APPLICATION FORM

DOMESTIC STUDENT

Stanley College

PREFERRED INTAKE

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun

☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

FEE TYPE

☐ Full-fee ☐ Funded (please specify).....

Have you studied any government funded courses before in Western Australia?

☐ YES ☐ NO ☐ Unknown

If Yes, provide course name and funding details:.....

PERSONAL DETAILS

Family Name (surname):.....

Given Name(s):.....

(You must write your name, including any middle names, exactly as written in the identity)

Preferred Name(s):.....

Date of Birth (dd/mm/yy):..... ☐ Under 18 years old

Home Phone:.....

Mobile Phone:.....

Email Address:.....

Sex: ☐ F ☐ M ☐ Unspecified ☐ Prefer not to say Marital status:.....

Country of Birth: ☐ Australia ☐ Other:.....

Are you of Aboriginal and/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

Do you hold a International Student Visa? ☐ No ☐ Yes,

If you ticked 'Yes', please complete the International Student Application form.

STUDENT ID

(if applicable)

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

UNIQUE STUDENT IDENTIFIER (USI)

VET STUDENT LOANS

I intend to apply for a VET Student Loan (VSL) ☐ YES ☐ NO

Please note VSL is only available for select courses, if you have selected yes you must complete a VSL Student Application Form with Stanley College admissions. Stanley College offers this course under the VET Student Loans framework. Students must be aware that VET Student Loans will not be approved for students who do not meet eligibility requirements and that a VET student loan gives rise to a VETSL debt that continues to be a debt due to the Commonwealth until it is repaid.

VOCATIONAL COURSES

BUSINESS COURSE

☐ BSB50120 Diploma of Business***

INFORMATION AND COMMUNICATIONS TECHNOLOGY COURSE

☐ ICT50220 Diploma of Information Technology (Cyber Security)

HOSPITALITY COURSES

Commercial Cookery Pathway

☐ SIT30821 Certificate III in Commercial Cookery
☐ SIT40521 Certificate IV in Kitchen Management
☐ SIT50422 Diploma of Hospitality Management***
☐ SIT60322 Advanced Diploma of Hospitality Management***

Food and Beverage Pathway

☐ SIT30622 Certificate III in Hospitality
☐ SIT50422 Diploma of Hospitality Management***
☐ SIT60322 Advanced Diploma of Hospitality Management***

Pre-Apprenticeship Pathway

☐ SIT20421 Certificate II in Cookery

HEALTH & COMMUNITY SERVICES COURSES

☐ CHC33021 Certificate III in Individual Support *(Ageing)*
Optional Add On: ☐ Disability

☐ CHC33021 Certificate III in Individual Support *(Disability)*
Optional Add On: ☐ Ageing

☐ CHC52025 Diploma of Community Services
☐ CHC52021 Diploma of Community Services*

NURSING COURSE

☐ HLT54121 Diploma of Nursing

EARLY CHILDHOOD EDUCATION COURSES

☐ CHC30121 Certificate III in Early Childhood Education and Care
☐ CHC50125 Diploma of Early Childhood Education and Care
☐ CHC50121 Diploma of Early Childhood Education and Care*

GRADUATE DIPLOMA PROGRAM

☐ BSB80120 Graduate Diploma of Management (Learning)

*** These courses are available under the VET Student Loans (VSL) Framework
* These courses are **only** available for funded students

SHORT COURSES

☐ HLTAID011 Provide First Aid
☐ SITHFAB021 Provide Responsible Service of Alcohol (RSA)
☐ Barista Workshop

STUDY MODE

☐ Classroom-based ☐ Other:.....

Do you intend to study this course concurrently? ☐ Yes ☐ No

(Concurrent study is only available in limited circumstances. Students must have completed at least six (6) months of their Principal Course **and** complete the Concurrent Course Enrolment Disclaimer available from the admissions team)

Stanley College
ABN: 16 130 977 221

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TEQSA Provider No. PRV14050

RTO Code: 51973
T: +618 6371 9999

69 Outram Street, West Perth
Western Australia 6005

admissions@stanleycollege.edu.au
www.stanleycollege.edu.au

Ver 3.9: 03/11/2025

ADDRESS

Building/property name:..... Flat/unit:.....

Street or lot No:.....

Suburb, locality or town:..... State/territory:.....

