

Correspondence Student Enrolment Application Form



2020 Correspondence Student Enrolment Application Form

Please return this form, along with a copy of ALL supporting evidence:

- Via Post: Tillys College of Childcare, 42 Station Street, Waratah, NSW, 2298
- Via Email: college@tillyschildcare.com.au

1. Course Selection

Please tick the qualification you are wanting to enrol in

<input type="checkbox"/>	CHC30113 Certificate III in Early Childhood Education and Care
<input type="checkbox"/>	CHC50113 Diploma of Early Childhood Education and Care

2. Campus Location

Please tick the location for training

<input type="checkbox"/>	NEWCASTLE (42 Station Street, WARATAH, NSW, 2298)
<input type="checkbox"/>	MAITLAND (71 Mustang Drive, RUTHERFORD, NSW, 2320)

3. Personal Details

Title (please circle)	Mr / Mrs / Ms / Miss	Surname	
First Name		Middle Name	
* 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 Tillys College of Childcare to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity documentation you choose to use for this purpose. See sections on the USI at the end of this form for a detailed explanation.			
Date of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Age in Years	<input type="text"/> <input type="text"/>
Country of Birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Home Phone	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Mobile Phone	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email Address			
Alternative Email (optional)			
Do you have a USI?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unique Student Identifier	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Do you have a WWCC number?	<input type="checkbox"/> Yes <input type="checkbox"/> No	WWCC Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

A **colour copy** of identification documents will need to be supplied with your enrolment application form and must match the details provided above. Change of name documentation may need to be supplied e.g. marriage certificate.

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4. Residential Address Details Please provide the physical address (street number and name NOT a post office box) where you usually reside.

Residential Address			
Suburb / Town			
Postcode	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	State	

5. Postal Address

Postal address is the same as your residential address listed above	<input style="width: 20px; height: 20px;" type="checkbox"/> Yes		
Postal Address			
Suburb / Town			
Postcode	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	State	

6. Emergency Contact (Next of Kin)

Title (please circle)	Mr / Mrs / Ms / Miss	Surname			
First Name			Relationship		
Street Address					
Suburb		Postcode	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	State	
Home Phone	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Work Phone	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>		
Mobile Phone	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Email:					

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7. Fees (It is your responsibility to ensure you have read our Fees and Refunds Policy (page 13). By submitting your Enrolment Application Form you are acknowledging that there are fees attached to your study.)

Please tick relevant boxes indicating the fees that you will incur for your study.

Administration Fees (non refundable)

Administration Fee

<input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education and Care	\$550.00 (non-refundable)
<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education and Care	\$550.00 (non-refundable)

Course Fees (Please ensure that you have read and understood the college 'Fee and refund policy' that is attached on page 13)

<input type="checkbox"/> CHC30113: \$220 per module for 17 modules (to be paid prior to receiving each module) TOTAL \$3740.00
<input type="checkbox"/> CHC50113: \$220 per module for 27 modules (to be paid prior to receiving each module) TOTAL \$5940.00

NOTE: 'HLTAID004 Provide an emergency first aid response in an education and care setting' is to be sourced and paid for at your own cost but must be completed and a copy of certification provided to Tillys College of Childcare before any qualification will be issued.

Payment options:

- Direct Deposit
 EFTPOS

8. Person responsible for fee payments

- Student enrolling will be responsible for paying the fees (go to section 20)
 Other person will be responsible for paying fees (please complete information below)

Title <small>(please circle)</small>	Mr / Mrs / Ms / Miss	Surname			
First Name		Relationship to student			
Street Address					
Suburb		Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Phone	<input type="text"/>				
Email:					

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9. Recognition of Prior Learning (RPL)

Do you wish to apply for RPL for relevant experience or previous informal / formal learning?

Yes (If yes please contact the college for a Self-Assessment Form. The college will notify you in writing of your acceptance (or otherwise) into the RPL process.

No

10. Credit Transfer: If you wish to claim credit transfer for your previous study in the early childhood field, you must attach a copy of your results signed by a Justice of the Peace (JP) for your enrolment to be processed.

Would you like Credit Transfer for your previous study? (please tick)

Yes No

Have you attached a JP signed copy of your results? (please tick)

Yes

Course Code

Course Name

11. Previous Qualifications

Have you **commenced but not completed** any of the following qualifications?

<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate III
<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Diploma or Associate Diploma	<input type="checkbox"/> Advanced Diploma or Associate Degree
<input type="checkbox"/> Bachelor Degree or higher	<input type="checkbox"/> Other education Please specify:	

Have you **SUCCESSFULLY COMPLETED** any of the following qualifications?

<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate III
<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Diploma or Associate Diploma	<input type="checkbox"/> Advanced Diploma or Associate Degree
<input type="checkbox"/> Bachelor Degree or higher	<input type="checkbox"/> Other education Please specify:	

Please provide details of any completed qualifications (if applicable)

Name of qualification

Issuing training provider

Year of issuance

For recognition purposes, copies of all qualifications not studied through Tillys College of Childcare must be attached with this enrolment application. Tillys College of Childcare will contact the issuing RTO/Training provider to verify the authenticity of the qualification/Statement of Attainment. No Credit Transfer will be awarded until transcripts can be authenticated.

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12. Language and Cultural Information

Country of Birth		Town of Birth		
Are you of Aboriginal or Torres Strait Islander origin?				
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes to both	
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes Please specify		
How well do you speak English?	<input type="checkbox"/> Very Well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at all

13. Disabilities

Do you consider yourself to have a disability, impairment or long-term condition?
Please refer to the 'Disability Supplement' attached for an explanation of the following disabilities.

<input type="checkbox"/> Yes (If you indicated YES, please select the area(s) in the following list, you may indicate more than one area)	<input type="checkbox"/> No (Go to Section 13)
<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Visual/sight
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Physical
<input type="checkbox"/> Medical condition	<input type="checkbox"/> Hearing/deaf
<input type="checkbox"/> Other (please give details):	

14. Language, Literacy and Numeracy

Do you feel you may require assistance in areas of language, literacy or numeracy (LLN)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>In line with the Standards for Registered Training Organisations (RTO) 2015, Standard 1 Clause 1.7 The RTO determines the support needs of individual learners and provides (where possible) access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET [vocational education and training] accredited courses. Therefore, Tillys College of Childcare Trainers/Assessors conduct LLN diagnostic assessments prior to offer of enrolment to determine and plan for individual learning needs.</p>		

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15. Schooling: if you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you 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.

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

<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 below	<input type="checkbox"/> Never attended school
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Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you have left school in 2019 or 2020 please make sure to attached your last two school reports.

16. Employment Status: tick which category BEST describes your current employment status (tick one box only)

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee
<input type="checkbox"/> Self-employed (not employing others)	<input type="checkbox"/> Self-employed (employing others)
<input type="checkbox"/> Employed (unpaid worker in a family business)	<input type="checkbox"/> Unemployed (seeking full-time work)
<input type="checkbox"/> Unemployed (seeking part-time work)	<input type="checkbox"/> Not employed (not seeking employment)

17. Employment Details

Are you currently employed in the early childhood education industry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If YES, please provide details below. If NO, please continue to **Section 18**

Centre Name		Contact person	
Email Address			
Address			
Contact phone		Total time in the early childhood profession (years)	
Your Current Position		Time in your current position	

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18. What best describes your main reason for studying with Tillys College of Childcare?

<input type="checkbox"/> To get a job	<input type="checkbox"/> To start my own business
<input type="checkbox"/> To get a better job / promotion	<input type="checkbox"/> It was a requirement for my job
<input type="checkbox"/> To try a different career	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> For personal interest / self-development	<input type="checkbox"/> I wish to gain extra skills for my job
<input type="checkbox"/> Other:	

19. How did you find out about Tillys College of Childcare

<input type="checkbox"/> Internet search	<input type="checkbox"/> Radio Advertisement	<input type="checkbox"/> Career expo
<input type="checkbox"/> Social Media	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Childcare centre
<input type="checkbox"/> Television Advertisement	<input type="checkbox"/> Flyer / Brochure	<input type="checkbox"/> Previous student
<input type="checkbox"/> Other:		

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Student Declaration

By ticking the statements below and signing this application, I declare:

- That I have honestly and accurately provided information contained within this enrolment application form, all the information that I have provided in this form is true and correct at the date of signing.
- That I am aware it is my responsibility to supply all supporting documentation for my enrolment and agree it is my responsibility to provide Tillys College of Childcare with any changes to my enrolment (e.g. name, address, phone number etc).
- That I have accessed, read, understood and agree to the conditions of enrolment and college policies as outlined in the student handbook available on the Tillys College of Childcare website www.tilyschildcare.com.au/our-college/
- That I have been provided with, read and agree to the relevant course information, including the fee and refund policies.
- I understand that there are fees attached to my study with Tillys College of Childcare and the person identified on the enrolment as being responsible for the fees will be required to make regular instalment payments until the full amount is paid. I also understand that no qualification will be issued until all fees are paid in full.
- That I give permission for Tillys College of Childcare to contact any relevant Training providers, in order to authenticate competencies that have been awarded to me as listed on the certificates I provide for recognition and credit transfer purposes. I am aware that my details on certification will be discussed with the training providers to authenticate any academic transcripts and Statement of Attainments I have provided.
- That I accept that my qualification will not be issued without a USI number.
- That I accept that the Application Fee is non-refundable.
- That I accept that Tillys College of Childcare reserves the right to vary fees, course structure and timetables without prior notice.
- That I give Tillys College of Childcare consent to provide information requested to the following parties:
- State and Commonwealth Government Departments
 - ATO (Australian Taxation Office)
 - Hospital and Emergency Care staff in emergency situations
 - My Employer
 - Audit, verification, research, statistical analysis, program evaluation, post-completion surveys and internal management purposes.
- That I have attached all of the required evidence to support my application, as stipulated in the enrolment application form and listed on the checklist located on page 14. I understand that failure to attach all required enrolment identification documents may delay any offer of enrolment.

Student Name	Student Signature	Date

Privacy Statement & Student Declaration

Privacy Notice

Under the *Data Provision Requirements 2012*, Tillys College of Childcare is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Tillys College of Childcare for statistical, regulatory and research purposes. Tillys College of Childcare may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name	Student Signature	Date



Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Tillys College of Childcare to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Tillys College of Childcare will provide to the Registrar the following items of personal information about you:

- Your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- Your date of birth, as it appears, if shown, in the chosen document of identity;
- Your city or town of birth;
- Your country of birth;
- Your gender; and
- Your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS, and we are authorised to do so by the Registrar, we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information is protected by the Privacy Act 1988 (Privacy Act). The collection, use and, disclosure of your USI are protected by the SI Act.

If you ask Tillys College of Childcare to make an application for a student identifier on your behalf, Tillys College of Childcare will have to declare that Tillys College of Childcare has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Tillys College of Childcare has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- Is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;
- May be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies.
 - VET Regulators to enable them to perform their VET regulatory functions.

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- VET Admission Bodies for the purposes of administering VET and VET programs.
- Current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies.
- Schools for the purposes of delivering VET courses to the individual and reporting on these courses.
- The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics.
- Researchers for education and training related research purposes.
- Any other person or agency that may be authorised or required by law to access the Information.
- Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system.

- Will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy policies and complaints: You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Student Identifiers Registrar's Privacy Policy](#) or by contacting the Registrar on BusinessStrategy@usi.gov.au or telephone 1300 857 536, international enquiries +61 2 6240 8740. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- Misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.
- A failure by us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf. For information about how Tillys College of Childcare collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Tilly's College of Childcare's privacy policy.

Student Name	Student Signature	Date

Notes for RTO's:

1. You may be an Australian Privacy Principle (APP) entity bound by the Privacy Act or an entity bound by State or Territory Privacy legislation. Please consider whether your organisation is bound by any privacy legislation and if so, what your organisations obligations under such legislation would be.
2. Please note, in addition to the above, if your organisation contravenes sections 11, 16 or 17 of the SI Act, then pursuant to sections 23 of the SI Act, your organisation will be considered to be an APP entity bound by the Privacy Act and the contravention may be subject to investigation by the Information Commissioner.
3. Where your organisation is bound by Commonwealth or State or Territory Privacy legislation, your organisation may need to provide students, either in connection with applying for the USI on their behalf or more generally as part of the enrolment information, advice about how the student's information is stored and protected, such as for example secure server at the RTO, third-party server in the cloud, or if hard-copy, in a locked cupboard.

Disability supplement

Introduction

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.



Payment of course fees:

Course fees are to be paid in prescribed instalments. Students will be advised on enrolment when payments are due. ***Failure to pay fees at the scheduled time will result in withholding of assessment tasks, learning materials and results, including transcripts and certificates.***

Tillys College of Childcare 'Course Fee Refund Policy'

The following policy must to read in relation to course fees:

1. The course administration fee is non-refundable.
2. If a student withdraws from the course, in writing, within 14 days of the date of enrolment and prior to the advertised commencement date of the course, all course fees will be refunded.
3. If a student withdraws from the course, in writing, after 14 days of the date of enrolment and prior to the advertised commencement date of the course, 50% of all course fees will be refunded.
4. If a student withdraws from the course on or after the advertised commencement date of the course, no refund will be given.
5. If a student withdraws from the course, and does not immediately notify the college in writing, no refund will be given.
6. In the case of proven extreme hardship or serious illness/injury, and at the discretion of the college CEO, a partial refund may be given.
7. If a student wishes to apply for special consideration in relation to clause (5) must do so in writing and supply supporting evidence.
8. If a student is deemed to be "at risk" and has not made satisfactory process as per the "at risk" policy and procedure and where a student's enrolment is terminated by the college, no refund will be given.
9. If the RTO fails to provide the agreed service a full refund, or partial refund of services not provided will be given
10. If the RTO closes, ASQA will be notified, students will be issued with any certificates, statement of attainments or transcripts required and a refund will be given for any units/qualifications not yet taught.
11. If the RTO changes ownership, all current enrolments, fees payments and competencies will be transferred as is to new owners.

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STUDENT DOCUMENTATION CHECKLIST – please make sure all relevant documents are attached to your Enrolment Application Form

	Documentation Needed for Application	Sighted/Verified By	Date
<input type="checkbox"/>	Copy of Birth Certificate		
<input type="checkbox"/>	Copy of Marriage certificate or Name Change Documents (IF APPLICABLE)		
<input type="checkbox"/>	Copy of VISA (if applicable)		
<input type="checkbox"/>	Colour copy of photo ID (Drivers Licence, Learner's Permit, Photo Card, Passport)		
<input type="checkbox"/>	Last two school reports, if left school in 2019 or 2020		
<input type="checkbox"/>	Copies of previous Certificates or Statements of Attainment including transcripts (signed by a JP)		

Document Checklist – Office Use Only

	Document	Sighted/Verified By	Date
<input type="checkbox"/>	USI Number verified		
<input type="checkbox"/>	Photo ID (Drivers Licence, Learner's Permit, Photo Card, Passport)		
<input type="checkbox"/>	Citizenship Evidence (Australian Birth Certificate, Passport, Visa)		
<input type="checkbox"/>	Copies of previous Certificates or Statements of Attainment including transcripts (signed by a JP)		
<input type="checkbox"/>	Working with childrens check number		
<input type="checkbox"/>	'Student Enrolment Application' form completed in full		

Tillys College of childcare is collecting this information for the purposes of enrolment and administration only. This information will not be used for any other purposes. We may be required to provide some information to various State and Commonwealth Government Departments for their data collection purposes or obligations under State legislation.