

## APPLICATION / ENROLMENT FORM (AEF) – VET FEE-HELP - 2015

COURSE DETAILS – SELECT THE COURSE THAT YOU ARE APPLYING FOR	
<b>COURSE</b>	
<input type="checkbox"/> Diploma of Business (BSB50207) <input type="checkbox"/> Diploma of Management (BSB51107) <input type="checkbox"/> Diploma of Human Resources Management (BSB50613) <input type="checkbox"/> Advanced Diploma of Business (BSB60207)	<input type="checkbox"/> Diploma of Hospitality (SIT50313) <input type="checkbox"/> Diploma of Retail Management (SIR50112) <input type="checkbox"/> Diploma of Early childhood education and care (CHC50113) <input type="checkbox"/> Diploma of Community Services Coordination (CHC52212)
<b>MODE</b>	<b>LOCATION</b>
<input type="checkbox"/> Classroom <input type="checkbox"/> Distance-Blended <input type="checkbox"/> Online – Blended (not available for Early Childhood)	<input type="checkbox"/> NSW: <input type="checkbox"/> Sydney <input type="checkbox"/> Wagga Wagga <input type="checkbox"/> Dubbo <input type="checkbox"/> Queensland <input type="checkbox"/> SA <input type="checkbox"/> Tasmania <input type="checkbox"/> Victoria <input type="checkbox"/> WA
PERSONAL DETAILS	
Given Name:	Other Name:
Surname:	
Have you previously been known by other name? <input type="checkbox"/> No <input type="checkbox"/> Yes. If Yes please specify:	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	Date of Birth:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
3. CONTACT DETAILS. Please provide the physical address (not post office box) of your usual residence.	
Street Number & Address:	
Suburb/Town:	State:
Post Code:	
What is your postal address (if different from above)?	
Home Phone:	Mobile:
Email:	
COUNTRY OF BIRTH & CITIZENSHIP	
In which country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____	
What is your Town/City of Birth? _____	What year did you arrive in Australia? _____
What is your Citizenship? <input type="checkbox"/> Australian Citizen*	
<input type="checkbox"/> A permanent humanitarian visa holder who is a resident in Australia for the duration of course* <small>* Please note must be an Australian Citizen or permanent humanitarian visa holder for VET FEE-HELP eligibility, you will need to provide evidence</small>	
<input type="checkbox"/> Other – Not eligible for VET FEE-HELP: Please specify citizenship type if other: _____	
PROFICIENCY IN ENGLISH	
Is English the language spoken at home? <input type="checkbox"/> Yes <input type="checkbox"/> No – If 'No' what language is spoken: _____	
How well do you speak English? <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All	
Do you need help with English? <input type="checkbox"/> No <input type="checkbox"/> Yes	
ABORIGINALITY	
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal & Torres Strait Islander origin, mark both 'Yes' boxes)	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal
<input type="checkbox"/> Yes, Torres Strait Islander	
DISABILITY	
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If YES, then please indicate the areas of disability, impairment or long term condition: (You may indicate more than one area)	
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Hearing/Deaf
<input type="checkbox"/> Learning	<input type="checkbox"/> Vision
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Other	
If YES, do you require assistance because of the disability? <input type="checkbox"/> No <input type="checkbox"/> Yes - please specify: _____	
EMPLOYMENT STATUS	
Which of the categories BEST describes your current employment status?	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Employed – unpaid family worker
<input type="checkbox"/> Part Time	<input type="checkbox"/> Unemployed – seeking full time work
<input type="checkbox"/> Employer	<input type="checkbox"/> Unemployed – seeking part time work
<input type="checkbox"/> Self Employed – not employing others	
<input type="checkbox"/> Not employed – not seeking work	
Number of hours employed per week: _____	
Date commenced with current employer: _____	
Employer Name: _____	
STUDY REASON	
Of the following categories, which BEST describes your main reason for undertaking this course / traineeship? (Tick <b>ONE</b> box only)	
<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get a better job or promotion
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To start my own business <input type="checkbox"/> Other reasons	
<input type="checkbox"/> It was a requirement of my job	
<input type="checkbox"/> For personal interest or self-development	

