



EIE Domestic Enrolment Form

CAMPUS				
<input type="checkbox"/> Melbourne Campus <input type="checkbox"/> Hobart Campus <input type="checkbox"/> Sydney Campus				
COURSE DETAILS (check the boxes below to indicate course selected)				
22250VIC	Certificate I in EAL (Access)	<input type="checkbox"/>		
22251VIC	Certificate II in EAL (Access)	<input type="checkbox"/>		
22255VIC	Certificate III in EAL (Further Study)	<input type="checkbox"/>		
22258VIC	Certificate IV in EAL (Further Study)	<input type="checkbox"/>		
095079B	General English (GE) Elementary to Upper intermediate	<input type="checkbox"/>		
095080J	English for Academic Purposes (EAP) Intermediate to Advanced	<input type="checkbox"/>		
BSB51915	Diploma of Leadership and Management	<input type="checkbox"/>		
BSB61015	Advanced Diploma of Leadership and Management	<input type="checkbox"/>		
ICT50815	Diploma of System Analysis and Design	<input type="checkbox"/>		
PSP50916	Diploma of Interpreting (LOTE-English)	<input type="checkbox"/>		
PSP60816	Advanced Diploma of Translating	<input type="checkbox"/>		
CPP40307	Certificate IV in Property Services (Real Estate)	<input type="checkbox"/>		
	Agent Representative Program	<input type="checkbox"/>		
SIT30816	Certificate III in Commercial Cookery	<input type="checkbox"/>		
SIT40516	Certificate IV in Commercial Cookery	<input type="checkbox"/>		
SIT50416	Diploma in Hospitality Management	<input type="checkbox"/>		
Face to face <input type="checkbox"/> (Start date:)				
APPLICANT INFORMATION				
PERSONAL DETAILS				
Title:	Given Name	Middle name	Surname	Preferred Name
Unique Student Identifier (USI): _____ If you don't have USI or unsure of your USI, please go to https://www.usi.gov.au/			Victorian Student Number (VSN)/Others No.: _____.	
Your employer:		Date of Birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Position:	Division:			
CONTACT DETAILS				
Work	Mobile	Fax	Home	
Phone:				
Email Address:		Website:		
ADDRESS				
Postal Address <i>(address to which your award will be posted)</i>			Home Address <i>(If different from postal address)</i>	
Line 1:				
Line 2:				
City/Suburb:				
State:				
Postcode:				
NATIONALITY				
Country:				
Country of Birth: Australia <input type="checkbox"/>			Other (Please specify):	



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Country of Citizenship: Australia <input type="checkbox"/>	Other (Please specify):
Are you a VISA HOLDER?: YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes VISA Type: VISA No:

Are you of Aboriginal, Torres Strait Islander or Maori origin? (For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)

No Yes, Aboriginal Yes, Torres Strait Islander

Native Language: English Other (please specify):

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

Do you require English assistance to complete your studies? No Yes,

EMPLOYMENT

What is your current employment status:

<input type="checkbox"/> Full-time worker	<input type="checkbox"/> Not employed – not seeking employment
<input type="checkbox"/> Part-time worker	<input type="checkbox"/> Job seeker
<input type="checkbox"/> Employer	<input type="checkbox"/> Voluntary or unpaid worker

Please tick any of the following qualification levels which you have completed?

EDUCATION

Are you attending school/s: YES NO Current school level:

<input type="checkbox"/> Bachelor or higher Degree	<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)
<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Certificate 1 or II	<input type="checkbox"/> Certificates other than the above: _____	

In which country that you completed above qualification: _____.

DISABILITY

Do you consider that you have a disability, impairment or long-term condition? (You may indicate more than one area)

<input type="checkbox"/> No	<input type="checkbox"/> Physical	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> learning difficulty
<input type="checkbox"/> Hearing/Deafness	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Other

Please specify any particular requirements you have

EMERGENCY CONTACT DETAILS

Name of the person we should contact in an emergency:	Relationship to you:
Their contact number:	Your workplace contact (If applicable):

CAREER OBJECTIVES

<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To try for a different career
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get into another course of study

HOW DID YOU HEAR ABOUT US?

<input type="checkbox"/> Letterbox flyer	<input type="checkbox"/> local newspaper (specify)	<input type="checkbox"/> white pages
<input type="checkbox"/> Our website	<input type="checkbox"/> careers expo	<input type="checkbox"/> yellow pages
<input type="checkbox"/> Referral	<input type="checkbox"/> other (specify)	



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Empire Institute of Education (EIE) Commitment

Privacy Statement – Personal information may be collected and disclosed to relevant VET regulatory bodies which may include verification of a student's previous qualification, NCVET, Commonwealth and State Agencies and Department of Education.

Commonwealth and State government agencies will be granted access to enrolment information as requested for specific purposes, such as AVETMISS 7 statistical data to substantiate funding arrangements.

Privacy provisions set out how EIE will collect, use, keep, secure and disclose personal information that it has obtained. This also gives the individual or students the right to know that information EIE holds about them and establishes a right to correct that information if it is incorrect.

Training and Assessment – Empire Institute of Education will provide high quality training resources, (human and physical) to ensure that the student enrolled in a course of study will have the best possible chance of completing the competency requirements with reasonable support and in a timely manner.

Empire Institute of Education (EIE) commits to follow the policies, procedures and other commitments made in the Student Handbook and all other documented EIE policies and procedures.

Issue of Certificates – On successful completion of all course work and assessment. The full payment of the course fee if applicable, Empire Institute of Education will issue your testamur and statement of attainment within 30 days from your completion date.

Fees – Empire Institute of Education will not be taking any amount more than \$1000 as a prepaid tuition fee. If your course fee is more than \$1000, you need to pay your remaining amount of tuition fee in instalment.

Complaints and Appeals – Student complaints and appeals to be taken seriously by EIE, and action is commenced within 10 working days after complaints or appeals receipt.

Assessment – Assessment for each unit of competence includes a range of approaches to allow students a number of different ways to demonstrate competence. Assessment will include practical demonstration of competence, written questions, case study, written reports, participation in role plays and classroom activities.

Reassessment – Students will have opportunity to undertake two supplementary assessments in each unit for which they have been deemed Not Yet Competent (NYC). All reassessment procedures will be provided to students at no charges. If students deemed NYC during second reassessment they will have to re-enrol in the unit.

The re-enrolment fee = (Total course fee/total hours of the course) x unit hours

Policy and Procedure: Visit Empire Institute website for all policies and procedures.
<http://empire.edu.au/Front/Home/news/id/77.html>

Dr. Grace Yan
CEO
Empire Institute of Education Pty Ltd.
TOID Number: 41425.



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Enrolment Acceptance Declaration

I _____, agree that by signing this declaration, I am accepting an offer of a place in the course as outlined above:

I confirm:

- That all details provided on this enrolment form are correct
- I agree that EIE can use my photos on campus for marketing purposes (eg. website, brochure)
- That I have been provided with adequate information about the course in which I am enrolling to enable me to make an informed choice.
- That I have read the EIE's Student Handbook (<http://empire.edu.au/Front/Home/news/id/77.html>) and understand my rights and obligations with respect to access and equity, privacy, access to records, payments of fees and refunds, course cancellation, and complaints and appeals.

I agree to Empire Institute terms and conditions:

- Abide by the policies and procedures (<http://empire.edu.au/Front/Home/news/id/77.html>) of the Registered Training Organisation as detailed in the Empire Institute of Education Student Handbook or download from website.
- Abide by the policies to participate in the ASQA and NCVER surveys
- Provide information to the EIE prior to enrolment as requested to identify where special consideration of the learning and assessment process and support may be required to complete the course which I am undertaking.
- Advise the EIE of any issues (e.g. medical) that could affect my ability to complete the course in which I am enrolling
- Conduct myself in a professional manner and respect the EIE staff and its clients
- EIE conducted pre-enrolment assessment of my learning style and learning need in a professional manner to identify suitable training program before prior to enrolment
- Complete and submit all assessments in accordance with the course requirements and EIE policies and procedures for assessment and course progress.
- Confirm that I will Pay all course fees as required in the RTO Payment terms and conditions (refer to student handbook or course fee on website)
- Non – attendance of classes does not constitute cancellation of the course. All course costs are still payable to EIE in the event you are deferring or cancelling your enrolment (for more details please read refund policy <http://empire.edu.au/Front/Home/news/id/77.html>).
- Empire Institute of Education Pty Ltd. reserves the right to cancel a course prior to course commencement date. In this *rare circumstance*, you are entitled to a full refund (or pro –rata adjusted refund) or transfer of funds to another future course. In this event, you will be given your preferred option. If a refund is requested EIE will refund the full fees within four weeks of the course cancellation.
- Empire Institute of Education Pty Ltd. reserves the right to cancel your enrolment without refund if you are absent continuously for more than 3 weeks without any notice.
- If you fail to notify EIE of your enrolment cancellation request within 5 working days before or after the course commencement date, you will be liable to pay the course fee to EIE in full as per your payment plan. Refund of fee applicable as per refund policy. Please for more detail see EIE refund policy (<http://empire.edu.au/Front/Home/news/id/77.html>).
- Student will receive a full refund of fees paid and there will be no enrolment or administration charges in the following circumstances:
 - The course is cancelled by EIE.
 - The course is rescheduled to a time and location that is unsuitable for the student.
 - A student is not given a place due to the class being full.



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- If a student is able to produce evidence of a successful application for RPL/Credit transfer in parts of a course where the full fees have been paid, they may apply for a full refund of fees for those units of competency, except for the application fee, which is non – refundable. Student must apply for RPL/Credit transfer within 3 weeks of their course commencement, after that EIE will refund the unit fee if RPL/Credit transfer granted.
- Read the Empire Institute of Education policy and procedure specially refund policy, course progress policy, assessments policy and complaints and appeals policy and procedure (<http://empire.edu.au/Front/Home/news/id/77.html>).

I further declare that:

- I have read and understood and consent to the privacy notice and have completed all questions and details on the enrolment form.
- The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
- I agree to meet the terms and conditions as specified in this enrolment form
- I agree to pay my remaining tuition fee according my instalment plan.
- I have read the rules and regulations provided in the EIE student handbook, including the “refund policy” “Assessment Policy” “Course Progress” “Complaints and Appeals” and “Plagiarism policy”.
- I understand that the refunds will only be granted in accordance with the EIE refund policy.
- I have disclosed to EIE any special needs which may affect my learning.
- I paid initial deposit (initial deposit is less than or equal to \$1000) to enroll in my chosen course.
- Any course credit granted through RPL or Credit transfer following acceptance of this offer may result in a variation in the course duration. RPL assessment fee applicable.
- I understand that this agreement, and the availability of complaints and appeals process, does not remove the right of the student to take action under Australian’s consumer protection laws.
- I have read and understood the course progress policy of EIE and understand that EIE will cancel my enrolment if not achieving course progress satisfactory level or not able to finish with the located duration of the course.
- I confirm that I understood the AQF volume of learning to complete my course.
- I confirm that I have been informed about the course training and assessment, pre-enrolment information, assessment submission requirements and academic support provided during my study, and about my rights and obligations as student prior to enrolment completion.
- I confirm that pre-enrolment and pre-training review conducted by Empire Institute of Education Pty Ltd.
- I will be 18 Years old or more by the time of course commencement date.

Student Name: _____ Date: _____

Student Signature: _____



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PAYMENT OPTIONS

Empire Institute of Education requires that payment of course fees be made through EFT or Direct Credit to our bank account. **Important: Please provide your full name/surname as the payee reference to ensure that your payment is credited to your account.**

Direct Credit Advice

Melbourne Campus

Bank: Commonwealth Bank

BSB: 063 019 Account No: 11421761

Swift Code: CTBAAU2S

Account Name: Empire Institute of Education

Hobart Campus

Bank: Commonwealth Bank

BSB: 063 019 Account Number: 11675729

Swift Code: CTBAAU2S

Account Name: Empire Institute of Education

Cheques (made out to Empire Institute of Education)

Posted to Empire Institute of Education,
Level 10, 190 Queen Street, Melbourne, VIC 3000

SUBMITTING YOUR FORM

1. This form is to be completed at enrolment.
2. If you have an electronic version of this form you can fill it in on the computer and send it back via **email** to admission@empire.edu.au

TAX INVOICE REQUEST

Please complete this section if you require a tax invoice.

Name of person/company to whom the invoice should be addressed:

Full address to which the invoice is to be sent:

Amount to be invoiced:

Office Use Only:

Application Approval Status:

Approved By:

If not approved provide Reason: