

Short Course Application and Enrolment Form



By Fax
Fax to (03) 9286 9018

By Telephone
(03) 9652 0611
Phone Hours
9am-5pm, Mon-Fri

By Mail
Student Administration
Box Hill Institute
Private Bag 2014 Box Hill 3128

In Person - City
Customer Service
Level 2, 253 Flinders Lane
Melbourne
8.30am-5pm, Mon-Fri

In Person - Box Hill
Student Administration
Ground Floor, Building B4
465 Elgar Rd, Box Hill
8am-5pm, Mon-Fri

In Person - Lilydale
Reception Lilydale Lakeside
Building L3, Level 2
Jarlo Drive, Lilydale
8am-4pm, Mon-Fri

Have you ever enrolled at Box Hill Institute before? Y N

Box Hill Student ID No.

Surname (Family name): _____ Date of Birth: _____

Given Names: _____ Male Female Other

Local Address: _____ Suburb/Town: _____

Postcode: _____ BH Phone: _____ AH Phone: _____

Email: _____

FOR ACCREDITED UNITS ONLY: (not lifestyle/hobby courses)

Unique Student Identifier (USI) No. (if known) _____ (obtain from www.usi.gov.au)

If USI not known: Licence No (front of card): _____

Licence Card No (back of card): _____ State: _____ (We will apply for one on your behalf if relevant to course.)

Of the following categories, which BEST describes your current employment status?

- Full-time employee.....1
- Part-time employee.....2
- Self employed - not employing others3
- Employer4
- Employed - unpaid worker in family business...5
- Unemployed - seeking full-time work6
- Unemployed - seeking part-time work7
- Not employed - not seeking employment8

Are you still attending secondary school?

Y N

Which of the following BEST describes your current or recent occupation? (Please tick)

- Managers.....1
- Professionals.....2
- Technicians and Trade Workers.....3
- Community and Personal Service Workers4
- Clerical and Administrative Workers5
- Sales Workers6
- Machinery Operators and Drivers7
- Labourers8
- Other.....9

Which of the following BEST describes the industry of your current or previous employer? (Please tick)

- Agriculture, Forestry and Fishing.....A
- Mining.....B
- ManufacturingC
- Electricity, Gas, Water and Waste ServicesD
- Construction.....E
- Wholesale Trade.....F
- Retail Trade.....G
- Accommodation and Food ServicesH
- Transport, Postal and WarehousingI
- Information Media and Telecommunications.....J
- Financial and Insurance Services.....K
- Rental, Hiring and Real Estate Services.....L
- Professional, Scientific and Technical Services M
- Administrative and Support Services.....N
- Public Administration and SafetyO
- Education and TrainingP
- Health Care and Social AssistanceQ
- Arts and Recreation ServicesR
- Other Services.....S

Have you successfully completed any of the following qualifications? (Please tick)

- Bachelor Degree or Higher Degree1
- Advanced Diploma or Associate Degree2
- Diploma (or Associate Diploma)3
- Certificate IV (or Advanced Cert/Technician)4
- Certificate III (or Trade Certificate)5
- Certificate II6
- Certificate I7
- Certificates other than the above8

Y N

A E I

A - Australian
E - Australian
Equivalent
I - International

Institution Name _____ Year completed

(Most recent institution)

In which country were you born? (Please tick)

Australia Other _____ (please specify)

If other, YEAR you arrived in Australia _____

In which town were you born? _____

Do you consider yourself to have a disability, impairment or long-term condition? (Please tick)

- Hearing/Deaf11
- Physical12
- Intellectual13
- Learning.....14
- Mental Health Condition15
- Acquired Brain Impairment.....16
- Vision17
- Medical Condition18
- Other.....19
- Unspecified99

Are you of Aboriginal or Torres Strait Islander origin? (Please tick)

- No N
- Yes, Aboriginal.....A
- Yes, Torres Strait Islander T
- Yes, Aboriginal AND Torres Strait Islander..... B

Course Name _____

Course ID (and national code if applicable) _____ Group _____ Start _____ Date Fee \$ _____

Concessions (if applicable) No Yes (If yes, select from the following) Health Care Card Seniors Card Pension Card

Payment Details - Enrolments cannot be accepted without payment

Mail Enrolment Payment Details: Visa Mastercard Cardholder's Name _____

Card Number _____ Expiry Date _____ CCV _____ Cardholder's Signature _____

Or Invoice Company - Minimum Amount \$500 and Authorisation letter or Purchase Order required - please attach.

Company Name _____ Contact _____ Phone _____

Address _____ Suburb _____ Postcode _____

Condition of Enrolment (Short Courses) By enrolling in this Short Course at Box Hill Institute, you are agreeing to abide by the policies, procedures, regulations and Student Code of Conduct of the Institute. This includes agreement with the refund policy stated below, and agreement to your personal information being disclosed in accordance with Box Hill Institute's Privacy Collection Statement, viewable at www.boxhill.edu.au/privacy. You are also providing confirmation that the information you have provided to enrol above, is complete and correct. Further application and enrolment information is viewable at www.boxhill.edu.au

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.

Refund Policy (Short Courses)

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.

Course Cancellation by the Institute: Box Hill Institute reserves 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 makes 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 course cancellation refunds takes a minimum of fifteen (15) working days. Refunds will be made by direct debit/electronic funds.

Unique Student Identifier (USI): All students undertaking accredited training will be required to have a USI (Federal requirement). You should obtain one online at www.usi.gov.au

For Office Use Only	Initials	Date
S1 entered	<input type="checkbox"/>	_____
ECR payment	<input type="checkbox"/>	_____
Conf printed	<input type="checkbox"/>	_____
Conf sent	<input type="checkbox"/>	_____