SCHOOLING
<p>What is your highest COMPLETED school level? (Tick <b>ONE</b> box only)</p> <p> <input type="checkbox"/> Year 12 or equivalent                      <input type="checkbox"/> Year 11 or equivalent                      <input type="checkbox"/> Year 10 or equivalent  <input type="checkbox"/> Year 9 or equivalent                      <input type="checkbox"/> Year 8 or below                      <input type="checkbox"/> Never attended school </p> <p>In what year did you complete school (e.g 2010): _____</p> <p>Name of High school: _____ State of High school (e.g NSW): _____</p> <p>Are you currently enrolled in secondary or tertiary education? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes not eligible for SSP program)</p> <p>Since leaving school have you successfully COMPLETED any of the following qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p> <input type="checkbox"/> Bachelor Degree or Higher Degree                      <input type="checkbox"/> Certificate III (or Trade Certificate)                      <input type="checkbox"/> Certificate II  <input type="checkbox"/> Advanced Diploma or Associate Degree                      <input type="checkbox"/> Diploma (or Associate Diploma)                      <input type="checkbox"/> Certificate III  <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)                      <input type="checkbox"/> Certificates other than the above </p>
RECOGNITION (CREDIT TRANSFER/RPL/RCC)
<p>Do you wish to request further information about course credit (based on previous academic study or informal learning)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Do you have a relevant certificate or relevant SOA as evidence of credit transfer? <input type="checkbox"/> No <input type="checkbox"/> Yes (If 'YES' please attach)</p> <p>Do you wish to apply for RPL or RCC (Please refer to the Student Handbook)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>
FEES AND PAYMENT OPTIONS
<p>Tuition fees are payable by the census date for each stage (see Fee Schedule and Census Dates at <a href="http://www.agt.edu.au">www.agt.edu.au</a>)</p> <p>Please select which option applies to you:</p> <p><input type="checkbox"/> I am a full fee paying student applying for a VET FEE-HELP loan (will need to complete a Request for VET FEE-HELP assistance form)</p> <p>OR</p> <p><input type="checkbox"/> I am a full fee paying student and will NOT be applying for VET FEE-HELP</p>
CHESSN
<p>Do you have a Commonwealth Higher Education Student Support Number (CHESSN)?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes – If 'Yes' please write CHESSN number: _____</p>
UNIQUE STUDENT IDENTIFIER (USI)
<p>The USI is a new mandatory Australia-wide student number which will allow students to track their training records. <a href="http://www.usi.gov.au">www.usi.gov.au</a></p> <p>Do you have a USI? <input type="checkbox"/> Yes – If 'Yes' please write your USI number: _____</p> <p><input type="checkbox"/> No - If 'No' you agree for AGT to create a USI on your behalf, you will need to supply identification details</p> <p>Please tick your preferred USI contact method: <input type="checkbox"/> Email (must have provided a valid email address) <input type="checkbox"/> Phone <input type="checkbox"/> Mail/Post</p> <p>Please refer to above website and read AGT's Privacy Policy at <a href="http://www.agt.edu.au">www.agt.edu.au</a>.</p>
STUDENT DECLARATION
<p>Please tick the following to confirm that you have read, understood and accept the following terms and conditions:</p> <p><input type="checkbox"/> I declare the information I have provided is true and accurate</p> <p><input type="checkbox"/> I have been informed about training, assessment, support services, fees &amp; refund policy and advised about my rights and obligations.</p> <p><input type="checkbox"/> I have been provided with and read through the Student Handbook and understand further information is available at <a href="http://www.agt.edu.au">www.agt.edu.au</a></p> <p><input type="checkbox"/> I have viewed the all current Policies and Procedures published at <a href="http://www.agt.edu.au/VET-FEE-HELP/policies-and-procedures">http://www.agt.edu.au/VET-FEE-HELP/policies-and-procedures</a></p> <p><input type="checkbox"/> I understand information provided may be shared with relevant parties such as the Australian Government or Tuition Assurance Scheme.</p> <p><input type="checkbox"/> I have provided my USI or have provided my identification details and give permission to AGT to create a USI on my behalf.</p> <p><input type="checkbox"/> I give permission for my name, images and assessment work to be utilised by the RTO in award nomination applications such as Student of the Year Award , newsletters, advertising, social media, and other AGT published materials (<i>cross off if not in agreement</i>).</p> <p>Signature: ..... Student Name (Printed): ..... Date: .....</p>
IDENTITY CERTIFICATION AND SUPPORTING DOCUMENTATION: APPLICATION CHECKLIST
<p><input type="checkbox"/> Completed all sections of this Application / Enrolment Form</p> <p><input type="checkbox"/> Completed the Request for VET FEE-HELP assistance form (if applicable)</p> <p><input type="checkbox"/> Read and understand the Policies and Procedures published at <a href="http://www.agt.edu.au/VET-FEE-HELP/policies-and-procedures">http://www.agt.edu.au/VET-FEE-HELP/policies-and-procedures</a></p> <p><input type="checkbox"/> Certified* copy of Australian citizenship evidence (Australian Birth Certificate/Passport or Citizenship Certificate) <b>or</b></p> <p><input type="checkbox"/> Permanent Humanitarian Visa</p> <p><input type="checkbox"/> Entry requirements (see Student Selection, Fair Treatment and Equal Benefits and Opportunity Policy for Entry Requirements)</p> <p><input type="checkbox"/> Certified* copy or record of Australian Year 12 or equivalent; or Certificate IV, or Certificate III in Children's Services (for Diploma of Early Childhood only), OR</p> <p><input type="checkbox"/> Application Questionnaire including Resume/position descriptions, other documents demonstrating relevant work experience.</p> <p><input type="checkbox"/> Entry requirements - Learners need intermediate English language skills, both written and verbal to read and complete written assessment tasks. LLN Assessment attached.</p> <p><i>* Copies must be certified by either a JP or original sighted and verified as a true and accurate copy of the original document by an authorised AGT representative.</i></p> <p><b>Where to from here:</b></p> <p>Your enrolment application will be assessed and further information may be requested if required. Applicants will be advised in writing as to whether or not their application has been successful.</p>

