



GLOBAL INSTITUTE

RTO No. 41102 | CRICOS Provider Code: 03538G

ABN: 35 601 110 178
 Level 7, 140 Elizabeth street, Sydney NSW 2000
 Phone: 02 8076 8000
 Email: info@globalinstitute.edu.au
 Web: www.globalinstitute.edu.au

Written Agreement (Domestic / VSL Student)

ALL SECTIONS OF THIS DOCUMENT CONSTITUTE THE WRITTEN AGREEMENT BETWEEN THE STUDENT AND GLOBAL INSTITUTE

SELECT COURSE	QUALIFICATION	COURSE DURATION
[]	BSB50420 Diploma of Leadership and Management	52 Weeks
[]	BSB60420 Advanced Diploma of Leadership and Management	78 Weeks
[]	SIT50422 Diploma of Hospitality Management	78 Weeks
[]	SIT60322 Advanced Diploma of Hospitality Management	135 Weeks

Commencement Date in 2025:

[] 13 Jan [] 14 Apr [] 14 Jul [] 13 Oct

PART A: Personal details

***Unique Student Identifier (USI)

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Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Global Institute to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

***Personal Details

First name: <small>**Please use the same name used to apply for your USI if you have one</small>	Surname:
Email address:	
Residential Address:	
Date of Birth (Day/ Month/year)	Mobile:
Tax File Number (TFN)	Gender: Male [] Female [] Other []
Medicare Card No.	Medicare Card Individual Reference No. (IRN):
	Valid to:
Australia Passport No.	Australia Passport Expire Date: (Day/Month/Year)

Clear Color copy of your Passport, Medicare Card and Driver's License must be returned with this application. All original documents must be presented to Global Institute at orientation for verification.

Note: all fields marked with asterisks * are required



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Part B-Education and Experience

Have you enrolled in a similar course elsewhere? Yes No
(If you have you may be eligible for a credit transfer or Recognition of Prior Learning- contact the Direction of Studies for further information)

Have you been employed in the area covered by the courses applied for?
(If you have you may be eligible for a credit transfer or Recognition of Prior Learning- contact the Direction of Studies for further information)

Where did you hear about us? _____

Please make sure you refer the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student information handbook. All courses require applicants 18 years or above.

Other information we must collect from you.

The following information is required as part of a Registered Training Organisations delivering involvement in the Vocational Education and Training Sector Information provided by students may be made available to Commonwealth and State agencies and the third parties employed by these agencies pursuant to obligations under the Australian Quality Training Framework. Students are entitled to view their own personal information held by The Registered Training Organisation. Please apply to the Academic Coordinator if you wish to view your own records.

Language and Cultural diversity

- In which country were you born?
 Australia Other (Please specify): _____
- Do you speak a language other than English at home?
 No, English Only Yes, Other (Please specify): _____ (Please go to the question 3)
- How well do you speak English
 Very well
 Well
 Not Well
 Not at all
- Are you Aboriginal or Torres Strait Islander origin?
 No Aboriginal Torres Strait Islander

Disability

- Do you consider yourself to have a disability, impairment, or long-term condition?
 Yes No
- Do you have any disabilities that will effect your learning?
 Yes, please specify below. No
 Hearing (Deaf) Acquired brain impairment
 Physical Vision
 Intellectual Medical Condition
 Learning Other
 Mental Illness

Schooling

- What is your highest Completed school level? (Tick one box only)
 Year 12 or equivalent
 Year 11 or equivalent
 Year 10 or equivalent
 Year 9 or equivalent
 Year 8 or equivalent
 Never attended school



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8. In which year did you complete the above school level? _____
9. Are you still attending secondary school?
 Yes No

Previous Qualification achieved

10. Have you successfully completed any of the following qualifications?
 Yes No
11. If YES, then tick ANY applicable boxes
- | | |
|---|---|
| <input type="checkbox"/> Undergraduate degree or Higher Degree | <input type="checkbox"/> Certificate III (or Trade Certificate) |
| <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Diploma (or Associate Diploma) | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) | |
| <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) | |
| <input type="checkbox"/> I've never completed any qualifications | |

Employment

12. Of the following categories, which BEST describes your current employment status? (Tick ONE box Only)
- Full-time employee
- Part-time employee
- Self-employed -not employing others
- Unemployed -seeking full-time work
- Unemployed -seeking part-time work
- No employed – not seeking employment

Study Reasons

13. Of the following categories, which BEST describes your main reason for undertaking this course/ traineeship/apprenticeship.
- To get a job
- To develop my existing business
- To Start my own business
- To try for a different career
- To get a better job or promotion
- It is requirement of my job
- I require extra skills for my job
- To go into another course of study
- For personal interest
- Other reasons



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PART D - REFUNDS

1 Please refer to Global Institutes Fees Charges and Refund Policies on our website following the link below.

<http://www.globalinstitute.edu.au/wp-content/uploads/2022/03/Fees-charges-and-refunds.pdf>

PART G – Terms and Conditions

Academic Progress

Students must maintain satisfactory academic progress at all times. All the courses are scheduled 20 hours per week (15 hours of face-to-face classroom based and 5 hours of online based delivery). Students are expected to attend classes regularly to maintain satisfactory course progress each term.

Attendance Monitoring

All students must attend their scheduled classes to maintain satisfactory academic progress.

Issuing of Certificates and Delivery

GI is solely responsible for the delivery of all courses and for the issuance of their certifications.

Complaints and Appeals Policy

Students have access to a Complaints and Appeals procedure if they feel they have been unjustly treated or have a serious complaint. Students who feel they have any type of complaint should first contact the Administration Manager. If necessary, the complaint will be referred to the Principal Executive Officer in order to resolve the situation. A student dissatisfied with an activity or a decision regarding their academic outcomes can voice their concerns to the staff member concerned and, if appropriate, appeal to the Principal Executive Officer.

If students are still dissatisfied with the outcome of the complaint/grievance / appeal, then students may lodge an external appeal or complain about the decision with the relevant Government Body.

Student Code of Conduct

All people associated with GI have the same rights. Harassment, bullying and victimisation will not be tolerated at GI. Discrimination on any grounds is unacceptable. Students who feel that they are being sexually harassed or are the victims of any sort of racism should initially contact the Administration Manager. If the complaint is sufficiently serious, the Principal Executive Officer may establish a formal inquiry and/or refer to external authorities.

Change of Address and Contact Details

You are required to advise us of your residential and email address, telephone number and of any subsequent changes to these contact details. It is your responsibility to ensure that you always update your contact details at the Institute to ensure you receive important information about your course, fees receipts and any other important information at least every 6 months.

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.



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Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact GI to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

GI contact details-

Level 7, 140 Elizabeth St. Sydney, NSW 2000

Tel: +612 8076 8000 E-mail: info@globalinstitute.edu.au

Website: www.globalinstitute.edu.au

To access GI's privacy policy, please refer to the Student Handbook available on our website

Disclosure of Personal Information

Information is collected during your enrolment in order to meet our obligations

In other instances, information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

PART H -Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at GI. I also consent to the collection, use and disclosure of my personal information in accordance with the National VET Data policy

Information is collected on this form and during your enrolment in order to meet GI obligations under the National Code 2018; and to ensure the National Code of Practice for Registration Authorities. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Applicant Signature

Date / /.....

PART I – PROVIDER ACCEPTANCE

Accepted by Australian International Training College Pty Ltd T/A Global Institute

Signed.....

Date / /.....

Name of the authorised Global Institute employee accepting the application