

Enrolment Form

PERSONAL DETAILS

1. Full name

Miss/Ms/Mr/Mrs

Legal first name

Legal surname

Preferred name

2. Date of birth

3. Gender

- Male
 Female

4. Is your usual residence the same as your postal address?

- Yes
 No

ADDRESS

5. Street address

Building/property name

Unit/street no

Street name

Suburb/town

State/territory

Postcode

Home phone

Mobile

Email

EMERGENCY CONTACT

6. Emergency contact details

Name

Phone

Relationship

UNIQUE STUDENT IDENTIFIER (USI)

7. USI number

If you are a new or continuing student undertaking nationally recognised training you will need a Unique Student Identifier (USI) in order to receive your qualification or statement of attainment. You can apply for a USI at www.usi.gov.au/students/create-your-usi

How to submit your enrolment form:

- / Please bring your signed and completed form to your diploma interview;
- / or post to Sydney Design School 2/40 Oxley Street, St Leonards NSW 2065
- / or email form to campus@sydneydesignschool.com.au

LANGUAGE AND CULTURAL DIVERSITY

8. In which country were you born?

- Australia
 Other _____ please specify

8a. What is your citizenship status? (please tick the box that relates to you)

- / I am an Australian citizen
 Yes
 No

8b. I am the holder of a permanent humanitarian visa and I will be a resident in Australia for the duration of the VET unit(s) of study for which I am applying for VET FEE-HELP assistance

- Yes
 No

9. Do you speak a language other than English at home?

- No, English only - go to question 11
 Yes, other _____ please specify

10. How well do you speak English?

- Very well
 Well
 Not well
 Not at all

11. Are you an Aboriginal or Torres Strait Islander?

- No
 Yes, Aboriginal
 Yes, Torres Strait Islander
 Both Aboriginal and Torres Strait Islander

DISABILITY

12. Do you consider yourself to have a disability, impairment or long term condition?

- No - go to question 14
 Yes

If yes to Question 12, would you like to receive advice on support services, equipment and facilities which may assist you?

- Yes
 No

13. If yes, then please indicate the area of disability, impairment or long term condition?

- Hearing/Deaf
 Physical
 Intellectual
 Learning
 Mental Illness
 Acquired brain impairment
 Vision
 Medical condition
 Other (please specify) _____

SCHOOLING

14. What is your highest completed school level? (Tick one box only)

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

15. In which year did you complete that school level?

Year: _____

16. Are you still attending secondary school?

- Yes
 No

PREVIOUS QUALIFICATIONS ACHIEVED

17. Have you successfully completed any of the following qualifications?

- Yes
 No - Go to question 18

If yes to Question 17, tick any applicable boxes

- Bachelor degree or higher degree
 Advanced diploma or associate degree
 Diploma or associate diploma
 Certificate IV or advanced certificate/ technician
 Certificate III (or trade certificate)
 Certificate II
 Certificate I
 Certificates other than the above

EMPLOYMENT

18. Of the following categories, which best describes your current employment status? (Tick one box only)

- Full time employee
 Part time employee
 Self employed - not employing others
 Employer
 Employed - unpaid in family business
 Unemployed - seeking full time work
 Unemployed - seeking part time work
 Not employed - not seeking employment

STUDY REASON

19. Of the following categories, which best describes your reason for undertaking this course? (Tick one box only)

- To get a job
 To develop my existing business
 To start my own business
 To change career
 To get a better job or promotion
 It was a requirement of my job
 I wanted extra skills for my job
 To enter into another course of study
 For personal interest or self development
 Other reasons (specify) _____

NON VET FEE-HELP COURSES (GST FREE)

Certificate IV in Interior Decoration (MSF40113)

/ Fee: \$8,950, Deposit \$895

- July 2016 Jan 2017
 Day Evening

How to enrol

There are no formal entry requirements for this course. Read our terms and conditions and Student Handbook located on our website then submit this enrolment form with your deposit and we'll respond with an email confirming your place.

Interior Communication (AutoCAD, SketchUp & Construction for Interiors)

/ Fee: \$2,950, Deposit \$295 (5 x \$531 instalments)

- July 2016 Jan 2017
 Day Evening

On completion of our Short Courses you will receive a Statement of Attainment that lists the competencies that have been attained.

REFUND POLICY CERTIFICATE IV AND INTERIOR COMMUNICATION

Classes are subject to cancellation if minimum numbers are not met, and a full refund will apply. Our refund policy is:

- / A full refund of your deposit less an administration fee of \$275 (inclusive of GST) will be paid if you cancel up to and including 7 days prior to your course commencement;
/ Your deposit will not be refunded if you cancel 6 days or less prior to your course commencement;
/ If you cancel after your course has commenced you will be required to pay for the units of study for that term.

NON VET FEE-HELP SHORT COURSES (GST FREE)

AutoCad

8 Days 16 Evenings / Fee: \$1295
Deposit \$295 (2 x \$500 instalments)

Styling Workshop

8 Evenings / Fee: \$1295
Deposit \$295 (2 x \$500 instalments)

Revit for Architects and Interior Designers

4 Days 8 Evenings / Fee: \$995
Deposit \$195 (2 x \$400 instalments)

Advanced Colour

8 Half day sessions / Fee: \$995
Deposit \$195 (2 x \$400 instalments)

REFUND POLICY SHORT COURSES

Classes are subject to cancellation if minimum numbers are not met, and a full refund will apply. Our refund policy is:

- / A full refund of your deposit less an administration fee of \$110 (inclusive of GST) will be paid if you cancel up to and including 7 days prior to your course commencement;
- / Your deposit will not be refunded if you cancel 6 days or less prior to your course commencement; and
- / If you cancel after your course has commenced your deposit will not be refunded and the full course fees are payable by you.

WHAT FEES MUST YOU PAY

You agree to pay the total course fees in the following manner:

- / A deposit as specified in this agreement
- / The balance in full or by instalments over the term of your course. The first instalment to be paid within 7 days from the commencement of your course.

WORKSHOPS

Payment required in full at time of enrolment

Interior Decoration Masterclass

2 Days / Fee: \$330 (GST inclusive)

SketchUp

2 Days 4 Evenings / Fee: \$595 (GST free)

PAYMENT OPTIONS

Payment methods include: Cheque, Direct bank transfer, EFTPOS or Credit card. (Visa and Mastercard only, we do not accept Amex or Diners cards) Please note a 2% surcharge applies to all credit cards. Cheques are made payable to "Sydney Design School".

Payment

- Direct bank transfer Credit card
 Cheque

Payment amount \$ _____

Name _____

Card number _____

Expiry date _____ CCV _____

Signature _____

Details for direct bank transfer:

Account Name: Design Schools Australia Pty Ltd T/A Sydney Design School

Bank: National Australia Bank

BSB: 082 401

Account No: 743 634 469

Reference: Please put your name on each transfer so we can identify your payment.

VET FEE-HELP COURSES (GST FREE)

Diploma of Interior Design and Decoration (MSF50213)

July 2016 Jan 2017 / Fee: \$19,900
 12 months or 18 months

Advanced Diploma of Interior Design (MSF60113)

July 2016 Jan 2017 / Fee: \$27,995
 18 months or 24 months

How to enrol

Step 1: Complete your enrolment form and phone 02 9437 1902 to book an interview.

Step 2: Bring your signed and completed enrolment form and at least one item of evidence from the list below, to your interview.

- / NSW Higher School Certificate studies (or equivalent) OR completion of relevant vocational training and/or
- / Experience working in a relevant design or decoration business and/or
- / Minimum 6 examples of work from HSC design and technology, visual arts, textiles or other design disciplines

/ If you don't meet the above criteria, please prepare a written submission (Max 1 x A4 typed page) detailing the reasons why you want to study interior design and what your aspirations are

You will then be advised if your application to enrol has been successful within 14 working days of your interview.

Payment

There are three payment options:

- Pay in full prior to course commencement
- Pay in instalments - An instalment plan will be supplied as part of your induction process. The first instalment to be paid within 7 days of course commencement.
- VET FEE-HELP - Diploma and Advanced Diploma only

/ Payment options will be discussed as part of your interview process.

/ If you cancel after your course has commenced you will be required to pay for the units of study for that term.

VET FEE-HELP

If you are applying for the Diploma or Advanced Diploma you can apply for a VET FEE-HELP loan. The application will be provided at your interview. For more details on VET FEE-HELP go to www.studyassist.gov.au.

Do you have or have you had a VET FEE-HELP and/or FEE-HELP debt?

- Yes - What is your CHESSN _____
 No

Census Date

Census date is the last date that you can withdraw from a unit of study without incurring financial liability or academic penalty. The census dates are available on our website and are different for each course. At the commencement of each term you will receive a VET FEE invoice detailing the units of study for the current term, the census date and the amount of debt to be incurred if you proceed with your study.

Within 28 days of the census date VET FEE-HELP students will receive their Commonwealth Assistance Notice (CAN). Your CAN will provide you with information on your VET FEE-HELP debt for the entire course which is separated into semesters of study. If your study plan changes then your CAN will be amended and re-issued.

DECLARATION

I have read and accept the terms and conditions of this enrolment form. Please accept my enrolment.

I, _____

confirm the following:

The information provided on this enrolment form is true and correct.

I have read, understood and agree to the Terms & Conditions on the Sydney Design School website including information regarding VET FEE-HELP for the Diploma and Advanced Diploma only.

I have also read the Student Handbook located under the Terms & Conditions page.

Signature: _____

Date: _____

WHAT ELSE YOU NEED

Design Kit

If you are enrolling in the Certificate IV, Diploma or Advanced Diploma course you will be required to purchase a Design Kit. The cost is \$550 (incl. GST) and is payable prior to your first day. The Design Kit is not VET FEE-HELP applicable. An invoice will be emailed as part of your induction process. The Design Kit fee is fully refunded if you withdraw prior to course commencement. No refund is applicable after the Design Kit is received on your first day of class.

Computer

In order to access resources for your course you will require access to a laptop computer in class.