**COURSE APPLICATION QUESTIONNAIRE – THIS SECTION MUST BE COMPLETED IN FULL**

To help us in our selection process, please take your time and answer the following questions. If we require further information you may be contacted for a further interview.

**1. Explain why you have applied for this diploma qualification?**

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**2. What qualities do you hold that will be required to successfully complete a diploma qualification?**

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**3. After completing the diploma, what do you think you will do in the future?**

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**4. List any qualifications you have successfully completed (please attach certified copies)**

Qualification Name	Training Provider Name	Completion date

**5. Provide details of your prior work experience (attach resume/job descriptions if available)**

Position held	Employer Name	Dates

**6. List any other relevant information to support your application in that you have the skills and capability to succeed in the course.** E.g Relevant voluntary work, memberships, hobbies, interests, life experiences, special skills outside work etc.

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**6. Do you have access to a computer and the Internet?**  Yes  No

**7. How would you rate your computer skills?**  Beginner  Intermediate  Advanced

**8. How do you rate your written and spoken English skills?**

Excellent  Good  Intermediate  Poor  Very poor

**Student Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## VET FEE-HELP Loan and Threshold Confirmation

Eligible students can study now and pay later once they reach a defined income level.

**Course Fees** (total course fee and loan fee will be subject to change if upfront payments are made)

Course	Course Fee	Total: Course Fee + Loan Fee
Diploma of Retail Management	\$8,000	\$9,600
Diploma of Business	\$10,000	\$12,000
Diploma of Management	\$10,000	\$12,000
Diploma of Human Resources Management	\$10,000	\$12,000
Advanced Diploma of Business	\$12,000	\$14,400
Diploma of Community Services Coordination	\$12,000	\$14,400
Diploma of Early Childhood Education and Care	\$12,600	\$15,120
Diploma of Hospitality	\$12,600	\$15,120

Course census dates and fees are stated on the Tuition Fee Schedule, available at: <http://www.agt.edu.au/VET-FEE-HELP/courses>.

### Threshold Confirmation

I \_\_\_\_\_ (student name) confirm that I have been explained about VET FEE-HELP Loan Scheme & VET FEE-HELP debt which is the course fee plus 20% loan fee. No interest applies to VET FEE-HELP loans but the HELP debt will be indexed annually by the ATO to maintain its real value in line with the Consumer Price Index (CPI). I understand that I will be liable to repay the VET FEE-HELP instalments if my income exceeds the specified limit as below.

Repayments can be calculated using AGT's online Repayments Calculator: <http://www.agt.edu.au/VET-FEE-HELP/repayments-calculator>

**Student Declaration.** I am aware that:

- If I start earning over the threshold at any stage, I will be liable to repay based on current threshold for that year.
- I can study now and pay later.
- I will need to make repayments (If I am earning over the specified threshold) till the full debt amount is repaid).
- The debt is adjusted each year based on CPI.
- The Diploma courses are nationally recognised.
- I have been provided full information about VET FEE HELP.
- I can withdraw any time before census date without incurring any VET FEE HELP debt.
- I can find more information about VET FEE HELP on [studyassist.gov.au](http://studyassist.gov.au)

**Student Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Partnership arrangements:**

Office Use only: I confirm I have explained VET FEE-HELP Scheme/Debt to the student and shown the income threshold for the year.

Consultant Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Partner/Company: \_\_\_\_\_ Date: \_\_\_\_\_

Training delivered with below partner under the auspice of Access Group Training (RTO: 90867):

Future Academy     Sero     Wise Education     American College     Academy of Training

QIS (marketing-enrolment agent only)     ComSec (marketing-training coordination)

Golden Vocation (marketing-training coordination)     Applied Learning Solutions (marketing-training coordination)

Trainer name: \_\_\_\_\_