

DISTANCE EDUCATION FORM FOR VET FEE-HELP COURSES 2011 APPLICATION FOR ADMISSION

Please fill in details below. Tick boxes where appropriate.

PERSONAL INFORMATION

The Student

Family Name	Given Names
Date of Birth (day/month/year)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Mailing Address	
City	Postcode
Country	Are you a Citizen or Permanent Resident of Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>
Daytime Telephone	Mobile
Email	

COURSE SELECTION

Start Date (day/month/year)

Diploma of Business (40 weeks duration)

Diploma of Management (80 weeks duration)

*Contact us about a **fast-track study plan** options

PREVIOUS EDUCATION

*Please **attach** copy academic transcript or Résumé (with Referee details)

Name of Qualification	Year Awarded
Name of School/College/University	Country/State
If you are currently completing a qualification, please indicate when you expect to complete this study (month/year)	



DECLARATION TO BE SIGNED BY THE STUDENT

Applicable to domestic students

I (which expression includes the parent/guardian who has signed this contract) hereby apply to enrol in the course commencing as indicated on the Application for Admission form ('the Application'). I agree that on acceptance of the Application by Martin College ('the College'), and my subsequent receipt and return of the Acceptance of Offer ('the Offer'), the Offer will become the Contract of Enrolment ('the Contract') and further I agree to abide by the following terms and conditions of enrolment:

1. I agree that it is a condition of my enrolment that I achieve satisfactory academic progress throughout my course at a rate that will enable me to complete the course in the nominated duration.
2. I agree that I am responsible for my own books, equipment and personal items and I hereby release, indemnify and hold harmless the College against all liability and claims for any loss or damage to such items, howsoever caused.
3. I agree that I may be required, and permission is hereby granted, to attend organised College excursions and activities as part of the course.
4. I agree to advise the College of any change of my address while I am enrolled in any course.
5. I acknowledge that I have read and understood the Student Grievance Policy outlined in this brochure and on the website martincollege.edu.au
6. I understand that I can withdraw from a unit of study in a VET FEE-HELP enabled course and obtain a full refund of tuition fees until the Census Date.
7. I understand that the Census Date is not less than 20% through the unit of study.
8. I confirm that when I am an enrolled student and I want to withdraw from a unit of study prior to the Census Date I must advise the College in writing. The date the letter is received by the College is the effective Date of notification of withdrawal.
9. I understand that if I withdraw after the Census Date, there will be no refund.

If I enrol as a Distance Education student and subsequently transfer to on-campus study, the applicable tuition fee for each unit of study taken on-campus will be at the on-campus tuition rate.

Martin College is bound by the National Privacy Act, Principles and Guidelines of the Commonwealth of Australia. We collect and use any personal information you provide to us in accordance with those Principles and Guidelines. The type of information we collect, the use we make of the information and the disclosure of that information without your prior approval is set out in our detailed Privacy Policy which can be found at martincollege.edu.au. By signing this application, you acknowledge you have read the Statement and our Privacy Policy and consent to the use and disclosure of your personal information as set out in our Privacy Policy.

Signed (Student)	Date
Signed (Parent, Legal Guardian*)	Date

*if applicant is under the age of 18

Please send your application to:
Martin College Admission Centre
Level 8, 97-99 Bathurst Street
Sydney NSW 2000
Fax: +61 2 9267 0531
Call: 1300 762 129

Email to:
study@martincollege.edu.au

Completed application forms