

Westin College

ENROLMENT APPLICATION FORM

Contact Details

16-18 Aberdeen Street, Perth WA 6000 (Northbridge) | E. admissions@westincollege.com.au | T. +61 6185 1010 |
W. www.westincollege.com.au | RTO Code: 45821 | CRICOS Code: 03997C | ABN: 44 644 500 774

How to complete this Form:

- Please write clearly in black ink using CAPITAL LETTERS in English.
- Include a copy of one set of supporting documents with this application including certified English translation copies where required.
- All supporting documents for this application must be certified as true copies.

Note: Information contained in this document is utilised in accordance with Westin College Privacy Policy

1. PERSONAL DETAILS (Please choose by placing an X in the boxes that apply to you)

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other
Single name only: <input type="checkbox"/> (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the "Family Name" Section)					
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth:	____/____/____
Family Name (Surname)					
First Given Name					
Second Given Name (Middle)					
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Westin College to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.					
Nationality:			Country of Birth:		
Are you a permanent resident of Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify	
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander				

2. CONTACT DETAILS

A. Address (In Your Home Country)

Building/ Property Name	
Flat/ Unit details	
Street or lot number	

ENROLMENT APPLICATION FORM

Street name			
Suburb, Locality or town			
State/ Territory			
Post Code			
Email:			
Phone (Home):		Mobile:	

B. Address (In Australia)			
<p>Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.</p> <p>If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.</p> <p>Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.</p>			
Building/ Property Name			
Flat/ Unit details			
Street or lot number			
Street name			
Suburb, Locality or town			
State/ Territory			
Post Code			
What is your postal address (if different from above)?			
Home Phone Number		Mobile	
Email Address			
Alternative Email Address (optional)			

WHICH ADDRESS DO YOU WANT YOUR CORRESPONDENCE SENT TO?		
Send Correspondence to:	<input type="checkbox"/> My current Australia Address (Refer to para 2 above)	<input type="checkbox"/> My current Agents Address (Refer to para 12. B. Below)

3. ENROLMENT/COURSE SELECTION AND FEE SCHEDULE	
(Place an "X" in the relevant box for the Qualification/s (Course/s) that you wish to apply to study at Westin College below)	
PLEASE NOTE: Course Fees may be subject to change without notice Either Complete A or B.	
Commencing – Term (Intake):	Month _____ / Year _____

ENROLMENT APPLICATION FORM

Select	Course Code	Course Title	Course Duration	Tuition Fee (AUD)	Non-Tuition Fee (AUD)	Admission Fee
A. Perth Campus Only – Pathway Courses (only offered if an applicant has completed the lower course, for example student moving to Diploma after completing Certificate IV)						
<input type="checkbox"/>	SIT30821	Certificate III in Commercial Cookery	52 Weeks	\$11,000.00	\$1,150.00	\$250
<input type="checkbox"/>	SIT40521	Certificate IV in Kitchen Management	26 Weeks	\$5,000.00	\$350.00	\$250
<input type="checkbox"/>	SIT50422	Diploma of Hospitality Management	26 Weeks	\$5,000.00	\$250.00	\$250
<input type="checkbox"/>	SIT60322	Advanced Diploma of Hospitality Management	26 Weeks	\$5,000	\$300.00	\$250
<input type="checkbox"/>	BSB50120	Diploma of Business	52 Weeks	\$8,000.00	\$500.00	\$250
<input type="checkbox"/>	BSB60120	Advanced Diploma of Business	52 Weeks	\$8,000.00	\$500.00	\$250
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management (Learning)	104 Weeks	\$22,000.00	\$1000.00	\$250
<input type="checkbox"/>	RII50520	Diploma of Civil Construction	78 Weeks	\$18000.00	\$2000.00	\$250
<input type="checkbox"/>	RII60520	Advanced Diploma of Civil Construction	26 Weeks	\$6000.00	\$2000.00	\$250
B. Perth Campus Only – <u>Standalone Courses</u>						
<input type="checkbox"/>	SIT30821	Certificate III in Commercial Cookery	52 Weeks	\$11,000.00	\$1,150.00	\$250
<input type="checkbox"/>	SIT40521	Certificate IV in Kitchen Management	78 Weeks	\$16000.00	\$1500.00	\$250
<input type="checkbox"/>	SIT50422	Diploma of Hospitality Management	78 Weeks	\$21,000.00	\$1750.00	\$250
<input type="checkbox"/>	SIT60322	Advanced Diploma of Hospitality Management	104 Weeks	\$26,000.00	\$2050.00	\$250
<input type="checkbox"/>	BSB50120	Diploma of Business	52 Weeks	\$8,000.00	\$500.00	\$250
<input type="checkbox"/>	BSB60120	Advanced Diploma of Business	52 Weeks	\$8,000.00	\$500.00	\$250
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management (Learning)	104 Weeks	\$22,000.00	\$1000.00	\$250
<input type="checkbox"/>	RII50520	Diploma of Civil Construction	78 Weeks	\$18000.00	\$2000.00	\$250
<input type="checkbox"/>	RII60520	Advanced Diploma of Civil Construction	104 Weeks	\$24000.00	\$3000.00	\$250

ENROLMENT APPLICATION FORM

Please Note:

- A \$250 Application fee is charged for the processing of each enrolment application received at Westin College.

Definition of the above Fees (Tuition and Non-Tuition Fees)

Tuition Fees Include the following:

- Your lectures/training and Assessment Sessions, tutorials, tutoring sessions (where applicable), Practical experience (in Kitchens etc) that form part of your course/s (whether mandatory or not), or are intended to assist you to progress in your course/s, or are ancillary to the activities that form part of your enrolled course/s.

Non-Tuition fees include the following:

- Your course books, resources, equipment and uniforms (IF applicable e.g.: Commercial Cookery),
- Course Administration fee, and
- Additional non- tuition fees where applicable including:
 - The students Health Insurance costs, the student's accommodation costs and a fee to assist the student to apply or hold their student Visa.

IMPORTANT NOTE:

The Application Fee and the Administration Fee in **NON-REFUNDABLE** once an Application to enrolment has been received at WestinCollege.

Document Name: Enrolment application form	RTO Code: 45821	CRICOS Code: 03997C
Version:3.1	Approved: 7 March 2025	ABN: 44644500774
Westin College	16-18, Aberdeen Street, Perth, WA – 6000	admissions@westincollege.com.au
		Page 1 of 21
		www.westincollege.com.au

ENROLMENT APPLICATION FORM

Where did you hear about this course? Mouth <input type="checkbox"/> Radio <input type="checkbox"/> Google		<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website	<input type="checkbox"/> Internet	<input type="checkbox"/> Yellow Pages	<input type="checkbox"/> Word of
4. PASSPORT DETAILS						
Passport Status:	<input type="checkbox"/> My Passport Issued		<input type="checkbox"/> My Passport Pending			
Passport Issued By:						
Passport Number:				Passport Expiry Date:		
*** NOTE: A certified true copy of All your original documents (Including a copy of your current passport - must be provided as part of your application) ***						
Copy of Passport Verified By (write Name):				Signature:		
Date Verified:				Contact Number:		
5. VISA DETAILS						
Are you Currently Studying in Australia?	<input type="checkbox"/> No <input type="checkbox"/> Yes		Name of college:			
What VISA Type do you Currently Hold (If Any ?)	<input type="checkbox"/> No Visa Held <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Working <input type="checkbox"/> Bridging <input type="checkbox"/> Other (provide Details)					
VISA Status:	<input type="checkbox"/> Issued <input type="checkbox"/> Pending		VISA Number:			
VISA Expiry Date:			Are you a permanent resident of Australia?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in Australia NOW?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
IF NO current valid VISA held - please complete the following:						
Country of Visa Lodgement:			City where visa lodge:			
Date you have/will Apply for a Visa:						
NOTE: A certified true copy of All your original documents (Including a copy of your current passport - must be provided as part of your application)						
A. Education Agent Details (If applying through an agent)						
Agent Company Name:						
Your Agents Name:						
Agents Full Address:						

ENROLMENT APPLICATION FORM

Phone:		Agent's Stamp	
Mobile:			
Email:			
B. How did you hear about Westin College?			
<input type="checkbox"/> Agent <input type="checkbox"/> Exhibition <input type="checkbox"/> Events <input type="checkbox"/> Newspapers/Magazines		<input type="checkbox"/> Google Search <input type="checkbox"/> Government Websites <input type="checkbox"/> Instagram/Linked In/Google+ <input type="checkbox"/> Facebook	
		<input type="checkbox"/> Radio <input type="checkbox"/> Travel agents <input type="checkbox"/> Friends <input type="checkbox"/> Relatives	
6. OVERSEAS STUDENT HEALTH COVER			
Have you arranged your own Insurance (OSHC)?		<input type="checkbox"/> If Yes complete (Part A Below) <input type="checkbox"/> If No complete (Part B Below)	
Part A – Provide Your Insurer Details			
Name of Insurer:		Member Number:	
Insurer Contact Number		Date of Expiry:	
Part B – You Are Requesting Westin College to arrange Your Insurance for You <input type="checkbox"/> Yes <input type="checkbox"/> No (You must advise Westin College which Insurance you Require – from Below)			
Cover Type – Single:	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months	<input type="checkbox"/> 18 Months
Cover Type – Couple:	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months	<input type="checkbox"/> 18 Months
Cover Type – Family:	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months	<input type="checkbox"/> 18 Months
NOTES: 1. The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC). 2. The length of your OSHC MUST cover the total length of your course(s)			
7. ENGLISH LANGUAGE PROFICIENCY (Please choose by placing an X in the boxes that apply to you)			
Which English test have you completed in the last 2 years			
<input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> CAE <input type="checkbox"/> Other (provide details)			
Provide results of above test	Total Score: NOTE: Please attach a certificate to confirm this test result		
Have you completed an English Course in Australia?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please attach relevant evidence of attending this course	
Have you completed an Australian Certificate III level course or above within Australia – issued <u>no</u> longer than 2 years ago?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please attach relevant evidence of the Certificate issued and the Academic Record/Results	
8. PREVIOUS EMPLOYMENT/WORK EXPERIENCE			
Do you have previous/prior employment experience relevant to the above qualifications you are applying to enrol in?		If YES, provide brief details below	

ENROLMENT APPLICATION FORM

<input type="checkbox"/> Yes <input type="checkbox"/> No	NOTE: You <u>MUST</u> attach separate documentations to your application that will support this previous employment/experience - including a Resume <u>and</u> a Reference/s
--	---

Note: Please consider your answers carefully before you sign this application.

1. Please provide details of relevant Prior employment/work experience within the past 3 Years:

2. Why do you want to study the course/s you have selected above with Westin College?

3. What employment/job do you hope to secure/get when you have successfully completed the above selected course/s with Westin College?

4. Confirm (Check (X) the relevant box/es below) for the Qualification course/s and level/s that you have applied to enrol at Westin College:

☐ Certificate III Level
 ☐ Certificate IV Level
 ☐ Diploma Level
 ☐ Advanced Diploma Level

Please explain briefly - Why have you chosen the above courses and levels?

9. EQUITY / SUPPORT SERVICES (Please choose by placing an X in the boxes that apply to you)

At Westin College we believe in equality and respect all people. We encourage people with disability or medical condition to study with us and want to ensure that you are supported, and reasonable adjustment are made to accommodate individual needs and advise you accordingly. Please help us by providing below details so that at Westin College, we are aware what support or assistance you may be required. In some cases, there may be a cost.

Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> No – Go to Schooling <input type="checkbox"/> Yes	
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) Please refer to the Disability supplement for an explanation of the following disabilities.)	<input type="checkbox"/> Hearing/ deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Other	<input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition

10. ACCOMMODATION REQUIREMENTS

Do you require Westin College to arrange accommodation?	<input type="checkbox"/> Yes
---	------------------------------

ENROLMENT APPLICATION FORM

		<input type="checkbox"/> No
What type of accommodation arrangements would you like?		<input type="checkbox"/> Shared <input type="checkbox"/> Private
Do you require Westin College to arrange for Airport pickup: <i>This service has an additional cost \$150.00 AUD</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other additional Accommodation Needs?		
11. EMERGENCY CONTACT DETAILS (In Australia)		
Full Name		Relationship
Contact number		Mobile

In the event of an emergency do you give the college permission to organise emergency transport and treatment and agree to pay all related to the emergency? ☐ YES ☐ NO (Tick your response)

12. PAYMENT DETAILS			
<ul style="list-style-type: none"> All fees and charged are to be in Australian Dollars (AUD) if this is not possible then approval from Westin College may be granted for use of American Dollar (USD) Applications submitted to Westin College must be accompanied by a NON-REFUNDABLE Application Fee of AUD \$250. This Application fee applies to all applications submitted directly to Westin College or through a Westin College's Agent. <p>Note: Students <u>must include</u> their payment details within this Application form.</p>			
<ul style="list-style-type: none"> Payment Method for Application Fee (Payment required is for this Application = AUD \$250) <p>Select Payment method from the following Options:</p>			
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Diners <input type="checkbox"/> Other (provide details):			
Credit Card Number:			
Cardholder Name:		Expiry Date:	
Cardholder Signature:		ID Code:	
<input type="checkbox"/> Bank Cheque for AUD \$250 made payable to "Westin College"			
<input type="checkbox"/> Bank/Internet Funds Transfer for AUD \$250 made payable to "Westin College"			
Account Name:	Westin College		
BSB:	066167		
Account Number:	10585002		
SWIFT Code:			
Bank Name:	Commonwealth Bank		

ENROLMENT APPLICATION FORM

Reference:	Enter <Applicant Surname> & <Date of Birth>		
Applicant Name:		Applicant Signature:	
Applicant Date:		Applicant Contact Number:	

13. SCHOOLING

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

(If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9).

- | | |
|--|--|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 11 or equivalent |
| <input type="checkbox"/> Year 10 or equivalent | <input type="checkbox"/> Year 9 or equivalent |
| <input type="checkbox"/> Year 8 or equivalent | <input type="checkbox"/> Never attended school |

Year completed school:

Are you still enrolled in secondary or senior secondary education?

- ☐ No ☐ Yes

14. PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the qualifications listed in question 15?

- ☐ No – Go to Employment
☐ Yes

If YES, tick ANY applicable boxes.

- ☐ 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)

15. EMPLOYMENT

Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

For casual, seasonal, contract, and shift work, use the current number of hours worked per week to determine whether full-time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- ☐ 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

16. STUDY REASON

ENROLMENT APPLICATION FORM

<p>Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)</p>	<p><input type="checkbox"/> To get a job</p> <p><input type="checkbox"/> To develop my existing business</p> <p><input type="checkbox"/> To start my own business</p> <p><input type="checkbox"/> To try for a different career</p> <p><input type="checkbox"/> To get a better job or promotion</p> <p><input type="checkbox"/> It was a requirement of my job</p> <p><input type="checkbox"/> I wanted extra skills for my job</p> <p><input type="checkbox"/> To get into another course or study</p> <p><input type="checkbox"/> For personal interest or self-development</p> <p><input type="checkbox"/> To get skills for community/ voluntary work</p> <p><input type="checkbox"/> Other reasons</p>
---	--

17. UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, we Westin College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

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

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>

<p>USI Number</p>	
<p>USI application through your RTO (if you do not already have one)</p>	<p>If you would like us Westin College to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information at: https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf</p> <p>You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.</p> <p>I [NAME]authorise Westin College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.</p> <p><input type="checkbox"/> I have read and I consent to the collection, use and disclosure of my personal information - which may include sensitive information) pursuant to the information detailed at: https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf</p> <p>Of Town/City of Birth _____</p> <p><small>(please write the name of the Australian or overseas town or city where you were born)</small></p>

17.1 Verifying USI

ENROLMENT APPLICATION FORM

<p>Verifying USI</p> <p>We will also need to verify your identity to create your USI.</p> <p>Please provide details for <u>one</u> of the forms of identity below (numbered 1 to 8).</p> <p>Please ensure that the name written in 'Personal Details' section is exactly the same as written here.</p> <p>Please Note:</p> <p>In accordance with section 11 of the <i>Student Identifiers Act 2014</i>, Westin College will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.</p>	<ol style="list-style-type: none"> <p>1. Australian Driver's Licence</p> <p>State: _____ Licence Number: _____</p> <p>2. Medicare Card</p> <p>Medicare card number _____</p> <p>Individual reference number (next to your name on Medicare card): ____</p> <p>Card colour: (select which applies)</p> <p>Green <input type="checkbox"/> Expiry date ____/____/____ (format MM/YYYY) (month/year)</p> <p>Yellow <input type="checkbox"/> Blue <input type="checkbox"/> Expiry date ____/____/____ (format DD/MM/YYYY) (day/month/year)</p> <p>3. Australian Birth Certificate</p> <p>State/Territory _____</p> <p><i>Details vary according to State/Territory (see note above)</i></p> <p>4. Australian Passport</p> <p>Passport number _____</p> <p>5. Non-Australian Passport (with Australian Visa)</p> <p>Passport number _____</p> <p>6. Immicard</p> <p>Immicard Number _____</p> <p>7. Citizenship Certificate</p> <p>Stock number _____ Acquisition date ____/____/____ (DD/MM/YYYY)</p> <p>8. Certificate of Registration by Descent</p> <p>Acquisition date ____/____/____</p>
---	--

ENROLMENT APPLICATION FORM

18. DISABILITY SUPPLEMENT

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

☐ **Hearing/deaf'**

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

☐ **Physical'**

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

☐ **Intellectual'**

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

☐ **Learning'**

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

☐ **Mental illness'**

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

☐ **Acquired brain impairment'**

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

☐ **Vision'**

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

☐ **Medical condition'**

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

☐ **Other**

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

ENROLMENT APPLICATION FORM

19. RECOGNITION OF PRIOR LEARNING(RPL) / CREDIT TRANSFER (CT)

Credit Transfer (CT) *Students who have achieved a “Competent” outcome for a unit of competency are not required to enrol in the same/equivalent unit again (unless approval granted by the RTO)*

Students who have evidence (an Academic Record or a Statement of Attainment) that they have successfully completed and achieved competence in a unit of competency issued by an Australian Registered Training Organisation (including Westin College) are to apply for a “Credit Transfer” (an exemption) from the equivalent unit of competency in the qualification you are applying to enrol into – **PRIOR** to accepting an enrolment offer. Failure to declare their prior achievements may result in the student incorrectly repeating a unit/s of competency and not being entitled to a refund for the relevant unit/s.

Recognition of Prior Learning (RPL) *Students who believe that they may have prior learning and/or experience gained via informal and non-formal or other formal methods, relevant to a unit of competency.*

Students who believe that they may have prior learning and/or experience gained via informal and non-formal or other formal methods, should apply for RPL and provide sufficient, relevant evidence and supporting documentation with their application to Westin College – **PRIOR** to accepting an enrolment offer or commencing their enrolled course. Failure to apply and gain approval prior to your course commencement may result in the student incorrectly repeating a unit/s of competency and not being entitled to a refund for the relevant unit/s.

Please provide details of any CT or RPL you have/will have in this application to enrol. Applications for CT and RPL are available via the Website (see below) or on request via your Agent or directly from Westin College enquiries and reception.

Will you be applying to Westin College for RPL or CT of any units/qualifications

☐ Yes

☐ No

IF Yes, please ensure you complete the Westin College Application for RPL or CT and attach all relevant evidence and supporting documentation

Note: You can download the Westin College RPL/CT Application located on our website at: TBA or on request from your agent of Westin College reception.

20. TERMS AND CONDITIONS

TERMS & CONDITIONS OF ENROLMENT

1. Student Responsibilities

- Students must satisfy entry requirements for course of enrolment.
- If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given a third and final opportunity for reassessment.
- If a student is required to be reassessed at any time, they will be provided with further guidance from their trainer prior to reassessment.
- If after three attempts the student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued.
- All students will undergo an induction with the college, which will include the student's rights and responsibilities against the relevant Australian Commonwealth, State or Territory legislation and regulatory requirements.
- Students are issued with a Student Handbook & International Student Handbook, which includes the Student's rights and responsibilities that will affect their participation in training.
- The student acknowledges that they must observe the college's policies and procedures, according to State and Federal Government legislative and regulatory requirements and the Student Visa requirements, as set out in the Student Handbook and the International Student Handbook.

2. Visa Requirements

- According to Visa requirements, all students are required to undertake full-time study workload and must attend a minimum of at least 80% of classes in their course, as per the duration stated in their Confirmation of Enrolment (CoE)
- Failure to meet the minimum attendance requirements may result in the student being reported to the Department of Home Affairs (DHA) for unsatisfactory attendance, which may result in the cancellation of their student visa.
- If a student does not commence studies on the agreed commencement date, after 14 days the college will cancel the student's CoE unless a new starting date has been agreed to. Any student who does not commence studies will be reported to the DHA, and this may result in the cancellation of the student's visa.

ENROLMENT APPLICATION FORM

- d) Students are required to have in place, prior to commencement of studies, Overseas Student Health Cover (OSHC) throughout the duration of their course of studies. Our organisation has agreements in place with OSHC providers and can assist you with accessing health cover.