Postcode:..... Country:.....

EMERGENCY / PARENTS CONTACT DETAILS

Name:.....

Phone:..... Relationship:.....

Address:.....

Email Address:.....

EQUITY AND DISABILITY

Do you have a disability, impairment or long-term medical condition which may affect your studies? ☐ Yes ☐ No *(skip to next section)*

If yes, please specify the type/s of disability*

☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental Illness

☐ Acquired brain impairment ☐ Vision ☐ Medical condition

☐ Other

*If you need further information to complete this question, please request a copy of the Stanley College 'Disability Information Supplement' from the student services team

Please give brief details about your medical condition/disability:.....

.....

.....

STUDY REASON

Which best describes your reason for undertaking your course? (tick one only)

☐ To get a job
☐ To develop my existing business
☐ To start my own business
☐ To try for 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
☐ For personal interest
☐ For self-development
☐ To get skills for community/voluntary work
☐ Other reasons (please specify).....

ENGLISH LANGUAGE PROFICIENCY

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:.....

Please rate your English Language proficiency:

☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

RESIDENCY STATUS

Please select your citizenship or residency status:

☐ Australian citizen
☐ New Zealand citizen - Temporary visa - Special Category visa - Subclass 444
☐ Permanent visa - Humanitarian
☐ Permanent visa - Non-Humanitarian
☐ Temporary visa - Bridging visa – A, B or C - Subclass 010, 020, 030
☐ Temporary visa - Partner (Provisional) visa - Subclass 309
☐ Temporary visa - Humanitarian Stay - Subclass 449
☐ Temporary visa - Temporary Work (skilled) visa - Subclass 457 (secondary holder)
☐ Temporary visa - Temporary Skill Shortage visa - Subclass 482 (secondary holder)
☐ Temporary visa - Temporary Protection visa - Subclass 785
☐ Temporary visa - Humanitarian Concern - Subclass 786
☐ Temporary visa - Safe Haven Enterprise visa (SHEV) - Subclass 790
☐ Temporary visa - Partner visa (Temporary) - Subclass 820 or 826
☐ Temporary visa - Student visa - Subclass 500
☐ Temporary visa - Other subclass or no subclass identified
☐ Not specified or not applicable. Note:.....

EDUCATION BACKGROUND

Are you still enrolled in secondary or senior secondary education? ☐ Yes ☐ No

What is the highest level of secondary school you have completed?

☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent ☐ Year 8 or below ☐ Never attended school

Which year did you complete that schooling level?.....

Have you successfully completed a Degree, Diploma or Certificate? ☐ Yes ☐ No

If yes, please tick below

☐ 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

☐ Other education (including certificates or overseas qualifications not listed above) .....

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete.
Please provide copies of all latest qualifications and/or High School results.

Name of Qualifications/Course	Name of Institution/School	Country/State	Year of Completion	Certified Copy Attached
				☐
				☐
				☐

Are you seeking any recognition (credit transfer, exemption or recognition of prior learning)? ☐ Yes ☐ No If yes, you will need to complete additional form/s

DIGITAL LITERACY

Do you regularly have access to any of these digital technologies?			Select your level of capability for each digital technology			
Digital Technologies	**Yes**	**No**	**No Capability**	**Limited**	**Capable**	**Advanced**
Desktop or notebook computer	☐	☐	☐	☐	☐	☐
Tablet or Smart Phone	☐	☐	☐	☐	☐	☐
Internet	☐	☐	☐	☐	☐	☐
Microsoft Word	☐	☐	☐	☐	☐	☐
Microsoft Excel	☐	☐	☐	☐	☐	☐
Microsoft Powerpoint	☐	☐	☐	☐	☐	☐
Email	☐	☐	☐	☐	☐	☐

EMPLOYMENT

Please select the description that best fits your current employment status

- ☐ Full-time employee
- ☐ Part-Time Employee (working 20 hours or more per week)
- ☐ Part-Time Employee (working 19 hours or under per week)
- ☐ Self employed - not employing others
- ☐ Self employed - employing others
- ☐ Employed - unpaid worker in a family business
- ☐ Unemployed - seeking full-time work
- ☐ Unemployed - seeking part-time work
- ☐ Not employed - not seeking employment

HOW DID YOU HEAR ABOUT US

- ☐ Agent (please specify).....
- ☐ Stanley College Website ☐ Brochure ☐ Exhibition / Seminar
- ☐ Friend or Relative (please specify).....

