

STUDENT ENROLMENT FORM

Personal Details

(Legal name as per photo ID, which will need to be sighted to verify legal name)

Unique Student Identifier (USI) – Refer to Page 4 for assistance			
Surname		Given Name	
Home Address			
Suburb		State & Postcode	
Telephone Number		Email Address	
Date of Birth		Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>

Emergency Contact Details

Full Name		Relationship	
Contact Number		Mobile	

In the event of an emergency do you give Medicus College permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? **YES / NO**

Education Agent /Representative

Are you applying through an education agent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Organisation Name		
Contact Name		
Address		
Telephone		Country
Email address		

Education

Previous Qualifications

Employment

What is your highest COMPLETED school level? (ONE box only.)	Have you SUCCESSFULLY completed any of the following qualifications?	Of the following categories, which BEST describes your current employment status? (ONE box only.)
Year 12 or equivalent <input type="checkbox"/>	If YES, then tick ANY applicable boxes	Full-time employee <input type="checkbox"/>
Year 11 or equivalent <input type="checkbox"/>	Bachelor or Higher Degree <input type="checkbox"/>	Part-time employee <input type="checkbox"/>
Year 10 or equivalent <input type="checkbox"/>	Advanced Diploma or Associate Degree <input type="checkbox"/>	Self-employed - not employing others <input type="checkbox"/>
Year 9 or equivalent <input type="checkbox"/>	Diploma (or Associate Diploma) <input type="checkbox"/>	Employer <input type="checkbox"/>
Year 8 or below <input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/>	Employed - unpaid worker in a family business <input type="checkbox"/>
Never attended school <input type="checkbox"/>	Certificate III (or Trade Certificate) <input type="checkbox"/>	Unemployed - seeking full-time work <input type="checkbox"/>
In which YEAR did you complete that school level? <input type="checkbox"/>	Certificate II <input type="checkbox"/>	Unemployed - seeking part-time work <input type="checkbox"/>
Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate I <input type="checkbox"/>	Not employed - not seeking employment <input type="checkbox"/>
	Certificates other than the above <input type="checkbox"/>	

Language and Cultural Diversity

Country of Birth		Australian Citizenship	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you of Australian Aboriginal or Torres Strait Islander origin? <small>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</small>	Yes <input type="checkbox"/>	Aboriginal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	No <input type="checkbox"/>	Torres Strait Islander	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How well do you speak English?	Very well <input type="checkbox"/>	Well <input type="checkbox"/>	Not well <input type="checkbox"/>	Not at all <input type="checkbox"/>
Main language spoken at home if not English				

Program History

To get a job	<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>	Other reasons	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>				
Do you wish to apply for Recognition of Prior Learning?	Yes <input type="checkbox"/>		No <input type="checkbox"/>		

Disability

Do you consider yourself to have a disability, impairment or long-term condition?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, then please indicate the areas of disability, impairment or long-term condition (You may indicate more than one area.)					
Hearing/Deaf	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Vision	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>	Acquired Brain Impairment	<input type="checkbox"/>	Other	<input type="checkbox"/>

Proposed Study

<input checked="" type="checkbox"/>	Code	Unit of Competency Name	Tuition Fee	Enrolment Fee	Material Fee	Time
	BSB50315	Diploma of Customer Engagement		\$250.00	\$250.00	50 weeks
	BSB51918	Diploma of Leadership and Management		\$250.00	\$250.00	50 weeks
	BSB61015	Advanced Diploma of Leadership and Management		\$250.00	\$250.00	52 weeks
	BSB80215	Graduate Diploma of Strategic Leadership		\$300.00	\$300.00	52 weeks
	ICT80515	Graduate Diploma in Information and Technology and Strategic Management		\$300.00	\$300.00	52 weeks
Preferred Campus		Sydney <input type="checkbox"/>	Canberra <input type="checkbox"/>	Adelaide <input type="checkbox"/>		

Preferred Commencement Month

Preferred Commencement Date	<input type="checkbox"/> Jan	<input type="checkbox"/> Feb	<input type="checkbox"/> Mar	<input type="checkbox"/> Apr	<input type="checkbox"/> May	<input type="checkbox"/> Jun	<input type="checkbox"/> Jul	<input type="checkbox"/> Aug	<input type="checkbox"/> Sep	<input type="checkbox"/> Oct	<input type="checkbox"/> Nov	<input type="checkbox"/> Dec
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It may not be always possible to commence at your preferred selection, but all consideration will be provided for that selection

Where did you hear about this course? Newspaper Website Internet Word of Mouth Google

Fee Calculation

Tuition Fee		Not including the required textbooks	Total Fee Due	
Enrolment Fee		This fee is not included in the Tuition Fee		
Material Fee		This fee is not included in the Tuition Fee		
Payment schedule (Due at the commencement of each term)	For COE/VOE Issue	Start Second term	Start Third term	Start Fourth term
No obligation is created on Medicus College until an official receipt is issued.				

