



**PERSONAL INFORMATION**

**Full Name**

First Name

Middle Name

Family Name

**Gender**

Female

Male

Other

**Date of Birth**

**Home Address**

Suburb

State

Post Code

Please tick [  ] if your postal address is the same as above, or provide your postal address below.

**Postal Address**

Suburb

State

Post Code

**Email**

**EMERGENCY CONTACT DETAILS / GUARDIAN OR PARENT**

**Full Name**

**Relationship**

**Mobile**

**Email**

**COURSE / QUALIFICATION OF INTEREST**

**Course**

**Mode**

Online

Face to Face

Blended

**Preferred Intake Date**

**UNIQUE STUDENT IDENTIFIER**

**USI**

If you would like BIA to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy notice and policy at: <https://www.usi.gov.au/documents/privacy-notice>

I authorise Brighten Institute Australia to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read, understand and consent to the privacy notice (provided at the above address), and to the collection, use and disclosure of my personal information as detailed therein.

I understand that if I do not provide all the information requested, or if it is inaccurate, it may affect the Student Identifiers Registrar's ability to provide me with a USI.

**Full Name**

**Signature**

**RECOGNITION OF PRIOR LEARNING (RPL)**

Do you wish to apply for RPL/ CT for any units of competency offered by BIA?

Yes

No

**AVETMISS DATA COLLECTION**

**REASON TO STUDY**

To get a job

To get a better job or promotion

For personal interest or self-development

To develop my existing business

It was a requirement of my job

To get skills for community/ voluntary work

To start my own business

I wanted extra skills for my job

Other reasons

To try for a different career

To get into another course of study

## SECONDARY EDUCATION

Never Attended School	Year 10 or equivalent	Are you still attending secondary school?
Year 8 or below	Year 11 or equivalent	Yes                      No
Year 9 or equivalent	Year 12 or equivalent	Which year did you complete that school level?

## TERTIARY EDUCATION

Have you successfully completed qualifications from the list below? If yes, please select highest qualification completed.

Bachelor Degree or High Degree (008)	Certificate III (or Trade Certificate) (514)
Advanced Diploma or Associated Degree (410)	Certificate II (521)
Diploma (or Associate Diploma) (420)	Certificate I (524)
Certificate IV (or Advanced Certificate/ Technician) (511)	Other education (including certificates or overseas qualifications not listed above) (990)

What country was your qualification completed in?

Australia                      Other Country (Please specify)

## EMPLOYMENT STATUS

Full-time employee	Employed - Unpaid worker in a family business
Part-time employee	Unemployed - Seeking full-time work
Self-employed - not employing others	Unemployed - Seeking part-time work
Self-employed - Employing others	Not employed - Not seeking employment

## LANGUAGE AND CULTURAL DIVERSITY

Are you of Aboriginal or Torres Strait Islander origin?

No                      Yes, Aboriginal                      Yes, Torres Strait Islander

In which country were you born?

Australia                      Other Country (Please specify)

Do you speak a language other than English at home?

No, English only                      Yes, I speak other language  
(Please specify)

## DISABILITY

Do you consider yourself to have a disability, impairment, or long-term condition? If yes, please select the relevant area(s) from the list below

No	Intellectual	Acquired brain impairment	Other (Please specify)
Hearing/ Deaf	Learning	Vision	
Physical	Mental Illness	Medical Condition	

## ELIGIBILITY CRITERIA

### PERSONAL ELIGIBILITY

If offered, do you wish to apply for Smart & Skilled Funding?                      Yes                      No

Please select the living/ working location that best describe you.

Live or work in NSW (determined by postcode of the usual place of residence or place of work)  
Live in a defined NSW border area as identified by a postcode

What is your citizenship status?

Australian Citizen	Humanitarian Visa Holder	None of the above (Please specify)
Australian Permanent Resident	New Zealand Citizen	

### FEE FREE SCHOLARSHIP ELIGIBILITY

Are you a recipient of a Commonwealth Government welfare benefit? If yes, please select the welfare benefit you receive.

No	Jobseeker	Sickness Allowance
Austudy	Special Benefit	Veterans' Affairs Pension
Age Pension	Veteran's Children Education Scheme	Youth Allowance
Carer Payment	Parenting Payment (Single)	Other (Please specify)

## TERMS AND CONDITIONS

### PRIVACY POLICY

#### Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

#### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

#### How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

#### How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- Administration of VET, including program administration, regulation, monitoring and evaluation
- Facilitation of statistics and research relating to education, including surveys and data linkage
- Understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below. DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

#### Surveys

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

#### Contact Information

At any time, you may contact Brighten Institute Australia to:

- Request access to your personal information
- Correct your personal information
- Make a complaint about how your personal information has been handled
- Ask a question about this Privacy Notice

### PAYMENT POLICY

Brighten Institute Australia (BIA) protects the fees paid in advance by students. We will not require a student to pay more than \$1500 in advance for services not yet provided (ASQA Clause 7.3), either prior to course commencement or at any stage during their course. Fees will be paid off during the course in instalments according to an agreed payment plan.

Brighten Institute Australia requires all fees, to be paid by the specified due dates on the tax invoice and paid in Australian dollars. Credit card payment incur a surcharge of 1% transaction.

#### Refunds

Formal notification of cancellation received 14 days or more prior to course start date, the student will receive 75% refund for all paid tuition fees. Formal notification of cancellation received 14 days or less prior to course start date, the student will receive 50% refund for all paid tuition fees. No refund of tuition fees applies if the student cancels on or after course start date.

If a student defers their course start date, then submits formal notification of cancellation, the original course start date will be used to determine the conditions for student refund. Brighten Institute Australia (BIA) will make a refund within 28 days of receiving a valid, approved written claim by the student in accordance with the Cancellation and Refund Conditions.

Fee for Service (FFS) students who withdraw from a course and wish to seek a refund or have the amount they owe on their fees reduced in consideration of the amount of training they have or have not received, must request this in writing using the Application for Refund Form. The request must outline the details and reason for their request. Students who have not completed a Withdrawal Form are not eligible for consideration of a refund or reduction in fees owed.

Student must state reasons for refund, relevant details are to be supported by relevant documentation where appropriate. Eligibility for a refund will be assessed based on the services provided to the student and the costs incurred by Brighten Institute Australia in order to provide those services to the student.

Deposits and enrolment fees for Fee for Service (FFS) students are non-refundable, except in the unlikely situation where Brighten Institute Australia is required to cancel a course due to insufficient numbers or for other unforeseen circumstances. In this case, students will receive a full refund of their deposit.

Please sign below to state that you have read, understood and agree to the Terms and Conditions as outlined above:

Signature

Date

## APPLICATION CHECKLIST

Before returning your Enrolment Application to BIA, please check the following:

Completed all relevant questions throughout the form

Provided Unique Student Identifier (USI) or have given BIA permission to apply for a USI on my behalf

Signed consent to the use and disclosure of personal information

Attached a copy of photo ID

*Australian Driver License / Proof of Age Card or Passport (Australian or international, current or expired within past 2 years but not cancelled)*

Attached a copy of your Medicare card

Attached any other relevant documentation (if required)

Certified copies of any submitted documentation have been signed by an authorised Brighten Institute Australia staff member of representation

## CONSENT

I have read and understand BIA's Privacy Notice and agree to the Disclosure of Personal Information to the Department of Education and Other Government Agencies.

I authorise Brighten Institute Australia and the Department of Education to have appropriate access to my USI records.

**Signature**

**Date**

## STUDENT DECLARATION

- The information I have provided is true, accurate, complete, and not misleading in any way.
- I am a NSW resident or worker including where specified in an approved border area (Aboriginal and Torres Strait Islander only).
- I have completed and signed this Enrolment Form.
- Under the Data Provision Requirements 2012, Brighten Institute Australia is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). More information regarding this is found on page 6 of the Enrolment Application form, and in our Privacy Policy upon request.
- I have read and understood the Student Handbook.

**Full Name**

**Date**

**Signature**

For Learners under the age of 18, a parent or legal guardian must print their name and sign this form below:

**Full Name**

**Date**

**Signature**