

## Domestic Student Application Form

### 1. YOUR DETAILS

Given name: ..... Middle Name ..... Family name (surname): .....

Gender:  Male  Female  Other Date of Birth: .....

**Australia Residential Contact Details**

Flat/unit number: ..... Street number: ..... Street name: ..... Suburb/Town: .....

State/Territory: ..... P/Code: .....

Phone (home): ..... Mobile: ..... Work phone: .....

Email: .....

**Postal Address (if the same, tick "As above")**

Flat/unit number: ..... Street number: ..... Street name: ..... Suburb/Town: .....

State/Territory: ..... P/Code: .....

As above

**Home Country Residential Contact Details**

Flat/unit number: ..... Street number: ..... Street name: ..... Suburb/Town: .....

State/Territory: ..... P/Code: .....

**Emergency contact**

Name: ..... Relationship: ..... E-mail: .....

Telephone: ..... Mobile: .....

Address: .....

### 2. COURSE DETAILS

Indicate the name and code of the course or unit of competency you are applying for.

Tick	Course Code	Course Name (CRICOS Code)	Duration (Weeks)	Preferred Intake
	Non AQF	General English I (CRICOS Code: 0100064)	12	
	Non AQF	General English II (CRICOS Code: 0100065)	12	
	Non AQF	General English III (CRICOS Code: 0100066)	12	
	Non AQF	General English IV (CRICOS Code: 0100067)	12	
	Non AQF	General English V (CRICOS Code: 0100068)	12	
	Non AQF	English for Academic Purposes I (CRICOS Code: 0100069)	12	
	Non AQF	English for Academic Purposes II (CRICOS Code: 0100070)	12	
	Non AQF	English for Academic Purposes III (CRICOS Code: 0100071)	12	
	BSB40520	Certificate IV in Leadership and Management (CRICOS Code: 103999B)	52	
	BSB50420	Diploma of Leadership and Management (CRICOS Code: 104361K)	52	

	BSB60420	Advanced Diploma of Leadership and Management (CRICOS Code: 104599K)	78	
	BSB40420	Certificate IV in Human Resource Management (CRICOS Code: 108702F)	52	
	BSB50320	Diploma of Human Resource Management (CRICOS Code: 108703E)	52	
	BSB80120	Graduate Diploma of Management (Learning) (CRICOS Code: 108740M)	104	
	RII60520	Advanced Diploma of Civil Construction Design (CRICOS Code:115170D)	104	
	CPC30220	Certificate III in Carpentry (CRICOS Code:117796J)	104	
	CPC40120	Certificate IV in Building and Construction (CRICOS Code:119542D)	52	
	CPC50220	Diploma of Building and Construction (Building) (CRICOS Code:119543C)	60	

### 3. LANGUAGE AND CULTURAL DIVERSITY

**In which country were you born?**  Australia  Other – please specify Town: \_\_\_\_\_ Country: \_\_\_\_\_

**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  Yes, other – please specify: \_\_\_\_\_

**How well do you speak English:**  Very well  Well  Not well  Not at all

**Are you of Aboriginal or Torres Strait Islander origin?** (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)  
 No  Yes, Aboriginal  Yes, Torres Strait Islander

### 4. DISABILITY

**Do you consider yourself to have a disability, impairment, or long-term condition?**  No – You can skip the next question  Yes

If yes, please indicate the areas of disability, impairment, or long-term condition (You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf  Physical  Intellectual  Learning  Mental illness  
 Acquired brain impairment  Vision  Medical condition  Other

### 5. SCHOOLING

**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 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  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent  Year 8 or below  
 Never attended school

**Are you still enrolled in secondary or senior secondary education?**  Yes  No

In which year did you complete the school level? – please specify: \_\_\_\_\_

## 6. PREVIOUS QUALIFICATIONS ACHIEVED

Have you **SUCCESSFULLY** completed any of the qualifications?  Yes  No

If yes, tick ANY applicable boxes of these Prior Education Achievement Recognition Identifiers and any applicable qualification level.

