Application for Enrolment Form

Thank you for your interest in seeking enrolment into La Maison Scholar College. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email at enrolment@lmsc.edu.au

You can send this form to us by post or email. Please provide a copy of your passport, your visa (if relevant), your High School Certificate, proof of English language proficiency as specified in the entry requirements and any other requested documents referred to in the course brochure.

Application type					
☐	Overseas Student (**Offshore**)	☐	Overseas Student (**Onshore**)	☐	Domestic Student

Personal Details			
Title	☐ MR ☐ MISS ☐ MRS ☐ MS ☐ OTHER: _____	Gender	☐ Male ☐ Female ☐ Other
Given Name:		Middle Name:	
Family Name:		Date of Birth:	
City of Birth:		Country of Birth:	
Passport No:		Expiry Date:	
Do you hold a current Australian visa?	☐ Yes – Provide visa details below	☐ No	
Type of visa:		Expiry Date:	

Contact details in Australia			
Flat/ Street Number:		Street Name:	
City/Town/Suburb:		State:	
Phone/ Mobile:		Email:	

Contact details in your home country			
Flat/ Street Number:		Street Name:	
City/Town/Suburb:		State/ Province:	
Country:			
Phone/ Mobile:		Email:	

Emergency Contact Details			
Name:		Relationship:	
Full Address:			
Phone/ Mobile:		Email:	

Education Agent Details			
Are you using education agent?	☐ Yes – complete agent details below ☐ No – go to next section		
Agency Name:		Contact Person Name:	
Contact Number:		Email:	

Recognition of Prior Learning (RPL) or Credit Transfer	
Are you applying for RPL or Credit Transfer from your previous studies	☐ Yes – LMSC will send RPL/Credit transfer application form ☐ No – go to next section

Overseas Student Health Cover (OSHC)	
Do you require LMSC to arrange OSHC for you?	☐ Yes ☐ No If yes, which cover do you require? ☐ Single ☐ Family

Language and cultural diversity	
In which country were you born?	☐ Australia ☐ Other – Please specify: _____
Do you speak a language other than English at home? *If more than one language, indicate the one that is spoken most often.*	☐ No, English only ☐ 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.*	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Disability	
Do you consider yourself to have a disability?	☐ Yes ☐ No – go to question about schooling
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) that is applicable. Review the disability supplement to help you select the right area(s).	☐ Hearing/deaf (11) ☐ Physical (12) ☐ Intellectual (13) ☐ Learning (14) ☐ Mental illness (15) ☐ Acquired brain impairment (16) ☐ Vision (17) ☐ Medical condition (18) ☐ Other (19)

Schooling	
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 below ☐ Never attended school
Are you still enrolled in secondary or senior secondary education?	☐ Yes ☐ No

Previous qualification studied	
Have you successfully completed any of the qualifications listed below	☐ Yes ☐ No
If YES, tick ANY applicable boxes	☐ Bachelor's 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 here)
Employment	
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 ☐ 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
Study reason	
Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/ apprenticeship (Tick ONE box only)	☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get a better job or promotion ☐ It was a requirement of my job ☐ I wanted extra skills for my job ☐ To get into another course of study ☐ For personal interest or self-development ☐ To get skills for community/voluntary work ☐ Other reasons

Unique Student Identifier (USI)

LMSC 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) here (if you already have one):

Course details – please tick (√) the course you wish to enroll into			
Course Name			**Duration**
☐	SIT40521 Certificate IV in Kitchen Management		78 Weeks
☐	SIT50422 Diploma of Hospitality Management		104 Weeks
☐	ICT50220 Diploma of Information Technology		78 Weeks
☐	ICT60220 Advanced Diploma of Information Technology		104 Weeks
☐	SIT60322 Advanced Diploma of Hospitality Management		156 Weeks
☐	SIT40521 Certificate IV in Kitchen Management & SIT50422 Diploma of Hospitality Management	Packaged	78 Weeks & 26 Weeks
☐	SIT50422 Diploma of Hospitality Management & SIT60322 Advanced Diploma of Hospitality Management	Packaged	104 Weeks & 52 Weeks
☐	ICT50220 Diploma of Information Technology & ICT60220 Advanced Diploma of Information Technology	Packaged	78 Weeks & 78 Weeks
Which intake do you wish to commence your course?		Year:	Month:

Privacy Notice

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. If you do not provide this information, we will be unable to process your enrolment.

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 us 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 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 RTO 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

Our contact details are:
E: info@lmsc.edu.au | P: +61 2 7805 8111
You may also request our privacy policy if you wish.

Student declaration			
I agree and declare:			
☐ That the information I have provided on this form is true, correct and complete to the best of my knowledge. ☐ That I have been provided with appropriate and sufficient information via student handbook and course guide available on LMSC website to make an informed decision about my enrolment. ☐ That I have been provided with detailed information about the fees and charges associated with my course enrolment including information on tuition fees, enrolment fees, materials fees, payment terms and the applicable refund policy. ☐ To provide LMSC with up to date and accurate contacts details and notify them if anything changes. ☐ To be bound by LMSC's Student Code of Conduct, and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time. ☐ I will follow the instructions of my trainers and assessors as well as other staff and contractors engaged by LMSC. ☐ I release and hold harmless LMSC, its directors, staffs and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course. ☐ That LMSC is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement. The information contained on my application form may be used by LMSC or the third parties such as employers (if training paid by an employer), Government departments and authorized agencies, NCVER, organisations conducting student surveys and/or researchers. ☐ That I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. (I understand that I may opt out of the survey at the time of being contacted) NCVER will use, disclose, and retain my data in accordance with the VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au			
Student Signature:		**Date:**	
Student Name:			