



STUDENT ENROLMENT FORM

International (Onshore)
International (Offshore)
Domestic

Personal Details (Legal name as per photo ID, which will need to be sighted to verify legal name)

1) Family Name _____
Given Name _____

2) Date of Birth ____/____/____ Town & city of birth _____ 3) Gender Female Male Other

4) Street Address _____

5) Suburb _____ State _____ Postcode _____

Telephone Home _____ Work _____ Mobile _____

Email Address _____

USI I give permission for Invicta Technical College Pty Ltd to access my Unique Student Identifier (USI) for the purpose of recording my results.
If I do not have a USI in place, I am willing for Invicta Technical College Pty Ltd to set up my USI on my behalf. USI _____

Course of Enrolment

Course Code & Title _____ Preferred Start Date ____/____/____

Pathway Course(s) _____ Agency Name (if Applicable) _____

Where did you hear about this course? Agent Social Media Website You Tube Word of Mouth Radio Other

Emergency Contact Details

Full Name _____ Relationship _____

Contact number _____ Mobile _____

In the event of an emergency do you give Invicta Technical College Pty Ltd permission to organise emergency transport and treatment and agree to pay all costs related to the emergency?

AVETMISS Data Collection

Language & Cultural Diversity	Disability	Schooling
<p>6) In which country were you born? Australia <input type="checkbox"/> ¹¹⁰¹ Other – please specify _____</p> <p>7) Do you speak a language other than English at home? No, English only <input type="checkbox"/> ¹²⁰¹ English only – Go to Question 9 Yes, other – please specify _____</p> <p>8) How well do you speak English? Very well <input type="checkbox"/> ¹ Well <input type="checkbox"/> ² Not well <input type="checkbox"/> ³ Not at all <input type="checkbox"/> ⁴</p> <p>9) Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes) No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/></p>	<p>10) Do you consider yourself to have a disability, impairment or long-term condition? Yes <input type="checkbox"/> No <input type="checkbox"/> No – Go to Question 12</p> <p>11) If yes, then please indicate the areas of disability, impairment or long-term condition: Hearing/Deaf <input type="checkbox"/> ¹¹ Physical <input type="checkbox"/> ¹² Intellectual <input type="checkbox"/> ¹³ Learning <input type="checkbox"/> ¹⁴ Mental Illness <input type="checkbox"/> ¹⁵ Acquired brain impairment <input type="checkbox"/> ¹⁶ Vision <input type="checkbox"/> ¹⁷ Medical condition <input type="checkbox"/> ¹⁸ Other <input type="checkbox"/> ¹⁹</p>	<p>12) What is your highest COMPLETED school level? Year 12 or equivalent <input type="checkbox"/> ¹² Year 11 or equivalent <input type="checkbox"/> ¹¹ Year 10 or equivalent <input type="checkbox"/> ¹⁰ Year 9 or equivalent <input type="checkbox"/> ⁰⁹ Year 8 or below <input type="checkbox"/> ⁰⁸ Never attended school <input type="checkbox"/> ⁰²</p> <p>13) In which YEAR did you complete that School level? _____</p> <p>14) Are you still attending secondary school? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Previous Qualifications Achieved	Employment	Study Reason
<p>15) Have you successfully completed any of the following qualifications? Yes <input type="checkbox"/> No <input type="checkbox"/> No – Go to Question 17</p> <p>16) If YES, enter the applicable code(s) Bachelor Degree or Higher Degree <input type="checkbox"/> ⁰⁰⁸ Advanced Diploma or Associate Degree <input type="checkbox"/> ⁴¹⁰ Diploma (or Associate Diploma) <input type="checkbox"/> ⁴²⁰ Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> ⁵¹¹ Certificate III (or Trade Certificate) <input type="checkbox"/> ⁵¹⁴ Certificate II <input type="checkbox"/> ⁵²¹ Certificate I <input type="checkbox"/> ⁵²⁴ Other education (including certificates or overseas qualifications not listed above) <input type="checkbox"/> ⁹⁹⁰</p>	<p>17) Of the following categories, which BEST describes your current employment status? _____ Full-Time employee <input type="checkbox"/> ⁰¹ Part-Time employee <input type="checkbox"/> ⁰² Self-employed - not employing others <input type="checkbox"/> ⁰³ Employer <input type="checkbox"/> ⁰⁴ Employed - Unpaid worker in a family business <input type="checkbox"/> ⁰⁵ Unemployed – Seeking full-time work <input type="checkbox"/> ⁰⁶ Unemployed – Seeking part-time work <input type="checkbox"/> ⁰⁷ Not employed – Not seeking employment <input type="checkbox"/> ⁰⁸</p>	<p>18) Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? _____ To get a job <input type="checkbox"/> ⁰¹ To develop my existing business <input type="checkbox"/> ⁰³ To start my own business <input type="checkbox"/> ⁰³ To try for a different career <input type="checkbox"/> ⁰⁴ To get a better job or promotion <input type="checkbox"/> ⁰⁵ It was a requirement of my job <input type="checkbox"/> ⁰⁶ I wanted extra skills for my job <input type="checkbox"/> ⁰⁷ To get into another course or study <input type="checkbox"/> ⁰⁸ For personal interest or self-development <input type="checkbox"/> ¹² Other reasons <input type="checkbox"/> ¹¹</p>



CONDITIONS OF ENROLMENT AND WRITTEN AGREEMENT

1. Invicta Technical College Courses

- 1.1 Students must satisfy entry requirements for enrolment.
- 1.2 A student may be required to undertake reassessment of a Unit of Competency within their Qualification if they did not complete it satisfactorily. The student may need to pay an additional fee for reassessment of that Unit of Competency.
- 1.3 Certification will not be issued unless the student is deemed competent.
- 1.4 All the updates of Invicta Technical College courses and policies are detailed in the Student Handbook, which is available on our website and through the Administration Office. It is the responsibility of the student to ensure that they read and understand the Student Handbook, keep up-to-date with changes to the Handbook, and request a copy of the Handbook if they need one.

2. Attendance

- 2.1 Australian government regulations state that it is a condition of a student visa that a student must attend at least 80% of classes in a course.
- 2.2 Invicta Technical College is required to report students to the Department of Immigration for unsatisfactory attendance. This happens when a student's attendance is less than 70% and the student has received a final attendance warning letter.
- 2.3 If a student does not commence studies on the agreed commencement date, after 14 days Invicta Technical College will cancel the student's CoE unless a new starting date has been agreed to. Invicta Technical College is required to report this information to the Department of Immigration and Border Protection, and this may result in the cancellation of the student's visa.

3. Enrolment and Course Fees

- 3.1 Fees must be paid in Australian dollars by bank cheque or bank draft to Invicta Technical College's bank account. Invicta Technical College will not be responsible for any monies paid to agents.
- 3.2 Invicta Technical College reserves the right to vary fees.
- 3.3 Enrolment and course fees do not cover the cost of accommodation, living expenses, textbooks, stationary or other equipment and administration fee.
- 3.4 The enrolment fee is non-refundable in any circumstances.
- 3.5 The welfare arrangement fee is non-refundable after the welfare has been issued.
- 3.6 Airport pickup service and Accommodation arrangement fees are non-refundable after the arrangement confirmation email has been sent to the student.
- 3.7 Completing the Enrolment Application Form does not guarantee a place with Invicta Technical College.
- 3.8 Invicta Technical College reserves the right to decline an application.
- 3.9 Students from assessment level 3 and 4 countries are advised to apply through an Invicta Technical College representative (International Student Agent).
- 3.10 Applications will be processed when all required documents and the non-refundable enrolment fee are received by Invicta Technical College.
- 3.11 Fees not paid by the due date will incur a late fee of 5% of the total fee due.
- 3.12 CoE/s will be cancelled when course fees are not paid by the due date. If a student has any problem paying fees on time, it is the student's responsibility to discuss alternative arrangements with Invicta Technical College administration, before the due date.
- 3.13 Other additional fees are payable for various administration services. Details of the additional fees are available on the Invicta Technical College website.
- 3.14 Accommodation arrangement and airport pickup service arrangement fee is payable every time the arrangement request is made. For example, when a student wishes to change the homestay arrangement without a reason that Invicta Technical College finds reasonable the student must pay for the arrangement fee again.
- 3.15 When the duration of studies at Invicta Technical College needs to be extended to complete the course, the student is required to pay additional fees for this extension.

4. Course duration, deferral, transfer, withdraw and extending studies

- 4.1 A course commences on the starting date stated on the offer letter or CoE (which ever one was issued last).
- 4.2 Once a visa is granted, International Students are not permitted to defer commencement of studies or



suspend their studies except in very limited cases (e.g. serious illness evidenced by a doctor's certificate or bereavement).

4.3 The student will be advised of the course duration prior to enrolment, if the student has participated in Invicta Technical College's Online Placement Test, or other evidence of English language proficiency has been submitted during the enrolment process. Students who participated in Invicta Technical College's placement test after arrival, or on their orientation day, may require more time to complete their course.

4.4 Invicta Technical College may grant a letter of release from enrolment after the completion of 6 months of studies, only if the student provides an offer letter from another registered provider confirming a valid enrolment, and if the nominated course is not provided by Invicta Technical College.

4.5 When a student wishes to withdraw from studies at Invicta Technical College, the student must complete a withdrawal form and get approval from Invicta Technical College.

5. Cancellation of CoE/s

5.1 Invicta Technical College has the right to cancel a student's enrolment and CoE for the following reasons:

- i. The student has breached Invicta Technical College's enrolment conditions.
- ii. The student has failed to pay required fees
- iii. The student has breached the College's Code of Conduct and undergone the College's disciplinary process
- iv. The student has breached his/her visa conditions as they relate to studies at Invicta Technical College, for example, the student has not informed the college of change of address or contact details, or the student has not been contactable for a period of 2 weeks or more.
- iv. The student's attendance has fallen below 70%, and has been reported to the Department of Immigration

6. Accommodation and Airport Pickup Service

6.1 Invicta Technical College requires a minimum 28 days' notice to arrange accommodation and 14 days for airport pick-up service.

6.2 Homestay or accommodation arrangements cannot be changed without the approval of Invicta Technical College.

6.3 Invicta Technical College holds the right to approve and disapprove the accommodation arrangement made by the parent or the agent.

6.4 The student must be accompanied from the airport by an Invicta Technical College approved person, when the student arrives in Sydney.

6.5 The student must come to Invicta Technical College to be placed in a homestay on arrival. If the student arrives on the weekends the student must have a prearranged a homestay arrival arrangement with Invicta Technical College to be placed in a homestay during weekends.

6.6 Students cannot make their own way to the homestay family without Invicta Technical College notifying the family in advance.

6.7 Homestay details are only given to the student who has provided the arrival details and have received airport pickup service confirmation from Invicta Technical College.

7. Student Privacy

7.1 Invicta Technical College collects personal information from students for the purposes of processing applications and providing services to students. This information will be disclosed to staff and the student's agent where applicable.

7.2 Invicta Technical College has an obligation under Commonwealth and State legislation to provide information to certain government departments.

7.3 Students have a right to access and alter their personal information.

7.4 Students are required to notify and update their contact details with Invicta Technical College within 2 working days prior to or after the changes are made.

7.5 Invicta Technical College has the right to all the media images taken by Invicta Technical College during the student's studies at Invicta Technical College. It includes photographs, video and DVD images.

8. Cancellation and refund

8.1 If a student's visa application is rejected (The original letter of visa rejection needs to be sent to Invicta Technical College) 100% of tuition, accommodation and Overseas Student Health Cover fees will be refunded.

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There will be no refund on enrolment fee, accommodation arrangement fee and airport pickup service fee.

8.2 If a student cancels a course more than 28 days before the course commencement, 80% of the tuition fees will be refunded. If a student cancels a course 28 days or less before the course commences, 50% of tuition fees for 1-24 weeks and 100% for the remainder will be refunded. There will be no refund on enrolment fee, accommodation arrangement fee and airport pickup service fee.

8.3 If a student cancels a course on or after course commencement there will be no refund.

8.4 If a student breaches visa conditions resulting in studies being cancelled, there will be no refund.

8.5 If Invicta Technical College cancels the course 100% of fees paid will be refunded. (course fee, accommodation fee, Overseas Student Health Cover fees, enrolment fee, accommodation arrangement fee and airport pickup service fee)

8.6 Invicta Technical College is not responsible for the agency fee you paid to the Education Agency (EA).

8.7 When a refund is applicable and the student has made the course fee through an agent, the commission deducted from the course fee by the EA will be refunded by the EA as part of the total refund.

8.8 Invicta Technical College is only responsible for the refund of the commission received by the student's EA.

8.9 To request a refund you will need to complete the refund application form. The request will be processed within 4 weeks from the date of application.

8.10 A student enrolling for more than 24 weeks may pay half of the course fee (12.5 weeks or more) as an initial payment, and pay the remaining fee prior to the commencement of the unpaid duration.

8.11 Invicta Technical College's complaints and appeal process does not remove the right of the student to take action under Australia's consumer protection laws.

8.12 When refund is requested refund fee of \$200 is payable.

9. Pathway Programs

9.1 Students are eligible for the pathway program when the student successfully:

- i. completes the course required for the pathway program
- ii. gets a conditional placement in the college/school/university they wish to enter.
- iii. submits the completion certificate from Invicta Technical College to the college/school/university.

9.2 It is the student's responsibility to complete the enrolment process with the college/school/university they wish to enter.

9.3 Invicta Technical College does not take any responsibility for the student who does not get a placement in the college/school/university they wish to enter, without successfully completing the required course at Invicta Technical College.

9.4 It is the student's responsibility to obtain any enrolment information from the college/school/university they wish to enter through the Invicta Technical College pathway program.

10 Invicta Technical College Contact Hours

10.1 Invicta Technical College visiting/office hours are 9:00 AM to 5:00 PM or by appointment only.

10.2 Email correspondence is made during weekdays only and not weekends and public holidays.

10.3 Invicta Technical College does not take calls or reply to emails outside of office hours, weekends and public holidays.

11. Duty of Care

11.1 The scope of Invicta Technical College duty of care covers meeting pastoral needs, guiding students in academic work, guiding students in play, dealing with bullying, dealing with disciplinary matters and international student matters to protect underage students to live and develop in a safe learning and living environment.

11.2 The final decision for any duty of care matter will be based on the Invicta Technical College duty of care policy and procedure.

11.3 When Invicta Technical College makes the final decision to expel a student there will be no refund of any fees paid.

12. Termination

12.1 Invicta Technical College reserves the right to expel a student for breaching enrolment or/and visa conditions. Fees will not be refunded and the CoE will be cancelled immediately after the student is notified. This may result in cancellation of the student's visa.



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Invicta Technical College Pty Ltd has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing the RTO against the Standards for RTO's. No student files will be removed from the RTO's site, unless a student is notified beforehand.

Privacy Notice

Under the *Data Provision Requirements 2012*, Invicta Technical College Pty Ltd is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Invicta Technical College Pty Ltd for statistical, administrative, regulatory and research purposes. Invicta Technical College Pty Ltd may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

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

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

STUDENT DECLARATION

1. I declare that the information contained in this Enrolment Agreement Form is true and correct.
2. I confirm that I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures
3. I acknowledge and agree with the terms and conditions of enrolment with specific reference to the RTO's enrolment and selection
4. I consent to Invicta Technical College Pty Ltd providing my information to Australian Commonwealth and State Governments for the purpose of reporting to the Government as part of my enrolment.
5. I understand that I will be required to pay a deposit with this Enrolment Agreement Form and that the deposit is non-refundable.
6. By signing this document, I give permission for the RTO to access my Unique Student Identifier for the purpose of my training.
7. I understand that my rights and responsibilities as a student are outlined in the Student Handbook and that I should refer to this handbook for further information on USI, LLN Assessment, Complaints and Appeals, WHS, Support Services and other legislative and regulatory policies and procedures.

APPLICANTS SIGNATURE: _____ **DATE:** ___/___/___

RTO REPRESENTATIVE: _____

PHOTO ID SIGHTED: Drivers Licence Passport Photo ID Other: _____



OFFICE USE ONLY

INTERVIEW QUESTIONS – OFFICE USE ONLY		
QUESTION	POSSIBLE ANSWERS	OTHER COMMENTS – Interviewer is to add additional notes here, which should expand on the “Possible Answers”
Why have you decided to enrol into this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop new skills <input type="checkbox"/> Work in the industry currently <input type="checkbox"/> Want to develop my existing skills	
What level is your current skills and knowledge of the course you wish to enrol?	<input type="checkbox"/> <i>Limited Experience</i> - I am new to the industry <input type="checkbox"/> <i>Some Experience</i> - I have worked in the industry for 1-3 years <input type="checkbox"/> <i>Intermediate Experience</i> - I have worked in the industry for 3-6 years <input type="checkbox"/> <i>Extensive Experience</i> - I have over 6 years’ experience in the industry	
What is your expectation upon completion of training?	<input type="checkbox"/> To get a job <input type="checkbox"/> To get a pay rise <input type="checkbox"/> To be able to apply for a higher position <input type="checkbox"/> To get a better job <input type="checkbox"/> To learn new skills	
Are there any specific training needs you may have?	<input type="checkbox"/> I may require flexibility in my training to meet my personal needs <input type="checkbox"/> I may require adjustment to training to meet my learning needs <input type="checkbox"/> I have a disability and would like further assistance <input type="checkbox"/> I do not have access to materials and equipment to assist with my learning and assessment <input type="checkbox"/> I may need adaptive technology or specific equipment to assist with my learning <input type="checkbox"/> I have a cultural need and training may need to be adapted to meet my needs <input type="checkbox"/> I would like to be referred to a support service to assist me with my learning (ie language and literacy) <input type="checkbox"/> I have a physical disability and may need the training and assessment environment to be adjusted <input type="checkbox"/> I have difficulty with language, literacy and/or numeracy and may need some assistance <input type="checkbox"/> I have financial difficulties and would like to negotiate a payment plan	
We provide a range of Support Services for our students, are there any special needs that you need help with?	<input type="checkbox"/> I may need equipment to be modified due to physical disability (eg. Ramps, disability toilets and classes held in rooms accessible to persons with disabilities) <input type="checkbox"/> I may need equipment to be modified to assist my learning (eg. lowering benches, enlarging computer screens, providing chairs with support) <input type="checkbox"/> I may need assessment tools to be modified to assist with my disability (eg. Oral exam instead of written or allowing additional time for a scribe to write an exam for person with a disability) <input type="checkbox"/> I may need the course delivery to be adjusted, as I have a disability or a personal need (eg. Providing student notes or research materials in different formats or by accessing a Sign Language Interpreter) <input type="checkbox"/> I may need assistance from disability organisation that represents or provide services to people with a disability <input type="checkbox"/> English is not my first language, I will need assistance with language <input type="checkbox"/> I am currently working and would like to complete	



	<p>assessments within the workplace</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will need support with my learning <input type="checkbox"/> I will need specialist support equipment or personnel <input type="checkbox"/> I am interested in undertaking tutorials to assist with my learning <input type="checkbox"/> I will need assistance with using technology <input type="checkbox"/> Referral to LLN training or assistance 	
<p>We offer Recognition of Prior Learning and Credit Transfer, are you interested in applying for either of these?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> RPL – Need to explain to the student what is the RPL process and the type of evidence that will need to be collected <input type="checkbox"/> CT – Student currently holds an equivalent unit 	
<p>Office Use Only</p>	<ul style="list-style-type: none"> <input type="checkbox"/> LLN testing required prior to course commencement <input type="checkbox"/> Reasonable adjustment. Please state specific needs <input type="checkbox"/> RPL/CT granted <input type="checkbox"/> Mode of delivery suitable for candidate <input type="checkbox"/> Selection criteria met existing skills and knowledge of student 	