Photography Consent

I consent to having my photograph used in documents for advertising for this organisation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Fees Collection

Medicus College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration:

- Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course;
- Medicus College cannot require students to pay more than 50 per cent of their tuition fees before they start the course. A further 50% fee is due at the commencement of the second semester;

Any payment plan for any outstanding fees will be negotiated and will be detailed on a separate document and will only apply to the second payment.

Other Potential Fees

External Complaint Resolution Fee	No Charge	Re sit assessment due to Academic Misconduct	\$400.00
Administration/Enrolment Fee (Non-refundable)	\$250.00	Replacement Certificate	\$100.00
Re-enrolment Fee	\$500.00	Use of Photocopier	\$0.10
1 st Assessment	No Fee	Welfare Service - Medicus College Referral Service	No Fee
2 nd Assessment – same unit	No Fee	Welfare Service - Medicus College Representative	No Fee
3rd and subsequent Reassessment – Maximum 4 (same unit)	\$250.00	Welfare Service - External Professional Fees	\$60 +

Note: There is a possibility for potential fees to change during a student's course and applicable refund policies.

Refund Policy – Refer to the Student Handbook or Website documents for a comprehensive explanation

Medicus College Refunds Policy, Procedures and Actions: Student Guide

Schedule A: Visa Issues: Visa Application Rejection or Processing Delay; Visa Cancellation or Breach; Change of Visa Status

Situation	Refund
Student's visa application is rejected. (We will need to sight a verified letter from the Australian Embassy/Consulate rejecting the application).	Full Refund of Course Tuition Fees or CoE Security Deposit plus Non-tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the visa application refusal date or \$500; and a Full Refund of the Overseas Student Health Cover Fee
Student withdraws their visa application on request from Medicus College.	Full Refund of Course Tuition Fees OR CoE Security Deposit plus Non-tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the visa application refusal date or \$500
Student cannot start their course on time because the Visa Application processing is delayed by circumstances beyond the student's control.	No Refund: Medicus College will defer enrolment and provide new documentation for the next Commencement Date if Application for Deferral of Enrolment is submitted.
Student's visa is cancelled because they fail to comply with enrolment conditions or breach their visa conditions.	No Refund of Course Tuition Fees or CoE Security Deposit, nor the Materials Fee for the course withdrawn from and any subsequent package courses

Schedule B: Provider Default: Medicus College Fails to Start the Agreed Course or is Unable to Deliver it in Full

Situation	Refund
Medicus College cancels a course and does not offer an equivalent alternative course at no extra cost.	Full Refund of Course Tuition Fees or CoE Security Deposit for the cancelled course and any subsequent package courses plus associated Non-Tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500
Medicus College Cancels the Agreed Course but offers an alternative equivalent course at no extra cost to the student. Student chooses to Accept the offer of the alternative course.	No Refund: Student issued LoO for the alternative course. The pre-paid Tuition Fees will be fully refunded, and the student will be invoiced for the alternative course fees, or on the student's request, the pre-paid fees will be transferred from discontinued course to alternative course. Student issued CoE for the equivalent alternative course.
Medicus College Cancels the Agreed Course but offers an equivalent alternative course at no extra cost to the student. Student Rejects Offer. Student chooses to pursue an alternative course with another provider.	No Refund of Unspent Tuition Fees for current course and any subsequent package course for which fees have been pre-paid, subject to Appeal.

Schedule C: Student Default: Course Withdrawal/Release Package Program Courses

Situation	Situation
Cancellation/Withdrawal before or after the Commencement Date of a course which is part of a package program.	No Refund: Paid Course Tuition and Non-Tuition Fees for the course withdrawn from and any subsequent package courses. Full Refund: OSHC Fee if withdrawal is before course commencement date. No Refund: OSHC Fee if withdrawal is after course commencement date.

Cancellation of CoE and Reporting for breach of student visa conditions, conditions of enrolment and/or National Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	No Refund of Unspent Tuition Fees and Materials Fees for their current course and any subsequent package course for which Tuition Fees have been pre-paid
Cancellation/Withdrawal due to demonstrated Compassionate and/or Compelling Circumstances and approved by Medicus College.	Full Refund of Tuition Fees or CoE Security Deposit for the cancelled course and any subsequent package courses plus associated Non-Tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500

Schedule D: Student Default: Course Withdrawal/Release Non - Packaged Program Courses

Situation	Situation
CoE is cancelled as a result of a students' enrolment cancellation/withdrawal more than 8 weeks (56 days) before the commencement date of their non-package course	Full Refund of their pre-paid Course Tuition Fees or CoE Security Deposit plus Enrolment and Materials Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500
CoE is cancelled for a non packaged course as a result of a students' enrolment cancellation/withdrawal more than 4 weeks (28 days) but less than 8 weeks	Before the commencement date of their non-package course, they are entitled to a 75% refund of their pre-paid Course Tuition Fees or CoE Security Deposit plus Enrolment and Materials Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500
CoE is cancelled for a no packaged course as a result of their enrolment cancellation/withdrawal less than 2 weeks (14 days)	Before, or after the commencement date of their non-package course, they are entitled to No Refund of their pre-paid Course Tuition Fees or CoE Security Deposit and Materials Fee
CoE is cancelled as a result of a breach of student visa conditions, conditions of enrolment and/or National Code Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	No Refund of their pre-paid Course Tuition Fees or CoE Security Deposit and Materials Fee
Statement of English language ability CoE is cancelled due to demonstrated compassionate and/or compelling circumstances	Full Refund of Tuition Fees or CoE Security Deposit for the cancelled course plus associated Non-Tuition Fees, minus the lesser of 5% of the amount of Course Fees received before the default date or \$500, if the withdrawal is before course commencement date; or a part refund, being the unspent Tuition Fees for the cancelled course at time of withdrawal, if the withdrawal is after the course commencement date.

Disclaimer

Students are requested to declare at your time of enrolment anything that might prevent you from satisfactorily progressing through the training and assessment program e.g. anything related to physical ability, cultural background or educational background. Medicus College will not accept liability for any issue not declared at enrolment that has a potential to prevent satisfactory progress.

Medicus College Commitment

Medicus College undertakes to provide a course/program corresponding to the requirements of the relevant National Training Package and the respective qualification as identified by this application as well as being compliant to the National Vocational Regulator Standards as accredited by the Australian Skills Quality Authority.

.....
Applicant Signature

.....
Date

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

Required Document/s to be submitted with this Application

Off-Shore Student

1. Student Visa Supporting Evidence Checklist - Genuine Temporary Entrant (GTE) Document; and
2. Statement of Purpose (SOP).
3. Statement/Certificate of English Language ability.

On-Shore Student

1. Medicus College Pre-Enrolment Questionnaire

If you do not have access to these forms, please contact us by www.medicus.edu.au and make a request to supply them.

Unique Student Identifier

Medicus College can be prevented from issuing you with a Nationally Recognised VET qualification Certificate or Statement of Attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-usi>.

If you would like Medicus College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

Please complete Section A or Section B.
Section A (You will create your own USI)

Student Name:

I, (insert name) will create my own USI and advise Medicus College. I also give permission for Medicus College to verify my records by viewing them via the USI. I understand my enrolment cannot be confirmed until I provide the USI.

Signature:

Section B (Giving permission to Medicus College to create your USI)

 I (insert name) authorise Medicus College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read, and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>.

Select one of the following and attach a copy:

- | | | |
|---|---|--|
| <input type="checkbox"/> Drivers licence | <input type="checkbox"/> Medicare card | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Australian Birth Certificate | <input type="checkbox"/> Certificate of Registration by Descent | <input type="checkbox"/> Citizenship Certificate |

Signature:

Credit Card Details

Card Type		Expiry Date	/
Name on card			
Card Number		CCV	

I, authorise Medicus College Pty Ltd

debit \$ from my account/credit card.

Signed		Date	
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Direct Deposit

Payee	Medicus College	Account Number	
Financial Institution	Westpac Bank	BSB Number	

Please post your enrolment to	info@medicus.edu.au or The specific campus email address		
	Medicus College Level 1, 575-597 Pacific Highway St Leonards NSW 2065 AUSTRALIA Email: info@medicus.edu.au	Medicus College Level 3, 11 London Circuit Canberra ACT 2601 AUSTRALIA Email: info.canberra@medicus.edu.au	Medicus College Level 1, 90 King William Street Adelaide SA 5000 AUSTRALIA Email: info.adelaide@medicus.edu.au

OR bring the form to the Medicus College with your payment. By making this payment and signing, I agree to the terms and conditions of enrolling in the selected course.

Pre – Enrolment Interview

Prior to any Offer Letter being issued you will be contacted by Medicus College to conduct the following interview either in person, by telephone or by internet SKYPE. Your responses will be a consideration with your SOP, GTE or Pre-Enrolment Questionnaire in addition to your application for enrolment. This Application Form and interview does not guarantee acceptance or issue of a CoE.

Question	Possible Answers	OTHER COMMENTS – Interviewer is to add additional notes here, which should expand on the “Possible Answers”
Why have you decided to enrol into this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop new skills <input type="checkbox"/> Work in the industry currently <input type="checkbox"/> Want to develop my existing skills	
What level is your current skills and knowledge of the course you wish to enrol?	<input type="checkbox"/> <i>Limited Experience</i> - I am new to the industry <input type="checkbox"/> <i>Some Experience</i> - I have worked in the industry for 1-3 years <input type="checkbox"/> <i>Intermediate Experience</i> - I have worked in the industry for 3-6 years <input type="checkbox"/> <i>Extensive Experience</i> - I have over 6 years' experience in the industry	
Are there any specific training needs you may have?	<input type="checkbox"/> I may require flexibility in my training to meet my personal needs <input type="checkbox"/> I may require adjustment to training to meet my learning needs <input type="checkbox"/> I have a disability and would like further assistance <input type="checkbox"/> I do not have access to materials and equipment to assist with my learning and assessment <input type="checkbox"/> I may need adaptive technology or specific equipment to assist with my learning <input type="checkbox"/> I have a cultural need and training may need to be adapted to meet my needs <input type="checkbox"/> I would like to be referred to a support service to assist me with my learning (i.e. language and literacy) <input type="checkbox"/> I have a physical disability and may need the training and assessment environment to be adjusted <input type="checkbox"/> I have difficulty with language, literacy and/or numeracy and may need some assistance <input type="checkbox"/> I have financial difficulties and would like to negotiate a payment plan	
We provide a range of Support Services for our students, are there any special needs that you need help with?	<input type="checkbox"/> I may need equipment to be modified due to physical disability (e.g. Ramps, disability toilets and classes held in rooms accessible to persons with disabilities) <input type="checkbox"/> I may need equipment to be modified to assist my learning (e.g. lowering benches, enlarging computer screens, providing chairs with support) <input type="checkbox"/> I may need assessment tools to be modified to assist with my disability (e.g. Oral exam instead of written or	

	<p>allowing additional time for a scribe to write an exam for person with a disability)</p> <p><input type="checkbox"/> I may need the course delivery to be adjusted, as I have a disability or a personal need (e.g. Providing student notes or research materials in different formats or by accessing a Sign Language Interpreter)</p> <p><input type="checkbox"/> I may need assistance from disability organisation that represents or provide services to people with a disability</p> <p><input type="checkbox"/> English is not my first language; I will need assistance with language</p> <p><input type="checkbox"/> I will need support with my learning</p> <p><input type="checkbox"/> I will need specialist support equipment or personnel</p> <p><input type="checkbox"/> I am interested in undertaking tutorials to assist with my learning</p> <p><input type="checkbox"/> I will need assistance with using technology</p> <p><input type="checkbox"/> Referral to LLN training or assistance</p>	
<p>We offer Recognition of Prior Learning and Credit Transfer, are you interested in applying for either of these?</p>	<p><input type="checkbox"/> RPL – Need to explain to the student what is the RPL process and the type of evidence that will need to be collected</p> <p><input type="checkbox"/> CT – Student currently holds an equivalent unit</p>	
<p><i>Office Use Only</i></p>	<p><input type="checkbox"/> LLN testing required prior to course commencement</p> <p><input type="checkbox"/> Reasonable adjustment. Please state specific needs</p> <p><input type="checkbox"/> RPL/CT granted</p> <p><input type="checkbox"/> Mode of delivery suitable for candidate</p> <p><input type="checkbox"/> Selection criteria met existing skills and knowledge of student</p>	

(Add more pages for additional Comments)