

Phone: (+61) 0432 289 077 Email: info@andersoncollege.au www.andersoncollege.au

APPLICATION FORM (DOMESTIC STUDENTS)

Intended Co	urse of Study					
Qualification	/Unit Code	Qualification/Unit	Name			
Campus Loca	tion					
Venue (write complete add the venue an	dress of					
Start Date				Deposit		
Personal Det	ails					
Enter your fu Please write do not yet ha	Ill name the name that ave a	you used when yo		·		SI), including any middle names. If you
Title	First Given N	ame	Second Given Na	me (Middle)	Family Nar	me (Surname)
Enter your bi	rth date (Day,	month/year)	Gender (Tick ONE box only)			
			☐ Male ☐ Female ☐ Other (Indeterminate/Intersex/Unspecified)			
Town/City of	Birth			Country of Bi		
Resident Typ	e		□ Australian citizen □ Permanent Australian resident □ New Zealand Citizen □ Temporary Entry Permit □ Permanent Humanitarian Visa			
			Category, please provide detail			
Enter your cor	ntact informat	ion				
Home phone (code)	including area			Mobile		
Email address						
Alternative en (optional)	nail address					
Preferred Contact method (Tick one only)		obile 🗆 Post				
Enter contac	t information	in case of emergend	СУ			
Emergency c	ontact name	Relationship to	you		Emergency c	ontact number
		1		l		

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Version Number	V 1.0	Last Modified Date	Feb 24
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Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

building, Aboriginal community, homester	ad, building complex, agricultural prope	erty, park or unbound	ded address site.	
Building/property name				
Flat/Unit details				
Street or lot number (e.g., 205 or Lot 118)				
Street Name				
Suburb, locality or town				
State/territory		Postcode		
What is your postal address (if different	from above)?			
Building/property name				
Flat/Unit details				
Street or lot number (e.g., 205 or Lot 118)				
Street name				
Postal delivery information (e.g., PO Box 253)				
Suburb, locality or town				
State/territory		Postcode		
Language and Cultural Diversity				
In which country were you born?				
Australia Other – please specify:				
Do you speak a language other than Eng	lish at home? (if more than one langua	ge, indicate the one t	hat is spoken most often)	
No – English only Yes – please specify:				
Are you of Aboriginal 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				
Disability				
Do you consider yourself to have a disability, impairment or long-term condition?				
Yes No (go to the next section)				

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Disability Supplement

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumor, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalization; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

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Schooling What is your highest COMPLETED	school level?					
If you are currently enrolled in sec have actually completed and not Highest school level completed is (Tick ONE box only)	the level you are cu					
☐ Completed Year 12☐ Completed Year 11☐ Completed Year 10		☐ Com	pleted Year 9 o pleted Year 8 o er attended sch	r lower		
Are you still enrolled in secondary	y or senior seconda	ıry educat	ion?			
□ Yes □ No						
Previous Qualifications Achieved Have you SUCCESSFULLY complet		fications	isted below?			
□ No		□ Yes				
Yes (if yes, please enter one of th	ese Prior Education	n Achieve	ment Recognitio	on Identifiers an	y applicable qua	llification
level)						
A – Australian 🗆	E – Australian eq	quivalent		I – Internatio	nal 🗆	
				Α	E	1
Dachalar Dagraa ar Higher Dagra						
Bachelor Degree or Higher Degre						
Advanced Diploma or Associate I Diploma (or Associate Diploma)	Degree					
Certificate IV (or Advanced Certificate IV)	ficate/Technician)					
Certificate III (or Trade Certificate						
Certificate II	<u>-, </u>					
Certificate I						
Certificates other than the above	9					
Employer Details						
Enter your current employment i	nformation (where	applicabl	e)			
Employer organisation name						
Supervisor name		Yo	our position			
Employers' street address						
Suburb, locality or town						
State/territory			stcode			
Telephone		Fa	Х			
Email						
Website						

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Employment	
Of the following categories, which BEST describes your cur	
For casual, seasonal, contract and shift work, use the curre (35 hours or more per week) or part-time employed (less	ent number of hours worked per week to determine whether full time
(Tick ONE box only)	inali 33 libuis per weekj.
(
☐ Full-time employee	☐ Employed – unpaid worker in a family business
☐ Part-time employee	☐ Unemployed – seeking full-time work
☐ Self-employed – not employing others	☐ Unemployed – seeking part-time work
☐ Self-employed – employing others	☐ Unemployed – not seeking employment
Occupation	
Which of the following classifications BEST describes your	current or recent
occupation? (Tick ONE box only) If unemployed, go to the	
, , , , , , , , , , , , , , , , , , , ,	
☐ Managers	☐ Sales Workers
☐ Professionals	☐ Machinery Operators and Drivers
☐ Technicians and Trade Workers	☐ Labourers
Community and Personal Service Workers	☐ Other:
☐ Clerical and Administrative Workers	
Industry	
Which of the following classifications BEST describes the in	ndustry of your current or previous
Employer? (Tick ONE box only) If unemployed, go to the n	ext question.
Agriculture, Forestry and Fishing	Financial and Insurance Services
☐ Mining	Rental, Hiring and Real Estate Services
☐ Manufacturing	☐ Professional, Scientific and Technical Services
☐ Electricity, Gas, Water and Waste Services ☐ Construction	☐ Administrative and Support Services
☐ Wholesale Trade	 ☐ Public Administration and Safety ☐ Education and Training
☐ Retail Trade	☐ Health Care and Social Assistance
☐ Accommodation and Food Services	☐ Arts and Recreation Services
☐ Transport, Postal and Warehousing	☐ Other Services
☐ Information Media and telecommunications	
Charle Barrer	
Study Reason	
Study Reason – Of the following categories, which BEST des	cribes your main reason for undertaking this course /
traineeship/apprenticeship? (Tick ONE box only)	
☐ To get a job	☐ I wanted extra skills for my job
☐ To develop my existing business	☐ To get into another course of study
☐ To start my own business	☐ For personal interest or self-development
☐ To try for a different career	☐ To get skills for community/voluntary work
☐ To get a better job or promotion	☐ Other reasons
\square It was a requirement of my job	
Additional Information	
Are you registered with Centrelink for any of the	Do you hold any of the following concession cards?
following allowances?	
	☐ Yes ☐ No
☐ Yes ☐ No	

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If yes tick one box only		Health Care card		
☐ Newstart allowance		Ni ma la a m		
\square Youth allowance		Number: Exp Date:		
\square Age pension		exp Date.		
☐ Disability support pension		Pensioners Concession	on Card	
☐ Parenting payment (single)		rensioners concession	ni Caru	
☐ Parenting payment (partnered)		Number:		
		Exp Date:		
		F		
		Veterans Affairs Cond	cession Card	
		Number:		
		Exp Date:		
Centrelink Customer Reference Number (CRN)				
dentifering distance reference rumber (entry				
Centrelink benefit expiry date		Are you currently in	carcerated / in pri	son?
		☐ Yes ☐ No		
Have you ever been or are you currently are un	dar tha Gu	ardianshin of the Min	istor 🗆 Vos	s 🗆 No
Thave you ever been of are you currently are unit	der the du	ardiansinp of the will	13tei — 1e.	3 L 140
Are you currently registered with a Job Netwo	rk Provide	r? 🗆 Yes No		
If yes, please provide Client ID:				
Organisation Name:				
_				
Suburb:				
Contact Person:			Contact	
			Number:	
Do you have a current Australian National				
Police Check? *	☐ Yes	□ No		
		ssue:		
Do you wish to apply for Recognition of]			
Prior Learning? *	⊔ No	☐ Yes		
Do you wish to apply for Credit Transfer? *				
Do you have a Working with Children Check	□ No	☐ Yes		
/ DCSI Screen? *	□ No	☐ Yes		
If yes, please specify which type(s) and date of issue				
* Supporting Documentation: If you have ticke	d YES to an	ny of the questions abo	ove, please supply	certified copies of
documents as evidence				

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Victorian Student Number (Victorian Students only)			
Enter your Victorian Student Number (VSN) (if you have entered your VSN you can skip the question below and go straight to the next section)			
Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?			
No (go to next section)			
Yes – I have attended a Victorian school since 2009			
Enter name of most recent Victorian school attended:			
Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011			
List the 3 most recent training organisations with which you have participated in Victoria since 2011:			
-			
-			
-			

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Victorian Government VET Student Enrolment Privacy Notice (Victorian Students only)

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

Collection of your data

Anderson College is required to provide the Department with student and training activity data. This includes personal information collected in the Anderson College enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Anderson College provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx.

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act* 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act* 2014 (Cth) and the *Student Identifiers Regulation* 2014 (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enroll in VET and/or to obtain a Victorian Government VET subsidy.

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Anderson College at 0432 289 077

Declaration			
I acknowledge that I have read	the Victorian Government's VET	Student Enrolment Privacy Notice	9
Applicant Signature		Date	
*Parental/guardian consent is r	equired for all students under th	e age of 18	
Parent/Guardian Signature		Date	

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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.

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 NCVER and other bodies handle your personal information

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.

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.

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 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 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 Anderson 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

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Student Code of Conduct:

All students are expected to abide by this Code of Conduct during their participation in their course with Anderson. Students who do not abide by this Code of Conduct will be followed up through the disciplinary procedures

1. Students' rights

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Privacy Policy.
- Access the information Anderson holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to Anderson on the client services, training, assessment and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

2. Students' responsibilities

All students, throughout their training and involvement with Anderson, are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to Anderson in a timely manner.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify Anderson if any difficulties arise as part of their involvement in the program.

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- Notify Anderson if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.

3. Legislation

This Student Code of Conduct is informed by the following pieces of legislation, with which all students must comply.

Commonwealth

- Age Discrimination Act 2004
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Copyright Act 1968
- Age Discrimination Act 2004
- Disability Discrimination Act 1992 Education Standards 2005
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986

Victoria

- Equal Opportunity Act 2010
- Information Privacy Act 2000
- Occupational Health and Safety Act 2004
- Working With Children Act 2005
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities

Queensland

- Anti-Discrimination Act 1991
- Education and Training Legislation Amendment Act 2009
- Fair Trading Act 1989
- Information Privacy Act 2009
- Right to Information Act 2009
- Work Health and Safety Act 2011

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Additional Fees and Charges

Particulars	Amount	Particulars	Amount
Credit Transfer	\$300.00	Certificates / Testamur on Completion	No Charge
RPL Assessment per unit	\$250.00	Issuance of Statement of Attainment	No Charge
Re-submission of Assessment	\$50.00	Issuance of Replacement Qualification	\$50.00
Late submission of Assessment	\$100.00	Deferral or Extension of study	\$300.00
Reassess study outcome /	\$350.00 after two resubmission	Replacement Student ID	\$25.00
Reassessment	attempts	Late Payment of tuition fees	\$50.00 per week
Relearning of a unit	Half of Study Period Fees as per theoffer letter	Student Photocopying	10c per page
Appeal Fees	Nil	Student Printing	10c per page
Change of Course	\$300.00	Payment by Major Credit	3% Surcharge
Interim Academic Transcript	\$50.00	Cards/EFTPOS	
Payment by Telegraph Transfer (TT)	\$22.00	Enrolment fees	\$ 200.00

REFUND POLICY

Type of fee	Adjustment to enrolment record made before the relevant census date	Adjustment to enrolment record made after census date
Paid tuition fees up front	Full refund for applicable unit(s)	No refund applicable
Deferred tuition fees via VET Student Loan or VET- FEE HELP	Loan debt will be reversed for applicable unit(s) and study period.	Loan debt will remain
Materials/auxiliary fees	Full refund if you have not received materials. No refund if you have received materials.	No refund applicable
Student Services & Amenities Fee (SSAF)	Refund will be reversed according to study load for applicable study period	No refund applicable

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Payment Options	Payment Options			
Cheque /Money O				
☐ Credit Card	In person at Anderson College			
☐ Cash				
'Stud	ent declaration and acceptance of the Letter of Offer and Terms of Condition'			
Offer.	I have read and fully understand the detailed information about Terms and Conditions of this Letter of			
	and acknowledge that enrolment is accepted under the condition that my tuition and other fees are paid the course commencement or unless otherwise agreed by Anderson College.			
The provision academic tra	and acknowledge that all information provided by me is correct and complete at the date of acceptance. of incorrect information or withholding of relevant information relating to my application, including ascript/s, might invalidate my application and that Anderson College may withdraw an offer of a place or olment in consequence			
	as needed by Anderson College for the purpose of valuation and moderation as required by the Standards of national			
_	 I understand and acknowledge that I have received and/or read, understood the following information: 			
 The minimum entrance requirements; 				
0				
0	The qualifications obtained at successful completion of course;			
0	What course credits or RPL I am eligible for and how this will affect my course duration and fees;			
0	Information on relevant legislations			
0	 Course related fees and refund policy; 			
0	Withdrawing from course and cancelling enrolment;			
0	Anderson College Complaints and appeals policy and procedure			
0	Anderson College refunds policy and procedure			
Applicant Declaration	and Consent			
Applicant Signature	Date			

Time of signing

Time of signing

Date

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*Parental/guardian consent is required for all students under the age of 18

Parent/Guardian Name:

Parent/Guardian Signature: