



PART A – APPLICANT INFORMATION – Domestic Student			
Melbourne Campus ()		Hobart Campus ()	
SELECT COURSE	QUALIFICATION	COURSE DURATION	TUITION FEE
()	BSB40820 - Certificate IV in Marketing and Communication (Release 1)	39 Weeks	A\$6,000
()	BSB50620 - Diploma of Marketing and Communication (Release 1)	52 Weeks	A\$8,000
()	BSB60520 - Advanced Diploma of Marketing and Communication (Release 1)	78 Weeks	A\$12,000
()	BSB50420 - Diploma of Leadership and Management (Release 1)	52 Weeks	A\$8,000
()	BSB60420 - Advanced Diploma of Leadership and Management (Release 1)	78 Weeks	A\$12,000
<p>Intake Month Year: ()</p> <p>() January () February () April () May () July () August () October () November</p> <p>Class Timetable</p> <p>() Day Class () Evening Class () Weekend Class</p>			
<p>Personal details (all details must be exactly as stated on the current driver's license/photo ID/passport)</p> <p>Family Name Given Name</p> <p>ID Type ID Number</p> <p>USI (Unique Student Identifier) () Male () Female Date of Birth /..... /.....</p> <p>Contact Details</p> <p>Address</p> <p>Telephone Mobile.....</p> <p>Passport Number Email.....</p> <p>Health Condition(s).....</p> <p>Person to Contact in an Emergency</p> <p>Name Relationship.....</p> <p>Address</p> <p>Telephone Mobile.....</p> <p>Email</p> <p>In any event of an emergency do you give Wall Street College permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? () Yes () No Qualifications</p> <p>Highest Academic Qualification</p> <p>Year Qualification Obtained</p> <p>Other</p>			



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

Yes () *(please indicate)* 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 try a different career () To start my own Business ()

To get a promotion or a better job () Is a requirement of my current job () To get into another course of study ()

How did you hear about Wall Street College?

Friend () Family () Internet () Agent () Other () *please specify*

Recognition of Current Competency (RPL) and Credit Transfers

I wish to apply for RPL Yes () No ()

I wish to apply for Credit Transfer Yes () No ()

I have attached my Credit Transfer Request Form ()



PART B – Information collection

Please list ALL existing Qualifications, Certificates or other Vocational Competencies

(You must attach verified copies of all qualifications)

Have you enrolled in the same or a similar course elsewhere?

Yes No

(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Academic Manager for further information. You must attach verified copies of documents to support a credit transfer or RPL application)

Secondary Education – School Level Achieved

Have you completed your studying at School?

Yes No

If No was selected, which year are you in?

Have you been employed in the area covered by the course applied for?

Yes No

(If you have you may be eligible for Recognition of Prior Learning – contact the Academic Manager for further information You must attach verified copies of documents to support an RPL application)

What is your current Employment status?

Full-time employed Part-time employed Employer Self Employed (not employing others) Employed (unpaid in family business)

Unemployed (seeking Full-time work) Unemployed (seeking Part-time work) Not employed (not seeking employment)

What is your indigenous status?

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

Nationality

In which country where you born?

What is your main language spoken at home?

Are you a citizen of Australia or New Zealand? If not, are you a Permanent Australian Resident?

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

Tell us the reason you want to take our course Career Academic Personal

Where did you hear about us?

Do you have any disability or special need that will affect in your learning environment? Yes No

If yes, please specify

Please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the student information section of the Handbook.



PART C – CONSUMER PROTECTION POLICY

The consumer protection policy and procedure ensure that students are provided with the following information before enrolment

- Students right and responsibilities
- Fee administration
- Training and assessment administration
- Complains and appeals
- Deferral and discontinuing process
- Feedback processes according to the national VET regulator and funded training contract conditions

Student Rights and Responsibilities

Students have a right to:

- Learn in a safe, secure and clean environment
- be treated fairly and equitably and with respect by other students and staff
- learn in an environment free of discrimination, harassment, bullying or victimisation
- receive encouragement and support during the course of their training
- have their personal information and privacy protected
- have the results of their progress stored securely and maintained accurately
- be able to access their personal student records on request
- obtain information about assessments and the assessment process in advance of an assessment
- receive adequate comment from trainer/assessors about their performance in class and after an assessment and about their progress in their course
- appeal any assessment decision and ask for it to be reviewed
- make a complaint by using the proper procedure and have it treated confidentially and dealt with fairly and quickly
- have the right to appeal against any decision made in relation to a complain they make
- discuss their concerns or problems confidentially with staff

Students are required to:

