

APPLICATION FORM

INTERNATIONAL STUDENT

AGENT'S STAMP

Agent/Counsellor's name:

*Please note, Stanley College currently holds Third Party Agreements with its registered education agents to recruit students on its behalf. All education agents associated with Stanley College are listed on the website. Further information please visit <https://stanleycollege.edu.au/education-agents/>

APPLICANT CURRENT LOCATION

☐ Onshore ☐ Offshore

CAMPUS SELECTED

☐ Perth

PREFERRED INTAKE

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun
☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

PERSONAL DETAILS

Family Name (surname):

Given Names:
(You must write your name, including any middle names, exactly as written in the identity)

Date of Birth (dd/mm/yy): ☐ Under 18 years old

Home Phone:

Mobile Phone:

Email Address:

Gender: ☐ F ☐ M ☐ Other Marital Status:

Country of Birth: ☐ Australia ☐ Other:

Are you of Aboriginal and/or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Do you hold a International Student Visa? ☐ No ☐ Yes,
If you ticked 'Yes', please complete the International Student Application form.

STUDENT ID

(if applicable)

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Enter your Unique Student Identifier (USI) (if you already have one)

UNIQUE STUDENT IDENTIFIER (USI)

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VOCATIONAL COURSES*

*Students applying for Vocational Courses are required to **complete page 2, 3 and 4** of this application form.

BUSINESS COURSE

☐ BSB50120 Diploma of Business
CRICOS Course Code: 106013C

INFORMATION AND COMMUNICATIONS TECHNOLOGY COURSE

☐ ICT50220 Diploma of Information Technology (Cyber Security)
CRICOS Course Code: 106305B

GRADUATE DIPLOMA PROGRAM

☐ BSB80120 Graduate Diploma of Management (Learning)
CRICOS Course Code: 106016M

HOSPITALITY COURSES

Commercial Cookery Pathway

☐ SIT30821 Certificate III in Commercial Cookery
CRICOS Course Code: 109812C

☐ SIT40521 Certificate IV in Kitchen Management
CRICOS Course Code: 109687C

☐ SIT50422 Diploma of Hospitality Management
CRICOS Course Code: 111676K

☐ SIT60322 Advanced Diploma of Hospitality Management
CRICOS Course Code: 1111677J

Food and Beverage Pathway

☐ SIT30622 Certificate III in Hospitality
CRICOS Course Code: 111674A

☐ SIT50422 Diploma of Hospitality Management
CRICOS Course Code: 111676K

☐ SIT60322 Advanced Diploma of Hospitality Management
CRICOS Course Code: 1111677J

HEALTH & COMMUNITY SERVICES COURSES

☐ CHC33021 Certificate III in Individual Support (Ageing)
CRICOS Course Code: 116173D

Optional Add On: ☐ Disability

☐ CHC33021 Certificate III in Individual Support (Disability)
CRICOS Course Code: 116173D

Optional Add On: ☐ Ageing

☐ CHC52025 Diploma of Community Services
CRICOS Course Code: 118709E

NURSING COURSE

☐ HLT54121 Diploma of Nursing
CRICOS Course Code: 116731A

EARLY CHILDHOOD EDUCATION COURSES

☐ CHC30121 Certificate III in Early Childhood Education and Care
CRICOS Course Code: 107221J

☐ CHC50125 Diploma of Early Childhood Education and Care
CRICOS Course Code: 118595K

SHORT COURSES

☐ HLTAID011 Provide First Aid
☐ SITHFAB021 Provide Responsible Service of Alcohol (RSA)
☐ Barista Workshop

STUDY MODE

☐ Classroom-based ☐ Other:

Do you intend to study this course concurrently? ☐ Yes ☐ No

(Concurrent study is only available in limited circumstances. Students must have completed at least six (6) months of their Principal Course **and** complete the Concurrent Course Enrolment Disclaimer available from the admissions team)

GENERAL INFORMATION ALL COURSES

CONTACT DETAILS (HOME COUNTRY)

Building/property name:..... Flat/unit:.....
 Street or lot No:.....
 Suburb, locally or town:..... State/territory:.....
 Postcode:..... Country:.....
 Home Phone:..... Work Phone:.....
 Mobile Phone:.....
 Email Address:.....

CONTACT DETAILS (IN AUSTRALIA IF KNOWN)

Building/property name:..... Flat/unit:.....
 Street or lot No:.....
 Suburb, locally or town:..... State/territory:.....
 Postcode:..... Country:.....
 Home Phone:..... Work Phone:.....
 Mobile Phone:.....
 Email Address:.....
 If you do not know your contact details, please advise Stanley College upon arrival in Australia

EMERGENCY / PARENTS CONTACT DETAILS

Name:.....
 Phone:..... Relationship:.....
 Address:.....
 Email Address:.....

EQUITY AND DISABILITY

Do you have a disability, impairment or long-term medical condition which may affect your studies? ☐ Yes ☐ No (skip to next section)
 If yes, please specify the type/s of disability*
☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental Illness
☐ Acquired brain impairment ☐ Vision ☐ Medical condition
☐ Other

*If you need further information to complete this question, please request a copy of the Stanley College 'Disability Information Supplement' from the student services team

Please give brief details about your medical condition/disability:.....

ENGLISH LANGUAGE PROFICIENCY

How well do you speak English?

☐ Beginner ☐ Elementary ☐ Pre-Intermediate
☐ Intermediate ☐ Upper Intermediate

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

☐ No, English only ☐ Yes, other - please specify:.....

Please tick the appropriate box to indicate any English test you have completed within the last two years

☐ IELTS ☐ TOEFL ☐ PTE ☐ CAE

☐ Other:.....

Result:.....

A certified copy of result/s must be attached.

OVERSEAS STUDENT HEALTH COVER

Do you have an existing Overseas Student Health Cover (OSHC)?

☐ Yes ☐ No

If Yes, please provide the following details:

Provider Name:.....

Membership No:..... Expiry Date:.....
 (dd/mm/yy)

If No, do you want Stanley College to organise on your behalf? ☐ Yes ☐ No

If Yes, please select one of the following:

Cover Type: ☐ Single ☐ Couple ☐ Family

Duration of Cover:..... months

If **Couple/Family**, please fill in their details below:

AIRPORT RECEPTION AND ACCOMMODATION

Do you require airport reception service*? ☐ Yes ☐ No

Do you require us to help with accommodation arrangements? ☐ Yes ☐ No

If Yes, ☐ Homestay OR ☐ Share Accommodation ☐ Single ☐ Twin ☐ Triple
 (PLEASE SELECT ROOM TYPE)

Arriving in a new country can be very overwhelming. We recommend that you take advantage of our Airport Reception and Accommodation Placement Service. This will help you to feel safe and welcome from the moment you arrive.

*Fees apply

Surname	First Name	Date of Birth (DD/MM/YY)	Gender (M/F)	Relationship

Note: As a holder of a Student Visa, you are required to have VISA LENGTH cover, which means you must have OSHC for the entire length of your student visa, NOT course length.

EDUCATION BACKGROUND

Are you still enrolled in secondary or senior secondary education? ☐ Yes ☐ No

What is the highest level of secondary school you have completed?

☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent ☐ Year 8 or below ☐ Never attended school

Which year did you complete that schooling level?.....

Have you successfully completed a Degree, Diploma or Certificate? ☐ Yes ☐ No

If yes, please tick below

- ☐ Bachelor degree or higher degree ☐ Advanced diploma or associate degree ☐ Diploma (or associate diploma)
☐ Certificate IV (or advanced certificate/technician) ☐ Certificate III (or trade certificate) ☐ Certificate II ☐ Certificate I
☐ Other education (including certificates or overseas qualifications not listed above)

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete.

Please provide copies of all latest qualifications and/or High School results.

Name of Qualifications/Course	Name of Institution/School	Country/State	Year of Completion	Certified Copy Attached
				☐
				☐
				☐

Are you seeking any recognition (credit transfer, exemption or recognition of prior learning)? ☐ Yes ☐ No If yes, you will need to complete additional form/s

DIGITAL LITERACY

Do you regularly have access to any of these digital technologies?			Select your level of capability for each digital technology			
Digital Technologies	Yes	No	No Capability	Limited	Capable	Advanced
Desktop or notebook computer	☐	☐	☐	☐	☐	☐
Tablet or Smart Phone	☐	☐	☐	☐	☐	☐
Internet	☐	☐	☐	☐	☐	☐
Microsoft Word	☐	☐	☐	☐	☐	☐
Microsoft Excel	☐	☐	☐	☐	☐	☐
Microsoft Powerpoint	☐	☐	☐	☐	☐	☐
Email	☐	☐	☐	☐	☐	☐

VOCATIONAL COURSES ADDITIONAL INFORMATION

CURRENT STUDIES IN AUSTRALIA

Are you studying in Australia? ☐ Yes ☐ No

If Yes, please provide the following details:

Name of Institution:.....

Course Enrolled:.....

Course Commencement Date:..... Visa Sub-Class:.....

Visa No:..... Expiry Date:.....
(dd/mm/yy)

HOW DID YOU HEAR ABOUT US

☐ Agent (please specify).....

☐ Stanley College Website ☐ Brochure ☐ Exhibition / Seminar

☐ Friend or Relative (please specify).....

Full name:..... Student ID:.....

☐ Magazines/Newspapers (please specify).....

☐ Others (please specify).....

VISA APPLICATION

City and Country where you will lodge Visa Application:

EMPLOYMENT

Please select the description that best fits your current employment status

- ☐ Full-time employee
☐ Part-time employee
☐ Self employed - not employing others
☐ Self employed - employing others
☐ Employed - unpaid worker in a family business
☐ Unemployed - seeking full-time work
☐ Unemployed - seeking part-time work
☐ Not employed - not seeking employment

STUDY REASON

Which best describes your reason for undertaking your course? (tick one only)

- ☐ To get a job
☐ To develop my existing business
☐ To start my own business
☐ To try for a different career
☐ To get a better job or promotion
☐ It was a requirement of my job
☐ I wanted extra skills for my job
☐ To get into another course of study
☐ For personal interest
☐ For self-development
☐ To get skills for community/voluntary work
☐ Other reasons (please specify).....

DECLARATION

I, _____, declare that the information provided in this application form and other supporting documents is true and correct. I agree that I have read and agree to be bound by the Conditions of Enrolment and policies and procedures of Stanley College. I acknowledge that Stanley College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information. This Application Form includes questions to enable Stanley College to collect and provide AVETMISS compliant records to meet our National VET Provider Collection Data Requirements. Stanley College's Privacy Policy (including Privacy Notice) reflects the Australian Privacy Principles set out in the Privacy Act 1988, the Privacy Principles set out in the Information Privacy Bill 2007 (WA) and the Student Identifiers Act 2014. A copy of our Privacy Notice is available in the conditions of enrolment section of this application form. Stanley College recognises and respects your privacy, it collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

- ☐ I understand that Stanley College treats information collected as confidential and handles my personal information in accordance with our Privacy Policy (including Privacy notice), which is available on the Stanley College website (<https://www.stanleycollege.edu.au/studying-with-us/policies-and-procedures/>). By enrolling with Stanley College, I understand and consent to the following
- My information collected may be disclosed to third parties to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of our application process.
 - Where a private entity requests access to my personal information, Stanley College will require my written consent prior to processing any request.
- ☐ I understand that Stanley College will apply for my Unique Student Identifier (USI), on my behalf, unless one is provided. I understand that they will use the ID I have provided as part of my application process. Furthermore, I agree that my Stanley College email account will be used as part of this registration process, and that I am required to authenticate my USI myself and may update my contact details at any time. More information on the requirement for a USI is available via www.usi.gov.au.
- ☐ I understand that when Stanley College performs a search to locate my USI, I will receive a notice regarding the use of this function to confirm my USI. The RTO name included on the notice will appear as follows:
- Legal Name - Stanley International College Pty Ltd / Trading Name - Stanley College
- ☐ I understand that where my course of study is in one of the following areas **and** contains Work-Based Training (WBT), I may be required to provide additional documentation before I can commence the WBT component of my course. I also understand that all fees/charges associated with the additional documentation listed below are not included in my course tuition fees and payment is my responsibility:

