



Domestic Student Application Form

CAMPUS				
<input type="checkbox"/> Melbourne Campus		<input type="checkbox"/> Brisbane Campus		
COURSE DETAILS (check the boxes below to indicate course selected)				
BSB50215	Diploma of Business			<input type="checkbox"/>
BSB60215	Advanced Diploma of Business			<input type="checkbox"/>
BSB51918	Diploma of Leadership and Management			<input type="checkbox"/>
BSB61015	Advanced Diploma of Leadership and Management			<input type="checkbox"/>
BSB80315	Graduate Certificate in Leadership Diversity			<input type="checkbox"/>
BSB80215	Graduate Diploma of Strategic Leadership			<input type="checkbox"/>
PSP50916	Diploma of Interpreting (LOTE-English)			<input type="checkbox"/>
PSP60916	Advanced Diploma of Interpreting (LOTE-English)			<input type="checkbox"/>
PSP60816	Advanced Diploma of Translating (English to LOTE)			<input type="checkbox"/>
Units of Competency	Agent Representative Program			<input type="checkbox"/>
Teaching Mode: Face-to-face (Start date: _____)				
APPLICANT INFORMATION				
PERSONAL DETAILS				
Title:	Given Name	Middle name	Surname	Preferred Name
Unique Student Identifier (USI): _____ If you don't have USI or unsure of your USI, please go to https://www.usi.gov.au/			Victorian Student Number (VSN)/Others No.: _____	
Your employer:		Date of Birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Position:	Division:			
CONTACT DETAILS				
Work	Mobile	Home		
Phone:				
Email Address:				
ADDRESS				
Postal Address (address to which your award will be posted)		Home Address (If different from postal address)		
Line 1:				
Line 2:				
City/Suburb:				
State:				
Postcode:				
NATIONALITY				
Country:				
Country of Birth: Australia <input type="checkbox"/>		Other (Please specify):		
Country of Citizenship: Australia <input type="checkbox"/>		Other (Please specify):		
Are you an Australian visa holder?: YES <input type="checkbox"/> NO <input type="checkbox"/>			If Yes Visa Type: VISA No:	



Are you of Aboriginal, Torres Strait Islander or Maori origin? (For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)

No Yes, Aboriginal Yes, Torres Strait Islander

Native Language: English Other (please specify):

How well do you speak English?: Very Well Well Not well Not at all

EMPLOYMENT

What is your current employment status:

<input type="checkbox"/> Full-time worker	<input type="checkbox"/> Not employed – not seeking employment
<input type="checkbox"/> Part-time worker	<input type="checkbox"/> Job seeker
<input type="checkbox"/> Employer	<input type="checkbox"/> Voluntary or unpaid worker

EDUCATION

Are you attending school/s: YES NO Current school level:

Please tick any of the following qualification levels which you have completed?

<input type="checkbox"/> Bachelor or Higher Degree	<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Diploma	<input type="checkbox"/> Certificate IV
<input type="checkbox"/> Certificate III	<input type="checkbox"/> Certificate I or II	<input type="checkbox"/> Certificates other than the above: _____	

In which country that you completed above qualification: _____.

DISABILITY

Do you have any of the following disabilities, impairments or long-term conditions that may affect your study? (You may indicate more than one area)

<input type="checkbox"/> No	<input type="checkbox"/> Physical	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Learning Difficulty
<input type="checkbox"/> Hearing/Deafness	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Other

Please specify any particular requirements you need so we can make sure that we have all services available to assist you:

EMERGENCY CONTACT DETAILS

Name: Relationship to you:

Contact number: Email:

CAREER OBJECTIVES

<input type="checkbox"/> 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

HOW DID YOU HEAR ABOUT US?

<input type="checkbox"/> Wechat/Facebook/Twitter	<input type="checkbox"/> Our website	<input type="checkbox"/> Careers expo
<input type="checkbox"/> Referral	<input type="checkbox"/> Other (specify: _____)	



Newton College (NC) Commitment

Student Privacy Notice – Under the Data Provision Requirements 2012, Newton College Pty Ltd is required to collect personal information and to disclose 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 NC for statistical, regulatory and research purposes. NC 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 authorized agencies;
- NCVER;
- Researchers

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

- Issuing a VET Statement of Attainment or VET 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 program 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)

Training and Assessment – NC will provide quality training resources, to ensure that the student enrolled in a course of study will have the best possible chance of completing the competency requirements with reasonable support and in a timely manner.

NC commits to follow the policies, procedures and the commitments governed by the regulatory requirements.

Issue of Certificates – On successful completion of all course work, assessment and full payment of the course fee, NC will issue you the Certificate and Statement of Attainment within 30 days from your course completion date.

Fees – Newton College will not be taking any amount more than \$1000 as a prepaid tuition fee. If your course fee is more than **\$1000**, you need to pay your remaining amount of tuition fee in instalment.

Complaints and Appeals – Student complaints and appeals will be taken seriously by NC, and action is commenced within 10 working days after complaints or appeals receipt.

Assessment – Assessment for each unit of competence includes a range of approaches to allow students to demonstrate competence. Assessment will include practical demonstration of competence, written questions, case study, written reports, participation in role plays and classroom activities.

Reassessment – Students will have opportunity to undertake two supplementary assessments in each unit for which they have been deemed Not Yet Competent (NYC). All reassessment procedures will be provided to students at no charges. If students deemed NYC during second reassessment they will have to re-enrol in the unit.

The re-enrolment fee = (Total course fee/total hours of the course) x unit hours

Policy and Procedure: Visit Newton College website for all policies and procedures.

<http://newton.edu.au/Front/Home/news/id/77.html>



Enrolment Acceptance

I _____, further agree that by signing this declaration, I am accepting an offer of a place in the course as outlined above:

I confirm:

- That all details provided on this enrolment form are correct
- I agree that NC can use my photos on campus for marketing purposes (eg. website, brochure)
- That I have been provided with adequate information about the course in which I am enrolling to enable me to make an informed choice.
- That I have read the NC's Student Handbook (on the website) and understand my rights and obligations with respect to access and equity, privacy, access to records, payments of fees and refunds, course cancellation, and complaints and appeals.

I agree to NC terms and conditions:

- Abide by the policies and procedures (<http://newton.edu.au/Front/Home/news/id/77.html>) of the Registered Training Organisation as detailed in the Newton College Student Handbook.
- Abide by the policies to participate in the ASQA and NCVER surveys
- Provide information to NC prior to enrolment as required to identify where special consideration of the learning and assessment process and support may be required to complete the course, which I am undertaking.
- Advise NC of any issues (e.g. medical) that could affect my ability to complete the course in which I am enrolling
- Conduct myself in a professional manner and respect the NC staff and its clients
- NC conducted pre-enrolment assessment of my learning style and learning need in a professional manner to identify suitable training program before prior to enrolment
- Complete and submit all assessments in accordance with the course requirements and NC course progress policy.
- Confirm that I will pay all course fees as required in the RTO Payment terms and conditions (refer to policies and procedures)
- Non-attendance of classes does not constitute cancellation of the course. All course costs are still payable to NC in the event you are deferring or cancelling your enrolment (for more details please refer to the Refund Policy).
- Newton College Pty Ltd. reserves the right to cancel a course prior to course commencement date. In this *rare circumstance*, you are entitled to a full refund (or pro-rata adjusted refund) or transfer of funds to another future course. In this event, you will be given your preferred option. If a refund is requested NC will refund the full fees within four weeks of the course cancellation.
- Newton College Pty Ltd. reserves the right to cancel your enrolment without refund if you are absent continuously for more than 3 weeks without any notice.
- If you fail to notify NC of your enrolment cancellation request within 5 working days before or after the course commencement date, you will be liable to pay the course fee to NC in full as per your payment plan. Refund of fee applicable as per the Refund Policy (for more detail refer to NC Refund Policy).
- Student will receive a full refund of fees paid and there will be no enrolment or administration charges in the following circumstances:
 - The course is cancelled by NC.
 - The course is rescheduled to a time and location that is unsuitable for the student.
 - A student is not given a place due to the class being full.
 - If a student is able to produce evidence of a successful application for RPL/Credit transfer in parts of a course where the full fees have been paid, they may apply for a full refund of fees for those units of competency, except for the application fee, which is non-refundable. Student must apply for RPL/Credit transfer within 3 weeks of their course commencement, after that NC will refund the unit fee if RPL/Credit transfer granted.



I further declare that:

- I have read and understood and consent to the privacy notice above and have completed all questions and details on the enrolment form.
- The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
- I agree to meet the terms and conditions as specified in this enrolment form
- I agree to pay my remaining tuition fee according my instalment plan.
- I have read the rules and regulations provided in the NC student handbook, including the “Refund Policy”, “Assessment Policy”, “Course Progress” and “Complaints and Appeals Policy”.
- I understand that the refunds will only be granted in accordance with the NC Refund Policy.
- I have disclosed to NC any special needs, which may affect my learning.
- I paid initial deposit (initial deposit is less than or equal to **\$1000**) to enroll in my chosen course.
- Any course credit granted through RPL or credit transfer following acceptance of this offer may result in a variation in the course duration. NC staff explained the Credit transfer/RPL procedure and assessment fee applicable.
- Newton College identified my learning need prior to enrolment
- I understand that this agreement, and the availability of complaints and appeals process, does not remove the right of the student to take action under Australian Consumer Law.
- I have read and understood the course progress policy of NC and understand that NC will cancel my enrolment if not achieving course progress satisfactory level or not able to finish with the located duration of the course.
- I confirm that I understood the AQF volume of learning to complete my course.
- I confirm that I have been informed about the course training and assessment, pre-enrolment information, assessment submission requirements and academic support provided during my study, and about my rights and obligations as student prior to enrolment completion.
- I confirm that pre-enrolment and **pre-training review conducted** by Newton College Pty Ltd.
- I will be 18 Years old or more by the time of course commencement date.

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 discloser of my personal information in accordance with the Privacy Notice above.

Student Name: _____ Date: _____

Student Signature: _____



PAYMENT OPTIONS

Newton College requires that payment of course fees be made through EFT or Direct Credit to our bank account. **Important: Please provide your full name/surname as the payee reference to ensure that your payment is credited to your account.**

Direct Credit Advice

Bank: Commonwealth Bank
BSB: 063 019 Account No: 1188 8118
Swift Code: CTBAAU2S
Account Name: Newton College Pty Ltd

Cheques (made out to Newton College)

Posted to Newton College,
Melbourne Campus: Level 10, 190 Queen Street, Melbourne VIC 3000
Brisbane Campus: 98 Cleveland Street, Greenslopes, Brisbane QLD 4120

SUBMITTING YOUR FORM

1. This form is to be completed at enrolment.
2. If you have an electronic version of this form you can fill it in on the computer and send it back via **email** to admissions@newton.edu.au

TAX INVOICE REQUEST

Please complete this section if you require a tax invoice.

Name of person/company to whom the invoice should be addressed:

Full address to which the invoice is to be sent:

Amount to be invoiced:

Office Use Only:

Application Approval Status:

Approved By:

If not approved provide Reason: