

Unique Student Identifier (USI)

From 1 January 2015, we Sydney Design School 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. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

1. Enter your Unique Student Identifier (USI)

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Personal details

2. Enter your full name*

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

Legal First Name _____

Legal Middle Name _____

Legal Surname _____

Preferred Name _____

Previous Name (if applicable) _____

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

3. Enter your birth date

Day/month/year ____ / ____ / ____

4. Gender (Tick ONE box only)

Male Female Other

5. Enter your contact details

Home phone _____ Work phone _____

Mobile _____ Email address _____

6. What is the address of your usual residence?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

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.

Street or lot number (e.g. 205 or Lot 118) _____

Street name _____

Suburb, locality or town _____

State/territory _____ Postcode _____

7. What is your postal address (if different from above)?

Street or lot number (e.g. 205 or Lot 118) _____

Street name _____

Postal delivery information (e.g. PO Box 254) _____

Suburb, locality or town _____

State/territory _____ Postcode _____

8. Who can we contact in case of an emergency?

Name _____

Relationship _____

Phone number _____

Email address _____

Language and cultural diversity

9. In which country were you born?

Australia 1101

Other - please specify _____

Year you came to Australia _____

10. What is your citizenship status? (Please tick the box that relates to you?)

I am an Australian citizen

Yes

No

11. 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 1201

Yes, Other - please specify _____

12. How well do you speak English?

Very well

Well

Not well

Not at all

13. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No 4

Yes, Aboriginal 1

Yes, Torres Strait Islander 2 (3 - yes to both)

Disability

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

Yes

No No - go to question 17

15. 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)

- Hearing/deaf 11
- Physical 12
- Intellectual 13
- Learning 14
- Mental illness 15
- Acquired brain impairment 16
- Vision 17
- Medical condition 18
- Other 19

16. Would you like to receive advice on support services, equipment and facilities which may assist you?

- Yes Please specify _____
No

Schooling

17. What is your highest COMPLETED school level? (Tick ONE box only)

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.

- Year 12 or equivalent 11
- Year 11 or equivalent 12
- Year 10 or equivalent 13
- Year 9 or equivalent 14
- Year 8 or below 15
- Never attended school 16 Never completed any primary or secondary level education – go to question 22

What year did you complete that school level? _____

18. Are you still enrolled in secondary or senior secondary education?

- Yes
No

Previous qualifications achieved

19. Have you SUCCESSFULLY completed any of the qualifications listed in question 20

- Yes
No No - go to question 22

20. If YES, tick ANY applicable boxes.

- Bachelor degree or higher degree 008
- Advanced diploma or associate degree 410
- Diploma (or associate diploma) 420
- Certificate IV (or advanced certificate/technician) 511
- Certificate III (or trade certificate) 514
- Certificate II 521
- Certificate I 524
- Other education (including certificates or overseas qualifications not listed above) 990

21. Was English the language of instruction in previous secondary or tertiary studies?

- Yes
No

Employment

22. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

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).

- Full-time employee 01
Part-time employee 02
Self employed – not employing others 03
Self employed – employing others 04
Employed – unpaid worker in a family business 05
Unemployed – seeking full-time work 06
Unemployed – seeking part-time work 07
Not employed – not seeking employment 08
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Study reason

23. Of the following categories, select the one which BEST describes the main reason you are undertaking this course (Tick ONE box only)

- To get a job 01
To develop my existing business 02
To start my own business 03
To try for a different career 04
To get a better job or promotion 05
It was a requirement of my job 06
I wanted extra skills for my job 07
To get into another course of study 08
For personal interest or self-development 12
To get skills for community/voluntary work 13
Other reasons 11
-

Career Courses

24. Certificate IV in Interior Decoration MSF40118 (VET Student Loan Funding not available for this course)
Tick ONE box only

Course	Cost	Deposit	Days	Intake
Cert IV 2 days (6 months)	\$9490	\$990	Mon/ Wed	January <input type="checkbox"/> July <input type="checkbox"/>
Cert IV 2 days (6 months)	\$9490	\$990	Wed/Thurs	January <input type="checkbox"/> July <input type="checkbox"/>
Cert IV Evening (12 months)	\$9490	\$990	Mon/Wed	January <input type="checkbox"/> July <input type="checkbox"/>

25. Interior Communications (VET Student Loan Funding not available for this course) Tick ONE box only

Course	Cost	Deposit	Days	Intake
Interior Comms 1 day (6 months)	\$2950	\$295	Wed	January <input type="checkbox"/> July <input type="checkbox"/>
Interior Comms 2 evenings (6 months)	\$2950	\$295	Mon/Wed	January <input type="checkbox"/> July <input type="checkbox"/>

Refund policy

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 but before the census dates, no further fees will be applicable;
- / if you cancel after the census date of a particular unit the full unit fee is payable; and
- / if you cancel after the census date and are on an Ezidebit instalment plan your payments will continue if there is a balance owing on the current term's unit fees until they are paid in full. Fees paid in excess of the current term's unit fees will be refunded.

What fees you must 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 as per the instalment notice.

Deposit Payment

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

Credit Card (Visa & MasterCard only)* + 1% surcharge

Payment Amount: _____

Name: _____

Card Number: _____

Expiry Date: _____ CCV: _____

Signature: _____

*we do not accept AMEX or Diners

26. Diploma of Interior Design MSF50218 (no deposit required) Tick ONE box only

Course	Cost	Days	Intake
Diploma 2 days (18 months)	\$20,990	Mon/Tues	January <input type="checkbox"/> July <input type="checkbox"/>
Diploma 2 days (18 months)	\$20,990	Wed/Thurs*	January <input type="checkbox"/> July <input type="checkbox"/>
Diploma 3 days (12 months)	\$20,990	Wed/Thurs/Fri	January <input type="checkbox"/> July <input type="checkbox"/>

* The Wednesday/Thursday option is only available for the first 6 months.

27. Advanced Diploma of Interior Design MSF60118 (no deposit required) Tick ONE box only

Course	Cost	Days	Intake
Adv Diploma 2 days (24 months)	\$29,190	Mon/Tues	January <input type="checkbox"/> July <input type="checkbox"/>
Adv Diploma 2 days (24 months)	\$29,190	Wed/Thurs*	January <input type="checkbox"/> July <input type="checkbox"/>
Adv Diploma 3 days (18 months)	\$29,190	Wed/Thurs/Fri	January <input type="checkbox"/> July <input type="checkbox"/>

* The Wednesday/Thursday option is only available for the first 6 months.

Once you have submitted your enrolment you will be contacted by our team to arrange an informal interview to check that this is the right course for you.

Refund policy

Our refund policy is:

- / if you cancel after your course has commenced but before the census dates, no further fees will be applicable; and
- / if you cancel after the census date of a particular unit the full unit fee is payable; and
- / if you cancel after the census date and are on an Ezidebit instalment plan your payments will continue if there is a balance owing on the current term's unit fees until they are paid in full. Fees paid in excess of the current term's unit fees will be refunded.

VET Student Loans (only available for Diploma and Advanced Diploma courses)

Are you interested in applying for a VET Student Loan?

Yes

No

If yes, we will send you the relevant paperwork after your Letter of Offer is accepted and returned.

28. Census Dates

Students will be issued course census dates at the start of their studies. Alternatively, you can find this information on our website.

29. Design Kits

If you are enrolling in the Certificate IV, Diploma or Advanced Diploma course you will be required to purchase a Design Kit. Once your enrolment has been confirmed you will be emailed an invoice for your Design Kit of \$595 (incl GST).

Privacy Statement & Student Declaration

Privacy Notice

Under the Data Provision Requirements 2012, Design Schools Australia Pty Ltd trading as Sydney Design School is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Sydney Design School for statistical, regulatory and research purposes. Sydney Design School may disclose your personal information for these purposes to third parties, including:

- / School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- / Employer – if you are enrolled in training paid by your employer;
- / Commonwealth and State or Territory government departments and authorised agencies;
- / NCVER;
- / Organisations conducting student surveys; and
- / Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- / issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- / facilitating statistics and research relating to education, including surveys;
- / understanding how the VET market operates, for policy, workforce planning and consumer information; and
- / administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <https://www.ncver.edu.au/>).

Student Declaration and Consent

- / I declare that the information I have provided to the best of my knowledge is true and correct.
- / I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- / I have read, understood and agree to the Terms & Conditions of the Sydney Design School website including information regarding VET Student Loans for the Diploma and Advanced Diploma only.
- / I have read the Student Handbook located under the Terms & Conditions page.

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

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

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