- Be courteous and polite to, and respectful of, each other and staff
- Cooperate with each other and staff
- Take all steps to improve teamwork and interpersonal communication
- Adhere to all health and safety requirements always (whether written or spoken)
- Behave in an appropriate and acceptable way and not do anything that may cause anyone else offence or embarrassment (This includes not swearing or using offensive language; not using threatening or abusive language; and not harassing, bullying or victimising anyone).
- Not doing anything that disrupts a class or the learning of other students
- Attempt to resolve any conflicts or misunderstandings immediately if they arise
- Be punctual, regular and committed, and take responsibility and ownership for their own learning and their own actions
- Sign any attendance register that are required
- Maintain satisfactory course progress
- Provide accurate information about themselves and promptly inform WSC of any change in their details
- Pay relevant fees when they are due
- Not smoke, consume alcohol or drugs in the college premises; not enter the class under the influence of alcohol or illegal drugs; not bring alcohol, illegal drugs or weapons to the college
- Not use mobile phones or paging devices in class or in any assessment situation
- Prepare adequately for assessments, submit assessment tasks (including assignments) by the due date, and ask for an extension of time if exceptional circumstances require it
- Not engage in plagiarism or cheating of any kind
- Dress suitably always
- Not steal, damage, or misuse any of WSC equipment or resources or anyone else's property

INFORMATION COLLECTION

The information you provide to Wall Street 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 Wall Street College to provide services to either you or Wall Street 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 Requirements 2012 and in line with current AVETMISS requirements however, this information is reported in a manner that does not identify you.

Why we collect your personal information

As a registered training organisation (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, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.
- The 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 authorised 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 authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Wall Street 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 Wall Street College at www.wallstreet.edu.au

PART D – FEES

Tuition Fee	A\$ See page one
Application Fee (not refundable)	A\$ 200
Admin. Processing fee for visa rejection case	A\$ 250
RPL fee (not refundable)	A\$ 500
Repeat unit fee	A\$ 400
Material fee (per course)	A\$ 100
Assessment resit fee	A\$ 100
Late payment fee	A\$ 100
Total Fees	A\$.....

Please make your payment by Bank Draft to Wall Street College Pty Ltd. WSC has no obligation is created on WSC until funds are cleared and an official receipt is issued.

Applicant Signature

Date / /.....



Acceptance Procedure:

1. As soon as decision is made on your eligibility you will be informed of the outcome
2. If your application is successful you will receive a copy of this countersigned Student Written Agreement and a Letter of Offer stating the course, for which you have been accepted, courses fee to be paid and commencement date.
3. When you have paid your fees a Confirmation of Enrolment will be sent to you.

Re-issue of training workbooks / Statement of Attainment / Qualification Certificate

- Student who require replacement of issued text or training workbooks will be liable for additional charges to cover the cost of replacement.
- Students are responsible for the storage of their qualification testamur and statements of attainment. If a student requires reissue of their qualification testamur or statement of attainment, an administration fee of \$100 for Certificate III & IV or \$250 for Diploma courses will be charged for Qualification certificates and \$25 for Statement of Attainment.
- For short courses, \$50 or higher will be charged based on the respective state registering authority issuing the certificates.

PART E - REFUNDS

- 1 The Applicant confirms that all the information provided in this application is complete and correct.
 - 2 The Applicant agrees to be bound by WSC rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
 - 3 All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with WSC. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
 - 4 Refund application form must be completed and submitted to WSC. Refunds will be refunded within 28 days of receipt of a refund application form and will include a statement explaining how the refund was calculated.
- 4.1 Tuition Fee & Material fee

Withdrawal notified in writing and received by WSC 28 days or more prior to course commencement	50% of the tuition fees will be forfeited.
Withdrawal notified in writing and received by WSC less than 28 days prior to course commencement and before the commencement date	70% of the tuition fees will be forfeited.
Withdrawal notified in writing and received by WSC on the course commencement date or after the course commences or after the seven (7) days cooling off period (whichever comes later)	No refund of tuition fees.
If a student's enrolment is terminated for failure to comply with WSC's policies and procedures and DHA's visa requirements	No refund of tuition fees.
Request of refund in seven (7) calendar days cooling off period. The cooling off period will commence on the day that the payment has been received.	100% of the tuition fees will be refunded. 200 administration charge applied.
In case that WSC is unable to delivery the course.	100% of the tuition fees will be refunded.

- 5 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.
- 6 In the unlikely event that WSC is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by WSC at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If WSC is unable to provide a refund or place you in an alternative course the Tuition Protection Service (TPS) will be responsible for providing refunds or providing assistance to locate an alternative.
- 7 Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student, then any fee increases will be required to be paid for the extended component of the course.
- 8 Students wishing to defer the commencement of studies or suspend their studies must complete deferral or suspension form and submit to WSC. WSC may decide to suspend or cancel a student's enrolment on its own initiate as a response to misbehaviour by the student.
- 9 Students must notify WSC of changes of address, telephone number, email address and fax number within 7 days they occur.

Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at WSC.

I agree to be bound by the policies, procedures and student handbook of WSC and to abide by the regulations therein. I grant the college permission to use any photographic image on which I appear in marketing and advertising materials.

Information is collected on this form and during your enrolment in order to meet WSC obligations under the RTO Standards. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. Students are permitted to access personal information held by WSC and may request corrections to information that is incorrect or out of date. Applications of this nature must be submitted in writing.

I declare that the information provided by me in 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 and they become due.

Applicant Signature

Date / /



PART F - Government Funded Students

Recognition Fees:

There are no administration fees for this process. There will be a reduction to the student feed at 50% per unit which will be calculated and agreed by you prior to confirmation of enrolment.

Credit Transfer Fees:

There are no administration fees for this process. There will be a reduction to the student fees pro rate per unit. There is no process for Credit Transfer for an entire qualification.

Recognition and Credit Transfer

WHAT IS CREDIT TRANSFER?

Credit Transfer is an administrative process that is the credit of unit/s competence awarded by another accredited Training Organisation, for the same unit/s of competence listed on the course information that a person is enrolling in.

If a person has been awarded a required unit/s of competence by another Training Organisation, Wall Street College can credit that unit of competence, if the:

- **Unit of competence is equivalent and current**
- **And that the document has been issued by a verified and accredited Training Organisation**

CREDIT TRANSFER PROCESS

1. Student applies for Credit Transfer by ticking the Credit Transfer / Recognition check box on the enrolment form OR by discussing with admin staff or trainer.
2. Student is given the Credit Transfer/Recognition Assessment Application
3. Student completes the Credit Transfer/Recognition Assessment Application Page 1 ONLY and submits with a copy of the original that has been sighted by admin staff OR certified copy of an accredited training Statement of Attainment or Qualification Certificate AND Transcript of Academic Record
4. Admin staff follows the Credit Transfer Administration Procedure.
5. Admin staff contact the student with the outcome
 - a. IF CT is granted:
 - i. the student training plan is adjusted and the student and trainer and employer (if applicable) all sign and date the training plan.
 - ii. the student assessment record is completed and filed in the student file
 - b. IF CT is NOT graded:
 - i. the student will be given the exact reason why and the gap required to be fulfilled
 - ii. meet with the trainer and discuss the requirements for the Recognition assessment that will need to be undertaken to achieve Competence by recognition OR can arrange to undertake an assessment ONLY pathway OR can undertake further training and assessment.

WHAT IS RECOGNITION?

Recognition is an assessment of the formal acknowledgement of skills and knowledge that you currently have.

Recognition may reduce the amount of training that the student needs to undertake training for skills they already possess. The skills and knowledge may have been obtained through:

- Formal training
- Work experience
- Life experience

RECOGNITION PROCESS:

- Attend an initial meeting with your assessor and complete the recognition plan
- Submit evident of the skills and knowledge gained while on-the-job and which are relevant to the qualification;
- Submit evidence of the skills and knowledge gained in other contexts and which are relevant to the qualification
- Show how these skills and knowledge are relevant to the requirements for the qualification; and
- Record these skills and knowledge in an easily understood format which can be retained for future use.
- Submit evidence of proof of employment and experience within the industry

If you can show (via this application form and/or interview) that you have the required skills or knowledge then you will be granted recognition for one unit or an entire qualification, the exempt from completing the work required for this unit.

Applicant Signature

Date / /



RECOGNITION PLAN

This Recognition Plan is to be completed with the assessor. It has been designed to identify the unit/s of competency for which you are seeking Recognition. Your assessor will discuss the following areas with you. They should be ticked off once you are confident that you have understood the information and procedures.

- Purpose and outcomes of the recognition process
- Relevant unit/s of competency and types of evidence that you will submit
- Appeals process
- Confidentiality and security of information
- Special needs/additional information

PART G – PROVIDER ACCEPTANCE

Accepted by Wall Street College

Signature Name Date...../...../.....

PART H – Agent

Agent Name:

Signature Date...../...../.....

FOR OFFICE USE ONLY

Rationale for accepting the candidate into the course

Considering the information provided by the candidate in their application form and discussions with the candidate, tick as many statements as apply and use these as the basis for determining whether the course is suitable and appropriate for the candidate.

At least one of the first 3 statements must apply.

	Yes	No
This course will enable the student to obtain the required skills to make them job-ready		
This course will assist the student to undertake further education		
This course will promote/enable access to training for disadvantaged learners		
The student has the required computer skills and digital capability		
The student has appropriate work experience and/or level of skills and ability to undertake this course successfully		
The student meets the entry requirements of the course, including any pre-requisites		
The learning strategies and materials used in this course are suitable for the student		
If required, appropriate support services, referrals and course customisation is available		
This course is aligned with the student's work/career/participation aspirations		
This course will give the student the skills and knowledge required for their chosen field		
This course provides employability skills		
This course will give the student an opportunity to advance to further study for their chosen pathway		
The content of the course is suitable for the student's interests		
This course will provide formal recognition of the student's current skills and knowledge		
This course minimises duplication of the student's existing competencies		
This course is at an appropriate level for the student		
This course is the most appropriate training option for the student		
Alternative study offered? Please specify:		

Application Approved Yes () No ()

Course Start Date/...../..... Course End Date/...../.....

Comments



Campus Manager Signature Date/...../.....

Application Checklist

- () Application Form
- () Evidence of English Proficiency
- () High School Certificate
- () Australia Education Certificates and Transcripts (if applicable)
- () Credit Transfer Application Form (if applicable)- if RPL selected notify Academic Manager to supply RPL Self-Assessment tool
- () Release Letter from previous College (if applicable)

