





**EDUCATION AND EXPERIENCE**

Have you enrolled in a similar course elsewhere?  Yes  No  
(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Training Manager for further information)

Have you been employed in the area covered by the course applied for?  Yes  No  
(If you have you may be eligible for Recognition of Prior Learning – contact the Training Manager for further information)

**EDUCATION AND EXPERIENCE Cont'd**

What is your highest **COMPLETED** school level? (Tick one box only)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Never attended school

In which year did you complete the above school level? .....

Have you successfully completed any of the following qualifications?  Yes  No

If **YES** then tick **ANY** applicable boxes

- Bachelor Degree or higher degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Certificate/Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than the above

**STUDY REASONS**

Of the following categories, which **BEST** describes your main reason for undertaking this course?  
(Tick **ONE** box only)

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It is a requirement of my job       |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I require extra skills for my job   |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest               |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> For self development                |
|   | <input type="checkbox"/> Other reasons                       |

Where did you hear about us? .....

**EMPLOYMENT**

Of the following categories, which **BEST** describes your current employment status?

- Full-time employee
- Part-time employee
- Self employed – not employing others
- Employer
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment



**USI**

From 1 January 2015, Latitude College 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). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>.

Do you have a USI number  Yes  No

USI Number (if known) .....

**LANGUAGE REQUIREMENTS**

How well do you speak English?

- Very well
- Well
- Not well
- Not at all

Do you speak a language other than English at home?

No, English only  Yes, other – Please specify .....

Have you completed one of the following English tests within the past 2 years?

IELTS  PTE  TOEFL  CAE  Other .....

Date of Test:     /     /     Score (Overall): .....

**DISABILITY**

Do you consider yourself to have a disability, impairment, or long-term condition?  Yes  No

If **YES** then please indicate;

- Hearing/deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Acquired Brain Impairment
- Vision
- Medical Condition
- Other .....

**STUDENT HEALTH COVER**

Do you have current Overseas Student Health Cover (OSHC)?  Yes  No

If No, what type of OSHC will you require?

- Single (Student only)  Dual Family (Student plus spouse or children)
- Multi Family (Student plus spouse and children)

**EDUCATION AGENT**

Agency Name .....

Counsellors Name .....

Counsellors Email .....

**COURSE SELECTION**

	Course Duration	Total Fee	Start Date
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	70 weeks	\$10,500	
<input type="checkbox"/>			

**LATITUDE COLLEGE PAYMENTS, REFUNDS AND & CONDITIONS**
**Payment schedule**

A deposit is required prior to course commencement and monthly payment is due on the first day of each month commencing in the month that the course is scheduled to commence.

**Refunds requested by participants**

After a deposit or instalment payment is made the refund arrangements are as follows:

- Refund requests must be in writing, signed and dated by the person requesting the refund and delivered to the College in person, by fax or letter
- Fifty percent of the deposit paid is refundable if a written application is received by the College 28 days or more prior to the proposed course commencement date.
- The deposit is **not** refundable for refund applications received by the College less than 28 days of the proposed course commencement date.
- Instalment payments are **not** refundable.

**Delayed commencement**

In the event that the College is unable to commence the course the initial fee payment and any instalment payments received by the College will be refunded. The refund will be paid within 2 weeks of the day on which the course was cancelled. Alternatively, enrolment in an alternative course may be offered by the College.

**Missed payments**

If payments are not made by the due dates, students will be excluded from attendance and have their enrolment suspended for the lesser of one week or until the missed instalment payment is made. If the missed instalment payment has not been made at the end of the 1-week suspension the student will have their enrolment cancelled.

**Fee changes**

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.

**Other information & conditions**

The College must be notified of changes in student contact address, telephone number and email address within 7 days of the change. This is required so that students can be contacted and receive important information which may affect their course or their enrolment. This written 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.

Students are entitled, at no additional cost to a formal Statement of Attainment on course withdrawal or cancellation, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment. Course credentials (awards, statements of attainment, transcripts) will not be issued to students who are in breach of any part of this agreement.

Students are entitled to 2 assessment attempts for each unit. If a student is unsuccessful after 2 assessment attempts, they will be required to repeat the unit and will be required pay a repeat unit fee.

**Testamur Reissue**

Testamurs, (certificates and statements of attainment) will only be reissued after applicants:

- supply a statutory declaration indicating the reasons for applying for a reissue; and
- confirm their identity using the student's current passport.
- The reissue is approved by the CEO, or a person specifically nominated by the CEO to approve a reissued testamur.

Latitude College may charge a reissued testamur fee, this will be outlined in the student Letter of Offer.



## PRIVACY NOTICE

### 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.

### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### How the NCVER and other bodies handle your personal information

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

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

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Contact information

At any time, you may contact Latitude 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

Please note, Latitude College's Privacy Policy is located on our webpage and your Student handbook.

## DECLARATION & ACCEPTANCE

I understand the terms of this written agreement and the refund conditions and confirm that I am over 18 years of age and have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at the College.

I confirm that all the information provided in this written agreement is complete and correct. I agree to be bound by the College 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. I agree to pay all fees and charges according to the payment schedule that is part of this agreement.

Applicant Signature .....

Date ..... / ..... / .....



**DOCUMENT CHECKLIST**

- Passport bio page
- Proof of OSHC (if not organised by Latitude College)
- Evidence of English IELTS or equivalent English test scores
- Any students that do not hold IELTS 5.5 or above must do the LLN TEST. Please contact us to take the Test.
- Financial evidence (if applicable, evidence of the prospective student's financial capacity)
- Evidence of previous qualifications – Overseas and Australian (provide certificates)
- Academic transcripts (translated if necessary)
- Signed and completed this form by the prospective student

Onshore students must ALSO provide the following additional documents:

- Current CoE/s (if applicable)
- Current visa grant confirmation
- Release letter (if applicable)

Office Use Only					
Currently employed in relevant industry	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is RPL applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seeking employment in relevant industry	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is credit transfer applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Enrolment form completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is LL&N satisfactory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evidence of English provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Were any other issues identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Identified as not speaking English well	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Identified with a disability that effects capacity to complete training and assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	details .....		
If required indicate actions to be undertaken by Latitude College					
<input type="checkbox"/> Follow up with student to complete the enrolment and eligibility forms					
<input type="checkbox"/> Strategies for reasonable adjustment to teaching and assessment discussed with trainer/assessor and agreed adjustments made					
<input type="checkbox"/> Provide required disability support if the student does not have their own arrangements in place					
<input type="checkbox"/> Arrange for LL&N support					
<input type="checkbox"/> Additional tuition support required					
<input type="checkbox"/> Arrange for completion of RPL/Credit transfer application form and for RPL assessment to be undertaken if applicable					
<input type="checkbox"/> Other follow up actions					
Allocated Student ID .....					
Name..... Signed..... Date / /					
(CEO or Delegate)					