Enrolment Application Form For Domestic Students

Introduction
The following questions are provided for collecting data from enrolment forms. The order these questions are provided in and the wording should be followed to ensure that compatible and comparable data are collected across AVETMISS collections and over time.

A. Residency / Indigenous Status
To be eligible for a government funded place, you must meet one of the following residency criteria:

- Australian Citizen
- Australian Permanent Resident
- East Timorese Asylum Seeker
- Indigenous Australian
- Asylum Seeker/Refugee
- Subclass 444-New Zealand Citizen
- Temporary Protection Visa

B. Personal Details

- Surname/Family Name
- Given Name
- Title
  - Mr.
  - Mrs.
  - Ms.
  - Miss
  - Other
- Gender
  - Male
  - Female
- Email
- Date of Birth (DD/MM/YYYY)
- Country of Birth
- Home Tel
- Mobile
- Work Tel

C. USI

- Do you have a Unique Student Identifier (USI)?
  - Yes - please write your 10-digit USI: __________________________
  - Yes - but my USI is unknown
  - No - I do not have a USI

D. Residential Address

- Address _________________________________________________________________________________________________________________________________
  Suburb ____________________________________________________________ Postcode _____________________________________________________________
- My residential address and postal address is the same
  - Yes
  - No

POSTAL ADDRESS (if different) Address _________________________________________________________________________________________________________________________________
  Suburb ____________________________________________________________ Postcode _____________________________________________________________

E. Language and Cultural Diversity

- 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

F. Course Preferences

- Diploma of Business BSB50215
- Diploma of Marketing BSB51215
- Advanced Diploma of Business BSB60215
- Advanced Diploma of Marketing BSB60515

1st 2nd
- Certificate IV in Applied Fashion Design and Technology LMT41007
- Diploma of Applied Fashion Design and Technology LMT50307
- Advanced Diploma of Applied Fashion Design and Technology LMT60307

Commencing: Month/Year (e.g. March 2016): __________________________
**G. Schooling**

- 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

- In which YEAR did you complete that school level?

- Are you still attending secondary school? Yes ☐ No ☐

- Is this course you are applying for higher than the qualifications you have had? Yes ☐ No ☐

**H. Previous Qualifications Achieved**

- Have you successfully completed any of the following qualifications? OR

- Have you established equivalence of a Qualification within the AQF for your overseas Qualification? Yes ☐ No ☐

- If YES, then tick ANY applicable boxes:
  - Bachelor Degree or Higher Degree
  - Advanced Diploma or Associate Degree
  - Diploma (or Associate Diploma)
  - Certificate IV (or Advanced Certificate/Technician)
  - Certificate III (or Trade Certificate)
  - Certificate II
  - Certificate I

- Certificates other than the above:

**I. 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

**J. Special Needs / Disability**

- Do you consider yourself to have a disability, impairment or long-term condition? Yes ☐ No ☐

- If YES, then please indicate the areas of disability, impairment or long-term condition:[You may indicate more than one area]
  - Hearing/Deaf
  - Physical
  - Intellectual
  - Learning
  - Mental Illness
  - Acquired Brain Impairment
  - Vision
  - Medical Condition
  - Other - Please Specify

- If YES, then tick ANY applicable boxes:

- Have you successfully completed any of the following qualifications? OR

- Have you established equivalence of a Qualification within the AQF for your overseas Qualification? Yes ☐ No ☐

- If YES, then tick ANY applicable boxes:
  - Bachelor Degree or Higher Degree
  - Advanced Diploma or Associate Degree
  - Diploma (or Associate Diploma)
  - Certificate IV (or Advanced Certificate/Technician)
  - Certificate III (or Trade Certificate)
  - Certificate II
  - Certificate I

- Certificates other than the above:

**K. Study Reason**

- Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)
  - To get a job
  - It was a requirement of my job
  - To develop my existing business
  - To start my own business
  - To try for a different career
  - To get a better job or promotion
  - I wanted extra skills for my job
  - To get into another course of study
  - For personal interest or self-development
  - Other reasons

**L. Cancellation Policy (For fee for service students)**

Duke College makes every effort to run courses as advertised but occasionally they may have to be cancelled. In such cases a full refund is made. Please refer to Duke College’s Refund Policy for more details.

**M. Declaration**

In signing Duke College’s Enrolment Form, I understand and declare that:
- The information contained in this application and supporting documentation is complete and true. Giving false or incomplete information may lead to refusal of my application or cancellation of enrolment.
- I can view current Policies and Procedures online at www.duke.edu.au and I can request Duke College for a hard copy.
- I understand that Duke College reserves the final right to issue a letter of offer consideration of the information provided by me in this form.
- I have read and understood Duke College policies and procedures.
- I consent Duke College to apply for the USI on my behalf and may use the USI to access my electronic VET record to assist in assessing pre-requisites and credit transfers.

PRIVACY STATEMENT:
I understand Duke College is required to provide student information that is given in this enrolment form to the Commonwealth or New South Wales Government, through departments such as the ASQA for planning, administration, policy development etc.

Student Signature __________________________ Date __________________________

Parent/Guardian Signature __________________________ Date __________________________

Parent/Guardian Details (if under 18 yrs old)

- Title ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐ Other

- Surname/Family Name __________________________ Given Name __________________________

- Residential address (if different from that of student)

- Home Tel __________________________ Mobile __________________________ Work Tel __________________________

- Email __________________________

- On signing this form, I agree to collect or make arrangement for the collection of the young person under 18 years of age if he/she becomes unwell at the Institute; and

- On signing this form, I also consent to the staff of the Institute seeking, or where appropriate administering such emergency medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the Institute.

Signature __________________________ Date __________________________
N. Employer Details (if applicable)

- Legal name of employer
- Australian Business Number (ABN) of your legal entity
- Trading Name
- Postal Address
- Business Address
- Telephone number
- Facsimile number
- Email Address
- Contact Name

O. Australian Apprenticeship Centre (if applicable)

- Name of Australian Apprenticeships Centre
- Telephone number
- Contact officer

P. Course Credit or Recognition of Prior Learning (RPL)

- I wish to apply for Course Credit
  - No
  - Yes (Evidence of equivalent competencies from a nationally recognised statement of attainment or qualification will be provided)
- I wish to apply for RPL
  - No
  - Yes (A separate process will be conducted to assess prior learning)

Q. Concessions and Payment (If applicable, tick the relevant box and attach appropriate documentation to confirm your concession)

- Health Care Card
- Pensioner Concession Card
- Veterans Gold Card
- Concession Card Number
- Expiry Date
- Payment Method
  - Cheque (made payable to Duke College)
  - Money Order
  - Visa
  - MasterCard
  - Card Number
  - Expiry
  - Card Check Value (CCV)
- Card Holder’s Name (please print)
- Card Holder’s Signature

If payment is made by your employer or another third party, complete this section and attach payment.

Full fee applies:
- Business/Third Party Name
- Contact Name
- Address
- Suburb
- Postcode
- Phone
- Fax

R. FOR OFFICE USE ONLY - Duke College Representative

I declare I have verified the student’s name, address and date of birth by sighting photo ID of this student.

- ID Sighted
  - ID No
  - Expiry
- Photo ID Sighted
  - ID No
  - Expiry
- Duke College Agent Signature
- Date
- Agent ID
- Verified No
- Date
5. Checklist (Please tick to confirm)

1. Complete all parts of the application form:
   - Part 1 – personal and statistical details;
   - Part 2 – self declaration.

2. Submit your application:
   - In person, by making an appointment with Admission Officer on 02 9687 3200; or
   - eMail to admissions@duke.edu.au; or
   - Post to:
     The Admission Team
     Duke College
     Address: Level 1, 20 Macquarie St Parramatta NSW 2150
     •Postal Address: PO Box 3323 Parramatta NSW 2124

3. Include with your application certified copies (or bring originals to enrolment interview) of either:
   - Australian birth certificate; or
   - Australian passport; or
   - Green Medicare Card
   - Naturalisation certificate; or
   - Visa showing residency; or
   - New Zealand passport

4. If the document provided at 3 doesn’t show your age, provide a copy of either:
   - current drivers licence; or
   - current learner permit; or
   - Proof of Age card; or
   - ‘Keypass’ card

After Duke College receives your application form and supporting document, the following steps take place:
1. You will be contacted for an enrolment interview to:
   a. Show you the training facilities
   b. Check your Language, Literacy and Numeracy (LLN) skills to determine whether you may need learning support
   c. Calculate your Course Fees based on your eligibility and concession entitlements
   d. Make a support plan with you in the case of disability or impairment
   e. Give you either an Individual or Group Training Plan, detailing information about the training and assessment services.

2. Attend the Induction and Orientation program at a later date.

3. Commence your course on the specified date.