

(Applicant shall be 18 years of age as of course commencement date)

Prior to completing and submitting this enrolment form, you must read the webpage https://www.hti.edu.au/How_to_Apply.html and the relevant web links to the course(s) you wish to apply for. These explain our responsibilities to you as a learner and your responsibilities to successfully complete the course.

STUDENT DECLARATION:

I declare that I have read and understood the information contained in the webpage <https://www.hti.edu.au/> and the relevant web links to the course(s) I wish to apply for, including the course entry requirements.

PERSONAL DETAILS

VSN (Victorian Student Number)																USI (Unique Student Identifier)															
Title (tick one box only)	<input type="checkbox"/> Mr	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	Gender (tick one box)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth	DD / MM / YYYY																					
Legal Given Names																															
Legal Family Name																															
Country of Birth						City of Birth																									

CONTACT DETAILS

Building / Property Name						Flat / Unit Number									
Street / Lot Number						Street Name									
Suburb / Locality / Town						State; Postcode						; <input type="text"/>			
Country						Home Phone									
Mobile Phone						Work Phone									
Personal E-mail															

POSTAL ADDRESS (If different from Residential Address)

Building / Property Name						Flat / Unit Number						
Street / Lot Number						Street Name						
Suburb / Locality / Town						State; Country; Postcode						; <input type="text"/>

IN CASE OF EMERGENCY

Name:						Mobile Phone:						Relationship:					
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NATIONALITY / CITIZENSHIP DETAILS
HOW DID YOU HEAR ABOUT HTI?

Nationality (as indicated on passport):						<input type="checkbox"/> Friend						<input type="checkbox"/> Education Agent					
Country of Birth:						<input type="checkbox"/> Advertisement						<input type="checkbox"/> Website					
Passport Number:						<input type="checkbox"/> Other (please specify): _____											
Expiry Date of Passport:																	

TICK THE COURSE/S YOU WISH TO STUDY

<input type="checkbox"/> CPC40110 – Certificate IV in Building and Construction (Building)	<i>(52 weeks)</i>
<input type="checkbox"/> CPC50210 - Diploma of Building and Construction (Building)	<i>(104 weeks)</i>
1 st Course preferred Start Date	DD / MM / YYYY

RPL / Credit Transfer	
Do you want to apply for any RPL or Credit Transfer? <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, student to complete the 'RPL / Credit Transfer Form through Mutual Recognition')	
LANGUAGE AND CULTURAL DIVERSITY	
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other (please specify): _____	
How well do you SPEAK English? <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All	
ENGLISH LANGUAGE PROFICIENCY	
<input type="checkbox"/> English is my first language	
<input type="checkbox"/> IELTS / Other English Test (please specify): _____ Result (score) _____ (attach evidence)	
<input type="checkbox"/> Planning to study English in Australia at a NEAS Accredited Provider (name) _____	
<input type="checkbox"/> Completed studies in Australia equivalent to an Australian Year 11 qualification or above, for Cert III/IV Courses (attach evidence)	
<input type="checkbox"/> Completed studies in Australia equivalent to an Australian Year 12 qualification or above, for Diploma and Advanced Diploma courses (attach evidence)	
<input type="checkbox"/> Completed studies in an English speaking country, equivalent to an Australian Year 12 qualification or above (attach evidence)	
OVERSEAS STUDENT HEALTH COVER (OSHC)	AIRPORT PICKUP & ACCOMMODATION SERVICES
It is compulsory for student visa holders to have and maintain Overseas Student Health Cover. Do you want HTI to organise OSHC for you? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need airport pickup? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please specify type of coverage: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family	Do you need accommodation assistance?
Please specify length of coverage (Tick ONE box only): <input type="checkbox"/> Duration of course/s <input type="checkbox"/> 1 year	<input type="checkbox"/> No <input type="checkbox"/> Yes - If "Yes", please send your requirements separately to HTI via e-mail
DISABILITY	
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> No <input type="checkbox"/> Yes	
(If Yes, please indicate the areas of disability, impairment or long-term condition. You may indicate more than one area. Please attach documentation describing your disability, impairment or long-term condition in more detail).	
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Vision
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Mental Illness	
SCHOOLING	
Are you still attending secondary school? <input type="checkbox"/> No <input type="checkbox"/> Yes	
What is your Highest COMPLETED school level? (Tick ONE box only)	
<input type="checkbox"/> Completed Year 12	<input type="checkbox"/> Completed Year 11
<input type="checkbox"/> Completed Year 8 or Lower	<input type="checkbox"/> Never Attended School
<input type="checkbox"/> Completed Year 10	<input type="checkbox"/> Completed Year 9 or Equivalent
In which YEAR did you complete the above school level? _____ State: _____	
Name of the school: _____ Country: _____	
PREVIOUS QUALIFICATION(S) ACHIEVED	
Have you successfully completed any of the following Qualifications? <input type="checkbox"/> No <input type="checkbox"/> Yes (Tick any applicable boxes)	
<input type="checkbox"/> 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"/> Certificates Other Than the Above (please specify): _____	

STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

- | | | |
|--|--|---|
| <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 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"/> To try for a different career |
| <input type="checkbox"/> Other Reasons (please specify): _____ | | |

EMPLOYMENT STATUS

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

- | | | |
|---|--|---|
| <input type="checkbox"/> 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 | | |

PAYMENT OPTIONS

 Initial Tuition Fee Deposit: 1st Semester Fee or as specified in the Letter of Offer (also known as Offer Letter).

- | | | |
|-----------------------------|---|----------------------------------|
| Balance Amount Payment Plan | <input type="checkbox"/> Every 3 months | <input type="checkbox"/> Monthly |
|-----------------------------|---|----------------------------------|

(First payment of balance tuition fees will be scheduled depending on the Initial Tuition Fee deposited).

Payment default: I understand that if in case of a payment default, HTI reserves the right to utilise the services of Debt Recovery Agency for recovery of monies due to HTI, in which case the personal contact details of the applicant may be shared with Debt Recovery Agency for such purpose.

REFUND POLICY (INTERNATIONAL STUDENTS)
1. Refund due to Student Default

1.1 Visa Refusal:

- a. If Students was refused a student visa and the refusal was a reason for the student's failure to start the course on the agreed starting day for the course, or withdrawing from the course on or before the agreed starting date, course fee (tuition fee and the non-tuition fee) minus the lesser of the following will be refunded
- 5% of the amount of course fees received by the provider in respect of the student before the default date
 - AU \$500.00
- b. If a student was refused a student visa after the student commenced the course and that refusal has resulted in either the student withdrawing from the course or the student failing to pay an amount that he / she is liable to pay the Institute to undertake the course, tuition fee for the weeks in default period (unspent tuition fees) will be refunded. Non tuition fee paid will not be refunded
 Refund amount = weekly tuition fee x weeks in default period

1.2 Prior to Commencement (Other than visa refusal)

- If written notice of withdrawal is received from a student more than 60 days prior to the initial course commencement, total course fee (tuition fee plus non tuition fee) less AU \$500.00 is refundable
- If written notice of withdrawal is received from a student less than 60 days but more than 28 days prior to the initial course commencement, 50% of the tuition fees plus 100% of the non-tuition fee is refundable
- If written notice of withdrawal is received from students less than 28 days prior to commencement of course date or failed to commence the course on an agreed commencement date, no refund will be issued
- If students defer course commencement date and then apply for a refund, no refund will be issued

1.3 Post commencement (Other than visa refusal)

Under following circumstances, no refund will be issued to students.

- Students cancel their enrolment in a course after their commencement date (this includes abandonment of course enrolled in before its completion)
- In the event that students seek and are granted approval by the Institute to transfer to another provider prior to completion of six months study of the principal course
- In the event that the student's enrolment is cancelled because of infringement with the Institute' Disciplinary Policy or breach of student visa conditions or fail to make scheduled payment of their fees and charges

1.4 If there is no written refund agreement

If the Institute didn't enter into a written refund agreement with student, the Institute will refund the unspent tuition fees to the student. The refund amount will be calculated as below:

Refund amount = weekly tuition fee x weeks in default period

2. Refund due to Provider Default

2.1 Provider Default occurs in the following circumstances:

- The course does not commence at the location on the agreed commencement date (or)
- The course ceases to be provided at any time after it commences but before it is completed (or)
- If a sanction has been imposed and the Institute was prevented from providing the course

2.2 In the case of a Provider Default, the Institute discharge its obligation to the students within 14 days from the day of the default. Student will be given the following options to choose from.

- Receive a refund of tuition fees for the weeks in default period (unspent tuition fees)
Refund amount = weekly tuition fees x weeks in default period
- Receive placement in an alternative course with the Institute or another provider at the provider's expense. If students choose this option, students must accept the offer in writing. All the unspent tuition fees will be transferred to the new course.

2.3 If the Institute fails to discharge its obligations (fails to provide a refund or place students in an alternative course), the Tuition Protection Scheme will be responsible for placing students in a suitable alternative course or refund the unspent tuition fees. More information on Tuition Protection Scheme is available on www.tps.gov.au website.

3. Refund of OSHC, Airport Pickup and Accommodation charges

- If students' refund application has been approved prior to course commencement, the Institute will refund the Overseas Student Health Cover (OSHC) amount paid by students to the Institute. If students have commenced their studies and require a refund of OSHC, Student will be required to apply to OSHC provider directly for reimbursement of amount paid
- If students refund application has been approved prior to course commencement, the Institute will refund any amount, which has not been paid to accommodation provider, Accommodation Placement Fee and Airport Pickup. In other circumstances, where the money have been paid for, students are required to apply directly to the accommodation provider and Airport Pickup service providers for a refund
- The Institute does not take responsibility and is not liable for the refund policies of those service providers

4. Applying for a refund

- To apply for refund students must complete the Refund Application Form and attach any evidence or documentation relevant to the refund application. Students must submit the form to the Admissions for refunds prior to arrival/commencement; or Student Services for refunds after commencement
- Students will be notified of the outcome of their refund application in writing and paid any refund calculated as per the policy within 10 working days of the receipt of the Refund Application Form

Note:

If students are dissatisfied with the outcome of their refund application, he/she can lodge an appeal under the Institute's Complaints and Appeals Policy. To request the Complaints and Appeals Policy, please email info@hti.edu.au or refer to the Student Handbook or visit our website www.hti.edu.au

5. The Refund Policy and the Complaints and Appeals Policy does not remove the right for a student to take further action under Australia's Consumer Protection Laws.

AUTHORISATION AND DECLARATION

PRIVACY NOTICE:

Under the *Data Provision Requirements 2012*, HTI 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) may be used or disclosed by HTI for statistical, administrative, regulatory and research purposes. HTI may disclose your personal information for these purposes to, including:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER;

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Information is collected in this Application Form for your enrolment in order to meet our obligations under the ESOS Act, the National Code 2018, to ensure student compliance with the conditions of student visas and student's obligations under Australian Immigration laws. The authority to collect information is contained in the Education Services for Overseas Students Act 2000, Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you in this form and during your enrolment can be provided in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

VISA ENTITLEMENT VERIFICATION ONLINE (VEVO) AUTHORISATION:

I authorise and permit HTI to use my personal information to access the Visa Entitlements Verification Online (VEVO) website throughout the enrolment of my course. I understand that HTI will use this information to determine my Australian visa status, including information on my subclass, grant date, period of stay, and visa conditions that apply to my visa. I also understand that if I am found not to have entitlements to be in Australia, the Commonwealth and/or HTI may use the information gained from the VEVO website to locate me.

USI NUMBER: USI (Unique Student Identifier):

From 1 January 2015, HTI 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). 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 HTI 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>

I authorise HTI 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 pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

APPLICANT'S CHECK LIST (TICK ALL THAT YOU HAVE COMPLETED)

- All details in the application form is filled correctly
- Application Form is signed and dated
- All attached documents are Verified by agent or Certified

I am attaching the following documents:

- Passport copy
- Proof of English
- Visa copy (if you are already having a valid Australian Visa)
- Secondary school certificate (Year 11 or 12 as applicable)
- Any other Academic documents (Certificates / Transcripts / Statements of Attainment)
- Any work Experience Letters
- Release Letter if required

AGENT'S DECLARATION

- I have made every effort to verify the authenticity and validity of the documents which form part of this application.

Agent's Signature OR Stamp here

STUDENT DECLARATION AND CONSENT:

1. I declare that the information I have provided to the best of my knowledge is true and correct.
2. I have read and understood the relevant information on the HTI website. I have read and understood HTI policies on "Student Fees and Refund Policy", "Deferment, Suspension or Cancellation of Study during Enrolment", "Complaints and Appeals", "Transfer between registered providers", "Monitoring Course Progress", "Re Assessment" and other policies that are published on the HTI website and in the Student Handbook.
3. I understand that HTI reserves the right to discontinue or alter any course, subject, unit of competency, fee, admission requirement, staffing or other arrangement without prior notice. HTI reserves the right to cancel or not offer a program. If any program is cancelled or not offered HTI will refund all tuition fees in accordance with the provision of Sections 27 and 29 of Education Services for Overseas Students Act 2000. This agreement does not remove the right to take action under Australia's consumer protection laws.
4. I understand that all personal information collected by HTI is confidential and may be made available for the relevant Commonwealth and State agencies, and the Fund Manager of the ESOS Assurance Fund. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of the visa condition.
5. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements on the Department of Home Affairs website: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>
6. I am aware of the course fee and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
7. I consent to the collection, use and disclosure of my personal information as above.

APPLICANT'S SIGNATURE

 Applicant's Signature

 Parent's / Legal Guardian's Signature

(This declaration must be signed a Parent or Legal Guardian if the applicant is under 18 years of age at time of application)

Date: _____

Date: _____

PLEASE SUBMIT YOUR APPLICATION TO:

Horizon Training Institute Pty Ltd, Ground Floor, 191-195 Ryrie St, Geelong VIC 3220

EMAIL: info@hti.edu.au Web: <http://www.hti.edu.au>