



**SHAFSTON**  
www.shafston.edu

# VET Application Form / Written Agreement

January - December 2020

Courses offered by Shafston House College Pty Ltd trading as Shafston International College  
CRICOS PROVIDER CODE: 01542F RTO CODE: 32004

English Courses - 25 hours per week (refer to the 2020 ELICOS Application Form)	Fees (per week)
Tuition 1 - 11 wks	\$450
Tuition 12 - 24 wks	\$440
Tuition 25 - 40 wks	\$430
Tuition 41+ wks	\$400
Other Fees	Fees
Application Fee (All Courses)	\$250
Learning Material Fee (All Courses)	\$18 (per week)
Demi Pair Placement	\$800
Private Tuition (Min 5 hours) - Afternoon Only	\$110 (per hour)
Course Cancellation Fee	\$500
OSHC (Overseas Student Health Cover) Single*	\$45 per month (1 - 24 months) \$47 per month (25 - 36 months) \$51 per month (37 - 48 months) \$55 per month (49- 60 months)

## Courses | Intake Dates | Fees

Courses	Start	End	English Entry Requirements**	Tuition Fee	Learning Materials
CHC30113 Certificate III in Early Childhood Education and Care CRICOS: 094055G Duration: 28 weeks	06/01/2020 30/03/2020 13/07/2020 12/10/2020 25/01/2021	17/07/2020 09/10/2020 22/01/2021 23/04/2021 06/08/2021	IELTS 5.0	\$3,850	\$200
BSB40215 Certificate IV in Business CRICOS: 091407A Duration: 28 weeks	03/02/2020 30/03/2020 20/04/2020 22/06/2020 17/08/2020 12/10/2020 23/11/2020 04/01/2021	14/08/2020 09/10/2020 30/10/2020 01/01/2021 26/02/2021 23/04/2021 04/06/2021 16/07/2021	IELTS 5.0	\$3,050	\$200
BSB50215 Diploma of Business (Entrepreneurial Focus) CRICOS: 087157D Duration: 34 weeks	13/01/2020 02/03/2020 18/05/2020 06/07/2020 27/07/2020 14/09/2020 12/10/2020 30/11/2020	04/09/2020 23/10/2020 08/01/2021 26/02/2021 19/03/2021 07/05/2021 04/06/2021 23/07/2021	IELTS 5.5	\$4,500	\$250
BSB51918 Diploma of Leadership & Management CRICOS: 098688G Duration: 42 weeks	20/01/2020 23/03/2020 18/05/2020 06/07/2020 10/08/2020 28/09/2020 09/11/2020	06/11/2020 08/01/2021 05/03/2021 23/04/2021 28/05/2021 16/07/2021 27/08/2021	IELTS 5.5	\$5,800	\$250
BSB51415 Diploma of Project Management CRICOS: 096811D Duration: 48 weeks	13/01/2020 17/02/2020 20/04/2020 22/06/2020 24/08/2020 30/11/2020	11/12/2020 15/01/2021 19/03/2021 21/05/2021 23/07/2021 29/10/2021	IELTS 5.5	\$6,500	\$350
BSB61015 Advanced Diploma of Leadership & Management CRICOS: 091405C Duration: 52 weeks	20/01/2020 23/03/2020 20/04/2020 22/06/2020 17/08/2020 14/09/2020 23/11/2020	15/01/2021 19/03/2021 16/04/2021 18/06/2021 13/08/2021 10/09/2021 19/11/2021	IELTS 5.5	\$8,000	\$300

\* Course start dates and OSHC fees are subject to change.

\*\* Subject to change based on student background.

