VET Student Loans – Enrolment Form

Star Training Academy will use the information collected on this form to generate an Electronic Commonwealth Assistance form (eCAF) on your behalf. This triggers an application for a VET Student Loan (VSL). This form needs to be completed and submitted at least 16 working days prior to your first census dates. Your census dates can be found in the Training Calendar. You must have a valid email as the Department of Education will email you login details for the eCAF system. You must log in and complete the rest of the information that is required by the Commonwealth to activate your loan, but you must wait 2 days after logging in and completing data before submitting as a mandatory cooling off period.

Enrolment Date and Time:	Student ID number (if known):
First name: Please use the same name used to apply for your USI if you have one	Surname:
Email address:	
Residential Address:	State: Postcode:
Date of Birth:	Phone: Mobile:
Campus location:	Estimated course duration and cost:
Course code: Course name:	

Citizenship Status:

Australian Citizen ☐   Permanent humanitarian visa Holder ☐   New Zealand Citizen** ☐

** New Zealand Citizen eligibility requirements. Please answer the following questions, you will be required to provide evidence.
1. Do you hold a Special Category Visa 444?   Yes   No
2. Have you been in Australia at least 10 years before your enrolment date?   Yes   No
3. You have been in Australia for at least eight of the 10 years immediately prior to applying and at least 18 months of the last two years.

Tax File Number:	or I have a Certificate of Application for a TFN ☐

Please state any previous name(s):
Surname/Family name: Given Name:

Personal details
1. **Gender (Tick ONE box only)**

Male	☐
Female	☐
Other	☐

Language and cultural diversity
2. **In which country were you born?**

Australia	☐
Other – please specify	

3. **Do you speak a language other than English at home?**
   (If more than one language, indicate the one that is spoken most often)

No, English only	☐
Yes, other – please specify	

4. **Are you of Aboriginal or Torres Strait Islander origin?**

No	☐
Yes, Aboriginal	☐
Yes, Torres Strait Islander	☐

Disability
5. **Do you consider yourself to have a disability, impairment or long-term condition?**

Yes	☐ Y
No	☐ N **No – Go to question 12**

6. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area)

Hearing/deaf	☐
Physical	☐
Intellectual	☐
Learning	☐
Mental illness	☐
Acquired brain impairment	☐
Vision	☐
Medical condition	☐
Other	☐

Schooling

7. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking.

Year 12 or equivalent	☐ 12
Year 11 or equivalent	☐ 11
Year 10 or equivalent	☐ 10
Year 9 or equivalent	☐ 09
Year 8 or below	☐ 08
Never attended school	☐ 02

8. Are you still enrolled in secondary or senior secondary education?

Yes	☐ Y
No	☐ N

Previous qualifications achieved

9. Have you SUCCESSFULLY completed any of the qualifications listed in question 10?

Yes	☐ Y
No	☐ N **No – go to question 16**

10. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	☐
Advanced diploma or associate degree	☐
Diploma (or associate diploma)	☐
Certificate IV (or advanced certificate/technician)	☐
Certificate III (or trade certificate)	☐
Certificate II	☐
Certificate I	☐
Other education (including certificates or overseas qualifications not listed above)	☐

Employment

11. Of the following categories, which BEST describes your current employment status? (**Tick ONE box only**)

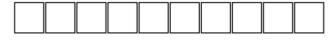|	
Full-time employee	☐
Part-time employee	☐
Self employed – not employing others	☐
Self employed – employing others	☐
Employed – unpaid worker in a family business	☐
Unemployed – seeking full-time work	☐
Unemployed – seeking part-time work	☐
Not employed – not seeking employment	☐

Study reason

12. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

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 was a requirement of my job	☐
I wanted extra skills for my job	☐
To get into another course of study	☐
For personal interest or self-development	☐
Other reasons	☐

Unique Student Identifier (USI)

From 1 January 2015, we [insert RTO name] 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 Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI/.

Enter your Unique Student Identifier (USI) (if you already have one)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Course Details

		Course Name	Tuition Fee
Course/Qualification Title: (Select the course you will be studying)	☐	BSB50215 Diploma of Business	$5000
	☐	CPP50611 Diploma of Security and Risk Management	$5000
	☐	CHC50113 Diploma of Early Childhood Education and Care	$10,000
	☐	BSB51315 Diploma of Work Health and Safety	$10,000
	☐	BSB60915 Advanced Diploma of Management (Human Resources)	$5000

STUDENT POLICY DECLARATION

1. **REFUND POLICY:**
   Please read the refund policy in the student handbook which is available at reception desk or at www.startraining.edu.au prior to signing this form.
2. **IMPORTANT INFORMATION:**
   All enrolments are confirmed in writing before the course starts, giving details of the course start times and venue. In the unlikely event you do not receive confirmation of a course prior to the commencement date, please contact us immediately.
3. **PRIVACY STATEMENT**
   The primary purpose of collecting personal information that you supply on this form is to process your registration and allow you to study under mandatory record keeping and reporting requirements. For our full Privacy Policy please visit the website at www.startraining.edu.au.
4. **MOBILE PHONES:** We adopt a no mobile phone policy during class time; phones are to be switched off and placed out of sight. Breach of this rule will lead to forfeiture of tuition fees and removal from class. It is not fair on other students and staff and is not conducive to you learning.
5. **STUDENT HANDBOOK (Star Training and VSL Student Information Handbook)**
   I have read the student handbook and understand my rights and responsibilities in relation to assessment, student tuition fees, census dates, refund and mobile phone use policy. By signing below, I am confirming that I understand these elements in full.
   http://www.startraining.edu.au/downloads/

I have read and understand the Policies and Statements above and will abide by them:

Name: .... Signature: …………………………………......................

Date …..……/…..……/……...........

2018 Calendar

Academic Semester, Re-enrolment and Census Dates

This table contains the dates for the study periods throughout the year, the final dates for re-enrolment and the census dates which are the last dates a student is able to withdraw from a unit, module or course without academic penalty.

2018 Term & Census Dates

Study Period	Teaching Dates	Term break	Re-enrolment period	Census date
Term 1	05 Feb – 06 Apr	07 Apr – 22 Apr	6 Nov 2017–2 Feb 2018	19 Feb & 16 March
Term 2	23 Apr – 22 June	23 Jun –15 Jul	12 Mar–18 May 2018	07 May & 31 May
Term 3	16 Jul – 14 Sep	15 Sep – 30 Sep	25 Jun–07 Sep 2018	30 Jul & 23 Aug
Term 4	01 Oct – 30 Nov	01 Dec – 03 Feb	08 Oct – 01 Feb 2019	15 Oct

Academic Year

Teaching Weeks	Monday	Friday	Teaching Weeks	Monday	Friday	Teaching Weeks	Monday	Friday
1 TERM 1	5 Feb	9 Feb	14	21 May	25 May	27	10 Sep	14 Sep
2	12 Feb	16 Feb	15	28 May	1 Jun	Mid-term Break	15 Sep	30 Sep
3	19 Feb	23 Feb	16	4 Jun	8 Jun	28 TERM 4	1 Oct	5 Oct
4	26 Feb	2 Mar	17	11 Jun	15 Jun	29	8 Oct	12 Oct
5	5 Mar	9 Mar	18	18 Jun	22 Jun	30	15 Oct	19 Oct
6	12 Mar	16 Mar	Mid-term Break	23 Jun	15 Jul	31	22 Oct	26 Oct
7	19 Mar	23 Mar	19 TERM 3	16 Jul	20 Jul	32	29 Oct	2 Nov
8	26 Mar	30 Mar	20	23 Jul	27 Jul	33	5 Nov	9 Nov
9	2 Apr	6 Apr	21	30 Jul	3 Aug	34	12 Nov	16 Nov
Mid-term Break	7 Apr	22 Apr	22	6 Aug	10 Aug	35	19 Nov	23 Nov
10 TERM 2	23 Apr	27 Apr	23	13 Aug	17 Aug	36	26 Nov	30 Nov
11	30 Apr	4 May	24	20 Aug	24 Aug	End of School Year	1 Dec	3 Feb
12	7 May	11 May	25	27 Aug	31 Aug	Campus will remain open until Friday 21 December for administrative support. Campus will then close from Friday 21 December until Monday 7 January.		
13	14 May	18 May	26	3 Sep	7 Sep			

NOTE: Short courses including First Aid, Traffic Control, RSA, RCG and Whitecard will run as required using a training calendar year from January to December and will only cease to run on Public Holidays. Security Training in NSW will also run separately and be scheduled as required and again will only cease to run on Public Holidays.

Where a public holiday, falls within term dates, the educator will liaise with the class regarding other arrangements.

2018 Public Holidays

Campuses	Term 1	Term 2	Term 3	Term 4
NSW	30 Mar — Good Friday 2 Apr — Easter Monday 25 Apr – ANZAC Day	11 Jun — Queens Birthday	N/A	1 Oct — Labour Day

VET STUDENT LOANS—STUDENT ENTRY PROCEDURE

In accordance with the *VET Student Loans Act (2016)* and the associated legislative instruments, all students wishing to apply for a Commonwealth VET Student Loan must be assessed for academic suitability to undertake a high-level VET qualification. This is a student protection measure introduced by the Commonwealth Government from 1 January 2016.

Qualifications that are eligible for Star Training Academy (STA) to offer students a VET Student Loan are:

- BSB50215 Diploma of Business
- BSB51315 Diploma of Work Health and Safety
- BSB60915 Advanced Diploma of Management (Human Resources)
- CHC50113 Diploma of Early Childhood Education and Care
- CPP50611 Diploma of Security and Risk Management

For a list of Courses and Loan Caps determinations CLICK HERE.

This academic assessment is *in addition* to any entry requirements that may be required for the specific course you are undertaking. In high demand courses where there are more applicants than there are available places, there may also be additional selection criteria.

Ways to assess your academic suitability

In order to apply for a VET Student Loan to cover your course fees, you must meet one of the criteria below and provide evidence, if applicable. Either:

- you need to have completed your senior secondary certificate of education*, awarded by an Australian authority or agency. Please provide a copy when you apply to enrol. A statement of outcomes meets this requirement only if it confirms that the student received the Senior Secondary Certificate. STA is required to store this for five years after you enrol; OR

- you need to have completed an Australian Qualifications Framework qualification at Certificate IV level or above, that was delivered in English. Please provide a copy of your certificate, if this was achieved at a provider other than STA. This may be issued by your previous provider or through the national USI Registry at https://www.usi.gov.au/students (for qualifications from 2015). If you studied with STA, just tell us where you studied and we can verify it for you; OR

- you need to undertake a literacy and numeracy assessment using an approved assessment tool and display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF). STA will advise you how to undertake this assessment. It is free of charge. STA may use either the Foundation Skills Assessment Tool (FSAT) to assess your skills, or the LLN Robot. STA must be confident that you complete this test independently and have the required skills. STA will inform you of your results as soon as practicable after the assessment. A copy of your results will be stored for five years after you enrol and may be provided to the Commonwealth if requested.

If you are not able to meet any of these requirements, you will not be eligible to apply for a Commonwealth VET Student Loan.

*In NSW, you may obtain a copy of your Higher School Certificate from 1967 onwards for a cost of $43.50. Delivery is within 7-10 days, with an option for priority delivery at a higher fee. Go to the Board of Studies website for more information. http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/results-certificates/replacement-certificates

Star Training Academy VET Student Loans Approved Course List

The Commonwealth has approved Star Training Academy (STA), to offer VET Students Loans to eligible students who enrol in the following courses. The VET Student Loans program is managed by STA, under the Commonwealth VET Student Loans Act 2016.

The Commonwealth sets a maximum amount on the fees that they will cover for each VET Student Loan course. This is called the course loan cap. The course fees charged by STA are listed in Fee Schedule Policy on the STA website. In all cases, our course fees are equivalent to the loan cap; the course loan cap set by the Commonwealth covers all fees, you will not need to pay any difference.

Loan Cap Table and Approved Courses

National Code	Course name	Course loan cap
BSB50215	Diploma of Business	$5,075
BSB51315	Diploma of Work Health and Safety	$10,150
BSB60915	Advanced Diploma of Management (Human Resources)	$5,075
CHC50113	Diploma of Early Childhood Education and Care	$10,150
CPP50611	Diploma of Security and Risk Management	$5,075

VET STUDENT LOANS INFORMATION FOR STUDENTS
TUITION FEES AND REFUNDS

Key dates

Payments, withdrawals and refunds for Vet Student Loans enabled courses are based on advertised units of study/parts of a course and are managed according to key dates:

Start date: this is the date on which your unit of study begins

Census day: this is a minimum of 20% of the way through a unit of study/part of a course. If you are taking out a loan, it is the date by which your enrolment in the unit of study is confirmed and you incur a debt

End date: this is the date on which your unit of study finishes.

Withdrawing

All students who withdraw from a unit of study/part of a course or whole course need to advise the college in writing using the *VET Student Loans Withdrawal Application form*.

Withdrawing on or before the Census day

If you withdraw on or before the Census day, this means that you:

- are entitled to a refund if you have paid upfront; or
- do not incur a debt if you have taken out a VET Student Loan.

Withdrawing after the Census day

If you withdraw *after* the Census day has passed, this will mean that you:

- receive no refund if you have paid upfront; or
- are liable for the full debt if you have taken out a VET Student Loan.

Special circumstances

If you withdraw *after* the Census day and can demonstrate special circumstances you will be eligible for either a refund, if you have paid up-front, or a re-credit of your FEE-HELP balance, if you have taken out a VET Student Loan. *Special circumstances* are outlined in the *VET Student Loans Information booklet*, which you are required to read prior to enrolment. Your application should include any independent supporting documentation to support your claim, for example, a letter from your doctor or counsellor.

You will need to complete the *Application to re-credit a FEE-HELP balance form*. You will be notified in writing about the outcome of your application.

You are not eligible to apply for a re-credit or a remission if you have successfully completed the VET unit of study/part of a course.

Review and appeals

If your application for a re-credit is not successful, you can request a review of the decision. See the *VET Student Loans Student Review Procedures* for more.

If your review request is unsuccessful, you may lodge an appeal to the Administrative Appeals Tribunal (AAT). As at 1 July 2016, the full fee to lodge an appeal with the AAT is $884. In certain circumstances, this fee can be reduced to $100. Go to www.aat.gov.au.