3. Enrolment & Selection

- a) This form is just for registering your initial interest into training with the college and is not confirmation of your enrolment into the college. The purpose of the form is to gather information from the student to determine their suitability into their course of choice.
- b) All programs consist of a minimum of 20 hours face-to-face scheduled course contact hours per week.
- c) The student is responsible for notifying the college if they have a medical condition or disability or require assistance in their training.
- d) An Enrolment Application Fee must accompany enrolment to enable the students' application to be processed.
- e) It is the student's responsibility to note the date, time and location of the course as advertised.
- f) Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
- g) Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
- h) If you are unable to complete your course, due to changed personal circumstances, the college will make every effort to ensure you are placed into an alternative pre-scheduled course.
- i) Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
- j) The college reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
- k) Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. Westin College's students are covered by public liability insurance whilst studying on campus.
- l) Airport pickup service and Accommodation arrangement/Homestay Placement fees are non-refundable after the arrangement confirmation email has been sent to the student.
- m) Completing the Enrolment Application Form does not guarantee a place with Westin College.
- n) Westin College reserves the right to decline an application.
- o) Students from assessment level 3 and 4 countries are advised to apply through Westin College's representative (Education Agent).
- p) Applications will be processed when all required documents and the non-refundable enrolment fee are received by Westin College.
- q) Accommodation arrangement/Homestay replacement fee and airport pickup service arrangement fee is payable every time the arrangement request is made.
- r) When the duration of studies at Westin College needs to be extended to complete the course, the student is required to pay additional fees for this extension.

4. Course Fees and Payments

- a) Please refer to the International Student Prospectus and the relevant Westin College Policies and procedures located on the Westin College website at: www.westincollege.com or information on course fees, including any required deposit; administration fees; tuition fees, non-tuition fees, refund policy, and any other relevant information and/or possible charges (if applicable).
- b) Fees must be paid in Australian dollars by bank cheque or electronic bank transfer to Westin College's stated bank account. The College will not be responsible for any monies paid to agents.
- c) The college reserves the right to vary fees without prior notice.
- d) Enrolment and course fees do not cover personal costs, such as the cost of accommodation, living expenses, social activities, stationary or other equipment that the student may like to purchase.
- e) The Enrolment Application Fee and the Enrolment Administration fee are non-refundable in all circumstances.
- f) Certificates, Academic Records and Statements of Attainment are issued to students who have been assessed and deemed to be competent in all the required units of competency within each enrolled qualification. The initial award/Certificate (including the Academic Record) and/or a Statement of Attainment to an enrolled student is at no additional cost to the student as it is included in the students PAID course fees. All replacement or re-printing of a student's Certification will incur a cost – being, a certificate re-issue fee of **\$80 per certificate**. – Refer to the Westin College Fee and Charges Policy in the Westin College Student Handbooks, or go the Westin College Website at: www.westincollege.com
- g) Fees not paid by the due date will incur a late fee of 5% of the total fee due.
- h) The student puts at risk their CoE being cancelled if their course fees are not paid by the due date. If a student has any problem paying fees on time on accordance with their approved Westin College payment requirements and/or Plan, it is the student's responsibility to discuss alternative arrangements with Westin College Student Services Officer/s or Training Coordinator, before the due date for a payment has passed.
- i) An **Enrolment Application Fee of \$250** is required to be paid with this Enrolment Application Form, which is non-refundable
- j) If a student requires a re-issue of their Certificate or Statement of Attainment,
- k) If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.
- l) If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued, and the student will be given a six-month period to undertake reassessment if required.
- m) Westin College is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation
- n) Westin College Bank account details for payment of relevant application and course fees and charges are as follows:

Campus

Account Name: Westin College
 BSB: 066115
 Account Number: 11007282
 Bank: Commonwealth Bank

5. Refund Policy

- a) If a student's visa application is rejected the student will be refunded the full tuition fees, (this does not include the Enrolment Application Fee, any accommodation arrangement fee and/or airport pickup service fee), upon evidence being provided by the student that their Visa has been refused.
- b) Students are also eligible for a Refund if Westin College cancels the enrolled course or the Principal course application has been denied.
- c) Requests for withdrawal for reasons other than those mentioned above, will be eligible for a refund as follows:

Document Name: Enrolment application form	RTO Code: 45821	CRICOS Code: 03997C
Version:3.1	Approved: 7 March 2025	ABN: 44644500774
Westin College	16-18, Aberdeen Street, Perth, WA – 6000	admissions@westincollege.com.au
		www.westincollege.com.au

ENROLMENT APPLICATION FORM

- i. If a student withdraws from a course more than 28 days prior to course commencement, 80% of the initial tuition fees will be refunded.
 - ii. If a student withdraws from a course prior to commencement of study, but less than 28 days prior to the course commencement, 50% of tuition fees paid (up to 24 weeks) and 100% for the remainder fees will be refunded.
 - d) There will be no refund issued following commencement of a student's course of study
 - e) All Enrolment Application fees, accommodation arrangement fees and airport pickup service fees are non-refundable.
 - f) If a student breaches visa conditions, resulting in studies being cancelled, there will be no refund.
 - g) If Westin College is unable to commence the course or cancels a course on the grounds of "Provider Default", 100% of the course fees paid will be refunded (This excludes the Enrolment Application Fee previously paid).
 - h) Westin College is not responsible for Agent fees – this service is paid between the Student and the students nominated Education Agent (EA) – If applicable.
 - i) When a refund is applicable and the student has paid the course fees through an agent, the commission deducted from the student's course fees - by the students Agent, will be refunded to the student, by the student's agent as part of the Agents refund procedures.
 - j) To request a refund, the student must submit a completed and signed Westin College Refund Request Form. The students written refund request will be processed within 4 weeks from the date of application being received at studentservices@westincollege.com.au
 - k) Any Support arrangement fee (including arrangements for Accommodation, Insurance, airport Transfers and Homestay fees) are non-refundable after the arrangement/ booking confirmation has been made on behalf of the student.
 - l) Refunds and Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of Westin College on written request including supporting evidence/documentation.
 - m) No refund or transfer will be made to third parties – all student refund entitlements will be made directly into the relevant students registered bank account (as per the student's records held by Westin College). This policy may be waived by Westin College in exceptional circumstances and assessed on a case-by-case basis at its absolute discretion and the decision of Westin College is final.
 - n) If a student disagrees with this process, they have the right to submit a Complaint and Appeal Form to appeal the decision. Student should refer to the Westin College Complaints and Appeals Policies and Procedures in their Student Handbook, or go to the Westin College Website at: www.westincollege.com
 - o) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- 6. Deferring, Suspending or Cancelling Enrolment**
- a) Withdrawals, Deferrals and Amendments **MUST BE MADE IN WRITING**. Please refer to Westin College Withdrawal, Deferral & Amendment Policy and the Fees & Refunds Policy on the Westin College website www.westincollege.com
 - b) Students need written permission from Westin College to defer their course. In cases where permission is granted, DHA will be advised via PRISMS. Student enrolments will be deferred or temporarily suspended by the institute when there are compassionate or compelling circumstances (e.g., illness where a medical certificate states that the student is unable to attend classes), or misbehaviour by the student.
 - c) The full policy and procedure pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is available within the International Student Handbook.
 - d) Westin College is required to advise DHA via PRISMS when a student fails to commence a course, withdraws before the course ends, or changes their course, which will affect his or her student visa.
 - e) Students who are unable to arrive on time may be given up to one week to commence. After one week, the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to return home or placed in an English language program until the next available commencement date for the course.
 - f) Evidence of assessment of applications for deferment or suspension of enrolment will be retained on student files.
 - g) Westin College will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access Westin College's internal Complaints and Appeals Procedure.
- 7. Accommodation and Airport Pickup Service**
- a) If you require assistance with making arrangements for Accommodation and/or Airport Pickup Service, Westin College will require a minimum 28 days' notice to arrange accommodation and 14 days for airport pick-up service.
 - b) If the student has requested an Airport Pickup Service, on arrival the student will be accompanied from the airport by an approved delegate of Westin College. Additional Fees may apply to arrange pick up payable directly to commercial vehicle driver
- 8. Students Contact Details**
- a) While enrolled in a course at Westin College students are issued with an individual Westin College email address on attending their Orientation Session or on commencement of their initial course and ALL communications between the Westin College and the enrolled Westin College student will be received and sent via this Westin College issued email address.
 - b) All international students are required to inform Westin College of their Australian residential address within seven (7) days of arrival in Australia and must advise any changes of address or other contact details such as contact number, email address, etc, within five (5) working days.
- 9. Termination**
- a) Westin College reserves the right to expel a student for breaching enrolment or/and visa conditions. Fees will not be refunded and the CoE will be cancelled immediately after the student is notified. This may result in cancellation of the student's visa.
- 10. Privacy Statement**
- a) Westin College respects the importance of securing any form of personal information which is collected from prospective students, student(s) and/or other Stakeholders. Information collected is only utilised for the purpose gathering information on the student as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.
 - b) Westin College has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing the RTO against the Standards for RTO's 2015 and/or the National Code 2018. No student information will be released to a 3rd party (apart from the above legal requirements) without the express written approval of the relevant student/s.
 - c) Students enrolled on a study visa are required – in accordance with their visa requirements, to ensure their personal information and contact details are maintained and current Students have a right to access and alter their personal information.
 - d) Westin College has the right to all the media images taken by Westin College during the student's studies at the college, this includes photographs, video and DVD images.

11. Privacy Notice

Document Name: Enrolment application form	RTO Code: 45821	CRICOS Code: 03997C
Version:3.1	Approved: 7 March 2025	ABN: 44644500774
Westin College	16-18, Aberdeen Street, Perth, WA – 6000	admissions@westincollege.com.au
		Page 1 of 21
		www.westincollege.com.au

ENROLMENT APPLICATION FORM

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* (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.

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 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.

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.

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.dese.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 Westin College 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

RTO Contact Details:

Westin College (RTO No: 45821 CRICOS No: 03997C)

16-18 Aberdeen Street, Perth, WA, 6000

Or by calling the Supervisor, Student Services on:

PH: +61 08 6185 1010

Or via the Westin College Website: www.westincollege.com

12. Changes to Agreed Services

- Where there are any changes to the agreed services that will affect the student, including in the event of Westin College closing down, Westin College will advise the learner in writing as soon as practicable, this includes changes to any new third-party arrangements or a change of ownership or any changes to existing third-party arrangements.
- The registered provider will notify the designated authority (ASQA) and the students enrolled with the registered provider of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.

13. Consumer Guarantee

- The College guarantees that the services provided by Westin College will be:
 - provided with due care and skill
 - fit for any specified purpose (express or implied)
 - provided within a reasonable time (when no timeframe is set for the training).

Document Name: Enrolment application form	RTO Code: 45821	CRICOS Code: 03997C
Version:3.1	Approved: 7 March 2025	ABN: 44644500774
Westin College	16-18, Aberdeen Street, Perth, WA – 6000	admissions@westincollege.com.au
		Page 1 of 21
		www.westincollege.com.au

ENROLMENT APPLICATION FORM

b) Cooling Off Period

- a) Westin College protects the rights of the student including but limited to the Statutory requirements for cooling-off periods.
- b) Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the Supervisor Student Services (a letter or email is acceptable) within 10 business days of the student having signed and accepted the Westin College Letter of Offer. Unless the student has already commenced the training – In this circumstance, please refer to the Westin College Refund Policy and Procedures for full details of the refund process and requirements.

c) Complaints and Appeals

- a) If a student is experiencing any difficulties, they are encouraged to discuss their concerns with the Training Coordinator or the Supervisor Student Services. Westin College's Student Services staff will make themselves available at a mutually convenient time should a student seek assistance.
- b) If a Student wishes to make a complaint, they are required to complete the Westin College Complaints and/or Appeals Form, which is included in the Student Handbooks, available via the Westin College website or on request from the Westin College Perth Reception staff. Once the form has been completed, the form should be submitted to the college for actioning.
- c) Please refer to the Student Handbooks or the Westin College Complaints and Appeals Policy and Procedures for more information on the process located at: www.westincollege.com

d) Credit Transfer

- a) Westin College recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.
- b) Credit Transfer will be awarded for units of competency that directly align with the unit/s required to be undertaken in order to successfully complete the Westin College qualification that the student has enrolled in. Student are responsible for providing original evidence and/or supporting documentation of their previously gained competencies to Westin College with their application for Credit Transfer. Westin College will assess each application and supporting evidence in accordance with the Westin College policy and procedures. Student will be notified in writing of the application outcomes.
- c) Please refer to the Student Handbooks, or go to the Westin College website at: www.westincollege.com or contact the Westin College main office for further information and an application.

e) Support Services

- a) Westin College caters to diverse client learning needs and aims to identify and respond to the learning needs of all its students. Students are encouraged to express their views and talk to a Westin College trainer or staff member about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion.
- b) All students are required to meet the minimum English language skills requirements and Academic levels as part of their enrolment however, students but may require further educational assistance and support – Students requiring assistance and/or support or those students identified as requiring assistance by Westin College will be invited to an intervention meeting and or Westin College will offer support where possible both internally or via an appropriate referral to an external support agency.
- c) Westin College is committed to providing students requiring additional support, advice or assistance while training. Please see the Student Handbooks and or information contained within the Westin College website for further information on the types of support available.
- d) To achieve this and to ensure the quality delivery of training and education, Westin College provides vocational training and assessment support and mentoring sessions for students to improve and extend their training outcomes. Students are advised to seek and make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the college for further support and/or assistance.

f) Legislative and Regulatory Requirements

- a) All students will undergo an induction with Westin College, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with an International Student Handbook and Student Handbook, which also includes the Student's rights and responsibilities that will affect their participation in vocational education and training.
- b) The student acknowledges that they must observe Westin College's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbooks.

g) Age Dependents

- a) Should the student be accompanied by school age dependants, the student must accept responsibility for any primary or secondary school fees. The dependants are not eligible to attend government schools free of charge.
- b) Any school age dependant of a student must be enrolled and attending school during the period that the student is studying with Westin College.

h) Westin College Contact Hours

- a) Office Hours are 9:00 AM to 5:00 PM by appointment only. Email correspondence is made during weekdays only and not weekends and public holidays. v does not take calls or reply to emails outside of office hours, weekends and public holidays.

i) Pre-Departure when Travelling to Australia Information

- a) If this is your first time studying in Australia, we recommend that you visit the following website: <https://www.studyinaustralia.gov.au/english/live-in-australia>, which provides useful information regarding travelling and living in Australia.

j) Submitting your Application to Westin College

- a) Fill in the Enrolment Application Form provided by Westin College and send it through email <enter admissions email here> or submit to you Westin College approved Education Agent or in person at the Reception of Westin College.

k) Enrolment and Acceptance

- a) On receipt of your Application to Enrol Form, the Westin College Student Services Staff will review and assess the Enrolment Application and all supporting evidence/documentation for accuracy and completeness. IF the application and all supporting documentation is completed correctly and sufficient, the application will be approved and processed to the next stage where a Westin College Letter of Offer (LOO) will be issued to the applicant via email.

l) Entry Requirements

a) Commercial Cookery and Hospitality Management Courses

- o SIT30821 Certificate III in Commercial Cookery

Document Name: Enrolment application form	RTO Code: 45821	CRICOS Code: 03997C
Version:3.1	Approved: 7 March 2025	ABN: 44644500774
Westin College	16-18, Aberdeen Street, Perth, WA – 6000	admissions@westincollege.com.au
		Page 1 of 21
		www.westincollege.com.au

ENROLMENT APPLICATION FORM

- SIT40521 Certificate IV in Commercial Cookery
- SIT50422 Diploma of Hospitality Management
- SIT60322 Advanced Diploma of Hospitality Management

Minimum academic level & English proficiency requirements:

Course Prerequisites		
Course Level	English Language Proficiency	Academic prerequisite
Certificate III	IELTS 6.0 or equivalent	Australian Year 10 or equivalent and/or Relevant work experience Students must be aged 18 or older at the commencement of the course
Certificate IV	IELTS 6.0 or equivalent with no band less than 5.0	Australian Year 11 or equivalent and/or Relevant work experience OR Any Certificate III (or higher) in a related Business qualification. Students must be aged 18 or older at the commencement of the course
Diploma	IELTS 6.0 or equivalent with no band less than 5.0	Australian Year 12 or equivalent and/or Relevant work experience OR Any Certificate IV (or higher) in a related qualification. Students must be aged 18 or older at the commencement of the course
Advanced Diploma	IELTS 6.0 or equivalent with no band less than 5.0	Australian Year 12 or equivalent and/or Relevant work experience OR Any Diploma (or higher) in a related qualification. Students must be aged 18 or older at the commencement of the course

(b) Business Courses

- BSB50120 Diploma of Business
- BSB60120 Advanced Diploma of Business
- BSB80120 Graduate Diploma of Business (Learning)

Minimum academic level & English proficiency requirements:

Course Prerequisites		
Course Level	English Language Proficiency	Academic prerequisite
BSB50120-Diploma of Business	IELTS 6.0 or equivalent	Australian Year 12 or equivalent Students must be aged 18 or older at the commencement of the course
BSB60120-Advanced Diploma of Business	IELTS 6.0 or equivalent with no band less than 5.0	Australian Year 12 or equivalent OR Any Diploma (or higher) in a related qualification. Students must be aged 18 or older at the commencement of the course
BSB80120-Graduate Diploma of Management (Learning)	IELTS 6.0 with no band less than 5.5 or equivalent	Completion of a recognized degree or diploma or advanced diploma or equivalent. (Any field) Year 12 High school or equivalent work experience Students must be aged 18 or older at the commencement of the course

b) Study & Assessments Hours and Requirements

- a) All classes are delivered in English. Delivery method is Face-to-face with some structured external learning. Classes are scheduled to meet the minimum student study visa requirements of 20 Face-to Face Contact hours per week (2.5 days per week of classes). In addition, SIT30821 Certificate III in Commercial Cookery course includes a work-based training of 100 hours over a period of 5 weeks. During the work-based training, students will be able to practice their knowledge and skills in real workplace settings.

c) Campus Location and Contact

Perth Campus - 16 Aberdeen Street, Perth, WA, 6000 | **Telephone:** +61 08 6185 1010 | **Email:** admisisons@westincollege.com.au | **Website:** www.westincollege.com
Kitchen Address: The Kitchen, 15/5 Rowallan Street, Osborne Park WA 6017 SIT courses Only

21. APPLICANT DECLARATION

ENROLMENT APPLICATION FORM

I (Full Name)..... 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 the Terms and Conditions of Enrolment and presented in this application (above), the fees payable, the Refund Policy and Procedures of Westin College and to be bound by the Conditions of Enrolment and policies and procedures of Westin College. I acknowledge that Westin College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

☐ I confirm the information supplied in this application in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.

☐ I acknowledge and confirm that I understand that this Application Form includes questions to enable Westin College to collect and provide AVETMISS compliant records to meet their National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and Westin College's Privacy Statement is available at the reception Desk, and via the Westin College website.

☐ I acknowledge and confirm that I understand that Westin College recognises and respects my privacy. Westin College collects, stores, and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

☐ I acknowledge and confirm that I understand that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of Westin College's application process. Westin College's Privacy Policy reflects the National Privacy Principles set out in the Privacy Act 1988 as well as the Information Privacy Principles. Further information about our Privacy Policy is available in the conditions of enrolment section of this application form.

ENROLMENT APPLICATION FORM

- ☐ I understand that Westin 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 Westin 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 Westin College performs a search to locate my USI, that I will receive a notice regarding the use of this function to confirm my USI.
- ☐ I consent to DoHA providing Westin College with any information about my visa status from the time of my application to the time of my departure from Australia.
- ☐ I understand that I will be required to pay an Enrolment Application Fee with this Enrolment Application Form and that the Enrolment Application Fee is non-refundable.
- ☐ I understand that this agreement and the availability of Westin College's Complaint and Appeals processes does not remove my right to take action under Australia's Consumer Protection Laws
- ☐ I understand and allow Westin College to use photographs, testimonials and videos taken of me for advertising and/or marketing purposes.

APPLICANTS SIGNATURE: _____ DATE: ____/____/____

AGENT NAME: _____ ONSHORE or OFFSHORE? _____

AGENT BUSINESS NAME: _____

AGENT CONTACT NAME (WHO): _____ MOBILE NUMBER: _____

AGENT EMAIL ADDRESS: _____

22. AGENTS DECLARATION

- ☐ I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Immigration and Border Protection as per www.border.gov.au to the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed on this application. I have made every effort to verify the authenticity and validity of the documents which form part of this application.
- ☐ I am satisfied that the applicant has genuine access to the total funds required while in Australia to cover all travel, OSHC, tuition and living costs for themselves and any dependents.
- ☐ I recommend that Westin College proceed with the assessment of this Prospective Student's Application to enrol at Westin College.
- ☐ I confirm that the applicant has signed this application form.
- ☐ I have verified the student's listed email address and residential address.
- ☐ I declare that I will forward all relevant correspondence related to this application to the student.

Agent's Name: _____

ENROLMENT APPLICATION FORM

Agent's Signature: _____

Agent's Contact Number: _____

Date (dd/mm/yyyy) _____



ENROLMENT APPLICATION FORM