

**Enrolment Process**

1. Read the **2020 Course Brochure & VET for Secondary Students Handbook**.
2. Discuss your enrolment with your **Careers Advisor / VET Coordinator at school** – they are to complete and sign the school details section on page 2 before your enrolment is submitted.
3. Discuss your enrolment with your **Parent / Guardian** – they are to complete and sign on pages 2 & 4 before your enrolment is submitted.
4. Read the breakdown of tuition fees and select one payment option on page 3.
5. Read the information on **Unique Student Identifier (USI)** on page 2 & 6 and select one option.
6. 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).
7. Before submitting, **complete all** information on this enrolment form.

Attach student photo here

Scan original, signed form along with a photo and email to [study@whitehouse-design.edu.au](mailto:study@whitehouse-design.edu.au)

I would like to enrol in the **Certificate III in Design Fundamentals: CUA30715** with the following focus:

- Fashion Visualisation                       Interior Visualisation                       Creative Direction Visualisation

**Your Personal Details** (Ensure you complete ALL sections so Whitehouse Institute can process your enrolment.)

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_  
 Preferred Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  Female  Male

**Your Contact Details**

Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Home Ph: (    )                      Mobile Ph: \_\_\_\_\_  
 Email: (please print clearly, as email is the preferred mode of contact)

**Citizenship Details / English Proficiency**

Were you born in Australia?                       YES                       NO  
 Citizenship:                       Australian Citizen                       New Zealand Citizen                       Permanent Resident                       Permanent Humanitarian Visa  
 Are you of Aboriginal or Torres Strait Islander:                       NO                       Aboriginal Descent                       Torres Strait Islander Descent  
 Place of Birth: \_\_\_\_\_ Suburb/Town: \_\_\_\_\_ Country: \_\_\_\_\_  
 Do you speak a language other than English at home:                       YES – Please Specify: \_\_\_\_\_                       No

**Your Emergency Contact Details**

Family Name: \_\_\_\_\_ Given Names(s): \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_ Emergency Contact No: (    )  
 Email: \_\_\_\_\_

**Medical Disclosure**

Do you consider you have a disability, impairment or long term condition that could impact your attendance or studies? If yes, please tick the box(es) that most is most appropriate:  YES  NO

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

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

**Unique Student Identifier (USI)**

Participants in VET courses need to have a Unique Student Identifier (USI). Whitehouse Institute 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 of this form for USI Creation/Supply privacy details. For more information: [www.usi.gov.au/students](http://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 enrolling Student (*signature*): Date:

Consent of Parent/Guardian(*signature*): Date:

**Your Current High School Study Details**

In 2020 you will be in year:  11  12

Will the Certificate III in Design Fundamentals be registered as 2 units or 4 units for your HSC?  4 units  2 units

Indicate related subjects you intend to study in year 11 & 12:  Textiles & Design  Design & Technology  
 Visual Arts  Computer Studies

**Your School Details - School to complete the following section so Whitehouse Institute can process your enrolment**

Name of Careers Advisor/VET Coordinator(s):

Careers Advisor/VET Coordinator phone no(s):

Careers Advisor/VET Coordinator email(s):

Approved:  Yes  No Signature: Date:

School Name:

School Postal Address:

Suburb: State: Postcode:

School Phone: School Email:

**Tuition Fees and Payment Information**

The total course fee is **\$6,520.00** and includes: a deposit of \$400.00 to be paid with enrolment plus two installments.

**Please note:**

*The \$400.00 course deposit is non-refundable. A cancellation fee of 100% of either Stage 1 or Stage 2, as relevant, applies after commencement of classes. After that date, a 100% cancellation fee applies.*

*Tuition fees are inclusive of VET for Secondary Students materials. The A2 Whitehouse Logo Art Bag is optional and an additional cost to the student.*

**Please select who will be responsible for your tuition fees and complete ONE option**

1.  **Department of Education & Communities (DEC) – EVET.**

School Principal Name: \_\_\_\_\_ Principal Email: \_\_\_\_\_  
Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2.  **Catholic Education Office (CEO).**

School Authority: \_\_\_\_\_ CEO District: \_\_\_\_\_

Funding Approved:  Yes - FULL PART: student is to pay \$  NO: Invoice student for all fees

3.  **School – Note:** funding is subject to School cut off dates. Please select one of the following options.

- Student to pay \$400.00 Deposit only and School to pay the Stage 1 & 2 tuition fees **OR** Name: \_\_\_\_\_
- School will pay all fees being the Deposit and Stage 1 & 2 tuition fees **OR** Signature: \_\_\_\_\_
- School will pay \$ \_\_\_\_\_ Position: \_\_\_\_\_
- Student is to be invoiced for the balance.

4.  **Parent /Guardian** – Attach cheque, direct debit advice or authorised payment for **\$400.00 Deposit**. *(The deposit is required to process your enrolment - it is non refundable or transferable)* Tuition fees are inclusive of VET for Senior School Students Art Kit. An A2 Whitehouse Logo Art Bag is optional. Please do not attach cash.

- \$400.00 Deposit Paid with Enrolment
- Stage 1 - \$3,060.00 (Due 7 April 2020)
- Stage 2 - \$3,060.00 (Due 15 December 2020)
- Optional A2 Whitehouse Logo Art Bag - \$85.00

**Payment advice & credit card authorization for parent/guardian – please complete**

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

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

**In signing this enrolment form for the VET for Secondary Students program, I acknowledge and declare that:**

- I have read and understood the content of the course offered, Business Notices including the Refund Policy as well as the Policies and Procedures of Whitehouse Institute as defined in the VET for Secondary Students Handbook and agree to abide by the rules and regulations of Whitehouse Institute.
- By completing and submitting this enrolment form, I am entering into an agreement to study the Certificate III in Design Fundamentals CUA30715 VET for Secondary Students Program in NSW. I understand that once my enrolment is processed and the Deposit is paid, my enrolment is confirmed (Deposit is not required if approval for full funding by school authority has been given).
- Unless funding has been approved by the school authority, I am responsible for the balance of tuition fees. Stage 1 must be paid in full by **7 April 2020** and Stage 2 by **15 December 2020**.
- I accept that a late fee penalty of \$20 per day will apply for all overdue fees, dated from the due date.
- I understand that if I decide to withdraw from the course the *Cancellation and Refund Policy* published on the Whitehouse institute of Design website applies.
- I am to attend all classes. Failure to attend classes without written notice from my parent /guardian/school authority may put me 'academic at risk'
- My Certificate III in Design Fundamentals qualification will be awarded when all units of competency attempted have been successfully completed. Incomplete studies will result in issue of a Statement of Attainment for the units of study that have been successfully completed.
- The information on this form and the supporting documentation I have provided are correct and are without alteration or erasure. I understand that if I make any false or misleading statements, I may be liable for prosecution and/or my enrolment will be cancelled.
- I understand that this declaration does not remove my rights to take further action under the consumer protected laws of Australia or to pursue other legal remedies.

Signature of Enrolling Student:

Date:

Signature of Parent/Guardian:

Date:

**Publicity Release – Student and parent/guardian to complete**

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 Institute 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 me and my work may be used for all forms of educational marketing.

By signing this release I understand this permission signifies that recordings of me 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 utilising this material for educational and educational marketing purposes.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

If this release is obtained from a student under the age of 18, then the signature of that student's parent/guardian is also required.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**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 VET for Secondary Students program, to go on scheduled class excursions (accompanied by Whitehouse Institute staff). In addition, to leave the premises for the scheduled morning/afternoon recess breaks as well as the one-hour lunch break (unaccompanied).

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Return completed form and payment to:**

**Whitehouse Institute of Design, Australia**

Scan **original, signed form** along with a photo and **email** to [study@whitehouse-design.edu.au](mailto:study@whitehouse-design.edu.au)

We recommend that you retain a copy of the enrolment form for your information and future reference if needed.

**VET for Secondary Students NSW 2020/21 Delivery Dates**

**Stage 1 – 2020 (2 units x 1 year)**

Monday 14 April – Friday 17 April (4 days)

Stage 1 classes are scheduled 9:00am – 5:00pm unless advised otherwise

Monday 6 July – Friday 17 July (10 days)

Monday 28 September – Friday 2 October (5 days)

**Stage 2 – 2020 (with Stage 1, 2 units x 2 years)**

Wednesday 6 January – Friday 22 January (13 days)

Stage 2 classes are scheduled 9:00am – 5:00pm unless advised otherwise

**Contact Us:**

Phone Toll Free 1 300 551 433 (Australia only)

email: [enquiry@whitehouse-design.edu.au](mailto:enquiry@whitehouse-design.edu.au) [www.whitehouse-design.edu.au](http://www.whitehouse-design.edu.au)

Whitehouse Institute Pty Limited trading as Whitehouse Institute of Design, Australia. ABN 49 122 953 557

RTO Provider Code: 91319

### 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 Institute to make an application for a student identifier on your behalf, Whitehouse Institute 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 Institute has given you the following privacy notice.

Under the *Data Provision Requirements 2012*, Whitehouse Institute of Design 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 Institute of Design for statistical, regulatory and research purposes. Whitehouse Institute of Design 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](http://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:

PARENT/GUARDIAN SIGNATURE [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 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>

<b>OFFICE USE ONLY</b> – Student Administration		Date Received:		Student No:	
Fee payment method:		<input type="checkbox"/> DEC	<input type="checkbox"/> CEO	<input type="checkbox"/> School	<input type="checkbox"/> Parent
<input type="checkbox"/> Enrolment form signed/witnessed		<input type="checkbox"/> School approval to attend		<input type="checkbox"/> Copy of ID:	
<input type="checkbox"/> Invoice sent to school authority		<input type="checkbox"/> DEC agreement completed		<input type="checkbox"/> Funding approved (CEO/DEC only)	
<b>OFFICE USE ONLY</b> - Finance					
Course fee		<input type="checkbox"/> Deposit \$400.00	<input type="checkbox"/> Tuition Stage 1 - \$3,060	<input type="checkbox"/> Tuition Stage 2 - \$3,060	
Optional A2 Whitehouse Art Bag		<input type="checkbox"/> A2 Bag \$85.00			
Payment method	<input type="checkbox"/> Credit Card	<input type="checkbox"/> EFTPOS	<input type="checkbox"/> Direct Debit	Total Payment: \$	