Additional Required Evidence	Approximate Cost#	Early Childhood Education	Health	Community Services	Nursing
COVID-19 Vaccination* <small>*The majority of employers in courses identified still require students to be Fully Vaccinated for COVID-19 to be able to complete WBT</small>	Free of Charge		☒	☒	☒
National Police Certificate (WA), must be less than 6 months' old	\$63.80		☒	☒	☒
WA Department of Health Criminal History Record Check	\$10.00 <small>(volunteers / practicum students)</small>				☒
National Disability Insurance Scheme (NDIS) screening certificate	\$11.00 <small>(volunteers / unpaid workers)</small>		☒	☒	
Medical Clearance may also be required	N/A		☒	☒	☒
Evidence of Flu Vaccination	\$29.95		☒	☒	
Evidence of Current Vaccinations	N/A				☒
Current Working with Children Check (WWCC) <small>Note: HTS4121 Diploma of Nursing - to be employed as a Nurse, a Current Working with Children Check (WWCC) is not required. However, where Clinical Work Placement takes place in a children's hospital or ward, Clinical Work Placement employers will require that you obtain one prior to commencing your Clinical Work Placement.</small>	\$11.00 <small>(volunteers / unpaid workers)</small>	☒		☒	☒
Driver's License <small>Note - Working in the Community Care or Aged Care sectors, including for Work-Based Training, may require you to be able to drive to be able to meet the needs of the clients. Therefore, it is recommended you have a valid driver's license for these courses.</small>	N/A		☒	☒	

#Approximate cost correct as of June 2025

- ☐ International Students Personal information is recorded on PRISMS, by enrolling in an Australian course, I consent to the following:
- Stanley College is required under the ESOS Act to provide the department with certain personal information (recorded on PRISMS) about you including your name, date of birth, gender, residential address, email address, phone number, country of birth, nationality, passport number, and course details
 - Your personal information is made available to the department, Department of Home Affairs and other State/Territory government agencies in relation to administering the ESOS Act and the Migration Act 1958 (Migration Act)
 - Your personal information may be used for any directly related purpose or any other purpose required or authorised by law
 - If your personal information is not collected, you will not be able to be enrolled in a Stanley College course
 - You can obtain further information about the department's privacy policy at [Department of Education Complete Privacy Policy](#)
- ☐ I do not allow Stanley College to use photographs, testimonials and videos taken of me for advertising or marketing purposes.
- ☐ I acknowledge that I have read and understood the refund and cancellation policy as contained in this enrolment form.

Applicant's Signature _____

Date _____
dd/mm/yy

Parent or Guardian's Signature _____
(If applicant is under 18 years of age)

Date _____
dd/mm/yy

CONDITIONS OF ENROLMENT

Students must notify Stanley College of any changes to their residential address and/or contact details within 7 days of the change.

REFUND AND CANCELLATION POLICY - INTERNATIONAL STUDENTS

REFUND AND CANCELLATION POLICY OVERVIEW

The Stanley College Refund and Cancellation Policy covers how REFUND and CANCELLATION Fees are calculated in the event of Student Default or Stanley College Default. The calculations are in accordance with federal legislation and regulations including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018.

Students who are unsure, please refer to their offer letter or speak with one of the Student Support Officers for assistance.

Refund for fees paid in advance

The calculation applied for fees paid in advance is listed in Table 1 (VET).

Cancellation fees

Where a course of study is cancelled before the agreed Completion Date, Stanley College will calculate the Cancellation Fee in accordance with Table 1 (VET).

FEES AND CHARGES

Fees payable may include the following:

- **Application Fee:** The Application Fee is the fee charged to all applicants to review their application and supporting documentation to enrol in a course of study. **The Application Fee is NON-REFUNDABLE.**
- **Tuition Fees:** Tuition Fees are the fees payable to Stanley College for undertaking a course. The Student Refund and Cancellation Policy – International Students (VET & ELICOS) specifies the refund of tuition fees and Short Course/Workshops tuition fees only;
- **Short Course/Workshops Fees:** Short Course/Workshops Fees are the fees payable to Stanley College for undertaking a short course, courses include:
 - Barista Workshop;
 - SITHFABO21 Provide responsible service of alcohol;
 - HLTAID011 Provide first aid
- **Materials Fee:** The Materials Fee includes the materials and resources required to complete a course at Stanley College. At Stanley College we are committed to ensure that we have a sustainable and ecofriendly training environment, therefore, wherever possible we provide our Training Materials in an electronic format, rather than as a printed resource. Printed resources are often provided as class-sets which students can borrow and use as reference when the unit is running. **The Materials Fee is NON-REFUNDABLE if the student cancels less than four (4) weeks before the Course Commencement.**
- **Administration Fee:** The fee charged to cover the administrative costs in reviewing and processing the necessary documentation in order for a student to obtain the necessary visa to study in Australia. **The Administration Fee is only charged in the event the Student Visa Application is refused, and is NON-REFUNDABLE.**
- **Accommodation Fees (optional):** This fee is only payable if a student requests Stanley College to arrange Homestay Accommodation. The fee is charged on a weekly basis. For further details, students should refer to the Student Accommodation Guide. The Accommodation Fee is NON-REFUNDABLE, unless more than two (2) weeks notice is provided to Stanley College a \$50 cancellation fee will apply.
- **Accommodation Placement Fees (optional):** which is only payable if a student requests Stanley College to arrange for accommodation in Australia. The Accommodation Placement Fee is non-refundable, unless more than two (2) weeks' notice is provided to Stanley College.
- **Overseas Student Health Cover (OSHC):** This insurance is compulsory and must be maintained throughout the student's entire stay in Australia. Students can choose any approved Australian Overseas Student Health Cover provider. These fees are only payable to Stanley College for Students who choose Stanley College's recommended insurance provider. Please refer the OSHC brochure and terms and conditions on Stanley College's website. The OSHC Fee included in this Offer Letter is based on Stanley College's OSHC Provider's scheduled fee, which are subject to change each Calendar Year. Any fee variances must be paid by the student upon receipt of an invoice from the OSHC Provider. Any requests for a refund of OSHC fees will need to be lodged with the OSHC Provider
- **Additional Fees and Charges:** Any Additional Fees and Charges incurred during the student's studies are outlined in the Letter of Offer and Written Agreement with Stanley College. Where there is any change to the published Additional Fees and Charges, students will be informed via email, prior to implementation of the change.

DEFINITIONS

- **Course:** Means the Course in which the student is enrolled as outlined in the signed Letter of Offer and Written Agreement.
- **Course Commencement Date:** Means the agreed starting date of a course, as stipulated in the signed Letter of Offer and Written Agreement
- **Course Completion Date:** The date the student completed the course requirements, which may conclude at the end of classes, work-based training and/or examinations.
- **Study Period** Means period of study as outlined in the student's Letter of Offer and Written Agreement with Stanley College. See below for VET:

VET: One Term = 10 weeks study period + 3 weeks holidays = Total 13 weeks

One Semester = 20 weeks study period + 6 weeks holidays = Total 26 weeks

- **Course Duration** means the total duration of the course of study, including holidays.

GENERAL INFORMATION

- All Refund Requests and Cancellation Notifications must be submitted in writing using the **Course Variation Application Form (CVAF)** and the **Refund Application Form** both of which are available at the Reception Desk or via the Stanley College website www.stanleycollege.edu.au. VERBAL notifications to Stanley College staff or agents **ARE NOT ACCEPTED**.
- The date the refund application is received by Stanley College is the date used for the calculation of the refund for the 'unspent' portion of the student's tuition fees.
- In the case of a cancellation by the student or Stanley College, any outstanding fees to Stanley College become due within 7 (seven) days.
- Any costs incurred by Stanley College to recuperate outstanding fees will be charged to the student
- Unpaid fees will be recorded as a debt and recovered by action in a court of competent jurisdiction.
- Stanley College will not release any testamurs/awards to students until outstanding course fees have been paid in full.
- Approved refunds will be paid:
 - to the student; or
 - a person nominated by the student.
- Refunds will be made within 28 days of submission of a completed Course Variation Application Form (CVAF) and Refund Application Form. Incomplete forms or applications without sufficient supporting documentation may cause delays in processing refunds.
- All refunds will be paid in Australian Dollars to the applicant's bank account unless otherwise requested by the student in writing.
- If a currency other than Australian dollars is requested, the student will be expected to cover the exchange rate fees as charged by the bank of either party. This amount will be deducted from any refund. The exchange rate will be as per the rate offered on the day of transfer by Stanley College's bank.
- No refunds will be paid to a third party (a person other than the student), unless directed by the student on the Refund Application Form.
- Refunds will be made within four (4) weeks after receipt of a written application, in accordance with the ESOS Act Section 47D (4).
- Refund and Cancellation applications WILL NOT be processed where the signature on the Course Variation and/or Refund Application Form **DOES NOT** match the student's signature as shown on other documents provided by the student for admission to Stanley College.
- Students will receive a clear Statement of Refunds explaining how the refund was calculated. Where a cancellation fee has been applied, students will receive a Confirmation of Cancellation Letter clearly outlining why the cancellation fee has been applied.
- This policy, and the availability of the complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection, nor does it prevent the student from pursuing other legal remedies.
- The Refund and Cancellation Policy is subject to review from time to time.
- The information provided here is an extract from Stanley College's Refund and Cancellation Policy. To read the full policy, please visit: [https://info.stanleycollege.edu.au/hubfs/Marketing-Publications/Vet-Compliance-Docs/Refund-and-Cancellation-Policy-International-Students-\(VET-&-ELICOS\).pdf](https://info.stanleycollege.edu.au/hubfs/Marketing-Publications/Vet-Compliance-Docs/Refund-and-Cancellation-Policy-International-Students-(VET-&-ELICOS).pdf)

REFUND AND CANCELLATION

TABLE 1 - REFUND CANCELLATION (VET)

Stanley College calculates Refunds of fees based on a SEMESTER Fee (20 weeks study period plus 6 weeks holidays = 26 weeks). For courses shorter than a Semester, Refunds will be calculated on the Course Fees.

REASON FOR REFUND / CANCELLATION	NOTIFICATION PERIOD	REFUND	CANCELLATION FEE
Application for visa is unsuccessful	Before Semester/Course Commences	Full refund less cancellation administration fee of \$250	\$250 cancellation administration fee
	After Semester/Course Commences	Full refund less Cancellation Fee	\$250 cancellation administration fee + Pro-rata of tuition fee used calculated on a weekly basis
Student Default Student does not start the course on the agreed starting day (and does not withdraw) Or Student with a student visa withdraws Or Student is cancelled for non-payment of fees or breach of College's rules or breach of student visa rules	More than 10 weeks before semester/course commences	Full refund less Cancellation Fee	10% of a semester fee
	More than 4 weeks and up to 10 weeks before semester/course commences	70% of a semester fee	30% of a semester fee
	4 weeks or less before semester/course commences	40% of a semester fee	60% of a semester fee
	After semester/course commences	No Refund	100% of a semester fee

Note: A student who has paid fees for more than two semesters in advance and withdraws during a semester and more than four weeks before the commencement of the following semester, would receive no refund of fees for the current semester, at least 70% of the following semester's fees and a full refund of fees paid for any subsequent semester; less cancellation fees.

Short Course/Workshop Tuition Fees

Short Course/Workshops Fees are the tuition fees payable to Stanley College for undertaking a short course, courses include:

1. Barista Workshop;
2. SITHFAB021 Provide responsible service of alcohol;
3. HLTAID011 Provide First Aid;

In the case of a cancellation by the student, Stanley College requires at least four working days' notice of cancellation prior to the start date of the course. Refunds may take up to 15 working days to process. No refunds, transfers or credit notes will be issued for withdrawals when less than four working days' notice is given.

Student Default occurs when:

- the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed starting day); or
- the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:
 - the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
 - the student breached a condition of his or her student visa;
 - the student breached the Stanley College Code of Conduct (for example, disciplinary reasons and misbehaviour).

Refunds after Stanley College Default

In the unlikely event of a provider default by Stanley College, within 14 days of the default, Stanley College will:

- Either offer an alternative place at Stanley College's expense, subject to the student's written acceptance; or
- Refund the unused portion of the prepaid fees.

Where a course of study is cancelled before the agreed course completion date, Stanley College will calculate the cancellation fee in accordance with Table 1 (VET).

If Stanley College is unable to provide a refund or offer placement in an alternative course, the student will be referred to the Tuition Protection Service (TPS: www.tps.gov.au). The TPS will either place the student in a suitable alternative course or, if no suitable course can be found, arrange a refund as calculated by the TPS Director. Refunds issued by Stanley College in the event of a provider default will be paid to the student/s within 14 days of a written application is received.

PRIVACY NOTICE

Stanley College handles your personal information in accordance with our Privacy Policy (which you can view here: <https://www.stanleycollege.edu.au/studying-with-us/policies-and-procedures/>). By enrolling with Stanley College, you are acknowledging that you have read and agree to the collection, use and disclosure of your information in accordance with the policy. The Privacy Notice in this form is supplementary to the Stanley College 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 otherwise, as needed, 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 (Ch) (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.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The 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.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.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 Stanley College to:

- request access to your personal information
- make a complaint about how your personal information has been handled
- correct your personal information
- ask a question about this Privacy Notice

USI PRIVACY NOTICE

The Office of the Student Identifiers Registrar's privacy obligations require Stanley College to:

- be open and transparent about how we hold, use and disclose personal information
- have a privacy policy in place that is reasonably available to the public
- take reasonable steps to ensure the security of personal information and protect it against intentional or unintentional misuse, loss, interference, unauthorised access, modification or disclosure
- take reasonable steps to ensure the personal information that is held, used or disclosed is accurate, up to date, complete and relevant.

Stanley College is committed to ensuring the proper handling of your personal information in accordance with the [Privacy Act 1988](#) ('Privacy Act'). Stanley College is an 'APP entity' that must comply with the [Australian Privacy Principles](#) (APPs) which are set out in Schedule 1 of the Privacy Act. The Privacy Act and APPs regulates how Stanley College must collect, use, disclose and hold personal information, and how people may access and correct their personal information.

The information you provide through the USI application process is collected by the Student Identifiers Registrar for the purposes of:

- processing your application for a USI
- verifying and providing a USI
- resolving problems with a USI and creating authenticated Vocational Education & Training (VET) transcripts.

The information may be disclosed to:

- a number of organisations, departments, regulators and other persons where it is reasonably necessary for the purposes of performing functions or exercising powers
- the Oversight Authority in instances pertaining to digital identity to enable them to perform their functions
- current and former registered education and training providers to:
 - enable them to deliver VET and Higher Education courses
 - meet their reporting obligations under the VET and Higher Education standards and government contracts
 - assist in determining eligibility for training subsidies and higher education funding
- schools for the purposes of delivering VET courses to you and reporting on these courses
- the National Centre for Vocational Education Research (NCVER) for the purpose of:
 - creating authenticated VET transcripts
 - resolving problems with USIs
 - collecting, preparing and auditing national VET statistics
- researchers for education and training related research purposes
- any other person or agency that may be authorised or required by law to access the information
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system and will not otherwise be disclosed without their consent unless authorised or required by or under law.

Detailed information on the use of your information can be found in Division 5 - Collection, use or disclosure of student identifiers of the Student Identifiers Act 2014, and in the [USI's Privacy Policy](#).

Your personal information and the USI application process

The USI application process requires personal information, including your:

- name
- date and place of birth
- gender
- contact details
- identification documents

This information is used to confirm your identity and ensure your USI is unique. The USI Registry System only keeps information about your name, date and place of birth, gender, contact details and the type of identification provided. The USI Registry System doesn't retain details from the ID used to create your USI. If you've authorised Stanley College to create a USI on your behalf, Stanley College is required by law to destroy your personal information as soon as possible after making the USI application.

USI VET transcripts

For USI account holders who are undertaking VET studies, the National Centre for Vocational Education and Research (NCVER) holds your training information, which is used to electronically create authenticated VET transcripts.

The Office of the Student Identifiers Registrar does not hold or store the information received from NCVER for this purpose. NCVER is authorised to disclose information to the:

- Australian Government Department of Employment and Workplace Relations (DEWR)
- Commonwealth authorities and State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulator for the purposes of:
 - the administration of VET, including program administration, regulation, monitoring and evaluation
 - the facilitation of 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 [NCVER's Privacy Policy](#).

PAYMENT

Fees may be subject to change. Stanley College will notify students of any changes to fees no less than 30 days in advance. New fees will apply to subsequent semester/s. Note that all amounts quoted are in Australian Dollars. Course Fees may be paid in the form of a bank draft or bank cheque and made payable to Stanley College. Payment may also be made by electronic funds transfer (EFT) to:

Bank: Commonwealth Bank of Australia
Address: Murray Street Branch
Perth CBD, Western Australia, Australia
Account Name: Stanley College
BSB: 066001
Account Number: 10961450
SWIFT Code: CTBAAU2S

All EFTs must contain student name and student number

APPLICATION CHECKLIST

1. Complete all sections of the Application Form ☐
2. Read and understand the Conditions of Enrolment including the Refund and Cancellation Fee Policy ☐
3. If a student already holds a Student Visa and/or OSHC, attach the document/s ☐
4. Attach certified/translated copies of:
 - ☐ English test results
 - ☐ Academic records / qualifications
 - ☐ Any public examination results
 - ☐ Passport

SEND THE APPLICATION TO

Email: admissions@stanleycollege.edu.au
Post: 69 Outram Street, West Perth 6005 Western Australia