ENROLMENT FORM – GOVERNMENT FUNDED TRAINING PROGRAM (GFTP)  
(THE VICTORIAN TRAINING GUARANTEE)  
(AUSTRALIAN CITIZENS OR PERMANENT RESIDENTS RESIDING IN VICTORIA, MUST BE 18 YEARS OF AGE TO ENROL)

PERSONAL DETAILS (PLEASE FILL USING CAPITAL LETTERS)  
Enrolment Date: **DD / MM / YYYY**

<table>
<thead>
<tr>
<th>Title</th>
<th>Legal First Name</th>
<th>Legal Last Name</th>
<th>Gender (Sex)</th>
<th>Date of Birth</th>
<th>VSN (Victorian Student Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr</td>
<td></td>
<td></td>
<td>Male</td>
<td></td>
<td>Nine digits number ONLY</td>
</tr>
<tr>
<td>Miss</td>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms</td>
<td></td>
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<td></td>
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<tr>
<td>Mrs</td>
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<tr>
<td>Other</td>
<td></td>
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</tr>
</tbody>
</table>

RESIDENTIAL ADDRESS (Where you “usually live” - cannot be P.O. BOX)

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Name</th>
<th>Suburb</th>
<th>State; Postcode</th>
<th>Mobile Phone (Home)</th>
<th>Fax Phone (Work)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

POSTAL ADDRESS (If different from Residential Address)

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Name</th>
<th>Suburb</th>
<th>State; Postcode</th>
<th>Mobile Phone (Home)</th>
<th>Fax Phone (Work)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

IN CASE OF EMERGENCY

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Mobile Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

NATIONALITY / CITIZENSHIP DETAILS

<table>
<thead>
<tr>
<th>In which country were you born?</th>
<th>Australian Permanent Resident (PR)</th>
<th>Australian Citizen</th>
<th>Other (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Passport Number / Driver’s Licence Number  
(State of Issue)  
Expiry Date of Document

CURRENT WORKPLACE / BUSINESS DETAILS (*For On the Job training only*)

<table>
<thead>
<tr>
<th>Organisation Name</th>
<th>Street Number</th>
<th>Street Name</th>
<th>Suburb</th>
<th>State; Postcode</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Business Owner Name

Supervisor Name

Supervisor Contact Number

VIT Representative Name

Email
HOW DID YOU HEAR ABOUT VIT?

- Friend
- VTAC
- Website
- Advertisement
- Representative

LANGUAGE AND CULTURAL DIVERSITY

Do you speak a language other than English at home? (If more than one language, please 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

How well do you READ English?

- Very Well
- Well
- Not Well
- Not at All

How well do you WRITE English?

- Very Well
- Well
- Not Well
- Not at All

Are you of Aboriginal or Torres Strait Islander origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander

DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?

- No
- Yes

(If Yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area. Please attach documentation describing your disability, impairment or long-term condition in more detail.)

- Hearing/Deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Vision
- Medical Condition
- Acquired Brain Impairment
- Other: _____________________________

EMPLOYMENT STATUS

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

SCHOOLING

Are you still attending Secondary School?

- No
- Yes

What is your Highest COMPLETED school level? (Tick ONE box only)

- Completed Year 12
- Completed Year 11
- Completed Year 10
- Completed Year 9 or Equivalent
- Completed Year 8 or Lower
- Never Attended School

In which YEAR did you complete the above school level?

- _____________________________

Name of school: _____________________________

Country / State: _____________________________
PREVIOUS QUALIFICATION(S) ACHIEVED

Have you successfully completed any of the following Qualifications? □ No □ Yes (Tick any applicable boxes)

☐ Bachelor Degree or Higher Degree  ☐ Associate Degree  ☐ Advanced Diploma

☐ Diploma or Associate Diploma  ☐ Certificate IV (or Advanced Certificate, Technician)

☐ Certificate III (or Trade Certificate)  ☐ Certificate II  ☐ Certificate I

☐ Certificates Other Than the Above (please specify): _________________________________________________

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  ☐ To develop my existing business  ☐ To start my own business

☐ 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/self-development  ☐ To try for a different career

☐ Other Reasons (please specify): ___________________________________________________________________

JOB SERVICES PROVIDER DETAILS – if applicable

Are you connected with a Job Services Australia Provider? □ Yes □ No

If yes, please complete details here:

Provider Name: ……………………………………. Provider Location: …………………………………………………...

Case Managers Name: ……………………………………. Telephone: ……………………………………………………

Email: ……………………………………………………… Fax: ……………………………………………………………

Referral Form Forwarded to VIT: □ Yes □ No

CONCESSION CARD HOLDERS – Applicable for CERTIFICATE IV AND BELOW COURSES ONLY

Do you hold (or are you a dependant or spouse of the holder of) any of the following Concession Cards?

a. Health Care Card issued by the Commonwealth; or

b. Pensioner Concession Card; or

c. Veteran’s Gold Card; or

d. An alternative card or concession eligibility criterion approved by the Minister for the purposes of these Guidelines

☐ Yes ☐ No

If Yes - 1. Please provide a copy of the Concession Card for record purposes

2. Your Course Fee will be reduced to 20% of the listed course fee (Book fees still apply as normal)
## COURSE SELECTION AND PAYMENT TERMS (2014 Course Fee)

### Delivery Mode: C – Classroom; O – On the Job; B – Blended

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Listed Course Fee</th>
<th>Books &amp; Material</th>
<th>Concession</th>
<th>Delivery Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in Commercial Cookery (SIT30813) ^</td>
<td>$499.00</td>
<td>$250.00</td>
<td>$99.80</td>
<td>C O B</td>
</tr>
<tr>
<td>Certificate IV in Commercial Cookery (SIT40413) ^</td>
<td>$499.00</td>
<td>$250.00</td>
<td>$99.80</td>
<td>C O B</td>
</tr>
<tr>
<td>Certificate III in Patisserie (SIT31113) ^</td>
<td>$499.00</td>
<td>$250.00</td>
<td>$99.80</td>
<td>C O B</td>
</tr>
<tr>
<td>Certificate IV in Patisserie (SIT40713) ^</td>
<td>$499.00</td>
<td>$250.00</td>
<td>$99.80</td>
<td>C O B</td>
</tr>
<tr>
<td>Certificate III in Light Vehicle Mechanical Technology (AUR30612) ^</td>
<td>$499.00</td>
<td>$250.00</td>
<td>$99.80</td>
<td>C O B</td>
</tr>
<tr>
<td>Certificate IV in Training and Assessment (TAE40110)</td>
<td>$999.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate IV in Business (BSB40212)</td>
<td>$1,499.00</td>
<td>$149.00</td>
<td>$299.80</td>
<td>C O B</td>
</tr>
<tr>
<td>Certificate III in Information, Digital Media and Technology (ICA30111)</td>
<td>$499.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Information Technology (Networking) (ICA50411)</td>
<td>$499.00</td>
<td>$250.00</td>
<td>$99.80</td>
<td>C O B</td>
</tr>
<tr>
<td>Diploma of Interactive Digital Media (CUF50207)</td>
<td>$499.00</td>
<td>$250.00</td>
<td>$99.80</td>
<td>C O B</td>
</tr>
<tr>
<td>Course in Preliminary Spoken and Written English (10361NAT)</td>
<td>$299.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate I in Spoken and Written English (10362NAT)</td>
<td>$299.00</td>
<td>$99.00</td>
<td>$59.80</td>
<td>C O B</td>
</tr>
<tr>
<td>Certificate II in Spoken and Written English (10363NAT)</td>
<td>$299.00</td>
<td>$99.00</td>
<td>$59.80</td>
<td>C O B</td>
</tr>
<tr>
<td>Certificate III in EAL (Further Study) 22255VIC</td>
<td>$299.00</td>
<td>$99.00</td>
<td>$59.80</td>
<td>C O B</td>
</tr>
<tr>
<td>Certificate IV in EAL (Further Study) 22258VIC</td>
<td>$299.00</td>
<td>$99.00</td>
<td>$59.80</td>
<td>C O B</td>
</tr>
</tbody>
</table>

| Total Course Fee (Concession = 20% of listed course fee)                   | $                 | $                 |

Other Courses:

