • \$1,250 for Package 2 (SIT50416 + SIT60316) • \$1,550 for Package 3 (SIT40516 + SIT50416 + SIT60316) • \$750 for Package 4 (AUR30620 + AUR40216) • \$650 for Package 5 (CHC43115 + CHC52015) • \$250 for BSB50120/BSB50420/BSB60420/BSB80120/BSB Packages 7 & 8.

Please write down preferred month and year of intake

Month.....Year.....

The information you provide to Mid-City College will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating the training and assessment services requested by you. Your personal information will not be released unless required by law or approval is provided by you. Your information will never be sold to a third party. Your information may be provided to a third party who has entered into a legally binding agreement with Mid City College to provide services to either you or Mid City College and who agrees to keep your personally information confidential except as required by law. Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the Data Provision Requirement 2012 and in line with current AVETMISS requirements however, his information is reported in a manner that does not identify you.



Why we collect your personal information

As a registered training organization (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide the personal information we cannot proceed further with your application.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011*(Cth).

(NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analyzing and communicating research and statistics about the Australian VET sector.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorized by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>. Please contact the college if you are unable to access the provided link. We can email/ post a hard copy for your understanding.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorized agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Mid City College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

You can also access the Privacy Policy of Mid City College at www.midcity.edu.au.



IN SIGNING THIS APPLICATION FOR ENROLMENT, YOU AGREE THAT:

- You have read and understand the terms and condition of Enrolment, and the Student handbook which contains the course curriculum;
- You will abide by the Rules and Regulations of the College.
- You have the financial capacity to meet tuition fees and agree to pay fees as they become due.
- The college has permission to use any photographic image on which you may appear on the marketing and advertising materials.
- Mid-City College Professional Training is required, under section 19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students to student visa conditions relating to attendance or satisfactory academic performance.
- Personal information is collected solely to operating as a Registered Training Organization under the RTO Standards administrated by the ASQA, the registering authority.
- It is a requirement of the RTO Standards that students can access personal information held by Mid City College and may request corrections to information that is incorrect or out of date. Apply in writing to the MidCity College if you wish to view your own records.

DECLARATION

I declare that the information provided by me is this form, is correct. I confirm that I have read, fully understand, and accept the **TERMS AND CONDITIONS OF ENROLMENT** and agree to be bound by them, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.

Student Signature

Date



REFUND POLICY

This refund policy applies to all tuition fees paid to the college and includes any money paid to an education agent to be remitted to the college. Education agents are not authorized to collect money on behalf of the college. All fees should be paid directly to Mid City College.

Application/enrolment fees, accommodation and airport pickup charges are not refundable under any circumstances, except in case of provider default. The refund will only be paid to the applicant (student) through cheque or electronic transfer (the college will decide the method of payment Australian Dollars).

We will not issue refunds under other circumstances including but limited to;

- Changes occur in student's work hours, student change/leave work
- It becomes inconvenient for student to travel to class
- Student moves to a different location
- Student enrolment is cancelled for misbehaviour/breach of the college code of behaviour.

NOTE: All applications for refund must be made in writing by way of the Refund Application form (available from the College's Reception area and or online) and submitted to the Reception by Registered mail, Courier, email or personal delivery as soon as practicable.

Enrolment Fees	Non-refundable
Tuition Fees	
Visa refused prior to course commencement	Full refund (Proof of visa refusal to be submitted with Refund Application Form)
Withdrawal at least 10 weeks prior to agreed start date	Full refund*
Withdrawal at least 4 weeks prior to agreed Start date	80% refund*
Withdrawal less than 4 weeks prior to agreed start date	70% refund*
Withdrawal after the agreed start date	No refund
Visa cancelled due to actions of the student	No refund
Course withdrawn by Mid City College	Full refund including enrolment fee
Mid City College is unable to provide the course for which the original offer was made	Full refund
Visa extension is refused	Return of unused tuition fees*
Compulsory Health Insurance (Student Visa holders only)	Refer to OSHC provider



- Mid City College reserves the right to withhold granting the Award attained by the student if student fees remain outstanding.
- This agreement and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws
- The College's Complaints and Appeals Policy do not circumscribe the Student's right to pursue other legal remedies.
- Refer to the Complaints & Appeals Procedure on the Mid City College's website if you wish to appeal this Refund Policy.
- Mid City College will refund any money/monies due to the Student, to the Student's education agent (where applicable).

Note: Special consideration may be given to the refund of fees in compassionate or compelling circumstances, following a written application to PEO.

Provider default:

In the below mentioned cases a full refund will be provided to students within 2 weeks of the course default date.

- The course does not commence on the agreed start date, or
- The course ceases to be provided at any time after it starts but before it is completed, or
- The course is not provided in full to the student because a sanction has been imposed on the registered provider

In the unlikely event that Mid City College is unable to deliver the course in full, the student will be offered a refund of all the course fees the student has paid to the date. The refund will be paid to the student within 2 weeks of the default date. Alternatively, the student may offer the enrolment in an alternative course at Mid City College at no extra cost to the student than the total cost mentioned in the Letter of offer. The student has the full right to choose whether to take refund excluding administration fee or to take another course.

If Mid City College is unable to refund or place the student in an alternative course the College's Overseas Students Tuition Assurance Scheme (OSTAS), administered by Australian Council for Private Education and Training (ACEPT), will place the student in a suitable alternative course at no extra cost to the student.

Finally, if ACEPT cannot place the student in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place the student in a suitable alternative course or, if this is not possible, the student will be eligible for a refund as calculated by the Fund Manager.

Re-joining Student: In the case of CoE cancellation due to non-enrolment if the student has paid tuition fees for that session then that fee will be transferred to the next session. New fees structure and re



enrolment fees will apply to students who are joining, otherwise in the case of a refund the refund policy will apply.

VISA REFUSAL EXCEPTION:

A full refund of course tuition fees will be provided to students who are unable to obtain a Visa to enter Australia to undertake their study. Written evidence of the visa refusal from the relevant authority is required.

In the instance of visa refusal or if a compliant written agreement is not in place, a refund is governed by the ESOS Act 47E (4). The student will be entitled to refund of all course money calculated in accordance with the ESOS regulations. Sub regulation 3.19(2) (a) to (e) the lesser of (\$500 or 5% of the total course fee received)

In all other cases, refunds are the discretion of the Chief Executive Officer and may be negotiated on an individual case-by-case basis.



FOR OFFICE USE ONLY

Application approved? Yes No

Course start date:

Course end date:

Comments:

Admin Manager signature

Date: / /

Upon completion, please forward this form to Admissions for Issuance of an offer letter/letters.

APPLICATION CHECKLIST

- Application for Enrolment Form
- Copy of Passport
- Visa Copy (if applicable)
- Documentation of IELTS level of 5.5 English language or its equivalent
- High School certificates (Year 10, Year12)
- Australian Education Certificates & Transcripts (if applicable)
- OSHC card copy
- OSHC Application Form (if applicable)
- Credit Transfer / RPL Application Form (if applicable)
- Release Letter from previous College (if applicable)