



# Registered Training Organisation Enrolment Form

RTO No. 45550  
External Student Form

<b>Qualification</b>		<b>Application Date</b>
<b>Study Mode</b>		
<b>Fee</b>		

<b>Personal Details</b>					
<b>First Name:</b>		<b>Middle Name:</b>		<b>Surname:</b>	
<b>Gender:</b>		<b>DOB:</b>		<b>Town of Birth:</b>	
<b>Residential Address:</b>					
<b>Postal Address:</b> (if different from above)					
<b>Contact Details</b>					
<b>Home Ph:</b>		<b>Mobile:</b>		<b>Email:</b>	
<b>Emergency Contact 1:</b>	<b>Name:</b> _____ <b>Ph:</b> _____ <b>Relationship to you:</b> _____	<b>Emergency Contact 2:</b>	<b>Name:</b> _____ <b>Ph:</b> _____ <b>Relationship to you:</b> _____		
<b>Employment and Schooling</b>					
<b>What QLD secondary school are you currently enrolled in?</b>		<b>What is your highest completed school year level?</b>		<b>In what year did you complete this level?</b>	
<b>LUI Number:</b>		<b>School Contact Name:</b>		<b>School Contact Position:</b>	





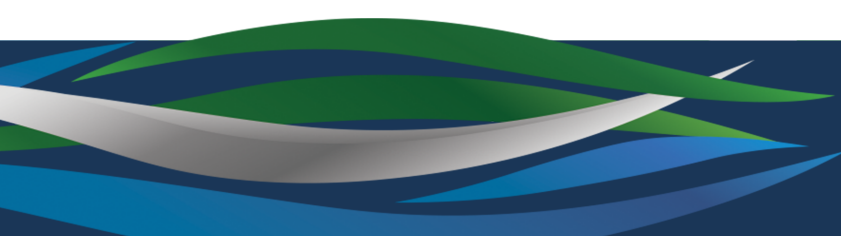
<b>What best describes your main reason for undertaking this course?</b>	<input type="checkbox"/> To get a job <input type="checkbox"/> To start my own business <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To try a different career	<input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest <input type="checkbox"/> For self-development		
<b>Personal Details</b>				
<b>Are you of Aboriginal or Torres Strait Islander Origin?</b>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<input type="checkbox"/> Aboriginal  <input type="checkbox"/> Torres Strait Islander  <input type="checkbox"/> Aboriginal & Torres Strait Islander		
<b>How well do you speak English?</b>	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all	<table border="1"> <tr> <td data-bbox="916 757 1200 969"> <b>Do you speak a language other than English at home? (please specify if so)</b> </td> <td data-bbox="1200 757 1460 969"> <input type="checkbox"/> Yes  <input type="checkbox"/> No            _____         </td> </tr> </table>	<b>Do you speak a language other than English at home? (please specify if so)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
<b>Do you speak a language other than English at home? (please specify if so)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No _____			
<b>Do you consider yourself to have a disability, impairment or long-term condition?</b>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>If yes, please indicate area:</b>	<input type="checkbox"/> Learning <input type="checkbox"/> Medical Condition <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental illness <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Vision <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Other: _____	
<b>VET Training</b>				
<b>Have you successfully COMPLETED any qualifications?</b>		<b>If yes, please tick applicable qualifications:</b>	<input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III or Trade Certificates <input type="checkbox"/> Certificate IV or Advanced Certificate <input type="checkbox"/> Diploma	
<b>If yes, what is the name of the qualification/s you hold?</b>	1. _____  2. _____			





## USI Collection and Verification

<b>Full Legal Name</b>											
<b>USI Number:</b>	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
<p>If you have forgotten your USI or do not have one please go to:  <a href="https://www.usi.gov.au/students">https://www.usi.gov.au/students</a></p>											
<b>Privacy notice:</b> Use of your personal information and USI	<p>You are advised and agree that you understand and consent to the use of the personal information you provide in connection with your application and verification of a Unique Student Identifier (USI).</p> <p>From 1 January 2015, we Riverside Christian College 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 USI.</p> <p>The USI is collected by the student identifiers registrar for the purpose of:</p> <ul style="list-style-type: none"> <li>• applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation</li> <li>• replacing an authenticated AQF certification document</li> <li>• recording a student's final outcomes that will be made available on the national USI register.</li> </ul> <p>A student's verified USI and final assessment outcomes may be disclosed to:</p> <ul style="list-style-type: none"> <li>• Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for: <ul style="list-style-type: none"> <li>- the purpose of administering and auditing VET, VET providers and VET programs</li> <li>- education-related policy and research purposes</li> <li>- assistance with determining eligibility for training subsidies</li> </ul> </li> <li>• VET regulators to enable them to perform their regulatory functions</li> <li>• VET admission bodies for the purpose of administering VET and VET programs</li> <li>• current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme</li> <li>• schools for the purpose of delivering VET courses to the individual and reporting on these courses</li> <li>• the National Centre for Vocational Education Research (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics. 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.</li> <li>• any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system.</li> </ul> <p>Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law.</p>										
<b>Student Declaration:</b>	<input type="checkbox"/> I hereby give permission for Riverside Christian College to collect, verify and disclose my personal information (which may include sensitive information), along with my final outcomes in accordance with the privacy notice above. If you would like Riverside Christian College to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information.										
<b>Student Name:</b>		<b>Parent Name</b>									
<b>Student Signature:</b>		<b>Parent Signature</b>									
<b>Date:</b>		<b>Date:</b>									





