



## APPLICATION FORM (DOMESTIC STUDENTS)

Intended Course of Study			
Qualification /Unit Code	Qualification/Unit Name		
Campus Location			
Venue (write the complete address of the venue and			
Start Date		Deposit	
Personal Details			
<b>Enter your full name</b> Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI, please write your name <b>exactly as written in the identity document</b> you choose to use. Single name only – if you have one name only that cannot be written in the following format. Write your single name in the ‘Family name’ section.			
Title	First Given Name	Second Given Name (Middle)	Family Name (Surname)
Enter your birth date (Day/month/year)		Gender (Tick ONE box only)	
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other (Indeterminate/Intersex/Unspecified)	
Town/City of Birth		Country of Birth	
Resident Type	<input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent Australian resident <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Temporary Entry Permit <input type="checkbox"/> Permanent Humanitarian Visa <input type="checkbox"/> Other Visa Category, please provide detail		
Enter your contact information			
Home phone (including area code)		Mobile	
Email address			
Alternative email address (optional)			
Preferred Contact method (Tick one only)	<input type="checkbox"/> Email <input type="checkbox"/> Mobile <input type="checkbox"/> Post		
Enter contact information in case of emergency			
Emergency contact name	Relationship to you	Emergency contact number	



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/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 English at home? (if more than one language, indicate the one that 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)



If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area) Please refer to the Disability supplement on the following page for an explanation of the following disabilities		
Hearing/deaf Learning Vision	Physical Mental illness Medical condition	Intellectual acquired brain impairment Other:
If you answered YES to the above question, do you require any assistance to participate in this course?		
No                                      Yes (we'll arrange a meeting to discuss this with you)		

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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 secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.  
 (Tick ONE box only)

Completed Year 12 <input type="checkbox"/>	Completed Year 9 or equivalent <input type="checkbox"/>
Completed Year 11 <input type="checkbox"/>	Completed Year 8 or lower <input type="checkbox"/>
Completed Year 10 <input type="checkbox"/>	Never attended school <input type="checkbox"/>

Are you still enrolled in secondary or senior secondary education?

Yes No

**Previous Qualifications Achieved**

Have you SUCCESSFULLY completed any of the qualifications listed below?

No  Yes

Yes (if yes, please enter **one** of these Prior Education Achievement Recognition Identifiers **any** applicable qualification level)

A – Australian  E – Australian equivalent  I – International

	A	E	I
Bachelor Degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma (or Associate Diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificates other than the above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Employer Details**

Enter your current employment information (where applicable)

Employer organisation name			
Supervisor name	Your position		
Employers' street address			
Suburb, locality or town			
State/territory	Postcode		
Telephone	Fax		
Email			
Website			



<b>Employment</b>	
Of the following categories, which BEST describes your current employment status? For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week). (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"/> Unemployed – not seeking employment

<b>Occupation</b>	
Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only) If unemployed, go to the next question.	
<input type="checkbox"/> Managers <input type="checkbox"/> Professionals <input type="checkbox"/> Technicians and Trade Workers <input type="checkbox"/> Community and Personal Service Workers <input type="checkbox"/> Clerical and Administrative Workers	<input type="checkbox"/> Sales Workers <input type="checkbox"/> Machinery Operators and Drivers <input type="checkbox"/> Labourers <input type="checkbox"/> Other:

<b>Industry</b>	
Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only) If unemployed, go to the next question.	
Agriculture, Forestry and Fishing Mining Manufacturing Electricity, Gas, Water and Waste Services Construction Wholesale Trade Retail Trade Accommodation and Food Services Transport, Postal and Warehousing Information Media and telecommunications	Financial and Insurance Services Rental, Hiring and Real Estate Services Professional, Scientific and Technical Services Administrative and Support Services Public Administration and Safety Education and Training Health Care and Social Assistance Arts and Recreation Services Other Services

<b>Study Reason</b>	
Study Reason –Of the following categories, which BEST describes your main reason for undertaking this course / traineeship/apprenticeship? (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 try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons

<b>Additional Information</b>	
Are you registered with Centrelink for any of the following allowances?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you hold any of the following concession cards?  <input type="checkbox"/> Yes <input type="checkbox"/> No



If yes tick one box only <input type="checkbox"/> Newstart allowance <input type="checkbox"/> Youth allowance <input type="checkbox"/> Age pension <input type="checkbox"/> Disability support pension <input type="checkbox"/> Parenting payment (single) <input type="checkbox"/> Parenting payment (partnered)	Health Care card  Number: Exp Date:  Pensioners Concession Card  Number: Exp Date:  Veterans Affairs Concession Card Number: Exp Date:		
Centrelink Customer Reference Number (CRN)			
Centrelink benefit expiry date	Are you currently incarcerated / in prison? Yes No		
Have you ever been or are you currently are under the Guardianship of the Minister Yes No			
<b>Are you currently registered with a Job Network Provider?</b> Yes No  If yes, please provide Client ID: _____			
<b>Organisation Name:</b>			
<b>Suburb:</b>			
<b>Contact Person:</b>		<b>Contact Number:</b>	
<b>Do you have a current Australian National Police Check? *</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Date of issue: _____		
<b>Do you wish to apply for Recognition of Prior Learning? *</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Do you wish to apply for Credit Transfer? *</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Do you have a Working with Children Check / DCSI Screen? *</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>If yes, please specify which type(s) and date of issue</b>			
<b>* Supporting Documentation:</b> If you have ticked YES to any of the questions above, 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)

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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:

- 
- 
- 

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

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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

Applicant Signature		Date	
*Parental/guardian consent is required for all students under the 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](http://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.

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**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

**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.

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- 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.
- 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	\$200.00	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 / Reassessment	\$350.00 after two resubmission attempts	Replacement Student ID	\$25.00
Relearning of a unit	Half of Study Period Fees as per theoffer letter	Late Payment of tuition fees	\$50.00 per week
Appeal Fees	Nil	Student Photocopying	10c per page
Change of Course	\$300.00	Student Printing	10c per page
Interim Academic Transcript	\$50.00	Payment by Major Credit Cards/EFTPOS	3% Surcharge
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
<b>Paid tuition fees up front</b>	Full refund for applicable unit(s)	No refund applicable
<b>Deferred tuition fees via VET Student Loan or VET-FEE HELP</b>	Loan debt will be reversed for applicable unit(s) and study period.	Loan debt will remain
<b>Materials/auxiliary fees</b>	Full refund if you have not received materials. No refund if you have received materials.	No refund applicable
<b>Student Services &amp; Amenities Fee (SSAF)</b>	Refund will be reversed according to study load for applicable study period	No refund applicable



**Payment Options**

Cheque /Money Order                      To be Made payable to Anderson College  
 Credit Card                                      In person at Anderson College  
 Cash

**'Student declaration and acceptance of the Letter of Offer and Terms of Condition'**

- I confirm that I have read and fully understand the detailed information about Terms and Conditions of this Letter of Offer.
- I understand and acknowledge that enrolment is accepted under the condition that my tuition and other fees are paid in full prior to the course commencement or unless otherwise agreed by Anderson College.
- I understand and acknowledge that all information provided by me is correct and complete at the date of acceptance. The provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that Anderson College may withdraw an offer of a place or cancel my enrolment in consequence
- I understand and acknowledge that Anderson College's Privacy Policy and statement and I permit the use of my results as needed by Anderson College for the purpose of valuation and moderation as required by the Standards of national VET Regulator.
- I understand and acknowledge that I have received and/or read, understood the following information:
  - The minimum entrance requirements;
  - The structure, course contents, duration, modes of study and assessment methods of the course;
  - The qualifications obtained at successful completion of course;
  - What course credits or RPL I am eligible for and how this will affect my course duration and fees;
  - Information on relevant legislations
  - Course related fees and refund policy;
  - Withdrawing from course and cancelling enrolment;
  - Anderson College Complaints and appeals policy and procedure
  - Anderson College refunds policy and procedure

**Applicant Declaration and Consent**

Applicant Signature		Date	
		Time of signing	
*Parental/guardian consent is required for all students under the age of 18			
Parent/Guardian Name:			
Parent/Guardian Signature:		Date	
		Time of signing	

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