



**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 (1)

Mobile

Email (2)

Phone

**EMERGENCY CONTACT DETAILS / GUARDIAN OR PARENT**

Full Name

Relationship

Mobile

Email

**COURSE / QUALIFICATION OF INTEREST**

Course Code and Title

Delivery Mode

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

City/Town  
of Birth

Signature

**RECOGNITION OF PRIOR LEARNING (RPL) & CREDIT TRANSFER (CT)**

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         |                        |

## PAYMENT OPTIONS

Please choose your preferred payment method and refer to your invoice number when making payment.

### PayWay NET

Make a secure online payment via the link below:  
URL: <https://www.payway.com.au/make-payment>  
Biller Code: 285007  
Reference: Invoice number

### Electronic Funds Transfer (EFT)

Transfer your payment to the bank details below:  
Bank: Westpac  
BSB: 032-024  
Account Number: 251476  
Payee Name: Brighten Institute Australia  
Reference: Invoice number

## 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 any other relevant documentation (if required)

## 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 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.

For courses with work licence / authorisation outcomes, we are required to share your personal information with the relevant industry regulatory body for registration purposes. These government organisations include the following (not an exhaustive list): NSW Food Authority, SafeWork Australia / NSW/ SA, WorkSafe VIC / NT / WA / ACT / TAS, WHS QLD.

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 Brighten 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.desegov.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

### RELATED POLICY

#### Payment Policy

Brighten Institute Australia (BIA) protects the fees paid in advance by students. We will not require a student to ever pay more than \$1500 in advance for services not yet provided, either prior to course commencement or at any stage during their course. Fees will be paid off during a 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. Payments can be accepted by direct electronic transfer, credit card, money order and direct debit. Credit card payment incur a surcharge of 1% transaction.

#### Refunds Policy

Cancellation and refund conditions 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. In the case of students studying online, the course starts, or commencement date is the first date that the student accesses the course material online or has signed for Student Support Team of the online learning materials

- 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. All refund considerations will be strictly limited to the monies Brighten Institute Australia (BIA) has received and will not include bank charges. BIA will make the refund available to the student directly as per source of payment. Course and other fees are not transferable to another student or institution. No refund will be made where Brighten Institute Australia (BIA) cancels, suspends or terminates a student's enrolment due to misconduct behaviours. All applications for refund must be made by the student in writing using the Refund Request Form and submitted to the admissions team.

Related policies are provided in the [Learner Handbook](#) and are available on our website [here](#).

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

Signature

Date

## 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 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**