



Domestic Enrolment Form

Are you applying for Recognition of Prior Learning?*

Yes ☐ No ☐

Are you applying for Credit Transfer?*

Yes ☐ No ☐

*If you answer 'Yes' to any of the above questions, please contact the enrolment officer for the RPL/Credit Transfer form.

Personal Details

1. Enter your full name *

Family name (surname) _____

Given names _____

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want American College to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

2. Enter your birth date

Day/month/year _____ / _____ / _____

3. Gender (Tick ONE box only)

Male ☐ Female ☐ Other ☐

4. Enter your contact details

Home phone _____ Work phone _____

Mobile _____ Email address _____

Alternative email address (optional) _____

5. What is the address of your usual residence?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name _____

Flat/unit details _____

Street or lot number (e.g. 205 or Lot 118) _____

Street name _____

Suburb, locality or town _____

State/territory _____

Postcode _____

6. What is your postal address (if different from above)?

Building/property name _____

Flat/unit details _____

Street or lot number (e.g. 205 or Lot 118) _____

Street name _____

Postal delivery information (e.g. PO Box 254) _____

Suburb, locality or town _____

State/territory _____

Postcode _____

Language and cultural diversity

7. In which country were you born?

Australia

☐ / Other – please specify

8. **Do you speak a language other than English at home?** (If more than one language, indicate the one that is spoken most often)
 No, English only ☐ / Yes, ☐
☐ other – please specify _____
9. **Are you of Aboriginal or Torres Strait Islander origin?** (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)
☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Disability

10. **Do you consider yourself to have a disability, impairment or long-term condition?**
 Yes ☐ No ☐ No – Go to question 12
11. **If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**
 (You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.
- | | | |
|---------------------------------------|--|--|
| Hearing/deaf <input type="checkbox"/> | Physical <input type="checkbox"/> | Intellectual <input type="checkbox"/> |
| Learning <input type="checkbox"/> | Mental illness <input type="checkbox"/> | Acquired brain impairment <input type="checkbox"/> |
| Vision <input type="checkbox"/> | Medical condition <input type="checkbox"/> | Other <input type="checkbox"/> |

Schooling

12. **What is your highest COMPLETED school level? (Tick ONE box only)**
 If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.
- | | | |
|--|--|--|
| Year 12 or equivalent <input type="checkbox"/> | Year 11 or equivalent <input type="checkbox"/> | Year 10 or equivalent <input type="checkbox"/> |
| Year 9 or equivalent <input type="checkbox"/> | Year 8 or below <input type="checkbox"/> | Never attended school <input type="checkbox"/> |
- Never completed any primary or secondary level education – go to question 14
13. **Are you still enrolled in secondary or senior secondary education?**
 Yes ☐ No ☐

Previous qualifications achieved

14. **Have you SUCCESSFULLY completed any of the qualifications listed in question 15?**
 Yes ☐ No ☐ No – go to question 16
15. **If YES, tick ANY applicable boxes.**
- | |
|---|
| Bachelor degree or higher degree <input type="checkbox"/> |
| Advanced diploma or associate degree <input type="checkbox"/> |
| Diploma (or associate diploma) <input type="checkbox"/> |
| Certificate IV (or advanced certificate/technician) <input type="checkbox"/> |
| Certificate III (or trade certificate) <input type="checkbox"/> |
| Certificate II <input type="checkbox"/> |
| Certificate I <input type="checkbox"/> |
| Other education <input type="checkbox"/> (including certificates or overseas qualifications not listed above) |

Employment

16. **Of the following categories, which BEST describes your current employment status? (Tick ONE box only)**
 For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).
- | | |
|--|--|
| Full-time employee <input type="checkbox"/> | Part-time employee <input type="checkbox"/> |
| Self employed – not employing others <input type="checkbox"/> | Self employed – employing others <input type="checkbox"/> |
| Employed – unpaid worker in a family business <input type="checkbox"/> | Unemployed – seeking full-time work <input type="checkbox"/> |
| Unemployed – seeking part-time work <input type="checkbox"/> | Not employed – not seeking employment <input type="checkbox"/> |

Study Reason

17. **Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)**
- | | |
|--|--|
| To get a job <input type="checkbox"/> | To develop my existing business <input type="checkbox"/> |
| To start my own business <input type="checkbox"/> | To try for a different career <input type="checkbox"/> |
| To get a better job or promotion <input type="checkbox"/> | It was a requirement of my job <input type="checkbox"/> |
| I wanted extra skills for my job <input type="checkbox"/> | To get into another course of study <input type="checkbox"/> |
| For personal interest or self-development <input type="checkbox"/> | Other reasons <input type="checkbox"/> |

Unique Student Identifier (USI)

From 1 January 2015, we American 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). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-usi/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

18. **Enter your Unique Student Identifier (USI) (if you already have one)**

Unique Student Identifier (USI)

Advice to RTOs: if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information. You may remove the following section if you will not be applying for USIs for students.

Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs who wish to include the birth certificate option in their enrolment form should note the information items required set out at: [http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_\(australian\).aspx](http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_(australian).aspx)
Alternatively, you may wish not to include 'birth certificate' in your form.

USI application through your RTO (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like us American 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 <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise
American 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 (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 _____
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. Australian Driver's Licence

State: _____ Licence Number: _____

2. Medicare Card

Medicare card number _____

Individual reference number (next to your name on Medicare card): _____

Card colour: (select which applies) ☐ Green Expiry date ____/____/____ (format MM/YYYY)
☐ Yellow Expiry date ____/____/____ (format MM/YYYY)
☐ Blue Expiry date ____/____/____ (format MM/YYYY)

3. Australian Birth Certificate

State/Territory _____

Details vary according to State/Territory (see note above)

4. Australian Passport

Passport number _____

5. Non-Australian Passport (with Australian Visa)

Passport number _____ Country of issue _____

6. Immicard

Immicard Number _____

7. Citizenship Certificate

Stock number _____ Acquisition date ____/____/____ (day/month/year)

8. Certificate of Registration by Descent

Acquisition date ____/____/____ (day/month/year)

In accordance with section 11 of the Student Identifiers Act 2014, American College will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

Course(s) you wish to enrol in, and the preferred start date

1st Course Code _____ Course Name _____ Proposed Start Date _____

2nd Course Code _____ Course Name _____ Proposed Start Date _____

3rd Course Code _____ Course Name _____ Proposed Start Date _____

Payment Options

☐ Cash (in person only) (amount paid: \$ _____) ☐ Cheque/Money Order

☐ Online Transfer/ Bank Deposit (Date: ____/____/____)

☐ Visa ☐ Master Card

Card Number: _____ Card Expiry Date: ____/____/____

Card Holder Name: _____ Card Holder Signature: _____

Terms and Conditions

Prior to Enrolment we need to provide you with certain information.

Training Services

Information on training services provided by American College is available from American College website. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course including units (core & elective). If you have not seen or read information regarding the requirements of the courses, you should not submit this form.

Assessment

To complete the course/s you are required to successfully complete all required assessments. Assessments of units will be conducted at various times throughout the course and will include both theoretical and practical components. Additional assessment processes will be explained to you during the course, or can be provided to you by American College. If you have any additional questions regarding your assessment process or have any concerns please discuss these with us.

RPL may be offered by American College. If you wish to undertake RPL please speak to us prior to enrolment.

Support Services and Special Needs

American College will take every possible action to ensure it support you throughout your training and assessment process. If at any point throughout your course you require assistance or support please discuss these needs with American College or your Trainer and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake the course, please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect your learning, we will not be able to assist you if the need arises. This may impact on your ability to finish the course.

Your Rights

As part of your training and assessment, you have various rights. Please refer to the Student Handbook for more information. American College wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the Director of American College immediately either face to face, American College phone or in writing. If you feel you need to complain about any aspect of service or training and assessment you may do so verbally or in writing. Appeals on any decision made by American College may be lodged with the Director and must be done so in writing. If required you can gain access to your records by contacting the Director of American College.

Withdrawal and Refunds

If you withdraw from a course at least 14 calendar days prior to the commencement date, you will receive a full refund less any enrolment fees. Should you withdraw within 14 calendar days of course commencement you will be liable for any enrolment fees and 50% of the course cost. Should you withdraw from the course once commenced, you will forfeit all monies paid and be liable for the full course cost.

Unique Student Identifier (USI)

As of January 1st 2015, you are required to provide American College with your USI. If you do not have one, you authorise us to search and check on your behalf, and if required to apply for the USI for you. We will provide you a copy with the relevant documentation. For more information, visit www.usi.gov.au.

Media Release

At times during the course, staff / contractors of American College may take photos/video for use in promotional activity. These photos / videos will remain the property of American College and will not be sold to any third party. Some of the media may be used for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance in participating in such activities. Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the Director of American College.

Rules and Regulations

To graduate from your enrolled course, you must be able to fulfil the following obligations:

- Demonstrate to the trainer and assessor through course progression and assessment, both formal training, theory and practical assessment that academic and professional skills have been obtained to a satisfactory level.
- Satisfy all academic, administrative and financial obligations to the organisation.
- You must promptly notify American College of any change of name, address and contact details and notify the Director of anything that may stop you from completing the course. You may be suspended or expelled from American College at the Director's discretion for:
- Failure to uphold or maintain any of the American College's Policies and Procedures
- Serious misconduct or breach of legislation.

Privacy Statement & Student Declaration

Privacy Notice

Under the Data Provision Requirements 2012, American 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 and your training activity data) may be used or disclosed by American College for statistical, regulatory and research purposes. American College may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme 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. 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).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE [or electronic acknowledgement]..... [DATE]

ABN 91 130 637 320

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