



# Australian Technical College

## WESTERN AUSTRALIA

ABN : 34 157 852 367 Provider RTO Code: 41279 CRICOS Code: 03437B  
41- 45 Commerce Avenue, Armadale, WA 6112 Ph.: +61 863778270

www.atc.wa.edu.au Email: info@atc.wa.edu.au

### ENROLMENT APPLICATION FORM

#### PERSONAL DETAILS

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Date of Birth: DD / MM / YYYY Sex:  Male  Female

Address: \_\_\_\_\_

\_\_\_\_\_

(YOU MUST ADVISE US IF YOU CHANGE ADDRESS)

Do you have any health condition or disability:  Yes  No

If Yes, please provide details: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work Phone: \_\_\_\_\_

#### EMERGENCY CONTACT DETAILS

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### CITIZENSHIP & VISA DETAILS

Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Passport No: \_\_\_\_\_

Issued on: \_\_\_\_\_

Expires on: \_\_\_\_\_

Type of Australian Visa: \_\_\_\_\_

Issued on: \_\_\_\_\_

Expires on: \_\_\_\_\_

#### COURSE DETAILS

Select Term Intake:  Feb. 1 2016  Apr. 25 2016  Jul. 18 2016  Oct. 10 2016  Jan. 30 2017  Apr. 24 2017  Jul. 17 2017  Oct. 9 2017

Select	Course Title	Duration	Tuition Fee	Material Fee
<input type="checkbox"/>	BSB40215 Certificate IV in Business	26 weeks	\$4,100	\$ 350
<input type="checkbox"/>	BSB50215 Diploma of Business	26 weeks	\$4,100	\$ 350
<input type="checkbox"/>	BSB61015 Advanced Diploma of Leadership and Management	52 weeks	\$8,200	\$ 400
<input type="checkbox"/>	SIT30816 Certificate III in Commercial Cookery	52 weeks	\$10,300	\$ 950
<input type="checkbox"/>	SIT40516 Certificate IV in Commercial Cookery	26 weeks	\$5,000	\$ 400
<input type="checkbox"/>	SIT50416 Diploma of Hospitality Management	26 weeks	\$4,400	\$ 200

Unique Student Identifier (USI) : \_\_\_\_\_  
(if you have one)

#### EDUCATION DETAILS

Level of Education:

School  College  Technical Institute  University

Institution Name: \_\_\_\_\_

Year Completed: \_\_\_\_\_

Are you seeking Credit Transfer or Recognition of Prior Learning

(RPL):  Yes  No

(If yes, please attach the supporting documents)

#### ENGLISH PROFICIENCY

Do you speak a language other than English at home?

Yes  No

If yes, what language/s do you speak? \_\_\_\_\_

If yes, how well do you speak English?

Very Well  Well  Not well

Please provide the details/score of any English test taken:

Test : IELTS \_\_\_\_\_ TOEFL \_\_\_\_\_

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

Any other test or ELICOS details: \_\_\_\_\_

#### FEES/PAYMENT CALCULATIONS

Enrolment Fee (non-refundable)	\$250
Tuition + Course Material	
Accommodation Booking	
Airport Pickup	
OSHC	
Other (if any)	
<b>TOTAL FEES</b>	To be calculated

## ENROLMENT PROCEDURE

1. Fill out the Student Enrolment form provided by ATCWA and send it through email to [admissions@atc.wa.edu.au](mailto:admissions@atc.wa.edu.au) or Post to: 41-45 Commerce Avenue, Armadale WA 6112 or in person at the College reception.
2. **Enrolment and Acceptance:** ATCWA management will assess the enrolment application as a student and if accepted successfully, a letter of offer will be issued through email within 14 working days.
3. **Payment of Fee:** All the fee is payable in advance to issue confirmation of enrolment (CoE). Fees can be deposited in the bank account given below:  
Perth Technical College Pty Ltd  
BSB 016 263  
Account Number 393 361 279  
Swift Code ANZBAU3M  
Bank ANZ

## GENERAL INFORMATION

### 1. Course entry requirements

Entry in to the ATC WA course requires that students possess a satisfactory level of English. A student intending to study at ATC WA must:

- be 18 years of age or older,
- have IELTS overall score of 5.5 or higher; or completion of ELICOS program,
- satisfactorily completed year 12 or equivalent, or relevant and sufficient work experience, and
- have a valid Australian study visa.

Past educational and vocational qualifications if any should be shown in student's course entry application. Where a student believes they may have course credits or certifications, a request for a Recognition of Prior Learning application should be included in the student's application.

### 2. Campus Locations

Main Office:

41-45 Commerce Avenue, Armadale Western Australia 6112.

### 3. Study & Assessments Mode

- Face-to-face classroom-based learning.
- Assessment is competency based.

### 4. Enrolment deferment, suspension or cancellation

ATCWA management and staff are committed to assessing and recording all deferments, suspensions or cancellations of study, ensuring that students within the process are informed of their rights and provided with due care and where relevant opportunities of appeal.

Students who apply for deferment may do so on the basis of compassionate or compelling grounds.

Students who are contravening the 'Rules of Enrolment' at ATCWA may have their enrolment suspended or cancelled.

The Rules of Enrolment at ATCWA include:

- ATCWA student behaviour standards
- Payment of Fees
- Adequate course progress
- Minimum 80% attendance

### 5. Complaints and Appeals

ATCWA always takes complaints and appeal seriously and has internal complaints and appeals process. The complaints and appeal process is fair, objective and accessible, however it does not stop student from taking action under Australian Consumer's Protection Laws.

### 7. Fee Refunds

ATCWA will refund fees as follows:

- If enrolment is cancelled after the course start date (including, in the case of overseas students, but not limited to cancellation of visa or cancellation of CoE for failure to comply with the ATCWA Student Code of Conduct or to meet satisfactory course progress requirements), there will be no refund.

- In case the college is in default then ATCWA will refund the total of the unused portion of prepaid tuition fees received (including any course money collected by education agents or other parties on behalf of the college) prior to the default day.
- The refunds will be made within 28 days of advising of cancellation of enrolment.
- Any commission paid to an agent in relation to the student's recruitment shall be deducted from the above refund.
- For more details please read the refund policy in the student handbook available on the website.

## ATTACHMENT CHECKLIST

Provide all the relevant documents, incomplete applications will cause delays in processing:

- Certified evidence of English language proficiency like IELTS, TOEFL, PTE, ELICOS, etc.
- Certified documented evidence of Year 12 education or equivalent (with certified translation, if not in English)
- Certified copy of Passport
- Copy of Visa (if applicable)
- Release letter from current Institute (if enrolled for less than 6 months)
- Evidence of Overseas Health Cover (if applicable)
- Certified copies of documents to be assessed for Recognition of Prior Learning (RPL) if required
- Other: \_\_\_\_\_

## AGENT'S DECLARATION

Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

I confirm that I have briefed the applicant / parent/guardian about the ATCWA's Policies and procedures and general terms and condition in accordance with our agent agreement with ATCWA.

Agent's Stamp

## STUDENT'S DECLARATION AND AGREEMENT

I have read and understood the following:

- The terms and conditions of enrolment and agree to be bound by them,
- I declare that I have financial capacity to meet fees in relation to tuition, material and tools.
- I shall pay fees as they become due and that my qualification will be withheld until my accounts payable are settled.
- I acknowledge that I may need a Unique Student Identifier (USI) and I authorize ATCWA to apply for USI on my behalf if I need.
- The information provided to ATCWA is true and correct which may be used for monitoring, planning and statistical purposes.
- I understand that to ensure successful progression through the course, course assessments need to be regularly submitted and in the event of cancellation of my enrolment any further submissions of assessments will not be marked. A Statement of Attainment will be issued on the basis of completed units.
- I shall notify the college any change of contact details within seven (7) working days.
- I shall abide by ATCWA's Policies and Procedure as described in the Student Handbook and the website
- I understand the ESOS Act 2000 provided by the ATCWA.

Signature of Student: \_\_\_\_\_ Date: DD / MM / YYYY