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: A-Australia E – Australian equivalent I – International

Qualification Level	A	E	I
Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor degree or higher degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 7. ENGLISH QUALIFICATION OR EQUIVALENT

Have you enrolled in an ELICOS or any other English course in Australia?  Yes  No

Have you undertaken IELTS or other official English Test?  Yes  No

Which test have you undertaken?  IELTS  PTE  Other, please specify: \_\_\_\_\_

Listening:		Reading:		Writing:		Speaking:		Overall Band:	
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## 8. CREDIT TRANSFER/RECOGNITION OF PRIOR LEARNING

Have you studied a similar course elsewhere?  Yes  No

(If you have enrolled in a similar course elsewhere, you may be eligible for a Credit Transfer or Recognition of Prior Learning (RPL). Please complete the Credit Transfer or RPL form and submit it to the student support department.

## 9. EMPLOYMENT

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  
 Self-employed – employing others                       Unemployed–seeking part-time work                       Unemployed – seeking full-time work  
 Employed – unpaid worker in a family business                       Not employed – not seeking employment

## 10. STUDY REASON

Of the following categories, select the one which **BEST** describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

- To get a job                       To develop my existing business                       To start my own business                       To try for a different career  
 To get a better job or promotion                       It was a requirement of my job                       I wanted extra skills for my job  
 To get into another course of study                       To get skills for community/voluntary work                       For personal interest or self-development  
 Other reasons

## 11. UNIQUE STUDENT IDENTIFIER

From 1 January 2015, we, Melbourne Education Institute 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

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy (<http://usi.gov.au/Pages/privacy-policy.aspx>) or by contacting the Registrar at [usi@industry.gov.au](mailto:usi@industry.gov.au). The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

### Do you have Unique Student Identifier (USI)?

- Yes, please fill out your USI number: \_\_\_\_\_
- No (go to the next question)

### Would you like Melbourne Education Institute to create one on your behalf?

- No, I will do it myself.
- Yes, I acknowledge that I gave a permission to MEI to apply for a USI to the Registrar on my behalf. I further declare that I have read, understood, and agreed to the information above, including how the Registrar and MEI collect, use and disclose my personal information would like to authorise MEI to apply USI on my behalf. I declare that I have read the privacy information at <https://www.usi.gov.au/about-us/privacy>

A verified USI is required for ALL students in order to receive AQF certification documentation unless an exemption applies under the Student Identifier Act 2014. Further information on USI exemptions can be found at <https://www.usi.gov.au/documents/usi-exemptions-table-march-2016>

## 12. AGENT DETAILS

Agent name/Agent trading name(s) (if any): .....

Address: .....

Phone: ..... Mobile: ..... Email: .....

I would like to authorise the above Agent to represent me in all future applications and correspondence with MEI.

## 13. PAYMENT METHODS

No payments can be processed until we have received your signed Payment and Enrolment Acceptance Agreement.																									
<input type="checkbox"/> Payment by <b>TELEGRAPHIC TRANSFER</b>	Bank name: Commonwealth Bank of Australia Account Name: Melbourne Education Institute BSB: 063 010 Account number: 1365 6999  NB: Please provide the Application Number as a reference  Note: Please immediately fax/email the bank transfer slip/receipt you received for this transfer with this form to <a href="mailto:account@mei.edu.au">account@mei.edu.au</a>																								
<input type="checkbox"/> Payment by <b>CREDIT CARD</b>	<table border="1"> <tr> <th colspan="4">CREDIT CARD PAYMENT AUTHORISATION</th> </tr> <tr> <td>Card Type</td> <td><input type="checkbox"/> Mastercard</td> <td><input type="checkbox"/> Visa</td> <td><input type="checkbox"/> AMEX</td> </tr> <tr> <td>Credit Card Number</td> <td colspan="3"></td> </tr> <tr> <td>Expiry Date</td> <td></td> <td>CVV</td> <td></td> </tr> <tr> <td>Cardholder's Name</td> <td colspan="3"></td> </tr> <tr> <td>Cardholder's Signature</td> <td colspan="3"></td> </tr> </table>	CREDIT CARD PAYMENT AUTHORISATION				Card Type	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> AMEX	Credit Card Number				Expiry Date		CVV		Cardholder's Name				Cardholder's Signature			
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Expiry Date		CVV																							
Cardholder's Name																									
Cardholder's Signature																									
<input type="checkbox"/> Payment by <b>CHEQUE</b>	All offshore cheques are to be Bank Drafts in AUD\$ sent to: Melbourne Education Institute - Level 1, 310 King Street Melbourne 3000 Victoria Australia.																								
<input type="checkbox"/> Payment by <b>CASH</b>	Note: If paying by cash, payment is to be made to administrative staff at the reception desk  <b>Ensure you wait to be issued a receipt as proof of your payment.</b>																								