## Supervisor/Parent/MLP Principal Commitment Statement

- \* I/we agree that one parent/guardian (or College approved delegate over the age of 18) will supervise and be actively engaged with our child/ren while they are working to complete the curriculum requirements set by the College. I/we also understand that in the event that we delegate our supervision responsibilities, we are ultimately responsible for our child/ren's education and will actively investigate their learning. I/we agree to be the primary point of contact with the College in this regard.
- \* I/we agree to provide a suitable, safe environment in which our child/ren can complete their work.
- \* I/we understand that communication with the College is vital. Accordingly, I/we agree to check and respond to email on a daily basis and keep all other contact details up to date at all times, notifying the college of any changes as soon as possible.
- \* I/we agree to send Activity Logs (indicating attendance and work completed) as well as work samples required on the mailing dates indicated. I/we understand that it is our responsibility to prove that our child/ren are actively engaged with the learning requirements of their curriculum. If unable to do so in a timely manner due to exceptional circumstances, I/we will make prior contact with the College to negotiate alternative arrangements. I/we understand that failure to return the required items when indicated, with no prior communication, will lead to our child/ren's ongoing enrolment being reviewed.
- \* I/we agree for at least one parent/guardian to be present and responsible for my child/children while attending workshop days and excursions.
- \* I/we undertake to pay the required school fees and levies in full as they become due. I understand that the student is unable to access course material until subject course fees are paid in full in accordance with the stated terms and conditions.
- \* I/we agree to notify the College in writing if I/we no longer require our child/children to be enrolled, giving a minimum of a term's notice (10 weeks) of withdrawal. I/we understand that failure to give a term's notice will result in a full Term's fees being payable in lieu of this required notice. If paying annually, this amount will be deducted from any prorated refund available (please note: refunds will not be given at the Annual payment discounted rate).
- \* I/we have read the fee schedule and accept the stated terms and conditions.

## Privacy Agreement

1. Riverside Christian College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at Riverside. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy our legal obligations, specifically to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of schools require that certain information is collected. These include public health and child protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The Education Act 2001 (QLD) requires schools to share Official Records with other educational institutes upon transfer of students without consent. See Official Information (point 9) for details of which information is included within Official Records.
6. Aside from the Official Records, the College from time to time discloses personal and sensitive information to others for administration and educational purposes. We will not disclose this information to a third party without your consent.
7. On occasion, information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and websites.
8. If you provide us with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.
9. Official information: In line with relevant legislation and regulation from the Queensland and Australian Governments, Riverside will collect and maintain Official Records of personal information about students. Some of this information will be forwarded to the Government (Australian and Queensland) and become a part of a statistical analysis of the College. Information can be kept by the College and transferred to other schools or educational institutions without consent.
10. Photos: As a normal part of schooling with Riverside Christian College photos of children are used for various communication media including College websites, digital publications, College and system publications, newsletters and enrolment posters. Riverside understands that there are sometimes special circumstances such as court orders, where parent/guardians do not want their child's photo used in any of the above situations. If this is the case, please inform the College in writing.



### Supervisor/Parent/Guardian Declaration

- I/We hereby agree with the above Flexible Learning Arrangement for mychild.
- I/We give permission for Riverside Christian College to contact current and previous schools mentioned in the enrolment application to obtain reports and other relevant documents.
- I/We understand that Riverside Christian College semester reports will be distributed directly to the Supervisor/Parent/Guardian of the enrolled student and the 'MLP' school.
- I/We, the Supervisor/Parent/Guardian accept liability for all financial cost for the student stated in this Flexible Learning Agreement. Course fees are to be paid in full prior to course content delivery.
- Loss of learning materials or materials returned in an unacceptable state will incur a replacement cost. The Supervisor/Parent/Guardian agrees to accept full responsibility for the payment of any replacement costs.

Supervisor/Parent/Guardian Name

Supervisor/Parent/Guardian Signature

Email

Phone

Date

### MLP School Principal's Declaration

- I certify that the details in this Application for Enrolment are correct and reflect details in our school records.
- I certify being the MLP school, all primary documents for enrolment have been sighted and recorded in accordance with government regulation.
- Our school agrees to co-operate fully with Riverside Christian College Distance Education staff in all matters relating to the assessment/progress of enrolled students.
- Riverside Christian College will issue a Statement of Attainment if students have completed partial units of the course or a full Certificate if the student has fulfilled all requirements of the course upon course completion in Term 4.
- We agree to ensure students will have access to:
  - computer access at school (PC or Mac)
  - internet access at school
  - access to a telephone

Principal's Name

Principal's Signature

Date



### Course Fees

- Fees for VET courses are billed annually up-front
- Course fee of \$800.00
- Withdrawals prior to Friday of Week 5, Term 1 will attract an 80% refund of VET course fees.
- Course fees are non-refundable after Week 5 of Term 1.

### PAYMENT OPTIONS

1. Payment can be made by internet banking, direct debit, credit card or EFT.
2. Direct debit arrangements can be put in place for ease of payment. Please email [accounts@riverside.qld.edu.au](mailto:accounts@riverside.qld.edu.au) to obtain a Direct Debit Request Form.
3. To pay by Direct Deposit, please use the below bank details:  
Account Name: MCEF Ltd T/A Riverside Christian College  
BSB: 034128  
Account number: 185492  
Reference: Your account number

### RTO Administration

Process	Completed	Notes
Enrolment Completed & Entered internally		
Enrolment Processed in QCAA SM		
USI Number Verified		
CT's Awarded/ RPL Granted		
Course Fee Paid or Payment Plan Arranged (See Finance Department)		
Finance received payment		

### RTO Manager Contact Details

Bronte Hose

[Bronte.hose@riverside.qld.edu.au](mailto:Bronte.hose@riverside.qld.edu.au)

(07) 4123 1031