  Full name:..... Student ID:.....
- ☐ Magazines/Newspapers (please specify).....
- ☐ Employment provider (please specify).....
- ☐ High School (please specify).....
- ☐ Social Media (please specify).....
- ☐ Others (please specify).....

DECLARATION

I, ..., declare that the information provided in this application form and other supporting documents is true and correct. I agree that I have read and agree to be bound by the Conditions of Enrolment and policies and procedures of Stanley College. I acknowledge that Stanley College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information. This Application Form includes questions to enable Stanley College to collect and provide AVETMISS compliant records to meet our National VET Provider Collection Data Requirements. Stanley College's Privacy Policy (including Privacy Notice) reflects the Australian Privacy Principles set out in the Privacy Act 1988, the Privacy Principles set out in the Information Privacy Bill 2007 (WA) and the Student Identifiers Act 2014. A copy of our Privacy Notice is available in the conditions of enrolment section of this application form. Stanley College recognises and respects your privacy, it collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

☐ I understand that Stanley College treats information collected as confidential and handles my personal information in accordance with our Privacy Policy (including Privacy notice), which is available on the Stanley College website (https://www.stanleycollege.edu.au/studying-with-us/policies-and-procedures/). By enrolling with Stanley College, I understand and consent to the following

- My information collected may be disclosed to third parties to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of our application process.
- Where a private entity requests access to my personal information, Stanley College will require my written consent prior to processing any request.

☐ I understand that Stanley College will apply for my Unique Student Identifier (USI), on my behalf, unless one is provided. I understand that they will use the ID I have provided as part of my application process. Furthermore, I agree that my Stanley College email account will be used as part of this registration process, and that I am required to authenticate my USI myself and may update my contact details at any time. More information on the requirement for a USI is available via www.usi.gov.au.

☐ I understand that when Stanley College performs a search to locate my USI, I will receive a notice regarding the use of this function to confirm my USI. The RTO name included on the notice will appear as follows:

- Legal Name – Stanley International College Pty Ltd / Trading Name – Stanley College

☐ I understand that where my course of study is in one of the following areas **and** contains Work-Based Training (WBT), I may be required to provide additional documentation before I can commence the WBT component of my course. I also understand that all fees/charges associated with the additional documentation listed below are not included in my course tuition fees and payment is my responsibility:

Additional Required Evidence	Approximate Cost#	Early Childhood Education	Health	Community Services	Nursing
COVID-19 Vaccination* *The majority of employers in courses identified still require students to be Fully Vaccinated for COVID-19 to be able to complete WBT	Free of Charge		☑	☑	☑
National Police Certificate (WA), must be less than 6 months' old	$63.80		☑	☑	☑
WA Department of Health Criminal History Record Check	$10.00 (volunteers / practicum students)				☑
National Disability Insurance Scheme (NDIS) screening certificate	$11.00 (volunteers / unpaid workers)		☑	☑	
Medical Clearance may also be required	N/A		☑	☑	☑
Evidence of Flu Vaccination	$29.95		☑	☑	
Evidence of Current Vaccinations	N/A				☑
Current Working with Children Check (WWCC) Note: HLT54121 Diploma of Nursing - to be employed as a Nurse, a Current Working with Children Check (WWCC) is not required. However, where Clinical Work Placement takes place in a children's hospital or ward, Clinical Work Placement employers will require that you obtain one prior to commencing your Clinical Work Placement.	$11.00 (volunteers / unpaid workers)	☑		☑	☑
Driver's License Note - Working in the Community Care or Aged Care sectors, including for Work-Based Training, may require you to be able to drive to be able to meet the needs of the clients. Therefore, it is recommended you have a valid driver's license for these courses.	N/A		☑	☑	

#Approximate cost correct as of June 2025

☐ I do not allow Stanley College to use photographs, testimonials and videos taken of me for advertising or marketing purposes.

☐ I acknowledge that I have read and understood the refund and cancellation policy as contained in this enrolment form.

Applicant's Signature ..... **Date** .....
dd/mm/yy

Parent or Guardian's Signature .....
(If applicant is under 18 years of age) **Date** .....
dd/mm/yy

CONDITIONS OF ENROLMENT

REFUND AND CANCELLATION POLICY - DOMESTIC STUDENTS

SECTION 1: REFUND AND CANCELLATION POLICY – FEE FOR SERVICE STUDENTS

The Stanley College Refund and Cancellation Policy for 'Fee for Service Students' covers how REFUND and CANCELLATION Fees are calculated in the event of cancellation of enrolment before course completion, either at the request of Stanley College, or as a result of a breach of Stanley College's code of conduct.

Refund for fees paid in advance

The calculation applied for fees paid in advance is listed in table 1..

Cancellation fees

Where a course of study is cancelled before the agreed Completion Date, Stanley College will calculate the Cancellation Fee in accordance with Table 1.

For Funded Students enrolled in a Department of Training and Workforce Development (DTWD) Funded Program including Jobs and Skills WA Training Courses, please refer to '*Section 2: Student Refund Policy – Funded Program Students*' within this policy.

DEFINITIONS - FEES AND CHARGES

Fees payable may include the following:

- **Tuition Fees:** Tuition Fees are the fees payable to Stanley College for undertaking a course. The Refund and Cancellation Policy specifications detailed below cover TUITION FEES only.
- **Short Course/Workshops Fees:** Short Course/Workshop Fees are the fees payable to Stanley College for undertaking a short course, courses include:
  - Barista Workshop;
  - SITHFAB021 Provide responsible service of alcohol;
  - HLTAID011 Provide first aid
- **Other Fees:** Any other fees are specified in the Letter of Offer and Written Agreement with Stanley College. Fees may change and students will be notified about changes of other fees. Other Fees are not refundable.

DEFINITIONS - COURSE

- **Course:** Means the Course in which the student is enrolled in as outlined in the signed Letter of Offer and Written Agreement
- **Course Commencement Date:** Means the agreed starting date of a course, as stipulated in the signed Letter of Offer and Written Agreement.
- **Course Completion Date:** Means the agreed completion date of a course, as stipulated in the signed Letter of Offer and Written Agreement..
- **Study Period:** Means period of study as outlined in the student's Letter of Offer and Written Agreement with Stanley College.

  One Term = 10 weeks study + 3 weeks holidays = Total 13 weeks
  One Semester = 20 weeks study + 6 weeks holidays = Total 26 weeks
- **Course Duration:** means the total duration of the course of study, including holidays.

GENERAL INFORMATION

- Course Fees and Charges are as per Stanley College Course Fee List. *Note:* in line with the regulatory framework, Stanley College will only accept a maximum payment of $1000 before commencement of studies and no more than $1500 per month. Details of instalments are included in the Payment Agreement.
- All Refund Requests and *Cancellation Notifications* must be submitted using the **Course Variation Application Form (CVAF) and the Refund Application Form, both of which** are available at the Reception Desk or via the Stanley College website www.stanleycollege.edu.au. VERBAL notifications to Stanley College staff or agents ARE NOT VALID.
- The CANCELLATION DATE is defined as the date Stanley College receives the written notice, which includes the student-signed Course Variation Application Form (CVAF). This date will be used to calculate any applicable refunds or cancellation fees.
- Stanley College calculates Refunds and Cancellation fees based on a SEMESTER Fee (20 weeks study period plus 6 weeks holidays = 26 weeks). For courses shorter than a Semester, Refunds and Cancellation fees will be calculated on the Course Fees.
- In case of a cancellation by the student or Stanley College, any outstanding fees to Stanley College must be settled within 10 working days of the date detailed in the Confirmation of Cancellation Letter.
- Any costs incurred by Stanley College to recuperate outstanding fees will be charged to the student
- Unpaid fees will be recorded as a debt and recovered by action in a court of competent jurisdiction.
- Stanley College will not release any testamurs/awards to students until outstanding course fees have been paid in full.
- All amounts are in Australian Dollars (AUD).
- Where a refund is approved by the President, Stanley College will make payment of refund within 28 days of receipt of the application. The refund will be deposited into the **student's bank account only**, as nominated on the Refund Application Form.
- All refunds will be paid in Australian Dollars, via an Australian Bank Account, as nominated by the student.
- No refunds will be paid to a third party (a person other than the student), unless directed by the student on the Refund Application Form.
- Refund and Cancellation applications WILL NOT be processed where the signature on the Course Variation and/or Refund Application Form DOES NOT match the student's signature as shown on other documents provided by the student for admission to Stanley College.
- Students will receive a clear Statement of Refunds explaining how the refund was calculated, where a cancellation fee has been applied, students will receive a Confirmation of Cancellation Letter clearly outlined how the Stanley College's Refund and Cancellation Policy has been applied.
- This agreement, and the availability of the complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.
- The Refund and Cancellation Fee Policy is subject to review from time to time.

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CONDITIONS OF ENROLMENT (continued)

TABLE 1 - REFUND AND CANCELLATION - FEE FOR SERVICE STUDENTS

REASON FOR REFUND/ CANCELLATION	NOTIFICATION PERIOD	REFUND	REFUND
Student Default	More than 10 weeks before semester/course commences	Full refund less **cancellation fee**	10% of a semester fee
	More than 4 weeks and up to 10 weeks before semester/course commences	70% of a semester fee	30% of a semester fee
	4 weeks or less before semester/course commences	40% of a semester fee	60% of a semester fee
	After semester/course commences	No Refund	100% of a semester fee

Note: A student who has **paid** fees for more than two semesters in advance and withdraws during a semester and more than four weeks before the commencement of the following semester, would receive no refund of fees for the current semester, at least 70% of the following semester's fees and a full refund of fees paid for any subsequent semester; less cancellation fees.

Student Default occurs when:

- The course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- The student withdraws from the course at the location (either before or after the agreed starting day); or
- Stanley College refuses to provide, or continue providing, the course 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 course;
  - Breach of Stanley College Code of Conduct as outlined in the Student Handbook.

Stanley College (Provider) Default occurs when:

- Either of the following occurs:
  - Stanley College fails to start to provide the course to the student at the location on the agreed starting day;
  - The course ceases to be provided to the student at the location at any time after it starts but before it is completed; and
  - The student has not withdrawn before the default day.

Refunds after Stanley College Default

In the unlikely event of Stanley College default, **within 14 days of the default**, Stanley College will:

- Either offer an alternative place at Stanley College's expense, subject to the student's written acceptance; or
- Refund the unused portion of the prepaid fees.

Short Course/Workshop Tuition Fees

- In the case of a cancellation by the student, Stanley College requires at least four working days' notice of cancellation prior to the start date of the course. Refunds may take up to 15 working days to process. No refunds, transfers or credit notes will be issued for withdrawals when less than four working days' notice is given.

VET Student Loans

- Where you have chosen to apply for a VET Student Loan (VSL) to pay for some/all of your tuition fees, please refer to the VET Student Loans (VSL) Enrolment Guidelines available via www.stanleycollege.edu.au/studying-with-us/scholarships-and-financial-assistance/vet-student-loans/ which provides further information on:
  - Course withdrawal
  - Re-Crediting FEE-HELP Balances

SECTION 2: REFUND POLICY – FUNDED PROGRAM STUDENTS

The Stanley College Refund Policy for 'Funded Program Students' covers how REFUND Fees are calculated in the event of cancellation of enrolment before unit/course completion, either at the request of Stanley College, at the request of the student or as a result of a breach of Stanley College's code of conduct. Funded Program Students are those enrolled in the Department of Training and Workforce Development (DTWD) Funded Programs including Jobs and Skills WA Training Courses.

Refund for fees paid in advance

The calculation applied for fees paid is listed in Table 2.

FEES AND CHARGES

- **Unit Fees:** Are the fees payable for students undertaking a Department of Training and Workforce Development (DTWD) Funded Program, including Jobs and Skills WA Training Courses. Unit Fees are charged in accordance with the current VET Fees and Charges Policy, copy available at the Front Office or via website www.stanleycollege.edu.au.
- **Other Fees:** Any other fees are as specified in the agreement with Stanley College. Fees may change and students will be notified about changes of other fees.

For Funded Program students, other fees currently charged are as follows:

- SIT30821 Certificate III in Commercial Cookery:
  - Resource Fee - $250 (Uniform and Consumables – Mandatory purchase from Stanley College)
  - Toolkit Fee - $350 (Chef's Toolkit – Optional purchase from Stanley College)
- SIT40521 Certificate IV in Kitchen Management:
  - Resource Fee - $250 (Uniform and Consumables – Mandatory purchase from Stanley College)
  - Toolkit Fee - $350 (Chef's Toolkit – Optional purchase from Stanley College)
- HLT54121 Diploma of Nursing:
  - Resource Fee - $1200 (Uniform and Consumables – Mandatory purchase from Stanley College)

Note: Where a student has commenced their course and been issued with their uniform and chef's toolkit (optional), Other Fees are not refundable.

GENERAL INFORMATION

- **Enrolment Statement of Fees:** Students are issued an Enrolment Statement of Fees at the commencement of their course. Tax Invoices are generated on a unit-by-unit (per subject) basis as students COMMENCE each unit.
- **Recognition of Prior Learning/Credit:** There is no fee for units that are granted Credits. RPL units are charged on a unit-by-unit (per subject) basis (fee payable will vary depending on the type of evidence submitted).
- **Withdrawal Dates:** Students are only required to pay for the units that they complete. Students must notify Stanley College of their intention to cancel a unit by the individual unit withdrawal date, to avoid paying the Unit Fee or to receive a FULL Refund of unit fees pre-paid. Withdrawal dates detailed on the Enrolment Statement of Fees and are set for each unit at no less than 20% of the way through the period during which the unit is undertaken.
- **Student Portal:** Students can check their student portal to confirm when fees are due and see which fees have been paid.

CONDITIONS OF ENROLMENT (continued)

TABLE 2 - REFUND - FUNDED PROGRAM STUDENTS

Full Refund of Unit Fees for units that have not yet commenced will be made when:

- A student withdraws from a course when the course and/or a unit is cancelled or re-scheduled to a time that is unsuitable to the student; or
- A student is not given a place due to maximum number of places being reached.

Partial Refund of Unit Fees will be made when:

- A student withdraws for reasons other than those listed above, and who lodges a Course Variation Application Form (CVAF) before 20% of delivery for the unit has been concluded. In this case, students will be eligible for a full refund of the applicable unit fee.

Pro Rata Refunds will be made when:

Students withdraw for reasons of personal circumstances beyond their control. For example:

- serious illness resulting in extended absence from classes;
- injury or disability that prevents the student from completing their program of study; or
- other exceptional reasons at the discretion of the accountable officer.

In all cases, relevant documentary evidence (for example, medical certificate) is required.

A Full Refund of Other Fees will be made when:

- A student withdraws from a course before they have commenced their course AND/OR they have not yet been issued with their Resource (Uniform) or Toolkit.

Note: Where a student has commenced their course AND been issued with their Resource (Uniform) or Toolkit, **Other Fees are not refundable.**

PRIVACY NOTICE

Stanley College handles your personal information in accordance with our Privacy Policy (which you can view here: https://www.stanleycollege.edu.au/studying-with-us/policies-and-procedures/. By enrolling with Stanley College, you are acknowledging that you have read and agree to the collection, use and disclosure of your information in accordance with the policy. The Privacy Notice in this form is supplementary to the Stanley College Privacy Policy.

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 Employment and Workplace Relations (DEWR), 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.
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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.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 Stanley 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

Stanley College
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www.stanleycollege.edu.au

USI PRIVACY NOTICE

The Office of the Student Identifiers Registrar's privacy obligations require Stanley College to:

- be open and transparent about how we hold, use and disclose personal information
- have a privacy policy in place that is reasonably available to the public
- take reasonable steps to ensure the security of personal information and protect it against intentional or unintentional misuse, loss, interference, unauthorised access, modification or disclosure
- take reasonable steps to ensure the personal information that is held, used or disclosed is accurate, up to date, complete and relevant.

Stanley College is committed to ensuring the proper handling of your personal information in accordance with the Privacy Act 1988 ('Privacy Act'). Stanley College is an 'APP entity' that must comply with the Australian Privacy Principles (APPs) which are set out in Schedule 1 of the Privacy Act. The Privacy Act and APPs regulates how Stanley College must collect, use, disclose and hold personal information, and how people may access and correct their personal information.

The information you provide through the USI application process is collected by the Student Identifiers Registrar for the purposes of:

- processing your application for a USI
- verifying and providing a USI
- resolving problems with a USI and creating authenticated Vocational Education & Training (VET) transcripts.

The information may be disclosed to:

- a number of organisations, departments, regulators and other persons where it is reasonably necessary for the purposes of performing functions or exercising powers
- the Oversight Authority in instances pertaining to digital identity to enable them to perform their functions
- current and former registered education and training providers to:
    - enable them to deliver VET and Higher Education courses
    - meet their reporting obligations under the VET and Higher Education standards and government contracts
    - assist in determining eligibility for training subsidies and higher education funding
- schools for the purposes of delivering VET courses to you and reporting on these courses
- the National Centre for Vocational Education Research (NCVER) for the purpose of:
    - creating authenticated VET transcripts
    - resolving problems with USIs
    - collecting, preparing and auditing national VET statistics
- researchers for education and training related research purposes
- any other person or agency that may be authorised or required by law to access the information
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system and will not otherwise be disclosed without their consent unless authorised or required by or under law.

Detailed information on the use of your information can be found in Division 5 - Collection, use or disclosure of student identifiers of the Student Identifiers Act 2014, and in the USI's Privacy Policy.

Your personal information and the USI application process

The USI application process requires personal information, including your:

- name
- date and place of birth
- gender
- contact details
- identification documents

This information is used to confirm your identity and ensure your USI is unique. The USI Registry System only keeps information about your name, date and place of birth, gender, contact details and the type of identification provided. The USI Registry System doesn't retain details from the ID used to create your USI. If you've authorised Stanley College to create a USI on your behalf, Stanley College is required by law to destroy your personal information as soon as possible after making the USI application.

USI VET transcripts

For USI account holders who are undertaking VET studies, the National Centre for Vocational Education and Research (NCVER) holds your training information, which is used to electronically create authenticated VET transcripts.

The Office of the Student Identifiers Registrar does not hold or store the information received from NCVER for this purpose. NCVER is authorised to disclose information to the:

- Australian Government Department of Employment and Workplace Relations (DEWR)
- Commonwealth authorities and State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulator for the purposes of:
    - the administration of VET, including program administration, regulation, monitoring and evaluation
    - the facilitation of research relating to education, including surveys and data linkage
    - understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how NCVER will handle your personal information please refer to NCVER's Privacy Policy.

SEND THE APPLICATION TO

admissions@stanleycollege.edu.au
69 Outram Street, West Perth 6005 Western Australia

FOR OFFICE USE ONLY

Name of Officer who sighted and collected the completed form:

.....

Signature:..... Date:.....
dd/mm/yy

☐ I confirm that I have collected the required documents to support this application

FUNDED STUDENT PRE-ENROLMENT QUESTIONNAIRE

Stanley College

At Stanley College we want to ensure that courses meet the expectations of our potential clients like you! Therefore please take a few moments to complete this short questionnaire. This form must be completed by the enrolling student, as the responses provided form part of our initial assessment of the foundation skills of students. Where identified additional Foundation skills/Language Literacy and Numeracy skill assessment may be required.

Name:..... Date (dd/mm/yy):.....

Course you want to enrol in:.....

Why are you considering enrolling with Stanley College?

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.....

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Why are you interested in this course?

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.....

Why do you think you are suitable for this course?

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.....

What do you expect to achieve from studying this course?

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.....

.....

What are the courses fees payable for the course you have selected?

.....

FOR OFFICE USE ONLY

Receiving Staff Member:..... Date (dd/mm/yy):.....

Has this prospective student met with a Course Advisor at Stanley College? ☐ Yes ☐ No Details:.....

☐ **Enrolment recommended** (I confirm I have reviewed the answers provided by the prospective student, and recommend this student for enrolment). Attached this form to completed Application for Enrolment.

☐ **Enrolment NOT recommended** (I confirm I have reviewed the answers provided by the prospective student and do NOT recommend this student for enrolment). Provide explanation/recommendations:

When a student is NOT recommended for enrolment, student must be contacted and informed why we have made recommendation, and provide with some suggestions, which may include a different course selection at Stanley College. To Be Authorised by the Vice President Corporate Services & Operations.

Signature:..... Date (dd/mm/yy):.....

Stanley College
ABN: 16 130 977 221

CRICOS Provider Code: 03047E
TEQSA Provider No. PRV14050

RTO Code: 51973
T: +618 6371 9999

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