## Enrolment Application Form - Domestic

### Personal Details

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Title: Mr/Mrs/Miss/Ms/Dr</th>
<th>Date of birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name:</td>
<td>Middle name/s:</td>
<td></td>
</tr>
<tr>
<td>Home phone:</td>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unique Student Identifier (USI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Today’s date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Home Address

<table>
<thead>
<tr>
<th>Flat/unit details:</th>
<th>Building:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street number:</td>
<td>Street Name:</td>
</tr>
<tr>
<td>Suburb/ city or town:</td>
<td>Postcode:</td>
</tr>
<tr>
<td>State/Territory:</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

### Postal Address (if different from above)?

<table>
<thead>
<tr>
<th>P.O Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suburb, locality or town:</td>
</tr>
<tr>
<td>State/Territory:</td>
</tr>
</tbody>
</table>

### Next of kin / emergency contact

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship to you:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Home phone:</td>
<td>( )</td>
</tr>
<tr>
<td>Work:</td>
<td>( )</td>
</tr>
<tr>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

### Qualification/Course – Please tick ✓

<table>
<thead>
<tr>
<th>Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC30113 Certificate III in Early Childhood Education and Care</td>
<td>36 weeks</td>
</tr>
<tr>
<td>CHC50113 Diploma of Early Childhood Education and Care</td>
<td>46 weeks</td>
</tr>
<tr>
<td>BSB40215 Certificate IV in Business – online only</td>
<td>-</td>
</tr>
<tr>
<td>BSB51915 Diploma of Leadership and Management – online only</td>
<td>-</td>
</tr>
<tr>
<td>Spoken and Written English</td>
<td>36 weeks</td>
</tr>
</tbody>
</table>
### General Information

1. **Gender:**
   - [ ] Male
   - [ ] Female

2. **Have you ever studied with BCC Institute before?**
   - [ ] Yes
   - [ ] No

3. **In which country were you born?**
   - [ ] Australia
   - [ ] Other, please specify: _______________________

4. **Are you an Australian citizen or eligible resident?**
   - [ ] Yes
   - [ ] No

5. **Do you speak a language other than English at home?**
   - [ ] No, English only - Go to question 6
   - [ ] Yes, other, please specify: _______________________

6. **How well do you speak English?**
   - [ ] Very well
   - [ ] Well
   - [ ] Not well
   - [ ] Not at all

7. **Are you of Aboriginal or Torres Strait Islander origin?**
   - [ ] No
   - [ ] Yes, Aboriginal

8. **Do you consider yourself to have a disability, impairment or long-term condition?**
   - [ ] Yes
   - [ ] No – go to question 8
   - [ ] Hearing/deaf
   - [ ] Intellectual
   - [ ] Mental illness
   - [ ] Vision
   - [ ] Physical
   - [ ] Learning
   - [ ] Acquired brain injury
   - [ ] Medical condition
   - [ ] Other: _______________________

9. **What is your highest COMPLETED school level (tick one box only)?**
   - [ ] Year 12 or equivalent
   - [ ] Year 11 or equivalent
   - [ ] Year 10 or equivalent
   - [ ] Year 9 or equivalent
   - [ ] Year 8 or below
   - [ ] Never attended school – Go to question 11

10. **In which YEAR did you complete that school level?**

11. **Are you still attending secondary school?**
   - [ ] Yes
   - [ ] No

### Previous qualifications

12. **Have you SUCCESSFULLY completed any of the following qualifications?**
   - [ ] Yes – indicate below
   - [ ] No – Go to Question 12

   **If YES, then tick ANY applicable boxes (you may indicate more than one)**
   - [ ] Bachelor Degree or Higher Degree
   - [ ] Advanced Diploma or Associate Degree
   - [ ] Diploma (or Associate Diploma)
   - [ ] Certificate I
   - [ ] Certificate II
   - [ ] Certificate III (or Trade Certificate)
   - [ ] Certificate IV (or Advanced Cert/Technician)
   - [ ] Certificates other than these

   Please list any qualifications you have completed and the year of completion.
   1. **Qualification:** _______________________
      **Year:** _______________________
   2. **Qualification:** _______________________
      **Year:** _______________________
   3. **Qualification:** _______________________
      **Year:** _______________________

13. **Do you wish to apply for Course Credit?**
   - [ ] Yes
   - [ ] No

   If YES, certified copies of transcripts from previous qualifications must be provided with this form.

14. **Do you wish to apply for Recognition of Prior Learning?**
   - [ ] Yes
   - [ ] No
If you indicate yes, you will be contacted to discuss this further.

### 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
- [ ] Employer
- [ ] Employed – unpaid worker in a family business
- [ ] Unemployed – seeking full-time work
- [ ] Unemployed – seeking part-time work
- [ ] Not employed – not seeking employment

### Study reason

Of the following categories, which BEST describes your main reason for undertaking this course?

- [ ] 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
- [ ] For personal interest or self-development
- [ ] Other reasons

### Agreement

In signing this Enrolment Application Form you agree:

- That the information you have provided on this form is true, correct and complete.
- That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
- That you have read and understood BCC Institute’s Privacy Policy. Information concerning students, including information submitted on the Enrolment Application Form will be used by BCCI or other authorised organisations for the purpose of general student administration, communication, state and national reporting, program monitoring evaluation. The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or other authorised agencies and departments. The provision of this information is necessary for both enrolment and re-enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting BCCI.
- To provide BCC Institute with up to date and accurate contact details and notify them if anything changes.
- That you have been provided with detailed information about the fees and charges associated with your course enrolment including information on all fees (tuition, administration and materials), payment terms and the applicable Refund Policy outlined below.
- To be bound by BCC Institute’s Student Code of Conduct, and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.

### Refund Policy
The Enrolment Application Fee of $200 paid at the time of application to BCCI is NON-REFUNDABLE.

Students who withdraw from a course and wish to seek a refund or have the amount they owe on their fees reduced, must apply to BCCI using the relevant Withdrawal Form and SC15.1 - Refund Application Form outlining the details and reason for their request.

When the refund is approved, BCCI will:

- Issue a statement detailing how the refund was calculated
- Issue the refund within 14 days of receipt of the SC15.1 - Refund Application Form.

Refund prior to course commencement

- 100% refund of course fees where BCCI cancels the course prior to commencement
- 90% refund of course fees where the student withdraws 29 days or more prior to the commencing
- 80% refund of course fees where the student withdraws 8 - 28 days or more prior to the commencing
- 0% refund of course fees where student withdraws 0 - 7 days prior to commencement.

Refund after course commencement

- 0% refund where the student withdraws after commencement.

Other circumstances where no refund (0%) will be provided

- If the enrolment is terminated because of a failure to comply with BCCI’s policies
- If a student has supplied incorrect, false or misleading information

<table>
<thead>
<tr>
<th>Student (or guardian if applicable) Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name:</td>
<td></td>
</tr>
</tbody>
</table>

Office use only

<table>
<thead>
<tr>
<th>Student I.D:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Processed date:</td>
<td></td>
</tr>
<tr>
<td>Enrolment officer signature:</td>
<td></td>
</tr>
</tbody>
</table>
