



Future College

Before you complete this Enrolment Form please read all available information and Course Pre- Information on our website. If you have any enquiries, please contact the Future College or email us from the Contact Us link on our website www.futurecollege.com.au Once signed and the issue of a receipt for initial fees this document is a binding contract.

INTERNATIONAL STUDENT ENROLMENT FORM

Personal Details					
(Legal name as per photo ID, which will need to be sighted to verify legal name)					
Unique Student Identifier (USI) – Refer to Page 4 for assistance					
Surname			Given Name		
Home Address					
Suburb			State & Postcode		
Telephone Number			Email Address		
Date of Birth			Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Emergency Contact Details					
Full Name			Relationship		
Contact Number			Mobile		
In the event of an emergency do you give Future College permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? YES / NO					
Education Agent /Representative					
Are you applying through an education agent?			Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Organisation Name					
Contact Name					
Address					
Telephone			Country		
Email address					
Education		Previous Qualifications		Employment	
What is your highest COMPLETED school level? (ONE box only.)		Have you SUCCESSFULLY completed any of the following qualifications?		Of the following categories, which BEST describes your current employment status? (ONE box only.)	
Year 12 or equivalent	<input type="checkbox"/>	If YES, then tick ANY applicable boxes		Full-time employee	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	Bachelor or Higher Degree	<input type="checkbox"/>	Part-time employee	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Advanced Diploma or Associate Degree	<input type="checkbox"/>	Self-employed - not employing others	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>	Diploma (or Associate Diploma)	<input type="checkbox"/>	Employer	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	Employed - unpaid worker in a family business	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>	Certificate III (or Trade Certificate)	<input type="checkbox"/>	Unemployed - seeking full-time work	<input type="checkbox"/>
In which YEAR did you complete that school level? _____		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	<input type="checkbox"/>		

Country of Birth												Australian Citizenship		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Are you of Australian Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)						Yes <input type="checkbox"/>	No <input type="checkbox"/>	Aboriginal		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Torres Strait Islander		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
How well do you speak English?						Very well <input type="checkbox"/>	Well <input type="checkbox"/>	Not well <input type="checkbox"/>	Not at all <input type="checkbox"/>								
Main language spoken at home if not English																	
Program History																	
To get a job		<input type="checkbox"/>	To get a better job or promotion		<input type="checkbox"/>	To get into another course of study		<input type="checkbox"/>									
To try for a different career		<input type="checkbox"/>	It was a requirement of my job		<input type="checkbox"/>	For personal interest or self-development		<input type="checkbox"/>									
To start my own business		<input type="checkbox"/>	I wanted extra skills for my job		<input type="checkbox"/>	Other reasons		<input type="checkbox"/>									
Do you wish to apply for Recognition of Prior Learning?						Yes <input type="checkbox"/> No <input type="checkbox"/>											
Disability																	
Do you consider yourself to have a disability, impairment or long-term condition?																Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, then please indicate the areas of disability, impairment or long-term condition (You may indicate more than one area.)																	
Hearing/Deaf		<input type="checkbox"/>	Vision		<input type="checkbox"/>	Other: _____		<input type="checkbox"/>									
Proposed Study																	
<input checked="" type="checkbox"/>	Code	Unit of Competency Name				Tuition Fee	Enrolment Fee	Materials Fee	Time								
	SIT40521	Certificate IV in Kitchen Management					\$500.00		78 weeks								
	SIT50422	Diploma of Hospitality Management					\$500.00		52 weeks								
	FNS40222	Certificate IV in Accounting and Bookkeeping					\$500.00		52 weeks								
	FNS50222	Diploma of Accounting					\$500.00		52 weeks								
	FNS60222	Advanced Diploma of Diploma of Accounting					\$500.00		78 weeks								
	BSB40520	Certificate IV in Leadership and Management					\$500.00		52 weeks								
	BSB50420	Diploma of Leadership and Management					\$500.00		78 weeks								
	BSB60420	Advanced Diploma of Leadership and Management					\$500.00		65 weeks								
Course of Enrolment																	
Preferred Commencement Month	<input type="checkbox"/> Jan	<input type="checkbox"/> Feb	<input type="checkbox"/> Mar	<input type="checkbox"/> Apr	<input type="checkbox"/> May	<input type="checkbox"/> Jun	<input type="checkbox"/> Jul	<input type="checkbox"/> Aug	<input type="checkbox"/> Sep	<input type="checkbox"/> Oct	<input type="checkbox"/> Nov	<input type="checkbox"/> Dec					
Fee Calculation																	
Tuition Fee			Not including the required textbooks				Total Fee Due										
Enrolment Fee	\$500		This fee is not included in the Tuition Fee														
Material Fee			This fee is not included in the Tuition Fee														
Payment schedule (Due at the commencement of each term)			1st				2nd				3rd						
No obligation is created on Future College until an official receipt is issued.																	
Photography Consent																	
I consent to having my photograph used in documents for advertising for this organisation.																Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other Potential Fees

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

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

Table 1

Refund Circumstances	Refund Amount
Withdrawal at least Four (4) weeks prior to the agreed start date	Full refund
Withdrawal at least two (2) weeks prior to agreed start date	refund equal to 80% of the tuition fees less enrolment fee of \$200
Withdrawal less than one (1) week prior to agreed start date	refund equal to 50% of the tuition fees less enrolment fee of \$200
Cancellation of CoE due to non-attendance	No refund
Cancellation of CoE due to lack of progress	No refund
Withdrawal after the agreed start date	No refund
Course withdrawn by Future College	Full refund
Future College is unable to provide the program for which the original offer was made	Full refund

Refund Policy

If an applicant accepts a place offered by Future College and pays the fees, it means a binding contract is created between the student and Future College.

Under current legislation, there are a number of circumstances where a student may be in default.

Notification of cancellation/withdrawal from unit/s of competency, withdrawal or deferral from a program of study must be made in writing to Future College.

In the case of cancellation/withdrawal, the cancellation fee will be calculated as shown at Table 1.

Future College offers the following information in relation to refunds of program money in the case of student and provider default:

- Amounts that may or may not be repaid to the student;
- Processes for claiming a refund;
- A plain English explanation of what happens in the event of a program not being delivered; and
- A statement that "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".

A total or partial refund is applicable when:

Future College default

This policy applies to an intending student in relation to a program if:

- The program does not start on the agreed starting day; or
- The program ceases to be provided at any time after it starts but before it is completed; or
- The program is not provided in full to the student because a sanction has been imposed on the registered provider;
- And the student has not withdrawn before the default day.

Student Default

This policy also applies to all students or intending students in relation to a program if:

- The program starts on the agreed starting day, but the student does not start the program on that day (and has not previously withdrawn); or
- The student withdraws from the program (either before or after the agreed starting day); or
- The registered provider of the program refuses to provide, or continue providing, or provide progress documentation for a program to the student because of one or more of the following events:
 - The student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the program;
 - Misbehaviour by the student.

Future College will make a refund within four (4) weeks of a Provider Default or receiving a written claim by the student in accordance with the Terms and Conditions as outlined on this Enrolment/Application Form.

All refund considerations will be strictly limited to the total of monies which Future College has received. The refund calculation will not include:

- Application/enrolment fees are non-refundable;
- If a student notifies Future College of their intention to withdraw from individual units or a program before their original start date, then they will be eligible to receive a refund minus a \$250 administration charge/application fee;
- No refunds will be given for notification of withdrawal which occurs after the start of the program. The exception to this is noted in paragraph four (4).
- Once training has commenced in the program e.g. Diploma of Leadership and Management, no refund is available to participants who leave before finalising the program unless the student can provide a medical certificate or show extreme personal hardship. In that case, fees may be refunded on a pro-rata basis, minus the administrative fee/deposit. However, should participants wish to resume their studies at a later date, the original fee payment can be used as credit towards that program within twelve months of initial payment. Refund requests should be made in writing.
- Proportion of program money received for the proportion of the program provided to the student before the default date;
- If a student notifies Future College of their intention to withdraw before the original start date and are eligible for a refund as per paragraph three (3) above, then the refund will be paid within four (4) weeks of Future College receiving your request for refund.

7. No academic penalty will be incurred if a student notifies Future College of their intention to withdraw from individual units or a program before the end of week four (4) of the semester.
8. All fees and charges are payable upon invoice and will cover a period of the impending study period. Students may be precluded from sitting exams, receiving results or attending classes if tuition fees are not paid by the date specified on the invoice.
9. Any refund will be paid to the person or entity that originally paid the program fees and, where possible, in the same currency in which the fees were paid.
10. A Transfer of Provider, if requested and approved according to the appropriate policy as listed on the organisation website, will require a percentage payment to the end of current term when the transfer is requested or a minimum payment of one (1) month tuition fee plus the administration fee of \$250.00.

In all circumstances Future College will provide a statement and an explanation of how the refund was calculated and make fully available access to Future College Grievance Policy. This agreement, and the availability of [Future College Complaints and Appeals process](#), does not remove the right of the student to take action under Australia's consumer protection laws.

Fees Collection

Future 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;
- Future 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; (see Tuition Protection Scheme Policy on the website)
- 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.
- Future College pays into the Tuition Protection Service (TPS) provided by the Australian Government.– In the event that Future College is unable to deliver a course a student has paid for and does not meet the obligation to either offer a student an alternative course or pay a student a refund of the unspent prepaid tuition fees, the TPS will assist students in finding an alternative course or to get a refund if a suitable alternative is not found.

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. Future College will not accept liability for any issue not declared at enrolment that has a potential to prevent satisfactory progress.

Future College Commitment

Future 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

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

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

Terms and Conditions

I, the applicant, note the availability of pre-enrolment information, including at www.fc.edu.au, and have, in making my choice to study with Future College (here after "WCI" or "we"), viewed the relevant course outlines and the policies and procedures (<http://www.futurecollege.com.au/policies-procedures/>), details of the services and facilities of the campus and agree to be bound by these Terms and Conditions of Enrolment. I also acknowledge that I am responsible for keeping a copy of this agreement, as well as any receipts of payment. I verify that all the information I have submitted in and/or with this application is accurate, up to date, and complete and that I have and/ or will disclose, prior to commencing my course, any medical or other matters that may affect my ability to participate in and/or complete the course I am applying for so that I can be given appropriate support. I agree that should this application be accepted, I will behave in a safe, responsible, respectful, and appropriate manner at all times, and will not undertake any activity or action that may be deemed dangerous and/ or beyond my ability to carry out safely while on WCI premises and/or while participating in excursions, extracurricular activities and/or events organised by WCI, and/or while in accommodation facilities organised by WCI. I, the applicant, acknowledge that this written agreement, and the right to make complaints and seek appeals of decisions and action by WCI does not affect my rights to take action under the Australian Consumer Law, if applicable. I, the applicant, acknowledge that if I am on a Student Visa it is my responsibility to advise WCI of my current residential address, mobile number (if any), and email (if any) as well as contact details of who to contact in an emergency on arrival. I also understand that if any of these details change, I must notify WCI within 7 days of the change. I am aware that failure to do so would be a breach

of my visa conditions. WCI is bound by the legislation of the Australian Government including the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012. These and other associated legislations can be found at <https://internationaleducation.gov.au/>

Please complete Section A or Section B.

Section A (You will create your own USI)

Student Name:

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

Signature:

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

Question	Possible Answers	OTHER COMMENTS – Interviewer is to add additional notes here, which should expand on the “Possible Answers”
Why have you decided to enrol into this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop new skills <input type="checkbox"/> Work in the industry currently <input type="checkbox"/> Want to develop my existing skills	
What level is your current skills and knowledge of the course you wish to enrol?	<input type="checkbox"/> <i>Limited Experience</i> - I am new to the industry <input type="checkbox"/> <i>Some Experience</i> - I have worked in the industry for 1-3 years <input type="checkbox"/> <i>Intermediate Experience</i> - I have worked in the industry for 3-6 years <input type="checkbox"/> <i>Extensive Experience</i> - I have over 6 years' experience in the industry	
Are there any specific training needs you may have?	<input type="checkbox"/> I may require flexibility in my training to meet my personal needs <input type="checkbox"/> I may require adjustment to training to meet my learning needs <input type="checkbox"/> I have a disability and would like further assistance <input type="checkbox"/> I do not have access to materials and equipment to assist with my learning and assessment <input type="checkbox"/> I may need adaptive technology or specific equipment to assist with my learning <input type="checkbox"/> I have a cultural need and training may need to be adapted to meet my needs <input type="checkbox"/> I would like to be referred to a support service to assist me with my learning (i.e. language and literacy) <input type="checkbox"/> I have a physical disability and may need the training and assessment environment to be adjusted <input type="checkbox"/> I have difficulty with language, literacy and/or numeracy and may need some assistance <input type="checkbox"/> I have financial difficulties and would like to negotiate a payment plan	
We provide a range of Support Services for our students, are there any special needs that you need help with?	<input type="checkbox"/> I may need equipment to be modified due to physical disability (e.g. Ramps, disability toilets and classes held in rooms accessible to persons with disabilities) <input type="checkbox"/> I may need equipment to be modified to assist my learning (e.g. lowering benches, enlarging computer screens, providing chairs with support) <input type="checkbox"/> I may need assessment tools to be modified to assist with my disability (e.g. Oral exam instead of written or allowing additional time for a scribe to write an exam for person with a disability) <input type="checkbox"/> I may need the course delivery to be adjusted, as I have a disability or a personal need (e.g. Providing student notes or research materials in different formats or by accessing a Sign Language Interpreter) <input type="checkbox"/> I may need assistance from disability organisation that represents or provide services to people with a disability <input type="checkbox"/> English is not my first language; I will need assistance with language <input type="checkbox"/> I will need support with my learning <input type="checkbox"/> I will need specialist support equipment or personnel <input type="checkbox"/> I am interested in undertaking tutorials to assist with my learning <input type="checkbox"/> I will need assistance with using technology <input type="checkbox"/> Referral to LLN training or assistance	
We offer Recognition of Prior Learning and Credit Transfer, are you interested in applying for either of these?	<input type="checkbox"/> RPL – Need to explain to the student what is the RPL process and the type of evidence that will need to be collected <input type="checkbox"/> CT – Student currently holds an equivalent unit	
Office Use Only	<input type="checkbox"/> LLN testing required prior to course commencement <input type="checkbox"/> Reasonable adjustment. Please state specific needs <input type="checkbox"/> RPL/CT granted <input type="checkbox"/> Mode of delivery suitable for candidate <input type="checkbox"/> Selection criteria met existing skills and knowledge of student	

(Add more pages for additional Comments)