<table>
<thead>
<tr>
<th>Total Course Fee Collected: $</th>
<th>Outstanding Fee: $</th>
</tr>
</thead>
</table>

Prepayment is required. The following payment options are available:

- Cash
- EFTPOS
- Cheque *
- Money Order *
- EFT **

* Made out to VIT (Victorian Institute of Technology)
** Deposit into ANZ Bank, 420 St Kilda Road, Melbourne, Victoria, 3004
BSB Number: 013 423; Account Number: 3493 60535; Account name: “Victorian Institute of Technology Domestic Students Trust Account”

<table>
<thead>
<tr>
<th>Credit Card:</th>
<th>Credit Card Type:</th>
<th>Visa</th>
<th>MasterCard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiry Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount: AU$</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cardholder’s Name: _____________________________ Cardholder’s Signature: ___________________________

A receipt will be issued within 10 working days.

### REFUND POLICY

1. If a student withdraws by written notice, at any time up to 4 weeks after commencement of training, a full refund of the tuition fee after the deduction of the minimum charge and any other fees and charges paid by or on behalf of the student will apply.
2. If a student withdraws more than 4 weeks after commencement of training, any refund granted will be on a pro-rata basis of scheduled contact hours.
3. If the program is cancelled by VIT, a full refund of the tuition fee and the appropriate portion of any materials that have not been used in the program will be refunded.
4. If a student withdraws from only part of a program, or if only part of a program is cancelled, VIT shall refund the portion of the tuition fee and materials fee applicable to that part of the program.
5. A written request for a refund must be lodged by the student for the consideration of a refund.
6. Refunds may be granted in other circumstances at the discretion of the CEO.
TERMS AND CONDITIONS

Privacy Statement:
I understand that VIT (Victorian Institute of Technology) is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

The Education and Training Reform Act 2006 requires VIT (Victorian Institute of Technology) to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

For more information in relation to how student information may be used or disclosed, please contact VIT (Victorian Institute of Technology) by sending an email to info@vit.edu.au

Declaration
1. I acknowledge and agree to the terms described in the privacy statement.
2. I declare that the information I supplied on this form is correct and complete.
3. I have read and understood VIT’s policies on “Fees and Charges”, “Refund”, “Complaints and Appeals”, “Re Assessment” and other policies that are published on the VIT’s website and in the Student Handbook.
4. I understand that VIT reserves the right to discontinue or alter any course, subject, unit of competency, fee, admission requirement, staffing or other arrangement without prior notice. VIT reserves the right to cancel or not offer a program. If any program is cancelled or not offered VIT will refund all tuition fees in accordance with VIT refund policy.
5. VIT reserves the right to charge the student additional tuition fees for the remaining units of competency if there are changes to the Victorian Training Guarantee funding rates.
6. This agreement does not remove the right to take action under Australia’s consumer protection laws.

Where a workplace does not carry all the necessary equipment or adequate facilities for a student to complete a course, VIT will provide the student with access to our simulated “class-based” facilities and equipment at no additional charge.

Please discuss your training needs and VIT class-based scheduling times with your trainer.

APPLICANT’S SIGNATURE

_________________________________________        _______________________________________
Applicant’s Signature                       Date:

PLEASE SUBMIT YOUR APPLICATION TO:
VIT (VICTORIAN INSTITUTE OF TECHNOLOGY)
LEVEL 10, 123 QUEEN ST, MELBOURNE, VICTORIA 3000 AUSTRALIA
PH: + 61 3 9670 7848   FAX: + 61 3 9670 7849   EMAIL: info@vit.edu.au   Web: www.vit.edu.au

OFFICE USE ONLY

Course 1:_______________________________________             Course 2:_________________________________________

☐ Traineeship + VTG       ☐ VTG only       ☐ Traineeship + VTG       ☐ VTG only
☐ Apprentice + VTG        ☐ Blended Training      ☐ Apprentice + VTG        ☐ Classroom Based Training
☐ On the Job Training    ☐ On the Job Training    ☐ Blended Training
☐ Classroom Based Training
☐ AAC Representative.........................................................
☐ AAC Representative.........................................................
☐ JSA Referral form received & filed        ☐ Asylum Seekers Referral form received & filed