

# Career Course Enrolment Form

## PERSONAL DETAILS

### 1. Full name

Miss / Ms / Mr / Mrs / Dr / Rev / Hon

Legal first name

Legal middle name

Legal surname

Preferred name

Previous name (if applicable)

### 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

Flat/Unit details

Street no

Street name

Suburb/City

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](http://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](mailto:campus@sydneydesignschool.com.au)

## LANGUAGE AND CULTURAL DIVERSITY

### 8. Nationality

- Australian  
 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  
 Certificate IV  
 Certificate III  
 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 worker 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

- Jan 2017  July 2017

Day Classes  Mon/Tues  Wed/Thurs

Evening Classes  Mon/Wed

### 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. Your signed enrolment form is confirmation that you accept and commit to paying the fees as they are stated on this enrolment form.

### Interior Communication (AutoCAD, Revit, Building Construction, Maxwell Render, SketchUp)

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

- Jan 2017  July 2017

Day  Evening

### AutoCAD and Building Construction

- 10 Days  20 Evenings / Fee: \$1595

Deposit \$395 (2 x \$600 instalments)

### Advanced Colour

- 8 Half day sessions / Fee: \$995

Deposit \$195 (2 x \$400 instalments)

On completion of our Short Courses you will receive a Statement of Attainment that lists the competencies that have been attained. This may be counted as credit towards a full qualification.

## REFUND POLICY NON VET FEE-HELP 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 \$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.

## 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.

## 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)

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

### Advanced Diploma of Interior Design (MSF60113)

- Jan 2017  July 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](http://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.

## 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 the Diploma and Advanced Diploma courses you will need to bring a laptop computer to class.

## 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.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If under 18 years of age a parent or guardian must sign and date below**

Parent/Guardian Signature

\_\_\_\_\_

Date: \_\_\_\_\_