

Application Process

1. Before completion, ensure that you have read the [Course and Fee Information](#) published on the Whitehouse Institute of Design website.
2. If you are applying as a domestic student and are under the age of 18 discuss your with your **Parent / Guardian** – they are to complete and sign on pages 3, 5 and 6 before your enrolment is submitted. Overseas students must be 18 or older at the time of course commencement.
3. Read the breakdown of tuition fees on page 3 and select one payment option on page 4.
4. Read the information on **Unique Student Identifier (USI)** on page 6 and select one option on page 3.
5. Attach a copy of identification (Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa).
6. If you are applying as an overseas student attach copies of the photograph page of your passport, current student visa if you have it and your English academic standard IELTS/TOEFL score
7. Scan and email the completed **Application Form**, requested documentation, and photo (in space provided) to: study@whitehouse-design.edu.au

Attach photo or yourself
here

I would like to apply for the **Certificate IV in Design (CUA40715) - CRICOS** Course Code: **093757G**

Student Type

☐ Domestic Student ☐ International Student

Preferred Campus Location

☐ Sydney ☐ Melbourne

Your Personal Details

Family Name:

Given Name(s):

Preferred Name:

Date of Birth:

Gender: ☐ Female ☐ Male

Your Australian Contact Details

Address:

Suburb:

State:

Postcode:

Home Ph: ()

Mobile Ph:

Email:

Your International Contact Details *(international students only)*

Address:

City/County:

State:

Postcode:

Country:

Your Emergency Contact Details *(to be contacted in case of emergency)*

Family Name:

Given Names(s):

Relationship to you:

Emergency Contact No: ()

Email:

Citizenship Details / English Proficiency

Were you born in Australia? ☐ Yes ☐ No: *Advise Country of Birth*

Citizenship: ☐ Australian Citizen ☐ New Zealand Citizen ☐ Other Country of Citizenship
☐ Permanent Resident
☐ Temporary Resident

Are you of Aboriginal or Torres Strait Islander Descent? ☐ No ☐ Yes ☐ Aboriginal Descent
☐ Torres Strait Islander Descent

Do you speak a language other than English at home: ☐ No ☐ Yes - *Please specify:*

How well do you speak English? ☐ Very well ☐ Not very well
☐ Well ☐ Not well at all

If not already supplied, remember to attach copy of your ID/visa - original to be sighted at Registration

International Students Only

Do you currently hold a temporary stay visa? ☐ Yes - attach VISA grant approval ☐ No

Have you completed IELTS/TOEFL English proficiency test recently? ☐ Yes - attach IELTS/TOEFL results ☐ No

Medical Disclosure

Do you consider you have a disability, impairment or long study period condition that could have an impact your attendance or studies? If yes, please tick the box(es) that most is most appropriate: *If yes - this will not preclude enrolment, but to ensure if previous conditions exist, how it may impact on study* ☐ Yes ☐ No

☐ Hearing/Deafness ☐ Physical ☐ Intellectual ☐ Learning
☐ Mental Illness ☐ Medical ☐ Vision Impairment ☐ Acquired Brain Impairment
☐ Other

Are you allergic to or currently on any prescribed medication? If so, please specify:

Of the following, what best describes your main reason for wanting to undertake this course? - Statistical Data

☐ To get a Job ☐ To develop my existing business ☐ To start by own business ☐ To try for a different career
☐ To get a better job or promotion ☐ To get into another course of study ☐ For personal interest or self- development ☐ Other reasons

Prior Education - Statistical Data

What is your HIGHEST COMPLETED school level?

☐ Senior High School Certificate (yr12) or equivalent: i.e. International OR European Baccalaureate / American College Test (ACT) / Scholastic Aptitude Test (SAT) ☐ Did not complete Senior High School Certificate (yr11) ☐ High School Certificate (yr10) i.e. Junior High School

Have you successfully completed any higher level qualifications? ☐ No ☐ Yes – If Yes, please tick the applicable box(es).

- ☐ Bachelor or Masters Degree ☐ Advanced Diploma or Associate Degree ☐ Diploma Level ☐ Certificate IV
☐ Certificate III ☐ Certificate II ☐ Other Qualification

If not already supplied, remember to attach copies of your academic results - originals to be sighted at Registration

Employment Status - Statistical Data

Are you currently working? ☐ No ☐ Yes If yes, your employment status ☐ Full time ☐ Part Time

Unique Student Identifier (USI)

Participants in Vocational (VET) courses need to have a Unique Student Identifier (USI). Whitehouse Institute of Design, Australia (Whitehouse) is required to verify your USI and enrolment.

Please ensure that you attach a copy of your ID. This could be a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa. Please see page 6 for USI Creation/Supply privacy details. For more information: www.usi.gov.au/students

Select from the 2 options and complete the relevant information:

- ☐ I have created my own USI: *The USI consists of 10 alpha-numeric characters – [example: - 3BW88YH8U5]* **USI:**
- ☐ I give Whitehouse permission to create a USI for me (sign below and attach a copy of your ID)

Consent of applying Student (signature): _____

Date:

Consent of Parent/Guardian (signature): _____

Date:

2019 Tuition Fees

The total tuition fee for the Certificate IV in Design (CUA40715) is **AUD\$10,380**. This includes a mandatory fee of **AUD \$400.00** for the **art kit and materials** and a non-refundable deposit of **AUD\$500**. Payment of the \$500 deposit is required when you submit your application. Nominate/attach payment with this Application Form. **If you meet the entry requirements you will be sent an invoice for the balance of fees, which must be paid in full before course commencement.**

The A2 Whitehouse Logo Art Bag is optional at an additional cost of \$85.00 to the student.

The Tuition Fee does not include travel/living/accommodation or Overseas Student Health Cover costs that may apply.

Overseas Student Health Cover - (International Students only)

All student visa holders must have Overseas Student Health Cover (OSHC) which provides medical and hospital insurance in Australia. You must not arrive in Australia before your health insurance starts. You may not need OSCH if you are from Norway, Sweden or Belgium. For more information on health insurance go to the [Australian Government Department of Home Affairs](http://www.australian.gov.au/homeaffairs) website.

- ☐ I will require OSHC membership: ☐ I am exempt from OSHC:
attach/authorise payment of OSHC for duration of stay in Australia *Swedish/Norwegian/ Belgian students only*

- ☐ I have paid to existing OSHC membership: *attach receipt*

Provider:

Membership No:

Valid until:

Payment advice & credit card authorization for deposit of \$500 – please complete

<input type="checkbox"/> Visa** <input type="checkbox"/> Master Card** **0.87% surcharge applies for credit card & EFTPOS	Card Number:		Expiry date:
	Cardholder Name:		CCV:
	Cardholder Signature:		Date:
<input type="checkbox"/> Direct Debit Please use student name as a reference & advise amount paid to assist with identification of payment	Payee: Whitehouse Institute Pty Ltd		Bank: Westpac Bank
	BSB: 032 024		Account number: 183 653
	Date of DD:	Ref Details:	Amount:
<input type="checkbox"/> EFTPOS**	<i>(in person at the campus only)</i>		

Student Declaration – to be signed by both student and parent/guardian

- I have read and understood the Content of the Course offered, Business Notices including the relevant Student Cancellation & Refund Policy as well as the Policies and Procedures of Whitehouse as defined in the Certificate IV in Design (CUA40715) Handbook online and agree to abide by the rules and regulations of Whitehouse Institute.
- If I am accepted into the course I understand that I will be entering into an agreement to study the Certificate IV in Design (CUA40715). I understand that upon confirmation of my acceptance into the course and enrolment, I must take full responsibility of the financial liability for the duration of my enrolment.
- I accept the Late Payment Penalty (ie \$20.00 per day) will apply for tuition fees outstanding after the Course Commencement date. If the tuition fees continue to be outstanding after 4 weeks, Whitehouse Institute will enforce the appropriate debt recovery actions (additional fees will then apply).
- If I submit a *Notification to Cancel Studies or Defer Form* for withdrawal or deferral at or after course commencement, I will remain responsible for all tuition fees and will not receive a refund of pre-paid tuition fees *unless I submit a separate application to refund pre-paid tuition fees due to exceptional circumstance (Exceptional Circumstances Application) and such application is approved by Whitehouse in its absolute discretion.*
- If I withdraw from my studies at Whitehouse without formal notification, and/or if my conduct or course progress is deemed unsuitable or my course progress is unsatisfactory (non-progression), my enrolment will be cancelled. I will remain responsible for all tuition fees and I will not receive a refund of pre-paid tuition fees *unless I submit an Exceptional Circumstances Application and such application is approved by Whitehouse in its absolute discretion.*
- Failure to attend classes without notice may mean that I am considered by Whitehouse as 'academically at risk' and that if I *continue to fail to attend classes and do not submit assessments, my enrolment may be terminated by Whitehouse due to non-progression.*
- In the event that Whitehouse cancels the course due to insufficient enrolments, a refund of pre-paid tuition fees applies.
- The qualification of Certificate IV in Design (CUA40715) will be awarded only if all units attempted have been successfully completed. Partial completion will result in a Statement of Attainment for completed units of competency. Failure of any unit(s) will need to be repeated at my expense.
- Whitehouse will withhold access to the student portal, academic transcripts and/or certification until all amounts owing by me to Whitehouse Institute are paid in full.
- The information on this application form and the supporting documentation I have provided are accurate and correct.
- If I have made any false or misleading statements, I may be liable for prosecution and/or my enrolment will be cancelled.
- This declaration does not remove my rights to take further action under the consumer protection laws of Australia or to pursue other legal remedies.

Signature of applying student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

(if student is under 18 years at time enrolment)

Publicity Release

I hereby grant permission to the rights of my image, likeness, sound of my voice, work in progress and work completed by me as part of a Whitehouse course, to be recorded in any medium without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness or work appears. Additionally, I waive any right to royalties or other compensation arising from or related to the use of these images or recordings. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area. Images and recordings of myself and my work may be used for all forms of educational marketing.

By signing this release I understand this permission signifies that recordings of myself and my work may be electronically displayed via the Internet or in public educational settings. I will be consulted about the use of these recordings for any other purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed. This release applies to recordings collected as part of the sessions listed on this document only. By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organisation utilizing this material for educational and educational marketing purposes.

Signature of applying student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

(if student is under 18 years at time enrolment)

Duty of Care – *parent/guardian to complete*

I hereby give permission to Whitehouse Institute of Design, Australia to allow my son/daughter, whilst on campus for the Certificate IV in Design (CUA40715) program, to go on scheduled class excursions (accompanied by Whitehouse staff). In addition, to leave the premises for the scheduled morning/afternoon recess breaks as well as the scheduled lunch break (unaccompanied)

Parent/Guardian Name: _____ Signature: _____

Privacy – Unique Student identifier (USI) Creation/Registration

If we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you ask Whitehouse to make an application for a student identifier on your behalf, Whitehouse will have to declare that we have complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Whitehouse has given you the following privacy notice.

Under the Data Provision Requirements 2012, Whitehouse 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 and your training activity data) may be used or disclosed by Whitehouse for statistical, regulatory and research purposes. Whitehouse may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature (or Electronic Acknowledgement): _____ Date: _____

Signature of Parent/Guardian (or Electronic Acknowledgement) *: _____ Date: _____
(*Parental/guardian consent is required for all students under the age of 18.)

Privacy Policies and Grievance and Complaints

The Whitehouse Institute of Design, Australia, Privacy Policy and Procedure and the Grievance and Complaints Policy and Procedure can be found on the Whitehouse Institute website at: <http://whitehouse-design.edu.au/about-us>

OFFICE USE ONLY – Student Administration		Date Application Received: _____	Application No: _____
<input type="checkbox"/> Enrolment form signed/witnessed	<input type="checkbox"/> Overseas health cover receipt <input type="checkbox"/> Overseas health cover exemption <input type="checkbox"/> Overseas health cover required	<input type="checkbox"/> Copy of ID: _____	
<input type="checkbox"/> IELTS/TOEFL Score _____	Entrance requirements met <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Applicant notified of application outcome <input type="checkbox"/> Invoice for balance of \$9,880 sent to applicant
OFFICE USE ONLY - Finance			
<input type="checkbox"/> \$500.00 Deposit paid		Balance owing: \$ _____	
Payment method	<input type="checkbox"/> Credit Card	<input type="checkbox"/> EFTPOS	<input type="checkbox"/> Direct Debit