

Application for Study - *Design After Hours*

before application, read the vocational handbook then complete all sections, attach required documentation & send to:

Sydney Applicants
Whitehouse Institute of Design, Australia
2 Short Street
Surry Hills NSW 2010
Australia

Melbourne Applicants
Whitehouse Institute of Design, Australia
Level 4, 672 Bourke Street
Melbourne NSW 3000
Australia

personal details

Family Name _____ Given name/s _____

Date of birth _____ Your current age _____

Gender Female Male

Title Mr Ms Miss

Current residential address

City/Suburb _____ State _____ Postcode _____

Country _____

Telephone (Home) _____ Telephone (Mobile) _____

Email _____

Address during study (if different from above) _____

City/Suburb _____ State _____ Postcode _____

Country _____

Emergency contact _____ Relationship _____

Telephone (Home) _____ Telephone (Mobile) _____

How did you hear about Whitehouse? _____

citizenship details

Australian Citizen Permanent Australian Resident New Zealand Citizen

course details

Preferred qualification:

Certificate II Fashion Visualisation Certificate II in Style Visualisation Certificate II in Interior Decoration Visualisation

These courses will run for a duration of 20 weeks every Tuesday evening from 6pm to 9pm and one Saturday.

personal statement

Please provide a statement which may assist Whitehouse Institute of Design to understand what you would like to achieve by attending this course.

education details

Have you or will you have completed Year 12 of High School education prior to commencing study at Whitehouse

Yes No

School name _____ Graduating Year _____

Have you commenced/completed post-secondary or tertiary education?

No Yes

If yes, list details of all past or present studies previously attempted or completed:

Name of institution _____

Name of course _____

Years completed _____ Final year _____

Name of institution _____

Name of course _____

Years completed _____ Final year _____

employment details

Please provide resume or details of any work experience you have that has contributed to your interest in design.

Company/Employer _____ Years of employment _____

Position/Duties _____

Company/Employer _____ Years of employment _____

Position/Duties _____

medical details

Do you have any medical issues that may affect your studies? Yes No

If yes, provide details _____

Do you have a disability or any other issues which may affect your studies? Yes No

If yes, provide details _____

applicant declaration

By signing this Application for Study I acknowledge and declare that the information provided by me in this application is true and correct and that I have read and understood the entrance requirements, content of courses offered by Whitehouse Institute of Design, Australia, and its rules and regulations as outlined in the Vocational Handbook.

Signature of applicant _____ Date _____

Signature of parent or guardian if under 18 _____ Date _____

[Office use only: If signed, Duty of Care form to be issued]

tuition fees

- I have attached/authorised the non-refundable tuition reservation **deposit of \$400** to secure my enrolment in my preferred Certificate II course.
- I have attached/authorised the **tuition fees of \$3,800** which includes Art & Technical Kit (see list attached). If not paid at time of deposit, an invoice will be issued to the applicant. Must be paid at least 28 days prior to course commencement.

payment authorisation

- Visa* or MasterCard* (* 2% surcharge applies for EFTPOS and credit card transactions)

Card number: _____

Cardholder name: _____ Expiry date: / _____ CCV: _____

Cardholder signature: _____ Date: _____

- Cheque/Money Order Payee: Whitehouse Institute of Design, Australia EFTPOS* (in person only)

- Direct Debit Whitehouse Institute Pty Ltd ANZ Bank (Haymarket Branch NSW)
BSB: 012 071 Account Number: 4918 50631
Date of Transfer/Deposit: _____ Receipt/Reference Number: _____

payment declaration

By signing this Payment Declaration I acknowledge that I have read the following notices regarding fees, payments and the refund policy:

- It is a requirement of Whitehouse that fees are paid in full and in advance, prior to the commencement of study.
- A position in any course can only be confirmed on submission of Application for Study and payment of tuition reservation deposit. If a position is allocated and processed, the payment is non-refundable.
- Once a student's application is accepted and enrolment is processed and allocated, the student makes a commitment to complete the course of study and undertakes the financial liabilities for the full term.
- Fees must be paid in Australian dollars only either by personal or bank cheque, money order from the post office, direct bank deposit, EFTPOS or credit card (* 2% surcharge applies for EFTPOS and credit card). Cheques should be made payable to 'Whitehouse Institute of Design, Australia'. Cash payments exceeding \$150 cannot be accepted.
- Once tuition fees have been paid, they become subject to the conditions of the Refund Policy (see below).
- Allocation of places is on a first come first served basis. As the resources of the Institute and class sizes are limited, students are advised to pay the balance of their fees at their earliest convenience. The final day for payment of the balance of fees is normally scheduled 28 days prior to the commencement of the course.
- A Student will not be permitted to attend classes unless full payment has been made and confirmed by the Whitehouse Institute.

Refund Policy:

- If you cancel your enrolment in writing 28 days or more before the course commencement date, prepaid tuition fees are refundable upon written request, less the reservation deposit. Your application for a refund must be made in writing to the Chief Executive Officer within 14 days of cancellation and will be paid within 28 days of our receipt of your claim.
- Tuition fees are non-refundable within 28 days or once the course has commenced, withdrawal or deferment does not warrant a refund. Application for consideration of refund in exceptional circumstances will be considered on an individual basis at the discretion of the Chief Executive Officer.
- Failure to lodge notification of withdrawal will result in the tuition liability remaining and the appropriate debt recovery actions will be enforced.
- No refund will be granted to a student whose enrolment is terminated for failure to comply with Whitehouse policies including, but not necessarily limited to, withdrawal without notification, bad behaviour and unsatisfactory progress.
- If the course does not start on the notified starting date, or if the course ceases to be provided before it is completed, or if the course is not provided in full (known as 'provider default'), refunds will be paid within 14 days of the provider default. Whitehouse may arrange for another course, or part of a course, to be provided to students at no extra cost to the student as an alternative to refunding course fees. Where the student agrees to this arrangement, Whitehouse 1 _____ will not be liable to refund the money owed for the original enrolment.
- This policy does not remove your right to take further action under the consumer protection laws of Australia or to pursue other legal remedies.

Signature of applicant _____

Date _____