Courses	2020		English Entry Requirements**	Tuition Fee*	Learning Materials
	Start	End			
<b>Childcare Package 1   Duration: 102 weeks</b>					
CHC30113 Certificate III in Early Childhood Education and Care CRICOS: 094055G      Duration: 28 weeks	06/01/2020 30/03/2020 13/07/2020	21/01/2022 22/04/2022 19/08/2022	IELTS 5.0	<b>\$13,500</b>	\$400
CHC50113 Diploma of Early Childhood Education and Care CRICOS: 090835M      Duration: 74 weeks	12/10/2020 25/01/2021	14/10/2022 24/02/2023		<del>-\$14,250</del>	
<b>Project Management Package 2   Duration: 100 weeks</b>					
BSB51415 Diploma of Project Management CRICOS: 096811D      Duration: 48 weeks	13/01/2020 17/02/2020 20/04/2020	14/01/2022 11/03/2022 15/04/2022	IELTS 5.5	<b>\$12,500</b>	\$650
BSB61015 Advanced Diploma of Leadership and Management CRICOS: 091405C      Duration: 52 weeks	22/06/2020 24/08/2020 30/11/2020	17/06/2022 09/09/2022 18/11/2022		<del>-\$14,500</del>	
<b>Leadership Package 3   Duration: 94 weeks</b>					
BSB51918 Diploma of Leadership and Management CRICOS: 098688G      Duration: 42 weeks	20/01/2020 23/03/2020 18/05/2020	19/11/2021 11/02/2022 15/04/2022	IELTS 5.5	<b>\$11,800</b>	\$550
BSB61015 Advanced Diploma of Leadership and Management CRICOS: 091405C      Duration: 52 weeks	06/07/2020 10/08/2020 28/09/2020 11/01/2021	17/06/2022 15/07/2022 09/09/2022 25/11/2022		<del>-\$13,800</del>	
<b>Business Package 4   Duration: 114 weeks</b>					
BSB40215 Certificate IV in Business CRICOS: 091407A      Duration: 28 weeks	03/02/2020 30/03/2020	15/07/2022 09/09/2022	IELTS 5.0	<b>\$12,800</b>	\$750
BSB50215 Diploma of Business (Entrepreneurial Focus) CRICOS: 087157D      Duration: 34 weeks	20/04/2020 22/06/2020 17/08/2020	09/09/2022 14/10/2022 10/02/2023			
BSB61015 Advanced Diploma of Leadership and Management CRICOS: 091405C      Duration: 52 weeks	12/10/2020 23/11/2020	17/03/2023 19/05/2023			
<b>Business Package 5   Duration: 86 weeks</b>					
BSB50215 Diploma of Business (Entrepreneurial Focus) CRICOS: 087157D      Duration: 34 weeks	13/01/2020 02/03/2020 18/05/2020	15/10/2021 19/11/2021 11/02/2022	IELTS 5.5	<b>\$10,500</b>	\$550
BSB61015 Advanced Diploma of Leadership and Management CRICOS: 091405C      Duration: 52 weeks	06/07/2020 27/07/2020 14/09/2020 12/10/2020 30/11/2020	11/03/2022 15/04/2022 17/06/2022 15/07/2022 09/09/2022			
<b>Business Package 6   Duration: 76 weeks</b>					
BSB50215 Diploma of Business (Entrepreneurial Focus) CRICOS: 087157D      Duration: 34 weeks	13/01/2020 02/03/2020 18/05/2020	16/07/2021 27/08/2021 24/12/2021	IELTS 5.5	<b>\$9,300</b>	\$500
BSB51918 Diploma of Leadership and Management CRICOS: 098688G      Duration: 42 weeks	06/07/2020 27/07/2020 14/09/2020 12/10/2020 30/11/2020	11/02/2022 11/02/2022 25/03/2022 06/05/2022 17/06/2022			
<b>Business Package 7   Duration: 62 weeks</b>					
BSB40215 Certificate IV in Business CRICOS: 091407A      Duration: 28 weeks	03/02/2020 30/03/2020 20/04/2020	04/06/2021 23/07/2021 23/07/2021	IELTS 5.0	<b>\$6,800</b>	\$450
BSB50215 Diploma of Business (Entrepreneurial Focus) CRICOS: 087157D      Duration: 34 weeks	22/06/2020 17/08/2020 12/10/2020 23/11/2020	10/09/2021 17/12/2021 04/02/2022 25/03/2022			

Package discounts are applied to the last course in the package  
\* Course start dates and OSHC fees are subject to change.

\*\* Subject to change based on student background.

Administrative Fees	Fees
Administration Fee (course amendments, accommodation, payment plan etc)	\$100
Payment Plan set up fee	\$100
Student Request to Access Records	\$100
Reprint of Academic Documents (Domestic) including postage & handling	\$120
Reprint of Academic Documents (International) including postage & handling	\$150
Reassessment fee for vocational placement	\$150
Re-sit or re-submit a theory assessment	\$100 per unit
Late Assessment fee	\$100 per unit
Student ID Card - Replacement Fee	\$10
Issue of progressive Statement of Attainment	\$15 each (1st one free on withdrawal/cancellation of course)
Repeating a unit/subject (calculated from the full course cost)	Calculated per unit/subject for that period of study
Repeating a period of study (calculated from the full course cost)	Term/Stage fee

### Shafston Student Employment

Shafston Services	Fees
Coffee Training	\$80
Job Ready Program (Special Package Offer) - Includes Job Ready Introduction, Coffee and Waiter Training	\$240

### Shafston Airport Pick-Up Service

Airport Pick-up and Transfer	Fees
Airport Greeting & Transfer (Local Transfers)	\$145
Airport Greeting & Transfer & Return (Local Transfers)	\$240
Airport Greeting & Transfer (Brisbane to Gold Coast) or (Gold Coast to Brisbane)	\$250
Airport Greeting & Transfer & Return (Brisbane to Gold Coast) or (Gold Coast to Brisbane)	\$350
U18 Airport Service (each way)	\$60

### Shafston Homestay Service

Minimum stay 2 weeks

Homestay Services	Fees
Homestay Accommodation Placement Fee	\$260
Half Board (2 meals/day weekdays, 3 meals/day weekends)	\$301/week   (\$43/night)
Full Board (3 meals/day everyday)	\$322/week   (\$46/night)
Standard Extra Care (3 meals/day everyday, transport to and from college, laundry)	\$364/week   (\$52/night)
Extra Care Peak Season (July/August)	\$420/week   (\$60/night)
Special Meal Request (Halal, gluten free, vegetarian etc.)	\$105/week   (\$15/night)

### Brisbane Accommodation

Minimum stay 2 weeks

Accommodation Services	Fees
Accommodation Placement Fee	\$260
Cleaning Fee (Peninsula)	\$95
Cleaning Fee (UniLodge)	\$115

  

On-Campus Accommodation Peninsula @ Shafston	\$ / week		
<b>Two Bedroom Unit (4 single beds)</b>			
Twin Share Room (Room has 2 single beds)	\$280	---	---
Private Room (Room has 2 single beds)	\$553	---	---
Accommodation Security Deposit Payable on booking (refundable)	\$500		

  

On-Campus Accommodation Unilodge @ Shafston	2 - 11 weeks	12+ weeks	24+ weeks
Private Room - Riverfront	\$415	\$380	\$355
Private Room - Non-Riverfront	\$395	\$365	\$335
Twin Share Room - Riverfront	\$255	\$235	\$215
Twin Share Room - Non-Riverfront	\$245	\$225	\$205
Triple Share Room	\$200	\$190	\$180
Triple Share Room - Private	\$570	\$540	\$510

### Australia | Queensland Holidays

Holidays	Dates	Holidays	Dates
New Year's Day	01/01/20	Labour Day	04/05/20
Australia Day	27/01/20	EKKA (Brisbane Only)	12/08/20
Good Friday	10/04/20	Gold Coast Show (Gold Coast Only)	28/08/20
Easter Saturday	11/04/20	Queen's Birthday	05/10/20
Easter Sunday	12/04/20	Christmas Holiday	25/12/20 - 01/01/21
Easter Monday	13/04/20		

**Personal Details**

Family Name:

Given Name:

Date of Birth:  Day  Month  Year Gender:  Male  Female

Email:

Phone:  Passport No:

Nationality (as shown on passport):

Place of Birth:

Residential address overseas:

Address 1

Address 2

Suburb/City  Post Code  State

Residential address in Australia (if known):

Address 1

Address 2

Suburb/City  Post Code  State

Emergency Contact Name:

Telephone/Email:

English Proficiency Result (i.e. IELTS):

Highest Academic Qualification:

GTE Form Attached

**Visa Details**

What visa type will you have while studying?

Student  Other

Do you require OSHC to be arranged by Shafston?  Yes  No

Do you have any Medical Conditions?

Where are you applying for your Visa?  Overseas  Australia

**Course Details**

**Location:** Brisbane

**Courses:**

<input type="checkbox"/> Certificate III in Early Childhood Education & Care (CHC30113)	<input type="checkbox"/> Diploma of Leadership & Management (BSB51918)
<input type="checkbox"/> Certificate IV in Business (BSB40215)	<input type="checkbox"/> Diploma of Project Management (BSB51415)
<input type="checkbox"/> Diploma of Business (Entrepreneurial Focus) (BSB50215)	<input type="checkbox"/> Advanced Diploma of Leadership & Management (BSB61015)

**Packaged Courses:**

<input type="checkbox"/> Certificate III in Early Childhood Education & Care (CHC30113) + Diploma of Early Childhood Education & Care (CHC50113)	<input type="checkbox"/> Diploma of Business (Entrepreneurial Focus) (BSB50215) + Advanced Diploma of Leadership & Management (BSB61015)
<input type="checkbox"/> Diploma of Project Management (BSB51415) + Advanced Diploma of Leadership & Management (BSB61015)	<input type="checkbox"/> Diploma of Business (Entrepreneurial Focus) (BSB50215) + Diploma of Leadership & Management (BSB51918)
<input type="checkbox"/> Diploma of Leadership & Management (BSB51918) + Advanced Diploma of Leadership & Management (BSB61015)	<input type="checkbox"/> Certificate IV in Business (BSB40215) + Diploma of Business (Entrepreneurial Focus) (BSB50215)
<input type="checkbox"/> Certificate IV in Business (BSB40215) + Diploma of Business (Entrepreneurial Focus) (BSB50215) + Advanced Diploma of Leadership & Management (BSB61015)	

**Requested Course Start Dates**

**Course 1:**

Start Date:  Day  Month  Year Duration:  weeks

**Course 2:**

Start Date:  Day  Month  Year Duration:  weeks

**Course 3:**

Start Date:  Day  Month  Year Duration:  weeks

Job Ready Program  Coffee Training

**For package enrolments first course start date only required**

**Airport Pick-Up Service**

- Airport Transfer (Local)
- Airport Transfer (Brisbane to Gold Coast)
- Airport Transfer (Gold Coast to Brisbane)
- Airport Transfer & Return (Local)
- Airport Transfer & Return (Brisbane to Gold Coast)
- Airport Transfer & Return (Gold Coast to Brisbane)
- U18 Airport Service (each way)

**Duration of Stay (Accommodation)**

Number of Weeks:

Arrival Date:  Day  Month  Year Departure Date:  Day  Month  Year

**Unilodge@Shafston (Brisbane)**

Full Payment is required to secure booking.

**Room Type:**

<input type="checkbox"/> Riverfront - Private	<input type="checkbox"/> Riverfront - Twin Share
<input type="checkbox"/> Non-Riverfront - Private	<input type="checkbox"/> Non-Riverfront - Twin Share
<input type="checkbox"/> Triple Share - Private	<input type="checkbox"/> Triple Share

**Peninsula@Shafston (Brisbane)**

Full Payment is required to secure booking.

**Room Type:**

Share Apartment - Share Room  Share Apartment - Private Room

**Homestay (Brisbane)**

**Types of Homestay:**

Half Board  Full Board  Extra Care

Do you smoke?  Are pets ok?

Special Meals requested (additional fees apply):

Do you have any allergies/illness?

Special Request (additional fees apply):

**Agent Details**

# Written Agreement / Terms and Conditions of Enrolment (VET) 2020

Please read the following written agreement and terms and conditions of your student agreement. By submitting this application, you acknowledge that you have read, understood and accept the terms and conditions. Your Letter of Offer and Quote (latest version) form part of this agreement.

## Payment of Fees

1. A student will be deemed to have accepted these terms and conditions if the student has paid any fees to Shafston or if the student has commenced a course with Shafston.
2. Fees and charges are subject to change without notice prior to the student's enrolment.
3. All fees must be paid by the invoiced due date or as per the agreed payment plan schedule.
4. Students who have requested and agreed to a payment plan must make payments as per instalment due dates on the payment plan. Students who fail to pay by the instalment due date will incur a late payment fee of \$100 as per the payment plan terms and conditions.
5. If fees are not paid by the invoiced due date or the agreed payment plan schedule, students will be precluded from attending classes, sitting exams and receiving results/certificates. Student visa holders will be reported to the Department of Home Affairs (Immigration) for non-payment of fees.
6. Students who refuse to pay outstanding fees after cancelling their enrolment with Shafston will be reported to Immigration for non-payment of fees.
7. All administrative fees and charges are non-refundable and are payable every time there is a request to change enrolment due to any circumstance. Refer to Administrative Fees and charges on the Application Form or at [www.shafston.edu](http://www.shafston.edu) (Shafston's website).
8. All students are required to pay a non-refundable deposit of \$500 for each course and provide documentary evidence of prior qualifications declared on their application form or acceptable Shafston equivalent (eg: off-shore placement test results) to obtain their Confirmation of Enrolments (CoEs).
9. All outstanding fees owed to Shafston will be deducted from any approved refund and all bank foreign exchange and transaction fees will be incurred by the student. Students who request to shorten their course will have their fees re-calculated at the full price not any discounted prices.

## Cancellation and Refund

11. Notification of cancellation from individual courses or a packaged program must be made in writing using the official Shafston Cancellation of Enrolment form available on Shafston's website.
12. All refund applications must be submitted in writing by using Shafston's official Student Refund Form available on Shafston's website.
13. The enrolment application fee and the accommodation placement fee are non-refundable. If a discounted application or placement fee was offered during enrolment, the full fee will be deducted from any potential refund the student may be eligible for.
14. All administrative fees and charges are non-refundable.
15. A cancellation fee of \$500 is payable per course or packaged program cancelled and a payment plan cancellation fee of \$125 applies as per the payment plan terms and conditions.
16. Notification of cancellation received at least 28 days prior to the original course or packaged program start date attracts a full refund less any non-refundable fees and charges.
17. Notification of cancellation received less than 28 days prior to the original course or packaged program start date attracts a full refund less any non-refundable fees and charges and the cancellation fee.
18. Notification of cancellation received on or after the original course or packaged program start date will not attract a refund. The exception to this is noted in clause 27.
19. No refund is available to students who cancel their course on arrival in Australia. The exception to this is noted in clause 27.
20. No refunds will be given to students for public holidays or missed days by the student.
21. No refunds will be given to students who are expelled as detailed in the Academic & General Misconduct Policy and Procedure available on Shafston's website.
22. No refunds will be given to students who are non-compliant and/or in breach of their student visa conditions.
23. If a student is not eligible for a refund as per the above terms and conditions, Shafston will hold the student's funds in trust for up to 12 months in the event they wish to undertake another course of study with Shafston.
24. For student visa application refusals, a student must submit an official Shafston refund form and provide a copy of the visa refusal letter to receive a full refund of course fees, less any non-refundable fees and charges.
25. Refunds will be paid to the person or entity that paid the fees to Shafston, less any bank fees, within 28 days from the date of Shafston receiving a fully completed and signed refund application form along with supporting documentation if applicable.
26. Payments received by credit card are to be refunded back to the credit card used to make the original payment.
27. Students who cancel are not eligible for a refund as per the above terms and conditions. However, a refund may apply if the student can provide evidence of exceptional circumstances or extreme personal hardship. Independently documented evidence such as a medical certificate will be required. The decision to grant a refund based on exceptional circumstances or extreme personal hardship is wholly at the discretion of the board of Directors. In that case, fees may be refunded on a pro-rata basis, less the \$500 cancellation fee per course or packaged program, application and accommodation placement fees. However, should the student wish to resume their studies at a later date, the original fee payment can be used as credit toward a Shafston course within 12 months of initial payment.

## Packaged Program

28. A packaged program consists of studying more than one course at Shafston. Each course is indicated by the course start and end date on the student's Letter of offer.

## Transfer of Fees

29. Fees are not transferable between students.
30. Fees can be transferred from one program to another if student wishes to change courses within Shafston scope.
31. Free weeks of study and scholarship weeks are non-transferable.
32. Tuition fees cannot be transferred to other services.
33. All payments made to Shafston and any refunds made by Shafston will be in Australian dollars. The student is responsible for any exchange rate risk and possible bank fees.

## Deferrals, Suspensions and Cancellations

34. A student wishing to defer an enrolment must do so prior to the commencement of the course. Students must apply in writing by completing the official Shafston Deferral of Enrolment Form and submitting it to the Student Admissions Department with documentary evidence to support compassionate and compelling circumstances, and they must pay the administration fee. Shafston strongly recommends that students read the Deferral, Suspension and Cancellation of Studies Policy on Shafston's website and seek advice from Department of Home Affairs (Immigration) prior to submitting their application.
35. A student wishing to suspend their enrolment must do so in writing by completing the official Shafston Temporary Suspension of Enrolment Form and submitting it to the Student Admissions Department with documentary evidence to support compassionate and compelling circumstances, and they must pay the administration fee. Shafston strongly recommends that students read the Deferral, Suspension and Cancellation of Studies Policy on Shafston's website and seek advice from Immigration prior to submitting their application.
36. A student wishing to cancel their enrolment must do so in writing by completing the official Shafston Cancellation of Enrolment Form and submitting it to the Student Admissions Department. An administration fee will apply. Shafston strongly recommends that students read the Deferral, Suspension and Cancellation of Studies Policy on Shafston's website and seek advice from Immigration prior to submitting their application.
37. Change of course is subject to academic review and entry requirements of the proposed course. Immigration rules surrounding student visa conditions apply. A student wishing to change their course must do so in writing by completing the official Shafston Course Change Form and submitting it to the Student Admissions Department. Shafston strongly recommends that students seek advice from Immigration prior to submitting their application.
38. Deferrals and suspensions are granted for a period of up to six (6) months. The decision to grant a deferral or suspension on compassionate or compelling circumstances is wholly at the discretion of Shafston.
39. Upon approval of a suspension request Shafston will hold the student's remaining tuition fees in credit for the period of suspension. Students who are on a payment plan must continue to make payments on the scheduled instalment due dates.
40. Shafston will endeavour to facilitate a student's return to studies. Students returning after their suspension period are advised to book a consultation with the VET training coordinator to confirm their study plan 14 days prior to returning to study.
41. Any application to change enrolment details will not be accepted unless sufficient documentary evidence of compassionate or compelling circumstances is provided. Once all required documentation is submitted, Shafston will be able to make a full and comprehensive assessment and provide an outcome within 14 days.
42. If tuition fees remain unpaid at the time of student suspension or deferral, the student must pay \$1,000 deposit fee. The non-refundable deposit fee will be allocated against the tuition fees.
43. Student visa holders must apply to Shafston a minimum of 10 working days before their intended deferral, or suspension start date or cancel from the course.

## Student Transfer and Release

44. A student wishing to apply for a Release must do so in writing by completing Shafston's official Application for Release form and submitting it to the Student Admissions Department along with the required documentary evidence (eg: Letter of offer from the other provider). Restrictions apply to students who have not yet completed six calendar months of their principal course of study. Shafston strongly recommends that students read the Student Transfer and Release Policy on Shafston's website and seek advice from Department of Home Affairs (Immigration) prior to submitting their application.
45. Students who have not completed the first six months of their principal course at Shafston must seek approval from Shafston if they wish to enrol at another education provider. The request will be formally assessed as per the Student Transfer and Release Policy and in accordance with the National Code 2018.
46. The six calendar months of the principal course is calculated from the commencement date of the principal course. As the principal course of study is generally the final course of study covered by the student's visa and CoE, transfer requirements apply to all courses of study prior to the student's principal course.
47. A student must maintain their enrolment with Shafston by continuing to attend and participate in classes while their application for Release is being assessed.
48. A student must continue to make scheduled payments as per their payment plan agreement, until such time as a successful outcome in favor of the student is reached.
49. Students who are leaving a provider to transfer to Shafston must provide a release letter from their principal course provider when requested by Shafston.

## General

50. Students must notify the College of changes of address, contact phone number and email address immediately when they occur. Failure to update contact information may result in the student not receiving important information, which may affect their course, their enrolment or their visa status. This requirement forms part of the student visa conditions.
51. Students must be 18 years of age or older at the time of course commencement. Shafston under 18 welfare arrangements is not available for students enrolling into Vocational Education and Training (VET) courses.
52. Students are required to provide evidence of course entry requirements before an unconditional letter of offer is issued. Course entry requirements are published on Shafston's website.
53. Compulsory attendance is required at orientation. If a student is not able to commence on the start date, as per their offer letter and CoE, they must contact the College immediately. If students do not comply with this requirement, their enrolment will be cancelled and they will be reported to immigration for non-commencement of studies. Students will also be subject to cancellation and refund terms and conditions.
54. If a student is delayed in attending orientation they must notify Shafston immediately. Shafston is obligated to notify immigration of students who have not commenced their studies without explanation.
55. All students must sit an on-shore English Placement Test on arrival (as part of Orientation) with Shafston Academic staff.
56. Shafston Vocational courses include a minimum of 20 scheduled course contact

- hours per week, blended classroom intensive/distance (vocational placement) and/or online classes. See course details at [www.shafston.edu](http://www.shafston.edu) (Shafston's website).
57. Vocational placement and Working with Children Check (Blue Card) are a compulsory requirement of the CHC30113 Certificate III in Early Childhood Education and Care and CHC50113 Diploma of Early Childhood Education and Care.
  58. All VET course delivery is at the Brisbane campus.
  59. On successful completion of a Shafston VET Course, students will be awarded an Australian Qualifications Framework (AQF) qualification (Testamur and Record of Results) or a Statement of Attainment for partial completion.
  60. Any photos or video footage taken at Shafston College or by Shafston staff of Shafston students are the property of Shafston House College Pty Ltd and may be used in reproduction of materials for promotional use without consent.
  61. Students will be surveyed by Shafston in order to collect feedback from each student during their course. Students may also be invited to participate in a post-graduation survey by Shafston.
  62. Students may be invited to participate in a Focus Group session with a Shafston staff member to talk about their Shafston experience.

#### Assessment

63. Once orientation has been completed by the student, they will receive their study schedule which includes information about the assessments. Students enrolled in qualifications with an online component will receive log in details and can access the Student Portal.
64. All students must participate in the compulsory language indicator test (LLN) at orientation. Shafston academic staff reserves the right to refuse commencement to any VET student whose proficiency is deemed below the published requirement. Students will be counselled and advised of their options which may include a new visa application.
65. Each unit of competency consists of formative and summative assessment tasks. Each assessment item is graded Satisfactory or Unsatisfactory, with the unit of competency outcome overall, graded Competent or Not Yet Competent.
66. Written feedback is provided to students by the trainer on assessment outcomes within 7-days.
67. All students are given the opportunity to resubmit Unsatisfactory item(s) of assessment, by the due date as advised by the trainer.
68. Students who are at risk of not meeting course progression will incur additional fees for examination resits, work place and assessment observations, assessment item resubmissions and re-enrolment fees.
69. Students can access the Shafston Complaints and Appeals process at any time they have a grievance. When speaking to Shafston staff about their concerns, Students may also have a support person.
70. Shafston may defer or suspend a Students enrolment due to misbehaviour which can also be grounds for cancellation of their studies.
71. Academic misconduct is defined as attempts by a student to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting another student to do so. Students are considered guilty of cheating if they seek to gain advantage by unfair means.
72. Students have the right to appeal a decision made by Shafston by accessing the Complaints and Appeals Policy and Procedure and form available on Shafston's website.
73. If academic misconduct has been identified, students will be deemed innocent until the completion of an investigation of the alleged breach.
74. Past misconduct is not evidence that a student has behaved in the same manner again.
75. Each case is dealt with on its own merits and according to its own circumstances with the provision that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.

#### Attendance, Course Progress / Academic Support / VET Intervention Strategy

76. Shafston undertakes to provide the student with the assistance, information and resources reasonably required to complete their chosen qualification/s within the course duration, however, the onus remains with the student to attend class, use available assistance, information and resources to make satisfactory progress in their studies and complete their course by the specified end date on their COE's. In limited circumstances, students may apply to extend their study duration. Applications by students will be assessed by Shafston House College Pty Ltd. Additional fees will apply if an extension is approved.
77. Holiday Request Forms must be completed and approved before a student can take official leave, otherwise students will be marked as 'Absent' from class.
78. Students must comply with all study conditions as per their Student Visa and meet course requirements. The visa holder must satisfy the requirements of course enrolment, course level, course progress and course attendance.
79. Maintaining satisfactory course attendance is important to ensure successful learning outcomes. All VET students must comply with these conditions as per their Student Visa.
80. Where applicable, online learning will be delivered in accordance with the Learning and Assessment Strategy for the qualification. In the case of international students, up to one third of courses may be delivered online. In addition, at least one unit must be taught in a face-to-face (on campus) mode each Study Period, unless it is the last unit of the student's course and the unit is only available online. (This does not apply to Early Childhood Education and Care courses).
81. Where applicable, online learning will be delivered in accordance with the Training and Assessment Strategy for the qualification. In the case of international students, up to one third of courses may be delivered online. In addition, at least one unit must be delivered in a face-to-face (on campus) mode each study period, unless it is the last unit of the student's course and the unit is only available online. (Early Childhood Education and Care courses do not contain an online component).
82. Students identified as not attending face-to-face course contact hours as per their timetable will be considered at risk of not progressing and will be notified to participate in a compulsory Intervention Meeting. Students may be required to participate in a Repeat Consultation. See Shafston's VET Attendance and Course Progress Policy.
83. A stage of study also known as a study period does not exceed six-months. Shafston will assess attendance and course progress throughout each study period.
84. A stage of study also known as a study period does not exceed six-months. Shafston will assess attendance and course progress throughout each study period.
85. Course progress is defined as Satisfactory or Unsatisfactory progress.
86. Students identified as at risk of not meeting course progress/requiring additional support, as referred by class trainers, will receive a Reminder Letter, followed by a Warning Letter, and be offered appropriate support by the VET Trainer and Training Coordinator, and Student Services.
87. A tailored VET Intervention Strategy will be activated. This plan will specify the actions that must be completed in order to achieve satisfactory course progression and attendance.

The Intervention Strategy is a written contract which is negotiated and agreed between the student and Shafston, to ensure specific study/attendance conditions and regular support meetings are held until such time the student is satisfactory. All matters will be confidential and privacy will be ensured during the process.

88. Regularly scheduled Academic Skills Support Sessions are provided to support students at no additional charge. It is a compulsory requirement to attend all Academic Skills Support sessions as directed.
89. Students will receive a request to confirm re-registration for their next stage of study. It is important for students to advise Shafston of their study intentions in order to maintain their Student Visa status.
90. Students that are not on track to achieve course progress over two consecutive study periods will receive an Intention to Report Letter. Students have the right to appeal a decision made by Shafston by accessing the internal Complaints and Appeals Policy and Procedure.
91. Shafston may extend the duration of a student's course only in special circumstances, see Shafston's Deferral, Suspension and Cancellation of Studies Policy.

#### Code of Conduct, Complaints and Appeals

92. Student General Code of Conduct is published in the Student Handbook on the Shafston Website. All students are encouraged to read and abide by the Student General Code of Conduct.
93. Shafston students are to be respectful and inclusive of all people on campus. If a student feels they have been treated unfairly, please speak with Shafston staff immediately.
94. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.
95. Shafston's Grievance and Appeals Policy and Procedure is available on Shafston's website.
96. Shafston's Complaints and Appeal Form is available on Shafston's website.

#### Provider Default

97. In the event that Shafston is no longer able to deliver the training and assessment services as initially outlined in this student agreement and course fees are paid in advance, then the College will either, offer the student an alternative course, or pay the student a refund of their unspent prepaid tuition fees, or arrange for the agreed training and assessment to be completed through another Registered Training Organisation (RTO) at no additional cost to the student. Prior to any transfer, students will be formally notified of the arrangements including any refund of fees that may be applicable.
98. In the unlikely event that Shafston cannot meet the obligation to either offer the student an alternative course, or pay them a refund of their unspent prepaid tuition fees or do any other thing required of it under the ESOS Act 2000 (provider default), the Australian Government Tuition Protection Service (TPS) will assist them to find options for completing their study in Australia, or to get a refund if a suitable alternative is not found. The TPS is an Australian Government initiative to assist international students whose education providers are unable to fully deliver their course of study. Note: Students will be required to pay fees to the new college once the credit-free tuition period is over. For further information, please refer to the TPS website [www.tps.gov.au](http://www.tps.gov.au)
99. Students have the right to choose whether they would prefer a full refund of undelivered course fees, or to accept a place in another course. Provider default refunds will be calculated on a pro rata basis and students will be eligible for a refund of future course money that has not yet been delivered. The refund will be paid to the student within 2 weeks of the day on which the course ceased being provided. Alternatively, students may be offered enrolment in an alternative course at another provider.

#### Confidentiality and Privacy Policy

100. Shafston is not permitted or authorised to give out your personal information to other students or staff members.
101. Your personal information may be made available by Shafston to the Australian government or other relevant authorities, as required by the Commonwealth, including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988.

#### Privacy Notice

102. Under the Data Provision Requirements 2012, Shafston 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), may be used or disclosed by Shafston for statistical, administrative, regulatory and research purposes. Shafston may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

**Homestay Accommodation - Brisbane**

103. Homestay terms and conditions are detailed on the accommodation confirmation letter and are published on the Shafston website

**UniLodge Accommodation - Brisbane**

104. Unilodge Accommodation terms and conditions are detailed on the accommodation confirmation letter and are published on the Shafston website.

**Peninsula Apartments - Brisbane**

105. Peninsula Apartments terms and conditions are detailed on the accommodation confirmation letter and are published on the Shafston website.

**Airport Greeting and Transfer**

106. Any notification of cancellation, missed or delayed flights must be received by the homestay department at least 48 hours prior to the advised arrival or departure flight details.

107. Any notification of cancellation, missed or delayed flights must be made to the Homestay & Accommodation Department by email.

108. If a student is already in transit, any notification of cancellation, missed or delayed flights must be made by phone to the Airport Transfer Emergency Contact Number provided on the Airport Greeting and Transfer confirmation.

109. No refund is payable if the above three clauses are not adhered and an additional Airport Greeting and Transfer fee may be payable if our driver is required to attend the pickup location a second time.

110. Students carrying oversized luggage eg: Surf Boards, Bicycle, Golf Clubs must notify the homestay department. A fee of \$10 will be charged by the driver at the airport.

111. Students that have not pre-paid their airport pick up service cannot request Shafston's airport greeting and transfer at the airport on arrival.

112. Failure to supply flight details at least 48 hours prior to a students scheduled arrival will result in the cancellation of the booked airport transfer.

Shafston reserves the right to update these terms and conditions without notice. Please refer to the website for the latest copy of the terms and conditions.

**STUDENT WRITTEN AGREEMENT ACKNOWLEDGEMENT**

I confirm I have read and understood the attached written agreement and terms and conditions of enrolment with Shafston.

I agree to advise Shafston upon commencement of my enrolment, my current residential address and contact details, my emergency contact details and agree to advise Shafston within 7 days of any change during the course of my enrolment.

I acknowledge that the information I have provided is true and correct and that I have read, understood and accept the terms contained herein.

**Print Name**

**Signature**

**Date:**

Day	Month	Year
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**Please return your completed application form and supporting documents to : [info@shafston.edu](mailto:info@shafston.edu)**

The student is responsible for keeping a copy of this written agreement, and receipts of any payments of tuition fees or non-tuition fees.

2020 VET Application Form / Written Agreement (Updated: December 16, 2019)