

ENROLMENT FORM

Complete & email to enquiries@bsgroup.com.au

1. FUNDING PROGRAM & QUALIFICATION:

Certificate 3 Guarantee Higher Level Skills Traineeship Fee for Service

QUALIFICATION CODE & NAME:

2. STUDENT TYPE:

Non-concessional Student Concessional Student (please read eligibility guide)

3. STUDYING OR COMPLETED A CERTIFICATE III QUALIFICATION OR HIGHER?

Yes, at school Yes, after school No

4. STUDYING OR COMPLETED QUEENSLAND GOVERNMENT FUNDED TRAINING?

Yes No Not sure

5. IF YES PLEASE GIVE DETAILS: (course, dates, location, funding program)

6. STUDENT FIRST NAME(S):

7. STUDENT FAMILY NAME(S):

MALE FEMALE SINGLE MARRIED DATE OF BIRTH:

8. LICENCE/PASSPORT/ID NUMBER:

9. Unique Student Identifier (USI): If you don't have a USI please create one here <http://usi.gov.au/create-your-USI/Pages/default.aspx>

10. Learner Unique Identifier (LUI): Supply if still attending school

11. Centrelink Customer Reference Number (CRN):

12. ADDRESS FOR NOTICES: (Please print very neatly)

Unit/House Number:

Street name:

Suburb:

State:

Post Code:

13. Mobile Phone No:

14. Personal Email address: (Please print very neatly. Personal email and or school email)

15. Country of Birth: Australia /

Town/City of Birth:

16. Are you an Australian Citizen? Yes No

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

No Aboriginal Torres Strait Islander Aboriginal & Torres Strait Islander

18. Do you consider yourself to have a disability, impairment or long-term condition? Yes No

19. If yes, please specify:

Brain Impairment Hearing/Deaf Intellectual Learning Medical Condition
Mental Illness Physical Unspecified Other

20. More information:

Emergency Contact Name:

Relationship:

Emergency Contact Phone:

Emergency Contact Email:

Additional Support:

Would you like to talk to a support officer about any additional support you may need to undertake your studies?
If so, please indicate the type of support you might like more information about, so we may assign the best officer.

21. Language:

22. Literacy:

23. Numeracy:

24. Other:

25. Do you speak a language other than English at home? Yes No

26. Other language/s spoken at home:

27. Your English standard: Very Well Well Not Well Not at all

28. Have you SUCCESSFULLY completed a Bachelor, Diploma, Certificate or Other course? Yes No

29. Completed qualifications:

Bachelor / higher degree Advanced diploma Associate degree Diploma
Certificate IV Certificate III Certificate II Certificate I

30. Name/s of completed qualifications:

5	<p>Previous Qualifications</p> <p>Records or declaration (on enrolment form) indicating the prospective student does not hold and is not enrolled in a post-school AQF certificate III qualification or higher-level qualification (Certificate 3 Guarantee) or a AQF certificate IV qualification or higher-level qualification (Higher Level Skills).</p>
----------	--

Please note there are other eligibility criteria and evidence required depending on your enrolment and subsidy application. Please read the VET Investment Plan Information Sheet, Eligibility Guide & Fact Sheets for more information.

Please Read & Sign:

- 1.** I have read the Student Handbook, Conditions of Enrolment, Care arrangements page (if applicable), Complaints Policy, Refund policy and the Privacy Policy). I understand the policies and agree to the conditions of enrolment.
- 2.** I give BSG the authority to create or locate my USI if it has not been supplied.
- 3.** I have read and understand the VET Investment Plan – Queensland Government Funded Program Information Sheet which includes information regarding eligibility and co-contribution fees.
- 4.** I have read the relevant attached Fact Sheet.
- 5.** I understand that I will no longer be eligible for a government subsidised training place under a program once I have completed the qualification level targeted through the program.
- 6.** I have read and understand the relevant Queensland Government Funded Program fact sheet.
- 7.** I understand that at the end of my course I must complete the Student Training and Employment Survey.
- 8.** In the event that any funding received by BSG through subsidised training is re-claimed by the Queensland Government as a result of
 - (i) my being ineligible for that funding, or
 - (ii) fraudulent or incorrect information supplied by me in gaining that funding,
 I agree to pay BSG the equivalent of any subsidy/funding received, then re-claimed by The Queensland Government, within 30 calendar days.
- 9.** I understand and accept that certification will not be issued to students where there are outstanding fees, be they student or Queensland Government co-contributions, unless the fault lies with the RTO itself.
- 10.** I have discussed my participation in the program with my parents/guardians (under 18 students).
- 11.** I understand how the course will be delivered, in terms of location, length, hours per week, and whether or not any third party organisations might be delivering part (or all) of the training on behalf of BSG.
- 12.** I understand that to complete the program and gain the VET Certificate I must meet the requirements of the VET course.
- 13.** I understand that if my fees are overdue my enrolment will be automatically suspended until the fees are paid.
- 14.** I acknowledge that all the details on this form are accurate and have been checked.

Students under 18 years of age, and parents, please note. You must complete the form “Care arrangements for students under 18 years of age” before signing this enrolment application.

Student Please Sign:

Date:

Parent/Guardian Name:

Parent/Guardian Email:

Parent/Guardian Please Sign:

Date:

PLEASE ATTACH COPIES OF YOUR ELIGIBILITY EVIDENCE

Enrolment Procedure & Conditions

Enrolment Procedure

1. Read the Course Information, Refund Policy & Student Handbook found here
https://enable.bsgroup.com.au/content/policies/BSGStudentHandbook26_07_13.pdf
2. Apply online <https://www.bsgroup.com.au/Qualifications.aspx> **OR** request/download an Enrolment Form. Complete the English assessment
3. The enrolling officer then checks the student’s Qualifications, Experience, and English ability, if applicable, as well as any applications for Credit or RPL, against intended Course requirements, and reports back to the student on the outcome if a possible problem exists
4. We issue the student with an Invoice and Written Agreement for the student to check. The student should check carefully all information and policies included in these documents. The student reads and signs the Written Agreement, returns it to us, then pays the fees. You **MUST** send proof of payment (scan the deposit slip, or the bank transfer confirmation).
5. We send a copy of the COE (Confirmation of Enrolment).

Enrolment Conditions

1. Applying students must read, (or have fully explained to them) and understand the Student Handbook, the Refund Policy, the English Assessment requirements, and all other information relating to student matters, including progress requirements, before signing the Written Agreement
2. Students are expected to comply with the laws of Australia, and BSG’s student expectations (see Student Handbook). Failure to do so may lead to enrolment being suspended or cancelled.
3. BSG reserves the right to change, trainers, schedules or training strategy at any time without notice.
4. Students wishing to cancel their course agree to complete the appropriate form and pay any outstanding fees.