



STUDENT ENROLMENT FORM

Office Use Only

Student ID PIA

1. Personal Details

Enter your full name (exactly as written in your identity documents)

Family name (surname)		Given names	
Date of birth (day/month/year)	/ /	Gender (Tick ONE box only)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Home phone		Work phone	
Australia Mobile		Email address	
Australia address			
Suburb		State and Postcode	
Overseas address			
City		Country	
Overseas mobile		Overseas home phone	

2. Language and cultural diversity

Country of Birth	
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes <i>If Yes, please specify:</i> _____
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander

3. Disability

Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
If you have indicated yes to the above question, please select the area(s) in the list: <i>Please refer to the Disability supplement for an explanation of the following disabilities.</i>	<table><tr><td><input type="checkbox"/> Hearing/deaf</td><td><input type="checkbox"/> Acquired brain impairment</td></tr><tr><td><input type="checkbox"/> Physical</td><td><input type="checkbox"/> Vision</td></tr><tr><td><input type="checkbox"/> Intellectual</td><td><input type="checkbox"/> Medical condition</td></tr><tr><td><input type="checkbox"/> Learning</td><td><input type="checkbox"/> Other:</td></tr><tr><td><input type="checkbox"/> Mental Illness</td><td>.....</td></tr></table>	<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Physical	<input type="checkbox"/> Vision	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical condition	<input type="checkbox"/> Learning	<input type="checkbox"/> Other:	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Acquired brain impairment										
<input type="checkbox"/> Physical	<input type="checkbox"/> Vision										
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical condition										
<input type="checkbox"/> Learning	<input type="checkbox"/> Other:										
<input type="checkbox"/> Mental Illness										

4. Schooling

What is your highest COMPLETED school level? (Tick ONE box only)	<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 8 or below	What year did you leave high school?
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5. Previous qualifications achieved

Have you SUCCESSFULLY completed any of the qualifications listed below?

<input type="checkbox"/> Bachelor degree or higher degree	<input type="checkbox"/> Certificate III (or trade certificate)
<input type="checkbox"/> Advanced diploma or associate degree	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Diploma or associate diploma	<input type="checkbox"/> Certificate I
<input type="checkbox"/> Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)

Please provide details of any completed qualifications?

Name of qualification	
Year of issuance	



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6. Course Information	
Which course do you wish to enrol in?	
<input type="checkbox"/> Certificate IV in Kitchen Management SIT40521 <input type="checkbox"/> Diploma of Hospitality Management SIT50422 <input type="checkbox"/> Advanced Diploma of Hospitality Management SIT60322 <input type="checkbox"/> Others:	<input type="checkbox"/> Certificate IV in Business BSB40120 <input type="checkbox"/> Diploma of Business BSB50120 <input type="checkbox"/> Advanced Diploma of Leadership and Management BSB60420 <input type="checkbox"/> Others:
Which intake/month/ year do you wish to enrol in?

7. English Language Proficiency	
Which English test have you completed in the last 2 years?	
<input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> CAE <input type="checkbox"/> Other:.....	

8. Emergency/ Next of Kin Contact Details				
If in case of emergency, who can we contact? (For under 18, please fill in your parent/guardian details)				
Name			Relationship	
Address				
Suburb			State and Postcode	
Home phone		Work phone		Mobile

9. Education Agents		<input type="checkbox"/> Onshore	<input type="checkbox"/> Offshore
Name		Company	
Address			
Suburb		State and Postcode	
Email		Work phone	Mobile

10. Unique Student Identifier (USI)									
From 1 January 2015, we Perth Institute of Australia can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI, you can apply for it directly at https://www.usi.gov.au/students/create-your-usi/ on computer or mobile device.									
Enter your Unique Student Identifier (USI) (if you already have one)									
You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white care, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faws/i-have-forgotten-my-usi/ .									
Insert your Unique Student Identifier (USI) here:									

USI Application through PIA (if you do not already have one)	
Application for Unique Student Identifier (USI)	
If you would like us Perth Institute of Australia 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 https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf . You must also provide additional information as noted at the end of this form so that we can apply for a USI on your behalf.	
I [NAME] authorise Perth Institute of Australia to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.	
<input type="checkbox"/> I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf .	
Town / City of Birth:	
We will also need to verify your identity to create your USI.	
Please provide any one form of identity below:	
1. Australian Driver's Licence 2. Non-Australian Passport (with Australian Visa)	



STUDENT ENROLMENT FORM

Privacy Notice / VET Data Use Statement

Why we collect your personal information

As 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.

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 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 on the following page.

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>.

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 unauthorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Perth Institute of Australia 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

Perth Institute of Australia

Address: Unit 16, 200 Wellington Street, East Perth, WA 6004

Telephone: 0421 161 809/ 08 6246 5435

Email address: reception@perthinstitute.wa.edu.au

Website: www.perthinstitute.wa.edu.au



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Please note that your enrolment will be assessed based on the information you have provided on this form and the literacy and numeracy assessment that you have to undertake in person at the Perth Institute of Australia. You will be notified on the status of this application once your eligibility has been assessed.

Terms and Conditions of Enrolment

1. Student Responsibilities

- a) Students must satisfy entry requirements for course of enrolment.
- b) If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given a third and final opportunity for reassessment.
- c) If a student is required to be reassessed at any time, they will be provided with further guidance from their trainer prior to reassessment.
- d) If after three attempts the student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued.
- e) All students will undergo an induction with the Perth Institute of Australia, which will include the student's rights and responsibilities against the relevant Australian Commonwealth, State or Territory legislation and regulatory requirements.
- f) Students are issued with a Pre-Departure Handbook & International Student Handbook, which includes the Student's rights and responsibilities that will affect their participation in training.
- g) The student acknowledges that they must observe the Perth Institute of Australia's policies and procedures, according to State and Federal Government legislative and regulatory requirements and the Student Visa requirements, as set out in the International Student Handbook.

2. Visa Requirements

- a) According to Visa requirements, all students are required to undertake full-time study workload and must attend a minimum of at least 80% of classes in their course, as per the duration stated in their Confirmation of Enrolment (CoE)
- b) Failure to meet the minimum attendance requirements may result in the student being reported to the Department of Home Affairs (DHA) for unsatisfactory attendance, which may result in the cancellation of their student visa.
- c) If a student does not commence studies on the agreed commencement date, after 14 days the Perth Institute of Australia will cancel the student's CoE unless a new starting date has been agreed to. Any student who does not commence studies will be reported to the DHA, and this may result in the cancellation of the student's visa.
- d) Students are required to have in place, prior to commencement of studies, Overseas Student Health Cover (OSHC) throughout the duration of their course of studies. Our organisation has agreements in place with OSHC providers and can assist you with accessing health cover.

3. Enrolment & Selection

- a) This form is just for registering your initial interest into training with the Perth Institute of Australia and is not confirmation of your enrolment into the Perth Institute of Australia. The purpose of the form is to gather information from the student to determine their suitability into their course of choice.
- b) All courses consist of a minimum requirement for students to attend 20 hours face-to-face scheduled contact hours per week – during study terms.
- c) The student is responsible for notifying the Perth Institute of Australia if they have a medical condition or disability or require assistance in their training.
- d) An Enrolment Application Fee must accompany enrolment to enable the students' application to be processed.
- e) It is the student's responsibility to note the date, time and location of the course as advertised.
- f) Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
- g) Requests from the student to transfer or credit their course placement due to changed personal circumstances will be

considered and every effort will be made to ensure a placement into an alternative course.

- h) If you are unable to complete your course, due to changed personal circumstances, the Perth Institute of Australia will make every effort to ensure you are placed into an alternative pre-scheduled course.
- i) Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
- j) The Perth Institute of Australia reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
- k) Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. The Perth Institute of Australia's students are covered by public liability insurance whilst studying on campus.
- l) Airport pickup service and Accommodation arrangement/Homestay Placement fees are non-refundable after the arrangement confirmation email has been sent to the student.
- m) Completing the Enrolment Application Form does not guarantee a place with the Perth Institute of Australia.
- n) The Perth Institute of Australia reserves the right to decline an application.
- o) Students from assessment level 3 and 4 countries are advised to apply through the Perth Institute of Australia's representative (Education Agent).
- p) Applications will be processed when all required documents and the non-refundable enrolment fee are received by the Perth Institute of Australia.
- q) Accommodation arrangement/Homestay replacement fee and airport pickup service arrangement fee is payable every time the arrangement request is made.
- r) When the duration of studies at the Perth Institute of Australia needs to be extended to complete the course, the student is required to pay additional fees for this extension.

4. Course Fees and Payments

- a) Please refer to the International Student Prospectus and the relevant Perth Institute of Australia Policies and procedures located on the Perth Institute of Australia website at: www.perthinstitute.wa.edu.au for information on course fees, including any required deposit; administration fees; tuition fees, non-tuition fees, refund policy, and any other relevant information and/or possible charges (if applicable).
- b) Fees must be paid in Australian dollars by bank cheque or electronic bank transfer to the Perth Institute of Australia's stated bank account. The Perth Institute of Australia will not be responsible for any monies paid to agents.
- c) The Perth Institute of Australia reserves the right to vary fees without prior notice.
- d) Enrolment and course fees do not cover personal costs, such as the cost of accommodation, living expenses, social activities, stationary or other equipment that the student may like to purchase.
- e) The Enrolment Application Fee and the Enrolment Administration fee are non-refundable in all circumstances.
- f) Certificates, Academic Records and Statements of Attainment are issued to students who have been assessed and deemed to be competent in all the required units of competency within each enrolled qualification. The initial award/Certificate (including the Academic Record) and/or a Statement of Attainment to an enrolled student is at no additional cost to the student as it is included in the students PAID course fees. All replacement or re-printing of a student's Certification will incur a cost – being, a certificate re-issue fee of \$80 per certificate. – Refer to the Perth Institute of Australia Fee and Charges Policy in the Perth Institute of Australia Student Handbooks, or go the Perth Institute of Australia Website at: www.perthinstitute.wa.edu.au



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- g) Fees not paid by the due date will incur a late fee of 5% of the total fee due.
- h) The student puts at risk their CoE being cancelled if their course fees are not paid by the due date. If a student has any problem paying fees on time on accordance with their approved Perth Institute of Australia payment requirements and/or Plan, it is the student's responsibility to discuss alternative arrangements with the Perth Institute of Australia Student Services Officer/s or Training Coordinator, before the due date for a payment has passed.
- i) **An Enrolment Application Fee of \$400 for onshore applicants and \$450 for offshore applicants** is required to be paid with this Enrolment Application Form, which is non-refundable
- j) If a student requires a re-issue of their Certificate or Statement of Attainment,
- k) If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.
- l) If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued, and the student will be given a six-month period to undertake reassessment if required.
- m) The Perth Institute of Australia is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation

5. Refund Policy

- a) If a student's visa application is rejected the student will be refunded the full tuition fees, (this does not include the Enrolment Application Fee, any accommodation arrangement fee and/or airport pickup service fee), upon evidence being provided by the student that their Visa has been refused.
- b) Students are also eligible for a Refund if the Perth Institute of Australia cancels the enrolled course or the Principal course application has been denied.
- c) Requests for withdrawal for reasons other than those mentioned above, will be eligible for a refund as follows:
 - i. If a student withdraws from a course more than 28 days prior to course commencement, 80% of the initial tuition fees will be refunded.
 - ii. If a student withdraws from a course prior to commencement of study, but less than 28 days prior to the course commencement, 50% of tuition fees paid (up to 24 weeks) and 100% for the remainder fees will be refunded.
- d) There will be no refund issued following commencement of a student's course of study
- e) All Enrolment Application fees, accommodation arrangement fees and airport pickup service fees are non-refundable.
- f) If a student breaches visa conditions, resulting in studies being cancelled, there will be no refund.
- g) If Perth Institute of Australia is unable to commence the course or cancels a course on the grounds of "Provider Default", 100% of the course fees paid will be refunded (This excludes the Enrolment Application Fee previously paid).
- h) The Perth Institute of Australia is not responsible for Agent fees – this service is paid between the Student and the students nominated Education Agent (EA) – If applicable.
- i) When a refund is applicable and the student has paid the course fees through an agent, the commission deducted from the student's course fees - by the students Agent, will be refunded to the student, by the student's agent as part of the Agents refund procedures.
- j) To request a refund, the student must submit a completed and signed Perth Institute of Australia Refund Request Form. The students written refund request will be processed within 4 weeks from the date of application being received at reception@perthinstitute.wa.edu.au
- k) Any Support arrangement fee (including arrangements for Accommodation, Insurance, airport Transfers and Homestay fees) are **non-refundable** after the arrangement/ booking confirmation has been made on behalf of the student.
- l) Refunds and Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of Perth Institute of Australia on written request including supporting evidence/documentation.
- m) No refund or transfer will be made to third parties – all student refund entitlements will be made directly into the relevant students registered bank account (as per the student's records held by Perth Institute of Australia). This policy may be waived by the Perth Institute of Australia in exceptional circumstances and assessed on a case-by-case basis at its absolute discretion and the decision of the Perth Institute of Australia is final.

- n) If a student disagrees with this process, they have the right to submit a Complaint and Appeal Form to appeal the decision. Student should refer to the Perth Institute of Australia Complaints and Appeals Policies and Procedures in their Student Handbook, or go to the Perth Institute of Australia Website at: www.perthinstitute.wa.edu.au
- o) 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. Deferring, Suspending or Cancelling Enrolment

- a) Withdrawals, Deferrals and Amendments **MUST BE MADE IN WRITING**. Please refer to the Perth Institute of Australia Withdrawal, Deferral & Amendment Policy and the Fees & Refunds Policy on the Perth Institute of Australia website www.perthinstitute.wa.edu.au
- b) Students need written permission from Perth Institute of Australia to defer their course. In cases where permission is granted, DHA will be advised via PRISMS. Student enrolments will be deferred or temporarily suspended by the institute when there are compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or misbehaviour by the student.
- c) The full policy and procedure pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is available within the International Student Handbook.
- d) Perth Institute of Australia is required to advise DHA via PRISMS when a student fails to commence a course, withdraws before the course ends, or changes their course, which will affect his or her student visa.
- e) Students who are unable to arrive on time may be given up to one week to commence. After one week, the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to return home or placed in an English language program until the next available commencement date for the course.
- f) Evidence of assessment of applications for deferment or suspension of enrolment will be retained on student files.
- g) Perth Institute of Australia will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access Perth Institute of Australia's internal Complaints and Appeals Procedure.

7. Accommodation and Airport Pickup Service

- a) If you require assistance with making arrangements for Accommodation and/or Airport Pickup Service, the Perth Institute of Australia will require a minimum 28 days' notice to arrange accommodation and 14 days for airport pick-up service.
- b) If the student has requested an Airport Pickup Service, on arrival the student will be accompanied from the airport by an approved delegate of the Perth Institute of Australia.

8. Students Contact Details

- a) While enrolled in a course at Perth Institute of Australia Perth students are issued with an individual Perth Institute of Australia email address on attending their Orientation Session or on commencement of their initial course and ALL communications between the Perth Institute of Australia and the enrolled Perth Institute of Australia student will be received and sent via this Perth Institute of Australia issued email address.
- b) All international students are required to inform the Perth Institute of Australia of their Australian residential address within seven (7) days of arrival in Australia and must advise any changes of address or other contact details such as contact number, email address, etc, within five (5) working days.

9. Termination

- a) Perth Institute of Australia reserves the right to expel a student for breaching enrolment or/and visa conditions. Fees will not be refunded and the CoE will be cancelled immediately after the student is notified. This may result in cancellation of the student's visa.

10. Changes to Agreed Services

- a) Where there are any changes to the agreed services that will affect the student, including in the event of Perth Institute of Australia closing down, the Perth Institute of Australia will advise the learner in writing as soon as practicable, this includes changes to any new third-party arrangements or a change of ownership or any changes to existing third-party arrangements.
- b) The registered provider will notify the designated authority (ASQA) and the students enrolled with the registered provider of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.



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11. Consumer Guarantee

- a) The Perth Institute of Australia guarantees that the services provided by the Perth Institute of Australia will be:
 - provided with due care and skill
 - fit for any specified purpose (express or implied)
 - provided within a reasonable time (when no timeframe is set for the training).

12. Cooling Off Period

- a) The Perth Institute of Australia protects the rights of the student including but limited to the Statutory requirements for cooling-off periods.
- b) Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the Supervisor Student Services (a letter or email is acceptable) within 10 business days of the student having signed and accepted the Perth Institute of Australia Letter of Offer. Unless the student has already commenced the training – In this circumstance, please refer to the Perth Institute of Australia Refund Policy and Procedures for full details of the refund process and requirements.

13. Complaints and Appeals

- a) If a student is experiencing any difficulties, they are encouraged to discuss their concerns with the Training Coordinator or the Supervisor Student Services. The Perth Institute of Australia's Student Services staff will make themselves available at a mutually convenient time should a student seek assistance.
- b) If a Student wishes to make a complaint, they are required to complete the Perth Institute of Australia Complaints and/or Appeals Form, which is included in the Student Handbooks, available via the Perth Institute of Australia website or on request from the Perth Institute of Australia Perth Reception staff. Once the form has been completed, the form should be submitted to the Perth Institute of Australia for actioning.
- c) Please refer to the Student Handbooks or the Perth Institute of Australia Complaints and Appeals Policy and Procedures for more information on the process located at www.perthinstitute.wa.edu.au

14. Credit Transfer

- a) The Perth Institute of Australia recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.
- b) Credit Transfer will be awarded for units of competency that directly align with the unit/s required to be undertaken in order to successfully complete the Perth Institute of Australia qualification that the student has enrolled in. Student are responsible for providing original evidence and/or supporting documentation of their previously gained competencies to Perth Institute of Australia with their application for Credit Transfer. Perth Institute of Australia will assess each application and supporting evidence in accordance with the Perth Institute of Australia policy and procedures. Student will be notified in writing of the application outcomes.
- c) Please refer to the Student Handbooks, or go to the Perth Institute of Australia website at: www.perthinstitute.wa.edu.au or contact the Perth Institute of Australia Perth office for further information and an application.

15. Support Services

- a) The Perth Institute of Australia caters to diverse client learning needs and aims to identify and respond to the learning needs of all its students. Students are encouraged to express their views and talk to a Perth Institute of Australia trainer or staff member about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion.
- b) All students are required to meet the minimum English language skills requirements and Academic levels as part of their enrolment

however, students but may require further educational assistance and support – Students requiring assistance and/or support or those students identified as requiring assistance by the Perth Institute of Australia will be invited to an intervention meeting and or Perth Institute of Australia will offer support where possible both internally or via an appropriate referral to an external support agency.

- c) The Perth Institute of Australia is committed to providing students requiring additional support, advice or assistance while training. Please see the Student Handbooks and or information contained within the Perth Institute of Australia website for further information on the types of support available.
- d) To achieve this and to ensure the quality delivery of training and education, the Perth Institute of Australia provides vocational training and assessment support and mentoring sessions for students to improve and extend their training outcomes. Students are advised to seek and make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the Perth Institute of Australia for further support and/or assistance.

16. Legislative and Regulatory Requirements

- a) All students will undergo an induction with the Perth Institute of Australia, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with an International Student Handbook and Student Handbook, which also includes the Student's rights and responsibilities that will affect their participation in vocational education and training.
- b) The student acknowledges that they must observe the Perth Institute of Australia's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbooks.

17. Age Dependents

- a) Should the student be accompanied by school age dependants, the student must accept responsibility for any primary or secondary school fees. The dependants are not eligible to attend government schools free of charge.
- b) Any school age dependant of a student must be enrolled and attending school during the period that the student is studying with the Perth Institute of Australia.

18. Perth Institute of Australia Contact Hours

- a) Office Hours are 9:00 AM to 5:00 PM by appointment only. Email correspondence is made during weekdays only and not weekends and public holidays. The Perth Institute of Australia does not take calls or reply to emails outside of office hours, weekends and public holidays.

19. Pre-Departure when Travelling to Australia Information

- a) If this is your first time studying in Australia, we recommend that you visit the following website: <https://www.studyinaustralia.gov.au/english/live-in-australia>, which provides useful information regarding travelling and living in Australia.

20. Study & Assessments Hours and Requirements

- a) All classes are delivered in English. Delivery method is Face-to-face with some structured external learning. Classes are scheduled to meet the minimum student study visa requirements of 20 Face-to-Face contact hours per week. In addition, the SIT30816 Certificate III in Commercial Cookery and SIT40521 Certificate IV in Kitchen Management courses include the requirement for students to complete compulsory Work-based Training (WBT) (270 hours or 48 Services). During the work-based training, students will be able to practice their knowledge and skills in real workplace settings.



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Student Declaration

By signing this application, I declare that:

- The information provided in this Application Form and other supporting documents is true and correct. I agree that I have read and agree to the Terms and Conditions of Enrolment and presented in this application (above), the fees payable, the Refund Policy and Procedures of the Perth Institute of Australia, and to be bound by the Conditions of Enrolment and policies and procedures of Perth Institute of Australia. I acknowledge that Perth Institute of Australia reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.
- I confirm the information supplied in this application in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.
- I acknowledge and confirm that I understand that this Application Form includes questions to enable Perth Institute of Australia to collect and provide AVETMISS compliant records to meet their National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and Perth Institute of Australia's Privacy Statement is available at the reception Desk, and via the Perth Institute of Australia website.
- I acknowledge and confirm that I understand that Perth Institute of Australia recognises and respects my privacy. Perth Institute of Australia collects, stores, and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.
- I acknowledge and confirm that I have been given the Privacy Notice
- I consent to DHA providing the Perth Institute of Australia with any information about my visa status from the time of my application to the time of my departure from Australia.
- I understand that I will be required to pay an Enrolment Application Fee with this Enrolment Application Form and that the Enrolment Application Fee of \$400 is non-refundable for onshore applicants and \$450 for offshore applicants.
- I understand that this agreement and the availability of the Perth Institute of Australia's Complaint and Appeals processes does not remove my right to take action under Australia's Consumer Protection Laws.

Student name: Signature: Date:

STUDENT ENROLMENT FORM

Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

‘11 – Hearing/deaf’

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

‘12 – Physical’

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

‘13 – Intellectual’

In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

‘14 – Learning’

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

‘15 – Mental illness’

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning.

‘16 – Acquired brain impairment’

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

‘17 – Vision’

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

‘18 – Medical condition’

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn’s disease, cystic fibrosis, asthma or diabetes.

‘19 – Other’

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.