



- Please print in BLOCK LETTERS
- Please read carefully and send the completed application form and relevant documents to admissions@brighten.edu.au
- Tick boxes where requested and include any required/additional information

STUDENT APPLICATION FORM

PERSONAL DETAILS

Title: Mr Mrs Ms Miss Other

Family Name: _____

Given Name: _____

Student ID: _____

Date of Birth: DAY / MONTH / YEAR Gender: Male Female Unspecified

Country of Birth: _____ Nationality: _____ Passport Number: _____

Address: _____ Visa: _____

Email: _____ Mobile: _____

DO YOU HAVE A UNIQUE STUDENT IDENTIFIER (USI)*:

Yes, my USI number is _____ No, I give permission for Brighten to apply for a USI for me No, I am exempt

*Please note that by law the College requires a Unique Student Identifier (USI) before we issue a Statement of Attainment for students applying and studying onshore only. (Students studying overseas do not require a USI)

AVETMISS DATA COLLECTION:

(Question numbers below correspond directly with AVETMISS Data Collection Requirements)

7. In which country were you born?

Australia (1101) Other (please specify)

8. Do you speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often)

No, English only (1201) – (English only go to question 10) Yes – please specify*: _____

*what is the language you speak most often

9. How well do you speak English? (Tick)

Very well (1) Well (2) Not Well (3) Not at all (4)

10. Are you of Aboriginal or Torres Strait Islander origin? (Tick ONE)

No Yes – Torres Strait Islander Yes - Aboriginal

For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes

11. Do you identify yourself as having a disability, impairment or long term condition? (Please tick)

Yes No (go to question 13)

12. If you indicated the presence of a disability, impairment or long term condition, please select the area(s) in the following list (You may indicate more than one area)

- | | | |
|--|---|--|
| <input type="checkbox"/> Hearing/deaf (11) | <input type="checkbox"/> Learning (14) | <input type="checkbox"/> Vision (17) |
| <input type="checkbox"/> Physical (12) | <input type="checkbox"/> Mental Illness (15) | <input type="checkbox"/> Medical condition (18) |
| <input type="checkbox"/> Intellectual (13) | <input type="checkbox"/> Acquired brain impairment (16) | <input type="checkbox"/> other (please specify) (19) |

13. What is your highest COMPLETED school level? (Tick ONE box only)

- | | | |
|---|---|--|
| <input type="checkbox"/> Year 12 or equivalent (12) | <input type="checkbox"/> Year 10 or equivalent (10) | <input type="checkbox"/> Year 8 or below (08) |
| <input type="checkbox"/> Year 11 or equivalent (11) | <input type="checkbox"/> Year 9 or equivalent (09) | <input type="checkbox"/> Never attended school (02) - go to question 16 |



14. In which YEAR did you complete that school level?

15. Are you still attending secondary school?

- Yes No

16. Have you successfully completed any of the following qualifications?

- Yes No (*go to question 18*)

17. If YES, tick any of the applicable boxes

- Bachelor Degree or Higher Degree (008) Certificate III or Trade Certificate (514)
 Advanced Diploma or Associate Degree (410) Certificate II or Advanced Certificate/Technician (521)
 Diploma or Associate Diploma (420) Certificate I (524)
 Certificate IV or Advanced Certificate/Technician (511) Certificates other than the above (990)

18. Of the following categories, which best describes your current employment status?

- Full-time employee (01) Employed- unpaid worker in family business (05)
 Part-time employee (02) Unemployed – seeking full time work (06)
 Self-employed – not employing others (03) Unemployed – seeking part-time work (07)
 Employer (04) Not employed – seeking employment (08)

19. Of the following categories, which best describes your main reason for undertaking this course? (Tick ONE box only.)

- To get a job (01) It was a requirement of my job (06)
 To develop my existing business (02) I wanted extra skills for my job (07)
 To start my own business (03) To get into another course of study (08)
 To try for a different career (04) For personal interest or self-development (12)
 To get a better job or promotion (05) Other reasons (11)

COURSE SELECTION (FULL QUALIFICATIONS ONLY)

Place a tick next to the course and the delivery mode you are enrolling in to. (√)

| AREA/FOCUS | COURSE | FEE INFORMATION PER DELIVERY MODE | | |
|-------------------------------------|--|-----------------------------------|-------------|------------|
| | | FEES | BLENDED | ONLINE |
| Business Courses | <input type="checkbox"/> BSB20115 Certificate II in Business | <i>Enrolment Fee*</i> | \$200.00 | N/A |
| | <input type="checkbox"/> blended (36 weeks) | <i>Tuition Fees</i> | \$5,000.00 | N/A |
| | | <i>Materials Fees</i> | \$300.00 | N/A |
| | <input type="checkbox"/> BSB30115 Certificate III in Business | <i>Enrolment Fee*</i> | \$200.00 | \$200.00 |
| | <input type="checkbox"/> blended (52 weeks) | <i>Tuition Fees</i> | \$6,000.00 | \$3,500.00 |
| | <input type="checkbox"/> online (1200 hours) | <i>Materials Fees</i> | \$300.00 | \$300.00 |
| | <input type="checkbox"/> BSB30415 Certificate III in Business Administration | <i>Enrolment Fee*</i> | \$200.00 | \$200.00 |
| | <input type="checkbox"/> blended (52 weeks) | <i>Tuition Fees</i> | \$6,000.00 | \$3,500.00 |
| | <input type="checkbox"/> online (1200 hours) | <i>Materials Fees</i> | \$300.00 | \$300.00 |
| | <input type="checkbox"/> BSB50215 Diploma of Business | <i>Enrolment Fee*</i> | \$200.00 | \$200.00 |
| | <input type="checkbox"/> blended (52 weeks) | <i>Tuition Fees</i> | \$8,000.00 | \$5,500.00 |
| | <input type="checkbox"/> online (1200 hours) | <i>Materials Fees</i> | \$300.00 | \$300.00 |
| Marketing and Communication Courses | <input type="checkbox"/> BSB42415 Certificate IV in Marketing & Communication | <i>Enrolment Fee*</i> | \$200.00 | \$200.00 |
| | <input type="checkbox"/> blended (52 weeks) | <i>Tuition Fees</i> | \$7,000.00 | \$4,500.00 |
| | <input type="checkbox"/> online (1200 hours) | <i>Materials Fees</i> | \$300.00 | \$300.00 |
| | <input type="checkbox"/> BSB52415 Diploma of Marketing & Communication | <i>Enrolment Fee*</i> | \$200.00 | \$200.00 |
| | <input type="checkbox"/> blended (52 weeks) | <i>Tuition Fees</i> | \$8,000.00 | \$5,500.00 |
| | <input type="checkbox"/> online (1200 hours) | <i>Materials Fees</i> | \$300.00 | \$300.00 |
| Leadership and Management Courses | <input type="checkbox"/> BSB51918 Diploma of Leadership and Management | <i>Enrolment Fee*</i> | \$200.00 | \$200.00 |
| | <input type="checkbox"/> blended (52 weeks) | <i>Tuition Fees</i> | \$8,000.00 | \$5,500.00 |
| | <input type="checkbox"/> online (1200 hours) | <i>Materials Fees</i> | \$300.00 | \$300.00 |
| | <input type="checkbox"/> BSB61015 Advanced Diploma of Leadership & Management | <i>Enrolment Fee*</i> | \$200.00 | \$200.00 |
| | <input type="checkbox"/> blended (78 weeks) | <i>Tuition Fees</i> | \$10,000.00 | \$6,500.00 |
| | <input type="checkbox"/> online (1800 hours) | <i>Materials Fees</i> | \$300.00 | \$300.00 |

COURSE START DATE:

Online Courses:



The online course start date is determined by the individual student as follows:

____/____/____
(day) (month) (year)

Blended Delivery

Please select one of the dates below for scheduled blended delivery

- 15th January 2018 9th April 2018 9th July 2018 2nd October 2018
 2nd October 2018 7th January 2019 25th April 2019 1st July 2019

Or

____/____/____
(day) (month) (year)

UNIT OF COMPETENCY SELECTION (UNIT OF COMPETENCY SELECTION ONLY)

Place a tick next to the grouped units of competency, or individual units of competency from a qualification and delivery mode you are enrolling in to. (√)

| AREA/FOCUS | UNITS OF COMPETENCY | FEE INFORMATION PER DELIVERY MODE | | |
|---|---|-----------------------------------|---------------------|-------------------|
| | | FEES | BLENDED | ONLINE |
| Business Fundamentals Focus | <input type="checkbox"/> BSBWOR501 Manage personal work priorities and professional development <input type="checkbox"/> BSBINN502 Build and sustain an innovative work environment <input type="checkbox"/> blended (8 weeks) <input type="checkbox"/> online (100 hours) | Enrolment Fee* | \$200.00 | \$200.00 |
| | | Tuition Fees | \$2,100.00 | \$1,500.00 |
| | | Materials Fees | \$80.00 | \$80.00 |
| Sales and Marketing Focus | <input type="checkbox"/> BSBCUS301 Deliver and monitor a service to customers <input type="checkbox"/> BSBPRO301 Recommend products and services <input type="checkbox"/> BSBITU312 Create electronic presentations <input type="checkbox"/> blended (12 weeks) <input type="checkbox"/> online (150 hours) | Enrolment Fee* | \$200.00 | \$200.00 |
| | | Tuition Fees | \$1,600.00 | \$1,000.00 |
| | | Materials Fees | \$120.00 | \$120.00 |
| Customer Service and Technology | <input type="checkbox"/> BSBCUS201 Deliver a service to customers <input type="checkbox"/> BSBITU211 Produce digital text documents <input type="checkbox"/> BSBWOR204 Use business technology <input type="checkbox"/> blended (12 weeks) <input type="checkbox"/> online (150 hours) | Enrolment Fee* | \$200.00 | \$200.00 |
| | | Tuition Fees | \$1,380.00 | \$750.00 |
| | | Materials Fees | \$120.00 | \$120.00 |
| Single Unit(s) of Competency from a Qualification | <input type="checkbox"/> BSB20115 Certificate II in Business <input type="checkbox"/> blended (4 weeks per unit) <input type="checkbox"/> online (50 hours per unit) <input type="checkbox"/> Unit(s) of Competency selection (below) | Enrolment Fee* | \$200.00 | \$200.00 |
| | | Tuition Fees | \$420.00 per unit | \$210.00 per unit |
| | | Materials Fees | \$40.00 per unit | \$40.00 per unit |
| | <input type="checkbox"/> BSB30115 Certificate III in Business <input type="checkbox"/> blended (4 weeks per unit) <input type="checkbox"/> online (50 hours per unit) <input type="checkbox"/> Unit(s) of Competency selection (below) | Enrolment Fee* | \$200.00 | \$200.00 |
| | | Tuition Fees | \$500.00 per unit | \$290.00 per unit |
| | | Materials Fees | \$40.00 per unit | \$40.00 per unit |
| | <input type="checkbox"/> BSB30415 Certificate III in Business Administration <input type="checkbox"/> blended (4 weeks per unit) <input type="checkbox"/> online (50 hours per unit) <input type="checkbox"/> Unit(s) of Competency selection (below) | Enrolment Fee* | \$200.00 | \$200.00 |
| | | Tuition Fees | \$460.00 per unit | \$270.00 per unit |
| | | Materials Fees | \$40.00 per unit | \$40.00 per unit |
| | <input type="checkbox"/> BSB50215 Diploma of Business <input type="checkbox"/> blended (4 weeks per unit) <input type="checkbox"/> online (50 hours per unit) <input type="checkbox"/> Unit(s) of Competency selection (below) | Enrolment Fee* | \$200.00 | \$200.00 |
| | | Tuition Fees | \$1,000.00 per unit | \$690.00 per unit |
| | | Materials Fees | \$40.00 per unit | \$40.00 per unit |
| | <input type="checkbox"/> BSB42415 Certificate IV in Marketing & Communication <input type="checkbox"/> blended (4 weeks per unit) <input type="checkbox"/> online (50 hours per unit) <input type="checkbox"/> Unit(s) of Competency selection (below) | Enrolment Fee* | \$200.00 | \$200.00 |
| | | Tuition Fees | \$590.00 per unit | \$380.00 per unit |
| | | Materials Fees | \$40.00 per unit | \$40.00 per unit |
| <input type="checkbox"/> BSB52415 Diploma of Marketing & Communication <input type="checkbox"/> blended (4 weeks per unit) <input type="checkbox"/> online (50 hours per unit) <input type="checkbox"/> Unit(s) of Competency selection (below) | Enrolment Fee* | \$200.00 | \$200.00 | |
| | Tuition Fees | \$670.00 per unit | \$460.00 per unit | |
| | Materials Fees | \$40.00 per unit | \$40.00 per unit | |
| <input type="checkbox"/> BSB51918 Diploma of Leadership and Management <input type="checkbox"/> blended (4 weeks per unit) <input type="checkbox"/> online (50 hours per unit) <input type="checkbox"/> Unit(s) of Competency selection (below) | Enrolment Fee* | \$200.00 | \$200.00 | |
| | Tuition Fees | \$670.00 per unit | \$460.00 per unit | |
| | Materials Fees | \$40.00 per unit | \$40.00 per unit | |
| <input type="checkbox"/> BSB61015 Advanced Diploma of Leadership & Management <input type="checkbox"/> blended (4 weeks per unit) <input type="checkbox"/> online (50 hours per unit) <input type="checkbox"/> Unit(s) of Competency selection (below) | Enrolment Fee* | \$200.00 | \$200.00 | |
| | Tuition Fees | \$830.00 per unit | \$540.00 per unit | |
| | Materials Fees | \$40.00 per unit | \$40.00 per unit | |
| Please write the code and title of each Unit of Competency that you have selected to study from the chosen qualification and complete the fee information as per total number of units of competency: | Enrolment Fee* | \$200.00 | \$200.00 | |
| | Tuition Fees | \$ | \$ | |



| | | | | |
|--|--|-----------------------|----|----|
| | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <i>Materials Fees</i> | \$ | \$ |
|--|--|-----------------------|----|----|

*Enrolment fee is non-refundable

UNIT OF COMPETENCY START DATE:

Online:

The online unit of competency start date is determined by the individual student as follows:

____/____/____
(day) (month) (year)

Blended Delivery

Please select one of the dates below for scheduled blended delivery

- | | | | | |
|---|--|--|---|--|
| <input type="checkbox"/> 5 th April 2018 | <input type="checkbox"/> 3 rd May 2018 | <input type="checkbox"/> 7 th June 2018 | <input type="checkbox"/> 5 th July 2018 | <input type="checkbox"/> 2 nd August 2018 |
| <input type="checkbox"/> 30 th August 2018 | <input type="checkbox"/> 27 th September 2018 | <input type="checkbox"/> 25 th October 2018 | <input type="checkbox"/> 22 nd November 2018 | |
| <input type="checkbox"/> 2 nd October 2018 | <input type="checkbox"/> 7 th January 2019 | <input type="checkbox"/> 25 th April 2019 | <input type="checkbox"/> 1 st July 2019 | |

RECOGNITION FOR PREVIOUS STUDIES OR PRIOR LEARNING:

Do you wish to apply for Recognition of Prior Learning?

- Yes No

Do you wish to apply for Credit Transfer?

- Yes No

If you have indicated that you will apply for Recognition of Prior Learning (RPL) or Credit Transfer, please complete the Recognition of Prior Learning Request Application Form or Credit Transfer Request Application Form available from the Brighten Institute Australia website at www.brighten.edu.au or contact our staff.

STUDENT SUPPORT:

Have the AVETMISS Data Collection questions identified a need for student support?

- Yes No

If yes, what support is required? (Please specify)

Have arrangements been discussed and arranged for you? (Please specify)

- Yes No

ADDITIONAL INFORMATION:

| DELIVERY LOCATION | |
|---|---|
| Select one of the following options: | <input type="checkbox"/> Onshore <input type="checkbox"/> Offshore <input type="checkbox"/> Other (please specify) |
| FUNDING SOURCE | |
| Funding Source/Fees | Funding Source <input type="checkbox"/> Fee for Service <input type="checkbox"/> Fee for Service – Job Active Provider <input type="checkbox"/> State Government Funding (please specify) <input type="checkbox"/> Commonwealth Government Funding (please specify) |
| Government Funded Conditions | <input type="checkbox"/> Student Enrolment Fee Required <input type="checkbox"/> Student Enrolment Fee Not Required – Prevocational and Part Qualifications <input type="checkbox"/> Student Enrolment Fee Waived – Concession (Specify with attached evidence) <input type="checkbox"/> Other including amount (please specify) |



| JOB ACTIVE PROVIDER DETAILS (if applicable) | |
|---|--|
| Job Active Provider | |
| Address | |
| Contact Person | |
| Contact Number: | |
| EMPLOYER DETAILS (if applicable) | |
| Company Name | |
| Address | |
| Contact Person | |
| Position | |
| Contact Number: | |
| AGENT DETAILS (if applicable) | |
| Company Name | |
| Address | |
| Contact Person | |
| Contact Number: | |

CONDITIONS OF ENROLMENT:

Please read the following conditions carefully before signing. Any questions may be referred directly to Brighten Institute Australia staff for further information before proceeding with the enrolment. Only the student signature on this application form will be deemed as valid and agreeing to the course selection including fees and conditions of enrolment. **This enrolment will not be processed until Brighten Institute Australia has received a completed and signed copy of this Student Application Form.**

Applications

- Prospective applicants seeking to enrol with Brighten Institute Australia are required to submit acceptable evidence to demonstrate that they meet published entry criteria where required for their chosen course
- Incomplete applications will result in delays in the admission process.
- Successful applicants will receive an Acceptance Agreement with course details, conditions of study, payment of tuition and other fees
- Unsuccessful applicants will receive formal notification that their application has been unsuccessful including the reason(s)

Deferral of Commencement

Deferral of commencement must be requested in writing prior to the start date of the course (unless exceptional or compassionate grounds apply).

- Deferral of studies can only be granted for the following:
 - Illness and/or misadventure
 - Bereavement
 - Important family matters
 - Delays in providing documentation
 - Certification or other form of written evidence must be provided with the deferral request
- In cases where the student experiences a short delay but commences within the first week, the student will undergo registration and a brief orientation to ensure that they understand the requirements and standards expected of students.

Personal and Contact Details

Brighten Institute Australia collects personal information from students for the purpose of training and assessment only. Brighten Institute Australia is required to report personal information to relevant Government Authorities without the express permission of the student. In all other cases, the requirements of the Privacy Act 1988 are adhered to. Please refer to Privacy Notice and Student Declaration below.

Change of Address

Students are required to provide Brighten Institute Australia with their current address at all times. When a student changes any contact details, students must complete the change of contact details form as soon as practicable.

Unique Student Identifier

Brighten Institute Australia students are not permitted to commence training and assessment until they have provided Brighten Institute Australia with their Unique Student Identifier. In cases where there the student experiences difficulty obtaining a student identifier, Brighten Institute Australia will allow training and assessment to commence and follow the procedure for ascertaining a correct student identifier from The Registrar.

Code of Conduct

Students must abide by Brighten Institute Australia code of conduct at all times; this includes conduct on premises for blended learning students and online learning communication protocols for online only students. Brighten Institute Australia reserves the right to discipline or terminate students whose conduct is unsatisfactory. No refund of tuition fees will be made in the case of termination from BIA. Students will



have the right to access complaints handling and appeals procedures if they disagree with any decision made against them.

Public Holidays

Brighten Institute Australia is closed for all New South Wales public holidays. Compensation will not be made for blended learning classes not offered on public and special holidays. Online students that require IT support need to contact Brighten Institute Australia the next working day.

Fees and Timetable

Brighten Institute Australia reserves the right to vary its fees without notice and timetables for blended learning students may be subject to change.

Fees

- Brighten Institute Australia charges the following fees:
 - Enrolment Fee (non-refundable)
 - Tuition fees
 - Materials fees
 - Recognition of Prior Learning
 - Course Extensions (online BIA platform)
 - Replacement Certificates/Transcripts
 - Withdrawal fee
 - Reassessment Fee
 - Administration Fee
- Fee information is made publicly available in the “Brighten Institute Australia Course Fees and Charges” uploaded onto the BIA website and BIA reception desk

Fee Payments

1. Students are not required to make any payment until they have accepted the offer to study in the Acceptance of Enrolment Agreement
2. To accept an offer to study, students must sign the Acceptance of Enrolment Agreement and return to Brighten Institute Australia
3. On acceptance, Brighten Institute Australia will issue an invoice for the first payment as listed in the ‘Course Fees Breakdown’ in the signed Acceptance of Enrolment Agreement
4. Students must pay the first instalment prior to course commencement
5. The remaining tuition fee instalments must be paid by the due date as listed in the ‘Course Fees Breakdown’ Acceptance of Enrolment Agreement
6. Students will receive a payment reminder notice prior to the due date and must pay instalments by the due date
7. Students who do not pay fee instalments by the due date will be classified as ‘non-financial’ and required to pay the published administration fee as well as overdue instalment fees
8. Non-financial online students will not have access to online learning resources until overdue fee instalment fee and administration fee has been paid
9. Non-financial blended learning students will not have access to online learning resources and will not be included on the class list until overdue instalment fee and administration fee has been paid
10. Students must maintain personal copies of receipts to evidence tuition and other fees paid
11. Payment may be made by EFTPOS, cash, Direct Bank Transfer, credit card, debit card or bank cheque
12. A transaction fee of 1.65% per transaction will apply for card payments

Making Payments:

Payments can be made by direct deposit or internet transfer – including student number as per details in the chart below:

| | |
|-----------------------------|---|
| Account Name: | Brighten Institute Australia Pty Ltd |
| Account Number: | 251476 |
| Branch Number (BSB): | 032-024 |
| Swift Code: | WPACAU2S |
| Bank Name: | Westpac Banking Corporation |
| Branch: | 52 Martin Place, Sydney NSW 2000, Australia |
| Reference: | Student ID Number |

Refund and Cancellation Policy: All refund and cancellation requests must be submitted using Brighten Institute Australia Refund Request Form as per Brighten Institute Australia Course Fees, Charges and Refund Policy

Cancellation and Refund Conditions – Student Default

- Student Default applies where the course starts on the agreed start date but the student does not start on the agreed start date and/or has not previously withdrawn or formally deferred the course start date.
- Formal notification of cancellation received 14 days or more prior to course start date, the student will receive a refund for tuition fees paid less the published cancellation fee.
- Formal notification of cancellation received 13 days or less prior to course start date, the student will receive 75% refund for the tuition fees paid less the cancellation fee
- 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 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.
- The enrolment fee is not refundable under any circumstances
- All refund considerations will be strictly limited to the monies Brighten Institute Australia has received and will not include bank charges
- Brighten Institute Australia will make the refund available to the student directly as per the source of payment
- Course and other fees are not transferable to another student or institution.
- No refund will be made where Brighten Institute Australia cancels, suspends or terminates a student's enrolment
- All applications for refund must be made by the student in writing using the Refund Request Form and submitted to admissions.

Cancellation and Refund Conditions – Provider Default

- Refunds in situations of Provider Default are covered by the provisions of the Tuition Protection Service (TPS) that include but may not be limited to the following:
 - Brighten Institute Australia does not offer a course on the advertised start date or
 - terminates a course after the course start date or before the course completion date or
 - does not provide a course as advertised due to sanctions by any authority or
 - does not provide a course in full
- In such a case Brighten Institute Australia will pay the student a refund which equals the amount of the total tuition fees paid for the remainder of the course not completed at the time of default if an alternative placement with another provider cannot be found to the student's satisfaction.
- Such refunds will be made within 2 weeks following the provider default date.

Complaints Handling

Students are entitled to have a personal representative present at any stage during the complaints handling process. If the student's problem cannot be resolved by Brighten Institute Australia, students can seek external assistance after the internal appeals process has been completed.

External options available to students include

- ASQA (<http://www.asqa.gov.au/complaints/making-a-complaint.html>)
- Department of Fair Trading (<http://www.fairtrading.nsw.gov.au>)
- National Training Complaints Service (<https://www.education.gov.au/NTCH>)
- NSW Ombudsman (www.ombo.nsw.gov.au/contact-us)

Consumer Rights

Brighten Institute Australia will notify students in the event that any of the following changes occur that may affect the services being provided in this agreement. These include:

- A change in ownership of the RTO, and/or,
- Any changes to or new third party agreements that are put in place for the delivery of services outlined in this agreement

This agreement, and the right to make complaints and seek appeals on decisions and actions under various processes, does not affect the rights of the student to take action under *Australian Consumer Law* if the *Australian Consumer Law* applies.

Student Rights

- In the unlikely event Brighten Institute Australia ceases to operate as a Registered Training Organisation, students will be assisted to transfer to another Registered Training Organisation that offers the same qualification.
- In the event that Brighten Institute Australia is not able to provide agreed services that results in early termination of the agreement, students will be refunded the appropriate amount of fees paid upon agreement of training and assessment services provided. Brighten Institute Australia will notify students of any changes to the agreed services as soon as possible or within 14 days.

Termination

Brighten Institute Australia reserves the right to terminate students for any serious breaches including but not limited to:

- academic misconduct
- non-academic misconduct

APPLICATION CHECKLIST

Please check the following:

- completed all sections of the student application form
- read and understood the conditions of enrolment and fee information
- attached certified copies of academic transcripts (where required)
- attached a copy of photo ID
- attached any relevant employment documentation (if required)
- certified copies of any submitted documentation have been signed by an authorised BIA staff member or representative agent

OTHER INFORMATION

How did you first learn about Brighten Institute Australia (*you may tick more than one*)

- Agent
- Exhibition/Seminar
- Referral by friend/relative



- Online search
- Email communication
- Advertising/Social media
- Other (please specify)

Student Declaration: *(Please read carefully prior to signing)*

I declare that to the best of my knowledge:

1. The information I have provided is true, accurate and complete
2. I understand that giving false or incomplete information may lead to my application being refused and/or my enrolment cancelled
3. I will adhere to all conditions of enrolment
4. I have been informed about my rights and obligations
5. I agree to the tuition and other fees and payment arrangements
6. I have reviewed the course information and training and assessment services of the selected course
7. I consent to the information in this enrolment form being provided to the National Centre for Vocational Education and Research (NCVER) for statistical purposes
8. I have read and signed the Privacy Notice and Student Declaration
9. I have disclosed all my unique learning needs and I have been informed about the learning, assessment and support services to be provided and any fees and costs that may relate to the course in which I am enrolling
10. I have understood that Brighten Institute Australia may, by written notice, vary its conditions as may be necessary to comply with any law or regulation, or amendment of any law or regulation of the Commonwealth of Australia or the State of New South Wales.
11. I have given permission for BIA to obtain official records from an educational institution attended by me for the purpose of verifying the supporting documentation I have provided with my application and for BIA to supply my contact details and any relevant official records to educational institutions I am eligible to gain admissions to.

Applicant's signature:

Date: / /

(Signature must match your ID – driver's license/passport/etc)

| | |
|--|------------------------------------|
| Office Use Only: | Please include any other comments: |
| Application Received: _____ | |
| Proposed Course Start Date: _____ | |
| Details entered into Wisenet _____ | |
| Acceptance Agreement Issued: _____ | |
| Acceptance Agreement Received: _____ | |
| Invoice Issued: _____ | |
| Payment Received: _____ | |
| RPL/Credit Transfer (revised end date recorded): _____ | |

Return Student Application Form to:

Brighten Institute Australia
 Level 5, 12 O'Connell Street
 Sydney NSW 2000
 Email: admissions@brighten.edu.au
 Tel: (02) 9223 1868
 Fax: (02) 9223 7365
 ABN: 73 603 367 095
 RTO ID: 41148



Privacy Notice and Student Declaration:

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 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 Brighten Institute Australia for statistical, regulatory and research purposes. Brighten Institute Australia 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 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: _____

Date: _____

Parent/Guardian* Signature: _____

Date: _____

**parental/guardian consent is required for all students under the age of 18.*