Enrolment Form (Local Students)

Section 1– Personal Details

Surname/Family name: Given names:

Title: ☐ Mr.   ☐ Mrs.   ☐ Ms.   ☐ Other   Date of birth: Age:

Gender: ☐ Male   ☐ Female   ☐ Unspecified

Were you ever known by any other names? ☐ Yes ☐ No   If yes, please provide details below:

Family name: Given name:

Residential address:

Postal address *(Please state AS ABOVE if same)*:

Home telephone: Mobile:

Email address:

Section 2– Name of emergency contact

Family name: Given name: Contact No:

Relationship to Student:

Section 3–Previous qualifications

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

If yes, select the applicable boxes:

☐ Year 10 or Equivalent	☐ Certificate II	☐ Diploma
☐ Year 11 or Equivalent	☐ Certificate III	☐ Advanced Diploma
☐ Year 12 or Equivalent	☐ Certificate IV	☐ Bachelor Degree or Higher

In which year, did you complete the highest level of qualification?

List details of your previous education including courses you are currently studying.

Please attach supporting documentation from all studies undertaken i.e. High School, Diploma, Advanced Diploma, Degree

Qualification	Name of the College	Country	Year of Award

Student Declaration: I declare that I have provided all relevant details of the qualifications I have previously completed.

Student Signature: **Date:**

Section 4 –Disability Support

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

If yes, Please indicate the areas of disability, impairment or long term health condition:

☐ Hearing/Deaf	☐ Mental Illness	☐ Vision	☐ Physical	☐ Learning	☐ Intellectual
☐ Medical Condition	☐ Other				

Please provide details of any special needs, disabilities or other personal considerations YES College should be aware of (Attach additional sheets if required).

Section 5 – Language and cultural diversity

In which country were you born? ☐ Australia ☐ Other – Please specify

Do you identify as being of Aboriginal or Torres Strait Islander Origin? ☐ No   ☐ Yes, Aboriginal   ☐ Yes, Torres Strait Islander

How well do you speak English?   ☐ Excellent   ☐ Well   ☐ Not Well   ☐ Poor

Do you speak a language other than English at home?   ☐ No   ☐ Yes - Please Specify

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RTO ID: 0249, CRICOS Provider Code: 03282E, ABN: 75 095 368 773

Section 6– Reason for undertaking studies

☐ To get a job	☐ To develop my skills and knowledge	☐ To start my own business
☐ To develop my existing business	☐ To try a different career	☐ To get a better job or promotion
☐ It was a requirement of my job	☐ I wanted extra skills for my job	☐ To get into another course of study
☐ Other		

Section7 – 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	☐ Other

Section8 – Computer skills in programs such as Microsoft Word, Microsoft Excel, Microsoft Power point and knowledge of how to use the Internet to access information

☐ Beginner	☐ Beginner/Intermediate	☐ Intermediate	☐ Intermediate/Advanced	☐ Advanced

Section 9 – Intended course enrolment details

Course Name	Total course duration (Weeks)	Course Fee
☐ BSB42015 Certificate IV in Leadership and Management	36	$6000
☐ BSB40215 Certificate IV in Business	36	$6000
☐ BSB51915 Diploma of Leadership and Management	75	$12000
☐ BSB50215 Diploma of Business	75	$12000
☐ BSB50615 Diploma of Human Resources Management	75	$12000

* Does not include Application Fee & Material Fee. For the full list of fees and charges associated with each program, see the relevant Course Information Sheet.

Preferred Course Intake

☐ November	☐ January	☐ February	☐ April	☐ July
☐ September	☐ October	☐ Other		

Preferred timetable :

Shift 1	☐	Monday –Thursday	8:00am – 1:00pm	☐	Shift 3	Monday – Friday	5:30pm – 9:30pm
Shift 2	☐	Monday – Friday	1:15pm – 5:15pm	☐	Shift 4	Friday Saturday – Sunday	8:00am – 1:00pm 9:00am – 5:00pm

Note that we will try our best to accommodate your preference, however your preferred timetable is not guaranteed. Also note that timetables are subject to change at the discretion of YES College.

Section 10 – Recognition of Prior Learning (RPL) / Credit Transfer(CT)

Recognition of Prior Learning (RPL) is an assessment process to evaluate students skills, knowledge and experience gained through working and learning. It can be gained in Australia or overseas, through work or other activities such as volunteering.

Credit transfer provides a means for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning

Are you applying for:	RPL	☐ Yes	☐ No	CT	☐ Yes	☐ No

Declaration: I declare all information I have given in this form is true and correct, including documentation provided in support of my application. Parent / Guardian will need to complete the following information and sign for students who are under 18 years of age prior to course commencement.

Full name:	**Student signature:**
Parent / Guardian name:	**Parent / Guardian signature:**
Relationship to student:	**Contact phone number:**

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YES COLLEGE TERMS AND CONDITIONS OF ENROLMENT

1.0   All due care is to be taken with YES College equipment, facilities and property at all times.

2.0   Local students who are under 18 years of age must obtain their parent / guardian approval to enrol in a course at YES College.

3.0   YES College reserves the right to expel students for serious breaches of discipline.

4.0 Course Entry Requirements

For entry into a YES College program, local students must be:

- 16 years of age or older at the time of course commencement
- Fulfil any specific course requirements as listed in the programs Course Information Sheet

5.0 Application Fees

All YES College course applicants must pay a $250 non-refundable application fee. This can be paid at the same time as paying for Tuition Fees. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.

6.0 Tuition Fees

Tuition Fees DO NOT cover application fees, material fees i.e. student workbooks, accommodation, living expenses, uniforms, stationery and equipment. The standard payment terms for the program are stipulated in the specific programs Course Information Sheet. Note that you may, should you wish, pay more than 50% of your tuition fees (including paying your full tuition fees upfront) before you start your course, however this is not a requirement. Please indicate your preferred payment terms below:

☐ I am satisfied with the payment terms as specified in the programs Course Information Sheet

☐ I would like to pay more than 50% of my tuition fees upfront

For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.

7.0 Other Fees and Charges

All other fees and charges related to each program, including material fees is stipulated in the specific programs Course Information Sheet

8.0 Transfer of Fees

No fees will be transferred to other external institutions or persons.

9.0 Refund Policy

Please see Reception for our Refund Policy. YES College will go over the Refund Policy with you in detail prior to enrolment. If your application is successful, YES College will forward you a Letter of Offer and Student Acceptance Agreement. The agreement specifies YES College's Refund Policy, and must be signed and agreed by you prior to YES College accepting any fees or accepting your enrolment.

10.0 Enrolment and Induction

All confirmed Students are required to attend orientation prior to commencing their studies. Students will be informed on the details of their orientation once their enrolment is confirmed.

11.0 LL&N Support

YES College provides LL&N (Language, Literacy and Numeracy) support to students who require it during their enrolment. The support is provided to ensure artificial barriers are not created for students in demonstrating their competency.

12.0 Attendance and Course Progress

Attendance and course progress is regularly monitored by YES College. Where a student is identified as not progressing satisfactorily, the College may intervene with the students enrolment and devise strategies to assist the student in completing their enrolment.

13.0 Re-assessment and Repeating Units of Competency

For each Assessment Task, Students are provided with 3 opportunities to achieve a Satisfactory Result. Should a Student be unable to achieve a Satisfactory Result by their third attempt, they will be required to undertake a reassessment for that Task. The cost of Reassessment for each Assessment Task is $50. Should a Student not achieve a Satisfactory Result following Re-assessment, the Student will be required to repeat the unit of competency in its entirety, in line with the College's Student Assessment, Reassessment and Repeating Units of Competency Policy. The cost to repeat a unit of competency is $400 and is subject to timetable availability.

14.0 Credit Transfer (CT) and Recognition of Prior Learning (RPL)

Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Detailed information on YES College's CT/RPL process is provided prior to enrolment and is available at Reception.

15.0 How to Apply: A step-by-step guide

1) Choose the course you are interested in and check the course entry requirements

2) Apply for the course you wish to study by completing this Enrolment Form

3) Read the Terms and Conditions and sign both declarations to confirm your agreement

4) Ensure you have attached all relevant supporting information

5) Return your application form and necessary documents to a YES College Marketing and Admissions Officer

6) You will then be booked in to have a meeting with a YES College Marketing and Admissions Officer. At this meeting, the Marketing and Admissions Officer will go through pre-enrolment information with you and will assess your application for enrolment.

7) If your application is successful, you will receive a Letter of Offer, an invoice stating the cost of your studies and a Student Acceptance Agreement.

8) On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed and you will be provided with your Orientation details

16.0 Payment

All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer.

17.0 Consent for use of Photograph

I understand that during my studies at YES College I can be photographed (still or video) at any time at the college or outside the college (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by YES College for any promotional materials. I understand that I can withdraw my consent at anytime in writing

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18.0 Unique Student Identifier (USI)

All students studying Nationally Recognised Training in Australia are required to have a Unique Student Identifier (USI).

Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the College's Student Handbook or speak to the College's Student Services Team. You must provide your USI to the College's Marketing and Admissions Officer by your Orientation date. The College will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar.

19.0 Privacy Policy

YES College is firmly committed to privacy. We use an applicant's information including personal details only to enrol students. This information is kept secure and is not shared with any third party except in circumstances where YES College is required to do so by law. The applicant's information may be made available to Commonwealth and State Government agencies such as State or Federal Police, State or Federal Education Departments and the Australian Taxation Office

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STUDENT DECLARATION: *I have read, understand and accept these Terms and Conditions*

Student Name	Student Signature:	Date:
Parent / Guardian Name	**Parent / Guardian Signature:**	**Date:**

YES COLLEGE MARKETING AND ADMISSIONS OFFICER DECLERATION

I have conducted an interview with the Student detailed in this Enrolment Form as per YES College's Student entry requirements, selection and orientation policy. Recommended for enrolment. Please tick or circle yes or no.   YES   NO

Staff Name	Staff Signature:	Date: