



Enrolment Form

Graceland Institute

Campus Toowoomba: Ground Floor, 8-10 Russell St, Toowoomba Qld 4350

Campus Brisbane: U 1/44 Station Rd, Yeerongpilly QLD 4105

Email: admin@gracelandinstitute.qld.edu.au

Contact No – 0452 534 542

STUDENT INFORMATION

Family Name		Date of Birth	Day	Month	Year
First name(s)		Gender	Male	Female	Indeterminate
Title	<input type="checkbox"/> DR <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> OTHER – add here:				

UNIQUE STUDENT IDENTIFIER (USI)

International students studying in Australia with an Australian training organisation will need a USI.

All international students in Australia will have been issued with an Australian Visa. This will allow you to use your passport with an Australian visa, once you arrive in Australia, as a form of ID when creating your USI.

[Create your USI](#) online. This is required in order to finalise your enrolment. If you require assistance contact your Graceland Institute representative.

USI: _____

STUDENT DETAILS

Country of Birth		Passport Number	
City of Birth		Nationality	

RESIDENTIAL ADDRESS (Home Country)

Building/property name			
Flat/unit details		Street/lot details	
*Street name		*Suburb/town	
*Postcode		*State	
*Country			



RESIDENTIAL ADDRESS (In Australia)			
Building/property name			
Flat/unit details		Street/lot details	
*Street name		*Suburb/town	
*Postcode		*State	

POSTAL ADDRESS			
Building/property name			
Flat/unit details		Street/lot details:	
*Street name		*Suburb/town:	
*Postcode		*State:	
PO Box			

CONTACT DETAILS	
Phone	
Email	
VOIP i.e. Skype, FaceTime	

EMERGENCY CONTACT DETAILS (Australia)	
Name	
Phone	
Email	
Relationship to you	<input type="checkbox"/> Family Member <input type="checkbox"/> Friend <input type="checkbox"/> Other -

EMERGENCY CONTACT DETAILS (Overseas)	
Name	
Phone	
Email	
Relationship to you	<input type="checkbox"/> Family Member <input type="checkbox"/> Friend <input type="checkbox"/> Other -



VISA DETAILS	
Are you currently in Australia?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have Overseas Student Health Cover (OSHC)	Yes <input type="checkbox"/> Who is your provider? No <input type="checkbox"/> If no, contact your G. I. representative.
Visa Type	Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working Holiday <input type="checkbox"/> Other <input type="checkbox"/>

ENGLISH LANGUAGE PROFICIENCY	
Have you passed an English Language Test ? If yes, please provide details of your test.	
Test Name	Overall Score and Date of Test

EDUCATION AGENT DETAILS (IF APPLICABLE)	
Name of Agency	
Contact person	
Contact details of the person	



DATA COLLECTION	
The Australian Government requires key data to be collected from all students (Domestic and International).	
Language other than English spoken at home:	
Proficiency in English:	<input type="checkbox"/> Very well <input type="checkbox"/> Not well <input type="checkbox"/> Well <input type="checkbox"/> Not at all
Indigenous status:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> Neither Aboriginal nor Torres Strait Islander
Do you have a condition we need to be aware of?	<input type="checkbox"/> No disability <input type="checkbox"/> Yes, please specify: <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Other
Highest school level completed:	<input type="checkbox"/> Did not go to school <input type="checkbox"/> Completed Year 10 or equivalent <input type="checkbox"/> Completed Year 8 or below <input type="checkbox"/> Completed Year 11 or equivalent <input type="checkbox"/> Completed Year 9 or equivalent <input type="checkbox"/> Completed Year 12 or equivalent Year school level completed: _____ <input type="checkbox"/> Currently in school
Prior qualifications:	<input type="checkbox"/> No previous qualifications <input type="checkbox"/> Certificate III <input type="checkbox"/> Bachelor degree or higher degree level <input type="checkbox"/> Certificate II <input type="checkbox"/> Advanced diploma or associate degree level <input type="checkbox"/> Certificate I <input type="checkbox"/> Diploma level <input type="checkbox"/> Miscellaneous Education <input type="checkbox"/> Certificate IV
Employment category / status:	<input type="checkbox"/> Full time employee <input type="checkbox"/> Unemployed – seeking part time work <input type="checkbox"/> Part time employee <input type="checkbox"/> Unemployed – seeking full time work <input type="checkbox"/> Employer <input type="checkbox"/> Not employed – not seeking work <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employed – unpaid work in a family business
Study reason:	<input type="checkbox"/> To get a job <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To develop my existing business <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To start my own business <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To try for a different career
Please write briefly about your reasons for study and how they relate to your personal goals and career path.	



Do you have any skills or work experience relevant to your chosen course of

Yes No If yes, please describe.

Credit Transfer or RPL (Recognition of Prior learning)

Please indicate if you would like to discuss Credit Transfer or Recognition of Prior Learning (RPL) opportunities.

SIT40521 Certificate IV in Kitchen Management	<input type="checkbox"/>
SIT50422 Diploma of Hospitality Management	<input type="checkbox"/>
RII60520 Advanced Diploma of Civil Construction Design	<input type="checkbox"/>

Qualification/Primary Course Tuition Fee including enrolment Fee/Duration				Campus
SIT40521 Certificate IV in Kitchen Management	\$18,000	78 weeks	<input type="checkbox"/>	
SIT50422 Diploma of Hospitality Management	\$14,780	52 weeks	<input type="checkbox"/>	
RII60520 Advanced Diploma of Civil Construction Design	\$25,300	92 Weeks	<input type="checkbox"/>	

Associated Course Fees and Charges	All fees are in AUD (Australian) Dollars		
Enrolment Fee	\$300		<input type="checkbox"/>
Withdrawal Fee	\$200		<input type="checkbox"/>
Re-submit Fee	\$200		<input type="checkbox"/>
Re-assessment fee	\$400		<input type="checkbox"/>
Refund Administration Fee	Nil		<input type="checkbox"/>
Re-issue Student Card	\$50		<input type="checkbox"/>
Produce partial completion Statement of Attainment	\$150		<input type="checkbox"/>
Re-print testamur	\$50		<input type="checkbox"/>



Chef Kit	\$480		
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COMMENTS:

Please list any questions you may have and/or any relevant personal details pertaining to your course enrolment (i.e. training pathway)

MARKETING and FEEDBACK			
How did you hear about Graceland Institute	Word of mouth <input type="checkbox"/>	Search engine <input type="checkbox"/>	
	Forum <input type="checkbox"/>	Website link <input type="checkbox"/>	
	Print ad <input type="checkbox"/>	Employer <input type="checkbox"/>	
	Trained with previously <input type="checkbox"/>	Other <input type="checkbox"/>	
Would you like Graceland Institute to contact you to further discuss your enrolment?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
	Yes, via VOIP <input type="checkbox"/>		
	Yes, via phone <input type="checkbox"/>	Yes, via email <input type="checkbox"/>	



Please read carefully and sign the Privacy Notice and Student Declaration on this page before submitting the enrolment form

Privacy Notice

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for the following purposes:

- populate authenticated VET transcripts;
- facilitate statistics and research relating to education, including surveys and data linkage;
- pre-populate RTO student enrolment forms;
- understand how the VET market operates, for policy, workforce planning and consumer information; and
- administer VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au)

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered - the registering authority. Personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service.

This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition pursuant to obligations under the ESOS Act and the National Code

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act 2000 and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Student Declaration and Consent

In signing this Enrolment Form,

- I confirm I have been provided the necessary information to make an informed choice into the qualification/s for which I am applying including, entry requirements, course duration, modes of study and assessment requirements
- I have a genuine interest in studying the course, and I have the financial capacity to meet tuition fees, living expenses, travel expenses, Overseas Student Health Cover for the duration of my studies.
- I understand that I can pay full fees if I wish to, but I am not required to pay more than 50 per cent up



front. I also agree to pay tuition fees as they become due.

- I understand that the fee is payable at the time of lodging the enrolment form and is non-refundable.
- I understand that fees other than the tuition fee are payable as they come due and non-refundable.
- I can view current Graceland Institute Student Handbook at: www.gracelandinstitute.com.au
- The Institute has permission to use any photographic image on which you may appear on marketing and advertising materials
- Graceland Institute is required, under s19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic performance;
- I understand that Graceland Institute has access to my personal information for the purpose of verifying the USI number.
- As an overseas student or intending overseas student, while in Australia and studying, I must notify Graceland Institute within 7 days of any changes to my contact details including:
 - my current residential address, mobile number (if any) and email address (if any)
 - who to contact in emergency situations
 - any changes to those details, within 7 days of the change being made

Student Declaration and Consent

- I will make timely payments of any fees or associated costs for which I am liable.
- I have the necessary financial capacity to meet all such costs for the duration of my course.
- I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise G. I. to obtain further relevant documentation where necessary either directly or through the accredited education agent or representative.
- I declare that the information I have provided to the best of my knowledge is true and correct.
- I acknowledge that providing false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application form may result in the withdrawal of any offer
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

NAME: _____ (Please print)

SIGNATURE: _____ **DATE:** ___/___/___

Student Handbook

I declare I have read and understood the Graceland Institute Student Handbook.

NAME: _____ (Please print)

SIGNATURE: _____ **DATE:** ___/___/___



Student Indemnity Agreement

In this agreement the following words shall respectively mean:

- "The Student" - the person named as such on this enrolment form on this paper (above)
- "The Organiser" – Graceland Institute (any campus or organisation associated with a Graceland Institute school, Registered Training Organisation or company), Graceland Institute and any teachers, lecturers, instructors, directors, officers, managers, advisors, employees, agents, licensees, subcontractors, subsidiaries, holding companies, associates and assignees, or any person associated with the company in any way; the course participation venue, company in control of the venue or any company or person authorising the use of the training venue, its directors, officers, managers, advisors, employees, agents, licensees, subcontractors, subsidiaries, holding companies, associates and assignees or any person or company associated with the company or person in any way.
- "The Organiser's facilities" - the land and buildings associated with any training or any part of the training, training resources, accommodation or training venue.
- "use of the Organiser's facilities" - the use by the student or his/her attempted use of the Organiser's facilities whether such use or access is in breach of this agreement or the Organiser's Rules and Regulations or authorised or otherwise and whether intended to be so used or not.
- "damage" - all loss or damage, costs or expenses, whether direct or indirect flowing from any legal liability, claim, demand, right of action, proceedings or judgment of whatever nature and whether arising at law or in equity and whether suffered to the person or property of the Organiser, the Student, or any other person or corporation and whether arising out of or consequent upon the negligence of the Organiser, the Student or otherwise.
- "Rules and Regulations" - the Rules and Regulations are the Rules and Regulations relating to any Training which is available from the Organiser and includes all amendments or alterations to the Rules and Regulations made from time to time.

In consideration of Graceland Institute (the Organiser) permitting me to participate in the training course I agree with it as follows:

- I understand that participating in any type of training or course or activity may be present varying forms of risk and possible hazards and I voluntarily accept the risk of damage consequent upon or arising from my entry as a student, and the use of the Organiser's facilities.
- I will not sue Graceland Institute for any negligence, tort, breach of contractual or any other legal or equitable rights howsoever caused, and this indemnity will extend to and include any damage arising from my participation in a training course and from my use of the Organiser's facilities and I indemnify the Organisers in respect of the same.
- I will abide by the Rules and Regulations of the Organisers as to the training and to the use of the Graceland Institute's facilities and the directions of the Organiser's officials including the right to terminate or cancel my training and the use of the Organiser's facilities at any time and for any reason.
- The personal information I have supplied to the Organiser regarding my qualifications, experience and any other matter associated with the training is true and correct and I have read and understood all of the clauses of this agreement before accepting the same and before my use of the Organiser's facilities or before any participation in training.

I have read and understood the Student Indemnity Agreement (above).

NAME: _____ (Please print)

SIGNATURE: _____ **DATE:** ___/___/___