



Application Form - International PART A – APPLICANT INFORMATION			
Melbourne Campus ()		Hobart Campus ()	
SELECT COURSE	QUALIFICATION	COURSE DURATION	TUITION FEE
()	BSB40820 - Certificate IV in Marketing and Communication (Release 1) [CRICOS Code 105951B]	39 Weeks	A\$6,000
()	BSB50620 - Diploma of Marketing and Communication (Release 1) [CRICOS Code 105922A]	52 Weeks	A\$8,000
()	BSB60520 - Advanced Diploma of Marketing and Communication (Release 1) [CRICOS Code 105953M]	78 Weeks	A\$12,000
()	BSB50420 - Diploma of Leadership and Management (Release 1) [CRICOS Code 104326B]	52 Weeks	A\$8,000
()	BSB60420 - Advanced Diploma of Leadership and Management (Release 1) [CRICOS Code 105954K]	78 Weeks	A\$12,000
Intake Month Year: () Onshore: () Offshore: () () January () February () April () May () July () August () October () November			
Class Timetable () Day Class			
Personal details Family Name Given Name Nationality () Male () Female Date of Birth /..... /..... USI (Unique Student Identifier) Passport Number			
Home Country Contact Details Address Telephone Mobile..... Email			
Australian Contact Details (if known) Address Telephone Mobile..... Email Health problems			
Person to Contact in an Emergency Name Relationship..... Address Telephone Mobile..... Email			
Visa Type Student () Tourist () Working Holiday () Other ()			



Qualifications

Highest Academic Qualification

Year Qualification Obtained IELTS or TOEFL Score (if available)

Other

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 – EDUCATION AND EXPERIENCE

Please list **ALL** existing Qualifications, Certificates or other Vocational competencies

(You must attach verified copies of all qualifications)

English exams completed and score.....

(You must attach verified copies of English language results, for example IELTS)

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 Director of Studies for further information. You must attach verified copies of documents to support a credit transfer or RPL application)

Have you been employed/do you have experience in the area covered by the course applied for? () Yes () No

If yes, please detail:

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

Why are you doing this course?

() Learn a new skill () To improve skills at work () To help you find work () Academic Growth () Other- please specify

If other, please detail

If you are studying in a new discipline, why did you choose to make this decision:

Own assessment of English level () Elementary () Intermediate () Advanced

Own Skill Assessment

- Speaking and Listening () Good () Average () Poor
- Reading and Writing () Good () Average () Poor
- Numeracy () Good () Average () Poor
- Teamwork () Good () Average () Poor
- Problem solving () Good () Average () Poor
- Planning and Organising () Good () Average () Poor
- Self-management () Good () Average () Poor
- Learning () Good () Average () Poor
- Technology () Good () Average () Poor
- Initiative and enterprise () Good () Average () Poor

What are you strengths?.....

What are your weaknesses?.....

Language spoken at home..... Other languages spoken

What do you hope to achieve after participating in this course? () Paid work () Further study () Volunteering/unpaid work () Not sure

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

Do you require any additional support? () Yes () No



If yes, please specify

Do you foresee of know of any reason that you may not be able to complete the course? () 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.

Provide a Genuine Temporary Entry Statement of not more than 250 words

OVERSEAS STUDENT HEALTH COVER

() Single Cover () Couples Cover () Family Cover

PART C – OTHER FEES

\$200-Non-refundable Enrolment fee	\$25 for issuing each attendance letter or transcript before course completion
\$400 for repeating a unit of competency for Certificate IV course	\$25 for reissuing each attendance letter or transcript.
\$625 for repeating a unit of competency for Diploma or higher level	\$100 for reissuing each Certificate of Qualification.
\$50 for late assessment task submitted after the due date	\$150 for re-assessment per unit of competency within two (2) months after the course finish date; \$300 for re-assessment per unit of competency two (2) months after course finish date; \$150 for late re-assessment submitted after the due date.
\$100 for reissuing an e-CoE;	
\$20 for reissuing a lost student card	
\$100 Application fee for Recognition of Prior Learning (RPL)	\$200 Administration fee for each deferment
\$250 per subject for Recognition of Prior Learning (RPL)	\$1.0 per page for colour print/copy; \$0.2 per page for black & white print/copy
\$25 for reissuing letter of confirmation of studies	\$200 for placement administration fee

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

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, commencement date and Overseas Student Health Cover information.
3. When you have paid your fees, a Confirmation of Enrolment will be created and sent to you within 14 days.



PART D - 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

- | | |
|--|---|
| <ul style="list-style-type: none"> - Visa refused | <p>Refund of tuition fee less A\$250
Admin. Processing fee (Refer Part C)
100% refund of material fee</p> |
| <ul style="list-style-type: none"> - Withdrawal notified in writing and received by WSC 28 days or more prior to course commencement | <p>70% refund of tuition fee
100% refund of material fee</p> |
| <ul style="list-style-type: none"> - Withdrawal notified in writing and received by WSC less than 28 days prior to course commencement and before the commencement date | <p>50% refund of tuition fee
100% refund of material fee</p> |
| <ul style="list-style-type: none"> - Withdrawals notified in writing and received by WSC on the commencement date or after the course commences | <p>No refund of current semester tuition fee
No refund of current semester material fee</p> |

OR In case of deferment of course by the student

- 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 initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIBP and may affect the status of a student visa. Students must notify WSC of changes of address, telephone number, email address and fax number within 7 days they occur. Failure to do this may mean student do not receive important information which may affect their course, their enrolment or the visa.
- 9 WSC reserves the right to withhold granting the Award attained by the student if the student has outstanding fees.

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.

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 NCVET 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 NCVET may also disclose personal information to persons engaged by NCVET to conduct research on NCVET's behalf.

The NCVET does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVET will handle your personal information please refer to the NCVET's Privacy Policy at www.ncvet.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 NVET 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 NCVET 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

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 E – PROVIDER ACCEPTANCE

Accepted by Wall Street College

Signed..... Name..... Date / /

PART F – AGENT

• Agent Name:

• Signature : Date..... /..... /.....

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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
- () Copy of Passport
- () Visa Copy (if applicable)
- () Evidence of English Proficiency
- () High School Certificate
- () Australia Education Certificates and Transcripts (if applicable)
- () OSHC Card Copy
- () OSHC Application Form (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)