

# Application for Enrolment Domestic FW02



WESTERN SENIOR  
SECONDARY COLLEGE

## 1. PERSONAL DETAILS

Male  Female Date of Birth: \_\_\_/\_\_\_/\_\_\_  
Format: DD/MM/YY

Title:  eg: Mr, Mrs, Ms, Miss

Family Name:

Given Name(s):

Home Phone Number:

Mobile Phone Number:

Work Phone Number:

Facsimile(Fax):

Email:

## 2. ADDRESS

Postal Address:

Town/Suburb:

State/Country:

Postcode:

If your residential address is different to your postal address, please enter your residential address below:

Residential Address:

Town/Suburb:

State/Country:

Postcode:

## 3. COURSES

Please indicate below, the course in which you wish to apply for enrolment in:

Victorian Certificate of Applied Learning (VCAL) – Senior

Victorian Certificate of Education (VCE) Year 11 & 12

## 4. DISABILITY

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

Yes

No

If yes, please indicate the areas of disability, impairment or long term condition (You may indicate more than one area).

Hearing/Deaf

Physical

Intellectual

Learning

Mental Illness

Acquired Brain Impairment

Vision

Medical Condition

Others: \_\_\_\_\_

If you answered yes to this question, you may wish to contact one of our Student Support Officers for further information concerning the support services available on +61 3 9866 7555 .

Western Senior Secondary College actively encourages employees with physical and/or intellectual disabilities to access funded training. Equal Opportunity Act 1995 (Vic) and the (Commonwealth) Disability Discrimination Act 1992.

## 5. PARENT/GUARDIAN DETAILS

### FOR STUDENT UNDER 18 YEARS ONLY

Full Name of Parent/Guardian:

Relationship:

Home Address:

Phone Number(s):

Work Phone Number:

Mobile Phone Number:

Email:

## 6. COURSE FEES AND DETAILS

Are you still studying in secondary school?  Yes  No

What is the highest level of secondary studies you have completed or attempted?

Year 10  Year 9 or equivalent

Did not go to high school  Year 8 or lower

Other: \_\_\_\_\_

Was this final year undertaken in Australia?  Yes  No

If no, state which country?

In which year did you complete that school level?

## 7. COURSE SCHEDULE AND FEES

Tuition fees

Victorian Certificate of Applied Learning (VCAL) – Senior

Duration: 72 weeks

Tuition Fees	\$AU 15,000
Resources	\$AU 780
Total Course Cost	\$AU 15,780

Victorian Certificate of Education (VCE) Year 11 & 12

Duration: 104 weeks

Tuition Fees	\$AU 32,250.00
Non Tuition Fee	\$AU 1,560
Estimated Total Course Cost	\$AU 33,810

## 8. CITIZEN AND LANGUAGE DETAILS

In which country were you born

Australia

Other:

Are you of Australian Aboriginal or Torres Strait Islander descent?  Yes

Do you speak a language other than English at home?  Yes

If yes, please specify (If more than one language, indicate the one that is spoken most often)

How well do you speak English?

Very Well  Well  Not Well

What is your IELTS score?

Minimum 5.0 required

## 9. PROOF OF CITIZENSHIP

Western Senior Secondary College requires all students to provide evidence of their citizen status. Australian Citizens may provide an original or certified copy of their passport and visa. Other residency statuses should be evidenced with appropriate documentation

Australia Citizen

Australian Permanent

East Timorese Asylum Seeker

Holder of a Temporary Protection Visa

Job network/Education consultant

## 10. MARKETING

Where did you hear about Western Senior Secondary College(WSSC)?

Advertising  Telemarketing  Search Engines/Web

Job network/Education consultant  Friends/Family

Other: \_\_\_\_\_

## 11. TERMS AND CONDITIONS

### A. Terms and Conditions of Enrolment

#### ENTRY REQUIREMENTS

- Copy of passport
- High School Year 10 Completion Proof
- IELTS 5.0

Personal interview for applications lodged in Australia

#### ENROLMENT & ACCEPTANCE

- All applications will be assessed by the Training Manager
- Payment of the tuition fee is payable on acceptance of offer within 14 days

### B. Suspension & Cancellation Procedures

Student studying at WSSC can withdraw or cancel his or her course at any time if they do not wish to continue further. To do this the students must

- Fill in course Withdrawal / Cancellation Form.
- The reason for withdrawal must be clearly sited and relevant.
- Supportive documents must be provided to substantiate the claim.
- The students can withdraw or cancel from the course for the following reasons – medical, switching the course provider or for personal reasons.
- Once the duly filled forms with supportive are received by WSSC a suitable response will be provided in 10 working days.

For further information please visit the website: [wssc.edu.au](http://wssc.edu.au)

### C. Complaints and Appeals Policy

Customer complaints are to be taken seriously by all staff, and are to be actioned within 10 working days of receipt. We will act upon the subject of any complaint found to be substantiated. Appeals must be lodged within 20 working days of the assessment decision, and are to be re-validated by the Director of Studies.

For further information please visit the website: [wssc.edu.au](http://wssc.edu.au)

### D. Issuing Result and Qualification Process

WSSC students can access their result at the student portal at [WSSC.edu.au](http://WSSC.edu.au). A Statement of Attainment of the completed units can be issued any time during the course upon request.

A Certificate of Completion will be issued once all modules have been completed satisfactorily and all agreed fees are paid. WSSC will issue the qualification and result when the student has filled out the request Qualification Issue Request Form, which can be obtained at the college. The qualification will be issued within 7 days.

### E. Privacy Policy

WSSC is required to provide the Victorian Government, through Skills Victoria, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at [www.skills.vic.gov.au/corporate/statistics/submit\\_data](http://www.skills.vic.gov.au/corporate/statistics/submit_data)).

Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

The Education and Training Reform Act 2006 requires WSSC to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register. For further information please visit the website: [wssc.edu.au](http://wssc.edu.au)

## 12. TERMS AND CONDITIONS

### F. Access & Equity

The following access and equity guidelines are designed to remove barriers and obstacles so that all students have the opportunity to gain skills, knowledge and experience through access to Vocational Education & Training (VET) subjects. Access and equity guidelines will be implemented through the following strategies:

- Access to VET programs will be available to all eligible participants regardless of gender or race.
- All participants will be provided with the opportunity to gain a full qualification.
- For participants with special needs, access to additional assistance will be provided.
- Where poor literacy and/or numeracy skills present a barrier to participation, additional support will be provided to the participants within the capacity of the Institute's resources to provide such support and/or external assistance will be accessed as required.

WSSC actively encourages the participation of a cross section of the community.

For further information please visit the website: [wssc.edu.au](http://wssc.edu.au)

### G. Fees and Refund Policy

#### Skills for Victoria students

Applicants eligible for the Skills for Victoria Government Program, the agreed tuition fee must be paid within 14 days of signing the Acceptance of Offer Form or as agreed in the Payment plan – Local students. If the applicant fails to make the payment within agreed time frame, WSSC has the right to cancel the enrolment. All tuition fees under the Skills Victoria are non-refundable.

#### Fee for service students

Applicants ineligible for the Skills for Victoria Government Program have to pay a fee for service. The agreed fee of service (tuition fee) must be paid within 14 days of signing the Acceptance of Offer Form or as agreed in the Payment plan – Local students. If the applicant fails to make the payment within agreed time frame, WSSC has the right to cancel the enrolment.

#### Additional costs

Any additional costs which may appear, such as course resources or course material are non-refundable. If there are any additional costs it can be paid in a payment plan, once the terms and conditions are met. These additional costs must be paid within 14 days of signing the Acceptance of Offer Form or as agreed in the Payment plan – Local students.

#### Refunds

In order to apply for a refund for any reason, you need to lodge a Refund Application Form, available from WSSC's reception desk. In this form, you must supply the reason of why you are requesting a refund and evidence of your reason where applicable. All refund decisions will be made within 20 business days from the date of application. If you are unhappy with the refund decision or amount for any reason at all, please refer to our complaints & appeals process. In the event of provider default all fees will be refunded within two weeks.

### H. Course Delivery and Assessment

WSSC is committed to only using Trainers of the highest calibre. Every Trainer is fully qualified and experienced in Training and Assessing as well as holding high qualifications in their area of expertise. Your Trainer will also assist you in any way possible to ensure your learning experience is memorable and insightful. All training is delivered in classrooms and in simulated situations. Assessments include written examinations, assignments, reports and practical activities and observation in classroom and/or during your simulated work environment at the campus location. For the full course delivery and assessment procedures please visit the website [wssc.edu.au](http://wssc.edu.au).

## 13. APPLICANTS DECLARATION

I declare that I have read and understood the course information and the instructions on this Application Form. I understand, acknowledge and agree to the following information:

- It is my responsibility to provide all relevant and required documents.
- I have provided evidence to meet the entry requirements.
- I have been provided the information of the structure of and contents of the course, the delivery mode, the duration and the assessment methods of the course.
- I understand the details of any arrangement with other providers.
- I understand, acknowledge and agree to that the information provided by me shall be made available to the Australian and State Government as pursuant to the laws.
- I acknowledge that the provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s might invalidate my application and that the Institute may withdraw an offer of a place or cancel my enrolment in consequence.
- The payments of any fees for which I am liable will be made within the agreed time.
- I understand the qualification obtained at successful completion of the course.
- I have read and understood the Terms and Conditions of Enrolment.
- I have read and understood the Privacy Policy.
- I have read and understood the Complaints and Appeals Policy.
- I have read and understood the Issuing Result and Qualification Process.
- I have read and understood the Suspension and Cancellation Policy.
- I have read and understood the Access and Equity Policy.
- I have read and understood the Fees and Refund Policy.
- I have read and understood the Course Delivery and Assessment.

**Signature of Applicant:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_ / \_\_ / \_\_\_\_

Format: DD/MM/YYYY

**Signature of Parent/Guardian:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_ / \_\_ / \_\_\_\_

Format: DD/MM/YYYY

## 14. SUBMISSION

If you are a successful applicant, Western Senior Secondary College will issue your Offer and Acceptance of Offer Letter stating the course for which you have been accepted. The Offer Letter will state all the course details as well as the fees for the course.

The Acceptance of Offer Letter is the actual agreement, which state all the information about the course, fees, refund etc. You will have to sign this form to accept the offer from Western Institute of Technology.

Return the copies of the Offer and Acceptance Letter with your signature and the date to Western Senior Secondary College and your course will commence as agreed.

**Email it to:** [admissions@wssc.edu.au](mailto:admissions@wssc.edu.au)

**Post in your application:**

Western Senior Secondary College,  
Level 2, 14 Queens Road,  
Melbourne VIC  
3004

**Hand in your application** (please hand into the Main Campus at the above address).



**WESTERN SENIOR  
SECONDARY COLLEGE**

ABN: 66 126 049 821 | SSP No: 62

**Main Campus:**

Western Senior Secondary College  
Level 3, 14 Queens Road,  
Melbourne, VIC 3004

**Head Office:**

Western Senior Secondary College  
Level 2, 14 Queens Road,  
Melbourne, VIC 3004

**Phone:** 03 9866 7555

**Fax:** 03 8648 6393

**Email:** [info@wssc.edu.au](mailto:info@wssc.edu.au)

**Website:** [wssc.edu.au](http://wssc.edu.au)