



## ENROLMENT TERMS AND CONDITIONS

### Student Declaration

#### All Students

By enrolling in a course with either Box Hill Institute (BHI) or Centre for Adult Education (CAE):

- I agree to abide by the policies, procedures, regulations and Student Code of Conduct and general conditions of enrolment of Box Hill Institute, viewable at [www.boxhill.edu.au](http://www.boxhill.edu.au)
- I agree to the refund policies viewable on the Box Hill Institute website at [www.boxhill.edu.au](http://www.boxhill.edu.au) and the CAE website at [www.cae.edu.au](http://www.cae.edu.au)
- I understand and agree to the General Information stated below.
- I agree to my personal information being disclosed in accordance with Box Hill Institute's Privacy Collection Statement, view able at <https://www.boxhill.edu.au/privacy-statement/>
- I acknowledge that I have read and agree to the terms described in the Victorian Government VET Student Enrolment Privacy Notice detailed as part of this document.
- I confirm that the information I have or will provide for application and enrolment is complete and correct.
- I confirm that any supporting documentation I have or will provide for application and enrolment is true and complete.
- For any identity details or documents also provided, I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.
- I agree I am responsible for fee payment for the course into which I am enrolling.
- I understand that attendance on campus, including off site activities will require compliance with Box Hill Institute's COVID-19 safe processes. For courses where industry or practical placement is required this may include being fully vaccinated against COVID-19, providing evidence of my COVID-19 vaccination status, including any booster shots for COVID-19.

#### Domestic Government Subsidised Students

##### In addition to the above:

Where I am enrolling in a domestic government-subsidised place, I understand that:

- My enrolment is being subsidised by the Victorian and Commonwealth Governments under the *Skills First* program; and
- Enrolling in this qualification may affect my future training options and eligibility for further government subsidised training under the *Skills First* program
- Where I am enrolling in a Free TAFE program, that I am only able to access one Free TAFE course commencement in my lifetime, unless I meet Free TAFE priority pathway requirements
- The Department of Jobs, Skills, Industry and Regions may contact me to participate in a survey or interview.

#### Inbound International Student Declaration (Accredited Courses)

##### In addition to the above:

- I acknowledge that the provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s might invalidate my application and that Box Hill Institute (BHI) may withdraw an offer of a place or cancel my enrolment in consequence
- I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs website: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>
- I consent for Box Hill Institute to obtain official records from any educational institution/s in which I have previously enrolled and/or my current or any past employer for the purpose of verifying my grades and/or qualifications or experience

- I am fully responsible for my educational and living expenses while studying at Box Hill Institute
- I confirm I have read the Box Hill Institute Course Information for International Students in the BHI website or printed prospectus and fully understand the relevant sections including the requirements of my selected course, Schedule of Fees, Application Procedure and Refund Policy
- I understand that as a requirement of the National Code of Practice 2018 (Standard 7) I may not transfer between registered providers within the first six (6) months of the commencement date of the principal course of study
- I understand that the information provided to me by Box Hill Institute may be made available to Australian Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2018
- I understand that Box Hill Institute is required to notify Australian Immigration authorities about changes to my enrolment, and any breach of Visa conditions relating to attendance and unsatisfactory academic progress. Department of Home Affairs website: <https://immi.homeaffairs.gov.au/>
- I understand that this agreement does not remove my right to take further action under Australia's consumer protection laws

## General Information

### Short Courses (CAE & Box Hill Institute)

**Course Withdrawal and Refunds:** Fee refunds will only be issued if a course withdrawal request is received at least four (4) working days prior to the date of course commencement. A \$55 administration fee will be charged. No refunds will be issued for withdrawal requests received after this time.

**Course Transfers:** Students wishing to transfer to a future start date of the same course will be accepted if a request is received at least four (4) working days prior to the date of course commencement, and providing a suitable future course offering is available.

**Credit Vouchers:** Vouchers must be redeemed within 12 months before the expiry date shown on the voucher. It is up to you to use the full value of a voucher before its expiry date. Any unused balance after the expiry date of a voucher will not be credited.

**Course Cancellation and Alteration by the Institute:** Box Hill Institute and CAE reserve the right to cancel a scheduled course. In the event of a cancellation, students will be notified two days before the scheduled start date. Classes are subject to sufficient enrolment numbers. Box Hill Institute and CAE make every effort to ensure that information is correct at the time of publication, but reserves the right to change or postpone courses, and to alter schedules, locations, fees and teachers due to unforeseen circumstances. Where a course is cancelled by the Institute, a full refund will be issued. Processing of all withdrawal and short course cancellation refunds takes a minimum of fifteen (15) working days. Refunds will be made directly to the payee.

### Accredited Courses and Degrees

**Fees, Charges & Eligibility Information:** Available to be viewed on relevant website at either [www.boxhill.edu.au](http://www.boxhill.edu.au) or [www.cae.edu.au](http://www.cae.edu.au). All fees advertised are in Australian Dollars (AUD).

**Refunds:** Available to be viewed at relevant website at either [www.boxhill.edu.au](http://www.boxhill.edu.au) or [www.cae.edu.au](http://www.cae.edu.au)

**Disclaimer:** Box Hill Institute and CAE attempt to run all courses as advertised, but reserve the right to cancel a course at short notice should minimum enrolment numbers not be met.

**Centrelink:** If you are in receipt of a government benefit from Centrelink, it is your responsibility to notify Centrelink immediately if you reduce your student workload in any way, either through the receipt of exemptions/transfers, your withdrawal from units, exit from the course, or non-attendance.

The Institute is obliged to periodically provide enrolment and attendance information directly to Centrelink. You will be reported to Centrelink as a full-time student at Box Hill Institute if you are enrolled in and studying/attending as follows:  
For VET Courses

- more than 202.5 accredited unit hours over a single semester, or
- more than 405 accredited unit hours over the full calendar year at Box Hill Institute.

For Degree Courses

- more than 24 unit points over a single semester, or
- more than 48 unit points over the full calendar year at Box Hill Institute

Please be aware that these classifications may not be accepted by other government agencies.

**Unique Student Identifier (USI):** All students undertaking accredited VET and Higher Education training are required to have a USI (Commonwealth requirement). In addition all students accessing government subsidised training in Victoria including students under Senior Secondary studies (i.e. VCE/VCE VM/VPC) are required to have a USI (state requirement). Further information including application for a USI is available on the USI website at [www.usi.gov.au](http://www.usi.gov.au). By enrolling you are consenting to BHI collecting information for the purpose of being able to apply for a USI on your behalf or verify a USI that you have supplied with the Student Identifiers Registrar. Details of how the Student Identifiers Registrar will collect, store and use your information may be viewed at the USI website <https://www.usi.gov.au/about-us/privacy>.

**Students Under 18:** For students under 18, parental/guardian consent is also required, and covers your vocational/primary course enrolment plus any literacy, numeracy and digital support units that may be required to be undertaken to support your primary course of study.

**Census Dates:** Census dates for domestic Diploma and Degree students are available to be viewed on the Box Hill Institute website at [www.boxhill.edu.au](http://www.boxhill.edu.au)

**FEE-HELP Applicants:** I understand that: Box Hill Institute is collecting the information in this form for the purpose of assessing my eligibility for the Higher Education Loan Program under the Higher Education Support Act 2003; Box Hill Institute will disclose this information to the Australian Government for those purposes; The Australian Government will store the information securely; Box Hill Institute and the Australian Government will not otherwise disclose the information without my consent unless required or authorised by law.

**VET Student Loan Applicants:** I understand that: Box Hill Institute is collecting the information in this form for the purpose of assessing my eligibility for a VET Student Loan under the VET Student Loans Act 2016; Box Hill Institute will disclose this information to the Australian Government for those purposes; The Australian Government will store the information securely; Box Hill Institute and the Australian Government will not otherwise disclose the information without my consent unless required or authorised by law.

## All Courses and Students

**Student Code of Conduct:** The Box Hill Institute Code of Conduct applies to all students within the Box Hill Institute and CAE community and aims to ensure the safety, comfort and well being of everyone at the Institute – available to be viewed on the Institute website at: [www.boxhill.edu.au](http://www.boxhill.edu.au)

**Your Privacy:** Your personal information will be collected and used for the purposes set out in the Box Hill Institute's Privacy Statement and Collection Notice – available to be viewed on the relevant website at either: [www.boxhill.edu.au](http://www.boxhill.edu.au) or [www.cae.edu.au](http://www.cae.edu.au). For more information in relation to how student information may be used or disclosed please contact Box Hill Institute's Privacy Officer at [privacy@boxhill.edu.au](mailto:privacy@boxhill.edu.au).

**Identity Check Notice:** For any identity document details or copies of identity documents you are required to provide as part of this enrolment, a condition of your enrolment is that you agree to your personal details being checked with the document issuer or official record holder via a 3rd party system for the purpose of confirming your identity.

**Previous Study Records Check:** Box Hill Institute also collects personal information from course applicants for the purpose of being able to confirm an applicant's suitability for a course. Box Hill Institute may also access the applicant's previous study records held by the Victorian Tertiary Admissions Centre (VTAC) within the QualCheck system. This is primarily for the purpose of validating the individual's literacy/numeracy levels against the Australian Core Skills Framework (ACSF) to assist in determining the individual's suitability for course entry, based on their prior studies undertaken. In addition, QualCheck may be accessed for the checking of specific course entry pre-requisites for applicants, where relevant.

**Fee Payment:** For an application to convert to an enrolment, students must have paid fees upfront or have fully accounted for fee payment via an acceptable payment method depending on their course-level and cohort. This may include via an authorised Student Payment Plan (for domestic students only), HELP Loan (for eligible domestic students only for specific courses), or an authority to invoice a third party for fee payment. However, for all non-upfront payment methods including third party payments, if fees remain unpaid outside of the payment timeframe, you (the student) are ultimately responsible for payment of any outstanding debt to Box Hill Institute. This includes where third parties (i.e. employers) fail to pay on your behalf, agreed Student Payment Plan instalments are not met, or agreed HELP loan administrative requirements are not met. Failure to pay may result in suspension of your attendance, withdrawal, sanctions on your results and certificates, and may impact future enrolments.

**COVID-19:** A condition of your enrolment is that you comply with Box Hill Institute's COVID-19 safe processes when attending on campus and including off site activities. For courses where industry or practical placement is required this may include being fully vaccinated against COVID-19, providing evidence of your COVID-19 vaccination status, including any booster shots for COVID-19. Further information is available on BHI's website at [www.boxhill.edu.au](http://www.boxhill.edu.au)

## Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Jobs, Skills, Industry and Region (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

**Collection of your data:** Box Hill Institute is required to provide the Department with student and training activity data. This includes personal information collected in the Box Hill Institute enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Box Hill Institute provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: <https://www.vic.gov.au/training-data-collection>

**Use of your data:** The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning including interaction between the Department and Student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

**Disclosure of your data:** As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

**Legal and Regulatory:** The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

**Survey participation:** You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the NCVER survey at the time of being contacted.

**Consequences of not providing your information:** Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

**Access, correction and complaints:** You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Box Hill Institute's Privacy Officer in the first instance by phone (1300 269 445) or email ([privacy@boxhill.edu.au](mailto:privacy@boxhill.edu.au)).

**Further information:** For further information about the way the Department collects and handles person information, including access, correction and complaints, go to: <https://djsir.vic.gov.au/privacy>

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <https://www.usi.gov.au/documents/privacy-notice>