## 14. OTHER POSSIBLE FEES

Fees	Amount	Fees	Amount
Application fee <sup>1</sup>	\$250	Late Fee/Payment Plan/Late Fee Penalty	18% of the outstanding
Administration fee <sup>1</sup>	\$250	Re-issuance of Student ID card	\$20
Material Fee <sup>1,2</sup>	Refer to the Letter of Offer	Re-Issuance of Certificate, Statement of Attainment and/or Record of Results	\$150
Early completion mode <sup>4</sup>	Tuition fee per study period	Initial Issuance of certificate, Completion Letter, Statement of Attainment and/or Record of Results	No charge
Credit Card	<ul style="list-style-type: none"> <li>3.5% surcharge on AMEX</li> <li>2.5 % Surcharge (VISA and MasterCard)</li> </ul>	Postage of documents <sup>5</sup>	\$20
RPL assessment	\$600/unit	Re-assessment Fee <sup>3</sup>	After first 2 free attempts, \$250/unit
Credit Transfer	No charge		

- <sup>1</sup> Fees are non-refundable
- <sup>2</sup> Non-refundable after course commencement
- <sup>3</sup> Students are entitled to 3 attempts for each unit of competency. A 3rd attempt will incur a re-assessment fee. If after the 3rd attempt, a student is still “not competent”, they will be required at the discretion of the Director of Studies to repeat the units of competency and pay a repeat unit fee. Students found to have cheated or plagiarised work will not be entitled to re-sit assessments, instead they will be required to repeat the unit of competency and pay the repeat unit fee. The repeat unit fee usually applies to but is not limited to students who are found to have cheated or plagiarised work and need to repeat the unit of competency.
- <sup>4</sup> Students who are in early completion mode (complete some or all units of the next study period earlier) will incur the next study period tuition fees. Therefore, tuition fees for the next study period must be paid accordingly.
- <sup>5</sup> Normal postages within Australia. Overseas postage is subject to location.

## 15. REFUND POLICY AND TUITION FEES PAYMENT

### Refund Policy Conditions and Processes

Refund of the fees will only be granted in accordance with the refund policy set out below.

Any student willing to apply for a refund must submit a completed ‘Refund Application Form’ to Student Administration. The application form can be accessed by contacting Student Administration or accessing Melbourne Education Institute’s website.

All refund applications are to be assessed by the Administration Manager and applications processed within Twenty (20) working days of the application and evidence of documentation received. The student will need to supply in writing, the nominated method of reimbursement. Refunds are accompanied by a statement outlining the total refunded amount.

Please note:

1. Refunds applications after course commencement is only in relation to Tuition Fees only. Tuition fees and Material fees are specified in the Enrolment Acceptance Agreement.
2. Melbourne Education Institute is not able to provide any refunds for fees paid to third parties such as Health insurance or fees paid directly to an education agent.
3. Where the student breaches Melbourne Education Institute Policies and Procedures no refund is payable.
4. Students cannot apply for a refund where there is default on payment of Tuition and material fees.
5. Payment of a refund application cancels a student’s enrolment.

### Outline of Default Refund Arrangements (Application Fee is non-refundable under all circumstances)

Melbourne Education Institute is unable to provide the course for which the original enrolment and payment has been made	Full refund
Withdrawal prior to agreed start date: Notify the Institute more than 60 days prior the course commencement date or within cooling off period	Full refund less Administration Fee
Withdrawal prior to agreed start date: Notify the Institute less than 60 days and greater than 28 days prior the course commencement date	Only course material and/or equipment fee is refundable
Withdrawal prior to agreed start date: Notify the Institute less than 28 days prior the course commencement date	No refund
Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund of unused Tuition Fees for future study period/s <i>*Administration Fee will be charged</i>
Melbourne Education Institute is unable to continuously provide the commenced course for which the payment has been made	Refund of unused Tuition Fees for future study period/s <i>*Administration Fee will be charged</i>

Withdrawal after course commencement without extenuating circumstances or cancellation of course due to student default.	No Refund
Abandonment of Course/Failure to return after scheduled break. Overseas Students withdrawing from a course of study will be reported to Department of Home Affairs, as required by law.	No Refund

## 16. DISABILITY SUPPLIMENT

### Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

#### '11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe, or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

#### '12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life, for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia, or post-polio syndrome.

#### '13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

#### '14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

#### '15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

#### '16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional, or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

#### '17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

#### '18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

## 17. PRIVACY STATEMENT

### **Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Failure to provide your personal information will result in your application to enrol in our courses being refused.

### **How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### **How we disclose your personal information**

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing, and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### **How the NCVER and other bodies handle your personal information**

The NCVER will collect, hold, use, and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills, and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

### **Surveys**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### **Contact information**

At any time, you may contact Melbourne Education Institute to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

MEI contact detail for Privacy issues: [admin@mei.edu.au](mailto:admin@mei.edu.au)

## 18. TRANSFER-IN STUDENT (IF APPLICABLE)

This section must be read in conjunction with the Transfer of Students between Providers Policy and Procedure Policy.

- I have read and fully understood the Department of Home Affairs' policy regarding "Changing courses and education providers". (The policy is available at <https://www.homeaffairs.gov.au/trav/stud/more/changing-courses>)

By ticking the box, you may be issued a conditional offer based on your circumstances, please refer to the Transfer of Students between Providers Policy and Procedure for further details.

## 19. STUDENT DECLARATION

Please read this section carefully before signing and submitting the application.

- I acknowledge that I have read and understood the information in Melbourne Education Institute's student prospectus, website, marketing material before making the decision to submit this enrolment application.
- I acknowledge that I have been provided the opportunity to clarify any item relating to my enrolment at Melbourne Education Institute prior to submitting this enrolment form.
- I understand how to access Melbourne Education Institute services as described in the student prospectus.
- I understand that access to my academic records is provided free of charge. (If I have paid all fees relating to the record I wish to access).
- I declare that the information provided by me in this application is true, correct, and complete at the time of application.
- I acknowledge that providing false, misleading, or inaccurate information may affect the acceptance of this application and/ or the continued provision of training and assessment services
- I have read and understand the Melbourne Education Institute's refund policy and procedure.
- I acknowledge that I am required to pay course fees on accepting an enrolment offer and prior to the commencement of the term that the fees relate to.
- I understand my rights when undertaking a course with Melbourne Education Institute including the right to access the Complaints and Appeals Policy. I also understand I have the right to access Australian Consumer Protection Law.
- I acknowledge that the information that I provide to Melbourne Education Institute may be made available to Commonwealth and State agencies through its obligations to comply with the National Vocational Education and Training Regulator Act 2011.
- I understand that by signing this application form, I may be sent a Formal Letter of Offer/ Enrolment Acceptance Agreement from Melbourne Education Institute if all the admission requirements are met.
- I agree to abide by the terms and conditions of Melbourne Education Institute's Code of conduct and policies and procedures relating to my enrolment at Melbourne Education Institute.
- I authorise Melbourne Education Institute to contact me or to verify any information provided in this form.
- I grant Melbourne Education Institute permission to obtain official records / confirm details from a previous educational institution attended by me listed on this form.
- I understand my application fee (\$250) payable with lodgement of this Enrolment application is non-refundable in all circumstances (except provider default).
- 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 acknowledge and agree to the refund policy and other terms described in this enrolment form.

Return the completed form along with supporting documentation to [admin@mei.edu.au](mailto:admin@mei.edu.au) or in person at Melbourne Education Institute Head Office.

<b>Student name:</b>	<b>Student Signature:</b>	<b>Date:</b>

## PROVIDER OFFER (FOR OFFICE USE)

The student has submitted the appropriate evidence/documentation in support of the application  Yes  No

The student satisfies the entry requirements  Yes  No

Place Offered  Application declined  Further information requested

Reason for decline or further information requested: \_\_\_\_\_

The student has been notified of the outcome of the application  Yes  No

Staff name:

Staff signature:

Date: