

Office use only section:

Student Name:

Student ID:

About this form

Thank you for your interest in seeking enrolment into Hope Training College of Australia. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email. Please ensure that all fields are filled in on the form. Missing or incorrect information may cause delays in the application process. Please provide your family name(s) and given name(s) as shown on your National ID. Make sure you read Pre – Enrolment information in the Student Handbook.

You can send this form to us by post or email. Please provide of any documentation specified in the entry requirements and any other requested documents referred to in the course brochure.

Unique Student Identifier (USI)

Hope Training College of Australia 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). In addition, we are required to include your USI in the data we submit to NCVET.

If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Enter your Unique Student Identifier (USI) here:

Course details

Course you wish to enrol in

- CHC33015 Certificate III in Individual Support or
 I want to enrol only for these units (Unit code only):

Requested start date

Pre-Enrolment question section

HTCA is also obliged to assess whether the course for which candidates are applying is suitable to satisfy the candidate's training needs and will assist them with their vocational objectives. Candidates should also declare any other learning needs they may have that will assist Hope Training College of Australia to provide the best possible training outcomes.

Please complete the following:

- I am 18 or over 18 years old and will provide evidence of my age
- I am not a main applicant of an international student visa (Sub Class 500)
- I understand that to complete the listed course/s, I am required to spend 120 or more hours on Work placement, which is unpaid work to get experience working in a real environment.

Please select only ONE from the following:

- I understand that Language Literacy and Numeracy (LLN) test is required for entry in to listed course/s

Or

Equal or Higher qualification from Any Australian Institute and I will provide evidence of achieved qualification.

Please sign the declaration at the end of this document. Information contained in this document must be your personal responses. You must not solicit help or accept assistance from another person.

Privacy Notice

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. If you do not provide this information, we will be unable to process your enrolment.

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 / 2021 (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 Education, Skills and Employment (DESE), 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 us using the contact details listed below.

DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.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 RTO 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

Our contact details are:

Email: info@hope.edu.au

Tel: 1300 46 4673

You may also request our privacy policy if you wish.

1 PERSONAL DETAILS:	
TITLE: (SELECT ONE ONLY): <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER (PLEASE SPECIFY)	
GIVEN NAME:	MIDDLE NAME:
SURNAME / FAMILY NAME/LAST NAME:	
HAVE YOU BEEN KNOWN BY ANY OTHER NAME? <input type="checkbox"/> NO, <input type="checkbox"/> YES -	
PREFERRED NAME (IF ANY):	DATE OF BIRTH: DD MM YYYY
COUNTRY OF CURRENT CITIZENSHIP:	PLACE OF BIRTH:
GENDER: (SELECT ONE ONLY): <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> OTHER (PLEASE SPECIFY)	

2 CONTACT DETAILS:	
MOBILE NO.	WORK PHONE NO.
HOME PHONE NO.	SKYPE ID (IF ANY):
EMAIL ID:	

3 EMERGENCY CONTACT DETAILS:	
NAME:	RELATIONSHIP WITH YOU:
MOBILE NO:	EMAIL:

4 CURRENT ADDRESS:		
BUILDING OR PROPERTY NAME:		
UNIT OR FLAT NO.	STREET NO. & NAME:	
SUBURB:	STATE:	POST CODE:

5 MAILING ADDRESS (COMPLETE IF DIFFERENT FROM CURRENT ADDRESS OR GO TO NEXT QUESTION)	
POST OFFICE BOX:	
STREET NO & NAME:	SUBURB:
POSTAL CODE:	

6 ENGLISH LANGUAGE PROFICIENCY LEVEL (SELECT ONLY ONE FROM EACH SECTION)			
DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO – ENGLISH ONLY			
IF SELECTED “YES” THEN WHICH LANGUAGE? -			
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

7 CULTURAL DIVERSITY (SELECT ONLY ONE FROM EACH SECTION)			
IN WHICH COUNTRY WERE YOU BORN? <input type="checkbox"/> AUSTRALIA <input type="checkbox"/> OTHER (PLEASE SPECIFY)			
ARE YOU AN AUSTRALIAN CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YOU ARE NOT AUSTRALIAN CITIZEN			
ARE YOU A PERMANENT RESIDENT OF AUSTRALIA? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YOU ARE NOT PERMANENT RESIDENT			
WHICH VISA ARE YOU HOLDING? (PLEASE SPECIFY)			
ARE YOU ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?			
<input type="checkbox"/> NO	<input type="checkbox"/> ABORIGINAL	<input type="checkbox"/> TORRES STRAIT ISLANDER	<input type="checkbox"/> ABORIGINAL & TORRES STRAIT ISLANDER

8 SUPPORT SERVICE (SELECT ALL APPLY TO YOU)			
DO YOU IDENTIFY YOURSELF AS HAVING A DISABILITY?			
<input type="checkbox"/> NO	<input type="checkbox"/> YES – HEARING/DEAF	<input type="checkbox"/> YES – LEARNING	<input type="checkbox"/> YES – PHYSICAL
<input type="checkbox"/> YES – INTELLECTUAL	<input type="checkbox"/> YES – VISION	<input type="checkbox"/> YES – MEDICAL	<input type="checkbox"/> YES – OTHER
IF YOU SELECTED “YES” THEN PLEASE PROVIDE MORE DETAIL AND ADVISE US HOW WE CAN ASSIST YOU TO ACHIEVE YOUR LEARNING?			

9 SCHOOL LEVEL EDUCATIONAL BACKGROUND: (SELECT ONLY ONE)		
WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL? <input type="checkbox"/> I NEVER ATTENDED SCHOOL		
<input type="checkbox"/> YEAR 8 OR BELOW	<input type="checkbox"/> YEAR 9 OR EQUIVALENT	<input type="checkbox"/> YEAR 10 OR EQUIVALENT
<input type="checkbox"/> YEAR 11 OR EQUIVALENT	<input type="checkbox"/> YEAR 12 OR EQUIVALENT	<input type="checkbox"/> I AM STILL AT SCHOOL
WHAT YEAR DID YOUR COMPLETE SCHOOL?		

10 HIGHER LEVEL EDUCATIONAL BACKGROUND: (SELECT ALL APPLY TO YOU)	
AUSTRALIAN QUALIFICATIONS:	
<input type="checkbox"/> CERTIFICATE I	<input type="checkbox"/> CERTIFICATE II
<input type="checkbox"/> CERTIFICATE III	<input type="checkbox"/> CERTIFICATE IV/ADVANCE CERTIFICATE
<input type="checkbox"/> DIPLOMA OR ASSOCIATE DIPLOMA	<input type="checkbox"/> ADVANCE DIPLOMA OR ASSOCIATE DEGREE
<input type="checkbox"/> OTHER QUALIFICATION (PLEASE SPECIFY)	
NON – AUSTRALIAN QUALIFICATIONS:	

11 RECOGNITION PROCESSES	
IS THIS THE FIRST TIME YOU HAVE ENROLLED AT HOPE TRAINING COLLEGE OF AUSTRALIA	<input type="checkbox"/> YES, <input type="checkbox"/> NO
ARE YOU APPLYING FOR RECOGNITION OF PRIOR LEARNING (RPL)	<input type="checkbox"/> YES, <input type="checkbox"/> NO
ARE YOU APPLYING FOR CREDIT TRANSFER (CT) OF ANY UNIT/S	<input type="checkbox"/> YES, <input type="checkbox"/> NO
IF YES THEN PROVIDE DETAIL OF UNIT/S YOU ARE APPLYING FOR CREDIT TRANSFER:	

12 PURPOSE OF STUDY (SELECT ONLY ONE WHICH BEST DESCRIBES YOU)	
<input type="checkbox"/> TO GET A JOB	<input type="checkbox"/> TRY DIFFERENT CAREER
<input type="checkbox"/> TO DEVELOP MY EXISTING BUSINESS	<input type="checkbox"/> I WANTED EXTRA SKILLS FOR MY JOB
<input type="checkbox"/> TO GET INTO ANOTHER COURSE OF STUDY	<input type="checkbox"/> TO GET A BETTER JOB OR PROMOTION
<input type="checkbox"/> IT WAS A REQUIREMENT OF MY JOB	<input type="checkbox"/> TO START MY OWN BUSINESS
<input type="checkbox"/> OTHER REASON (PLEASE SPECIFY)	<input type="checkbox"/> FOR PERSONAL INTEREST OR SELF-DEVELOPMENT

13 CURRENT EMPLOYMENT STATUS (SELECT ONLY ONE WHICH BEST DESCRIBES YOU)	
<input type="checkbox"/> FULL TIME EMPLOYEE	<input type="checkbox"/> PART TIME EMPLOYEE
<input type="checkbox"/> UNEMPLOYED – SEEKING FULL TIME WORK	<input type="checkbox"/> UNEMPLOYED – SEEKING PART TIME WORK
<input type="checkbox"/> UNEMPLOYED – NOT LOOKING FOR WORK	<input type="checkbox"/> UNPAID FAMILY WORKER
<input type="checkbox"/> EMPLOYER	<input type="checkbox"/> SELF – EMPLOYED

14 SELECT YOUR COURSE & FEE/PAYMENT PLANS

Pricing for individuals registering for courses will be at the published rate in the Marketing Flyer /Information Flyer and on the website.

- The **enrolment fee is non-refundable** after 7 days of cooling off period is over, if offer letter signed and fee paid.
- Other special offers and discounts may be marketed from time to time
- For fee breakdown please visit our fee section on www.hope.edu.au or collect/download student handbook.
- Our learning resource are including into the course fee

COURSE SPECIALISATION/S	ENROLMENT FEE	TUITION FEE	TOTAL FEE
CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT:			
<input type="checkbox"/> AGEING + HOME & COMMUNITY + DISABILITY	333 AUD	1517 AUD*	1850 AUD*

***We cannot accept a one-time payment of more than \$1500**

PAYMENT PLAN OPTIONS:

DIRECT DEBIT (EZI DEBIT)	PAYING MANUALLY
The course fee can be paid through direct debit options to avoid late fee charges. The direct debit arrangement can be made directly by the college or through third-party service providers, e.g. Ezi Debit. We are offering flexible / customize payment plan as per student needs. For more details, please discuss with our enrolment representative.	We are encouraging our students to set up direct debit, but in some cases, if the student wants to pay manually through EFTPOS or Cash can be arranged with fix payment dates. The college will add a \$15 late fee with every delayed payment.

SELECT ONE	SELECT ONE	AMOUNT WISH TO PAY	INSTALMENT START DATE
<input type="checkbox"/> DIRECT DEBIT	<input type="checkbox"/> WEEKLY		
<input type="checkbox"/> MANUALLY CASH/EFTPOS/BANK TRASNFER	<input type="checkbox"/> FORTNIGHTLY <input type="checkbox"/> MONTHLY		

COURSE / TUITION FEE REFUND OPTIONS:	
SCENARIO	REFUND (in % of total course fee)
Enrolment fee (\$333.00)	non-refundable after 7 days of cooling off period is over
Withdrawal after 1 week and before completion of 2 weeks from enrolment date	90%
Withdrawal after 2 weeks and before completion of 3 weeks from enrolment date	80%
Withdrawal after 3 weeks and before completion of 4 weeks from enrolment date	70%
Withdrawal after 4 weeks and before completion of 5 weeks from enrolment date	60%
Withdrawal after 5 weeks and before completion of 6 weeks from enrolment date	50%
Withdrawal after 6 weeks and before completion of 7 weeks from enrolment date	40%
Withdrawal after 7 weeks and before completion of 8 weeks from enrolment date	30%
Withdrawal after 8 weeks and before completion of 9 weeks from enrolment date	20%
Withdrawal after 9 weeks and before completion of 10 weeks from enrolment date	10%
Withdrawal after 10 weeks and before completion of 11 weeks from enrolment date	0%
If College stopped delivering a course because RTO sanction by regulatory authorities	Full fee (Included Enrolment fee) will be refunded
RPL Application Fee	Non – refundable if offer accepted
<p>Note: Refund request needs to be submitted in written or by email. Request time will be calculated based on time when request will be submitted. If refund request received after hours by email that will be considered in next working day's request. For more details on refund policy, please refer to Student Handbook</p>	

15 COMPUTER / IT SKILL ASSESSMENT (SELECT ONLY **ONE** WHICH BEST DESCRIBES YOU)

Hope Training College of Australia delivers major part of study online. Therefore, it is very important to provide your current level of knowledge regarding use of computer.

MY SKILL LEVEL	NO EXPERIENCE	NEED SUPPORT	COMPETENT
I can start and shut down computer and related equipment e.g. printer etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to use USB memory stick, CD memory disk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to connect with WIFI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can create, delete, copy, move and rename files/folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can create, save, delete, move or rename a word and pdf document/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand how to change font style, size, and colour, change margins, line paragraph spacing, use tabs when dealing with word or pdf files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can add, delete and edit header and footer of any word file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert page numbers, file name, date time, pictures, bullet & numbered lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert and edit tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use clip art, shapes, text boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter and understand web addresses (www)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search for and access resources and information through a search browser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Download, store and print information from the Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference material sourced from the Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand the use of copyright material form electronic sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create, write and send an email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use functions in emails, such as: copy, past, font size & style,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach files, open attachments, store and print attachments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17 TERMS AND CONDITIONS OF YOUR ENROLMENT

- I agree to be bound by the College's Student Code of Conduct, policies, and procedures whilst I remain an enrolled student.
- I agree to pay all fees and charges relating to my enrolment, unless payment is to be made by my employer or other contracted third party, in which case a purchase order or authority to invoice letter will be presented at time of fees payment.
- I acknowledge and agree to the terms and conditions.

By signing this form, I certify that the information provided is true and correct. I further certify that:

1. I acknowledge that any false information and/or failing to disclose any relevant information on my application for enrolment may result in the withdrawal of any offer and/or cancellation of enrolment at the discretion of Hope Training College of Australia.
2. I have received the student handbook, read, and understood all the contents of it.
3. I have received the course fees plan and payment plan information (if applicable) and have been informed of the refund policy.
4. I have read and understood the relevant course information and I agree to the course requirements.
5. If applicable to my course, I have received the information about any materials, documents and / or resources which I have to provide/or obtain myself.
6. If applicable to my course, I have been informed about the practical placement requirements which I must attend to achieve my qualification.
7. I acknowledge that my Certificate and/ or Statement of Attainment will be issued by Hope Training College of Australia within 30 days from being deemed competent in my course; however, release of my certificate or statement of attainment may be delayed if all payments have not been received in full, or I have not provided my Unique Student Identifier number;
8. I understand that my personal information is protected by law under the Privacy Act 1988 and Privacy Amendment Act 2014 and is collected by Hope Training College of Australia to assess my eligibility of enrolment. The information is required to process my application. My information may be used by Hope Training College of Australia. Personal information will only be provided to other persons or agencies with my permission or where required by law

ENROLLING STUDENT DECLARATION OF UNDERSTANDING

APPLICANT FULL NAME:

SIGNATURE:

DATE: