

## STUDENT ENROLMENT FORM

### Personal Details

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

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

### Emergency Contact Details

<b>Full Name</b>		<b>Relationship</b>	
<b>Contact Number</b>		<b>Mobile</b>	

In the event of an emergency do you give Medicus College permission to organize emergency transport and treatment and agree to pay all costs related to the emergency? Yes  No

### Education Agent /Representative

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

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"/>
Which YEAR did you complete that school level?		Certificate II	<input type="checkbox"/>	Unemployed - seeking part-time work	<input type="checkbox"/>
Are you still attending secondary school?	<input type="checkbox"/> Yes	Certificate I	<input type="checkbox"/>	Not employed - not seeking employment	<input type="checkbox"/>
	<input type="checkbox"/> No	Certificates other than the above			

### Language and Cultural Diversity

<b>Country of Birth</b>		<b>Australian Citizenship</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>Are you of Australian Aboriginal or Torres Strait Islander origin?</b> (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	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"/>

<b>How well do you speak English?</b>	Very well <input type="checkbox"/>	Well <input type="checkbox"/>	Not well <input type="checkbox"/>	Not at all <input type="checkbox"/>
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<b>Main language spoken at home if not English</b>	
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**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"/>				

<b>Do you wish to apply for Recognition of Prior Learning?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Disability**

<b>Do you consider yourself to have a disability, impairment, or long-term condition?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**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"/>	CRICOS Code	Course Code	Unit of Competency Name	Tuition Fee	Enrolment Fee	Material Fee	DURATION
<input type="checkbox"/>	104359D	BSB50420	Diploma of Leadership and Management	\$	\$300.00	\$300.00	50 weeks
<input type="checkbox"/>	107096J	BSB60420	Advanced Diploma of Leadership and Management	\$	\$300.00	\$300.00	52 weeks
<input type="checkbox"/>	104480C	BSB80320	Graduate Diploma of Strategic Leadership	\$	\$300.00	\$300.00	52 weeks
<input type="checkbox"/>	107154D	ICT60220	Advanced Diploma of Information Technology (Telecommunications Network Engineering)	\$	\$300.00	\$300.00	104 weeks

**Campus Location**

<input type="checkbox"/>	Canberra	<input type="checkbox"/>	Sydney	<input type="checkbox"/>	Adelaide
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**Fee Calculation**

<b>Tuition Fee</b>	\$	Not including the required textbooks	<b>Total Fee Due</b>	\$
<b>Enrolment Fee</b>	\$	This fee is not included in the Tuition Fee		
<b>Material Fee</b>	\$	This fee is not included in the Tuition Fee		
<b>Initial tuition fee deposit amount</b> (Initial tuition fee will be deducted from the total tuition fee)				\$

No obligation is created on Medicus College until an official receipt is issued.

**Preferred Commencement Month**

<input type="checkbox"/> Feb	<input type="checkbox"/> Apr	<input type="checkbox"/> Jul	<input type="checkbox"/> Oct	<input type="checkbox"/> Other (DD/MM/YYYY)
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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

**Photography Consent**

I consent to having my photograph used in documents for advertising for this organization.

Yes

No

### 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.

**Please Note: Medicus College does not accept Cash Payments under any circumstances. No responsibility will be taken if cash is paid to any person. All payments by Bank Transfer Only.**

### Other Potential Fees

LEADR External Complaint Resolution Fee	No Charge	Re sit assessment due to Academic Misconduct	\$400.00
Administration/Enrolment Fee (Non-refundable)	\$300.00	Replacement Certificate	\$100.00
Re-enrolment Fee	\$500.00	Use of Photocopier	\$0.10
1 <sup>st</sup> Assessment	No Fee	Welfare Service - Medicus College Referral Service	No Fee
2 <sup>nd</sup> 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.

### Refunds for international students

**All course fees for international students include a non-refundable enrolment fee which is detailed on the Course Outline and Student Agreement. The deposit is non-refundable, except in the circumstances detailed below.**

#### A. Full refunds

**A full refund of any course fees paid will be provided to students in any of the following circumstances:**

- If MEDICUS COLLEGE is required to cancel a course before it commences due to insufficient numbers or for other unforeseen circumstances.
- Where a course does not start on the starting date outlined in the Letter of Offer
- If a student cannot commence the course because of illness, disability or where there is death of a close family member of the student (parent, sibling, spouse, or child).
- At the discretion of MEDICUS COLLEGE's CEO or approved representative, when other special or extenuating circumstances have prevented the student from commencing their studies including political, civil or natural events.
- If an offer of a place is withdrawn by MEDICUS COLLEGE and this is not due to incorrect or incomplete information being provided by the student.

#### Claiming a full refund

- In any of the above situations, MEDICUS COLLEGE will automatically conduct a refund assessment of all affected students and issue the refunds due accordingly. In these cases, there is no need for a student to make an individual application for a refund. Refunds will be issued within 28 business days.

#### B. Partial Refunds

##### 1.1 Provider default

- Partial refunds will be paid in the event of provider default. The refund will be calculated from the day of the default as per section 7 of the Education Services for Overseas Students (Calculation of Refund) Specification 2014.
- Partial refunds will also be provided in the same manner as for provider default (as above) where MEDICUS COLLEGE fails to enter into a written agreement with a student or the Student Agreement is not compliant with the requirements of the ESOS Act or the National Code.

##### 1.2 Student default

- If an international student is refused a visa (student default) before commencing their course, MEDICUS COLLEGE will refund the total amount of all course fees (tuition and any non-tuition fees) received for the course less whichever is the lower amount of 5% of the total amount of the fees (tuition and non-tuition) or the sum of \$500.

- If an international student is refused a visa (student default) but has already commenced their course, non-tuition fees will not be refunded. However, tuition fees will be refunded from the day of the student default as per Section 7 of the Education Services for Overseas Students (Calculation of Refund) Specification 2014.
- If a student has supplied incorrect or incomplete information and as a result MEDICUS COLLEGE withdraws the offer prior to commencement of the course, the student will be eligible to receive a refund of all course fees paid less a 20% administration fee.
- Where a student has not met the conditions included in the letter of offer and withdraws 0 – 28 days before course commencement, the deposit paid will be refunded less a 20% administration fee.
- Where a student withdraws from a course 0 – 28 days before the course commencement, except for the reasons set out in circumstances for full refunds, 50% of the deposit paid will be refunded.
- If a student withdraws or defers their course after the course has started and they have paid for units/clusters/modules that have not been commenced. This will be calculated on a per unit or cluster cost calculated as the course fee less administration fees of 20%, less textbook fees divided by the total number of units or clusters or modules in the course.

### C. Circumstances in which a refund will not be paid

- A student is not entitled to a refund in the following circumstances:
  - o Where a student is refused a visa due to one or all of the following reasons:
    - the student provided fraudulent or misleading information to Department of Home Affairs or
    - the student did not start the course at the location on the agreed starting day or
    - the student withdrew from the course at that location or
    - the student did not pay the fees due.
- Where MEDICUS COLLEGE terminates the student's enrolment because of a failure to comply with MEDICUS COLLEGE policies, misbehavior, or unsatisfactory course progress.

**Note: Please visit our website or contact us via email ([info@medicus.edu.au](mailto:info@medicus.edu.au)) to obtain copy of our refund policy or any clarification if may have.**

### 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.

### Unique Student Identifier

Medicus College can be prevented from issuing you with a Nationally Recognized 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 authorize 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**

**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: ..... Date: .....

**PRIVACY NOTICE**

You may include the following link instead of the below privacy notice if your enrolment form is online <https://www.education.gov.au/privacy-notice-and-student-declaration>

*Under the Data Provision Requirements 2012, Medicus college is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).*

- *Your personal information (including the personal information contained on this enrolment form) may be used or disclosed by <Medicus college> for statistical, administrative, regulatory and research purposes <Medicus college> may disclose your personal information for these purposes to third parties, including: Commonwealth and State or Territory government departments and authorized agencies.*
- *NCVER.*

*Personal information that has been disclosed to NCVER may be used or disclosed for the following purposes:*

- *populating authenticated VET transcripts.*
- *facilitating statistics and research relating to education, including surveys and data linkage*
- *prepopulating RTO student enrolment forms.*
- *understanding how the VET market operates, for policy, workforce planning and consumer information; and*
- *administering VET, including program administration, regulation, monitoring and evaluation.*

*You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor or other authorized agencies You may opt out of the survey at the time of being contacted.*

*NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).*

**Direct Deposit**

Payee	Medicus College	Campus	(Canberra)	(Sydney)	(Adelaide)
		BSB Number	032718	032718	032718
Financial Institution	Westpac Bank	Account Number	507448	507456	507472
Please post your enrolment to	<a href="mailto:admissions@medicus.edu.au">admissions@medicus.edu.au</a> or the specific campus email address				
	Medicus College Level 3, 11 London Circuit Canberra ACT 2601 AUSTRALIA	Medicus College Level 1, 575-597 Pacific Highway St Leonards NSW 2065 AUSTRALIA	Medicus College Level 3, 90 King William Street Adelaide SA 5000 AUSTRALIA		

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