

SYDNEY DESIGN SCHOOL ENROLMENT FORM

PERSONAL DETAILS

1. Enter your full name

Miss/ Ms / Mr/ Mrs _____

Given Name _____

Family Name _____

2. Date of Birth ____/____/____

3. Sex Male Female

4. Is your usual residence the same as your postal address?

Yes No

What is your postal address?

Building/ property name _____

Unit no/ street no _____

Street name _____

PO Box _____

Suburb or town _____

State/ territory _____

Postcode _____

Work phone _____

Home phone _____

Mobile _____

Email _____

ENGLISH LANGUAGE AND CULTURAL DIVERSITY

5. In which country were you born?

Australia
Other _____

6. Do you speak a language other than English at home?

No English only, go to question 9

Yes, other- please specify _____

7. How well do you speak English?

Very well
Well
Not well
Not well at all

8. Are you an aboriginal or Torres Strait Islander

No
Yes, Aboriginal
Yes, Torres Strait Islander

DISABILITY

9. Do you consider yourself to have a disability, impairment or long term condition?

Yes
No Go to question 12

10. If yes, then please indicate the area of disability, impairment or long term condition?

Hearing/ deaf
Intellectual
Learning
Mental illness
Acquired brain impairment
Vision
Medical condition
Other

Specify _____

SCHOOLING

11. What is your highest COMPLETED school level?
(Tick one box only)

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

12. In which YEAR did you complete that school level?

13. Are you still attending secondary school?

Yes
No

PREVIOUS QUALIFICATIONS ACHIEVED

15. Have you SUCCESSFULLY completed any other qualifications

Yes
No

16. If yes, then tick ANY applicable boxes

Bachelor Degree or Higher Degree
Adv Diploma or Associate Degree
Diploma (or Associate Diploma)
Certificate IV
Certificate III (or trade cert)
Certificate II
Certificate I
Certificates other than the above

Specify _____

EMPLOYMENT

17. Of the following categories, which best describes your current employment status? (Tick one box only)

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

COMPUTER SKILLS

How confident are you using a computer?

Not confident
Confident
Very confident

STUDY REASON

18. Of the following categories, which BEST describes your reason for undertaking this course? (Tick one box only)

To get a job
To develop my existing business
To start my own business
To change career
To get a better job or promotion
It was a requirement of my job
I wanted extra skills for my job
To enter into another course of study
For personal interest or self development
Other reasons

Specify _____

HOW DID YOU HEAR ABOUT US?

19. Specify how you heard about us

Web search
Inside Out
9-5
Postcard
Email
Word of mouth
Local paper - please specify _____
Other- please specify _____

EMERGENCY CONTACTS (please provide 2)


Name _____

Phone _____

Name _____

Phone _____

SYDNEY DESIGN SCHOOL ENROLMENT FORM

ACCREDITED COURSES (GST FREE)	SHORT COURSES (GST FREE)	OUR TERMS AND CONDITIONS	PAYMENT AND DECLARATION
<p>CERTIFICATE IV IN DESIGN (CUV40303) specialising in Interior Decoration Course Fee: \$8950 Feb 2011 <input type="checkbox"/> Deposit \$895</p> <p>DESIGN KIT In order to commence the courses above you will need to purchase a 'Design Kit'. The cost is \$495 (inclusive of GST) which is payable on the first day of your course.</p> <p>DIPLOMA IN INTERIOR DESIGN & DECORATION (LMF50408) Course Fee: \$18,900 Feb 2011 <input type="checkbox"/> Deposit \$1890</p> <p>Graduates of the Certificate IV in Design or equivalent Only</p> <p>DIPLOMA PART 2 & 3 Course Fee: \$9950 Feb 2011 <input type="checkbox"/> Deposit \$950</p> <p>DIPLOMA PART 3 (Pre-July 2010 enrolments only) Course Fee: \$6500 Feb 2011 <input type="checkbox"/> Deposit \$650</p> <p>STUDY MODE Please state your preference. I would like to study: During the day <input type="checkbox"/> In the evenings <input type="checkbox"/></p> <p>FEES Your signed enrolment form is confirmation that you accept and commit to paying the fees, as they are stated on this form.</p> <p>DEPOSIT A 10% deposit is required to ensure a place on the above courses.</p> <p>INSTALMENTS An instalment program will be established on the first day of your course. Instalments can be paid monthly.</p> <p>ORIENTATION AND INDUCTION You will attend an induction on the first day of your course. As part of your induction you will receive:</p> <ul style="list-style-type: none"> ▪ Information about the School ▪ A course manual and resources ▪ eCampus instructions and Log-in ▪ Student Handbook and a Student Agreement ▪ Information about the assessment activities in the course 	<p>Please check our website for course commencement dates and times.</p> <p>ADVANCED COLOUR FOR INTERIORS Feb 2011 <input type="checkbox"/> Friday mornings Course Fee \$895 Deposit \$195 Instalment Option - 2 monthly payments of \$350 Commence _____</p> <p>COLOUR AID KIT You are required to purchase a Colour Aid Kit on the first day of your course at a cost of \$60 (inclusive of GST). Some additional card will be needed during the course to present project work.</p> <p>AUTOCAD, GOOGLE SKETCHUP & INTERIOR CONSTRUCTION Feb 2011 <input type="checkbox"/> Course Fee \$2950 Deposit \$295 Instalment Option - 5 monthly payments of \$531 Commence _____</p> <p>GOOGLE SKETCHUP <input type="checkbox"/> 3 weeks plus optional 4th week Course Fee \$895 Deposit \$195 Instalment Option - 2 payments of \$350 Commence _____</p> <p>On completion of our short courses you will receive a Statement of Attainment that lists the competencies that have been attained.</p> <p>DEFERMENT If under special circumstances you need to defer from your studies you must re-continue in the next intake, subject to availability. You are only able to defer once. There is an administration fee of \$275 to defer.</p> <p>COURSE CANCELLATION Sydney Design School reserves the right to cancel a course at its discretion. Any monies paid for a cancelled course will be fully refunded.</p> <div style="text-align: center;">  <small>NATIONALLY RECOGNISED TRAINING Provider No 91446</small> </div>	<p>Upon signing of this enrolment form you consent and agree to be bound by the terms and conditions herein. You agree to be bound by the laws of NSW.</p> <p>OUR COMMITMENT TO YOU Sydney Design School aims to provide students with the opportunity to study, learn and develop their skills in a safe and supportive environment.</p> <p>SUPPORT SERVICES Sydney Design School will provide you with advice about support services should you require support during your study.</p> <p>ACCESS AND EQUITY Sydney Design School is committed to integrating access and equity principles within all services provided to Students. We recognise the rights of Students and provide information, advice and support consistent with our core business values and code of practice.</p> <p>LANGUAGE, LITERACY AND NUMERACY There is information about language, literacy and numeracy in the Student Handbook.</p> <p>COMPLAINTS There is a complaints policy and procedure in your Student Handbook. All grievances will be treated with confidentiality and will not be detrimental in any way to your study.</p> <p>DISCIPLINARY PROCEDURE Students found acting outside the School's Code of Conduct may be disciplined by a staff member. Should the matter not be resolved you will be requested to meet with the Director.</p> <p>APPEALS PROCEDURE You may request (in writing) a failed assessment result to be reviewed within 5 working days of receipt of the result.</p> <p>FLEXIBLE LEARNING AND ASSESSMENT Where ever possible, Sydney Design School offers flexible approaches to learning and assessment. Students can study during the day and evening. Learning and assessment options may include;</p> <ul style="list-style-type: none"> • Recognition of prior learning and mutual recognition • Face to face and online assessment <p>COURSE COMPLETION You must complete your accredited course within 2 years of commencement.</p>	<p>REFUND POLICY Course cancellation requests must be submitted in writing to the Director at Sydney Design School.</p> <ul style="list-style-type: none"> ▪ A full refund of your deposit minus an administration fee of \$275 (inclusive of GST) will be issued if you cancel 21 days prior to course commencement. ▪ A full refund of your deposit minus an administration fee of \$550 (inclusive of GST) will be issued if you cancel 14 days prior to course commencement. ▪ No refund of your deposit will be issued 7 days prior to course commencement. ▪ Once the course has commenced course fees are payable in full. No refund will be applicable. <p>PAYMENT METHOD There are two payment options: 1) Pay the full amount before course commencement or; 2) Pay 10% deposit and then the balance in monthly instalments over the duration of your course</p> <p>We accept cash, cheque and credit card (excluding Amex & Diners). You can also schedule internet bank transfers. Eftpos facilities are available at reception. Please make cheques payable to "Sydney Design School".</p> <p>Payment amount \$ _____</p> <p>Name _____</p> <p>Card No _____</p> <p>Expiry _____</p> <p>CCV _____</p> <p>Signature _____</p> <p>DECLARATION I have read and accept the terms and conditions of this enrolment form. Please accept my enrolment and deposit. I, _____ confirm the following:</p> <ul style="list-style-type: none"> ▪ The information provided on this enrolment form is true and correct ▪ I have read, understood and agree to the Terms & Conditions overleaf including the refund policy <p>Signature _____</p> <p>Date _____</p>

PLEASE RETURN YOUR COMPLETED AND SIGNED ENROLMENT FORM TO 51A HUME STREET CROWS NEST

www.sydneydesignschool.com.au