

Student Application Form



Application Instructions

Thank you for choosing to apply at EQUALS International (Aust) Pty Ltd (EQUALS). Please fill out all the requested information in this application form. Incomplete applications will not be processed. Once the application form has been completed and you have attached the required items (listed below), kindly return the completed form and documentation to:

Student Admissions

GPO Box 2443, Adelaide SA 5001 Australia **OR**

Upload your application via this [link](#) **OR**

Email your application to admissions@equals.edu.au

Please make sure before signing this document that you agree with all policies, regulations, and terms & conditions of EQUALS and you have read the Pre-admission Student Handbook which contains important information. You can access our Pre-admission Student Handbook on our [website](#). Alternatively, you may request to have the handbook printed or emailed to you. No payment is required with your application.

Application Checklist

Please submit your application along with the required documents below.

Please note that the application may NOT be processed if the applicant fails to submit the required documents listed below.

Are you applying for either of the following? (please circle as applicable)

Vet Student Loan (VSL)

Skills SA (WorkReady) Subsidy

Fee for Service

Tick	Document type
The following documents are required for ALL applicants:	
	Application Form signed by applicant, including Health Questionnaire (as attached)
	Photo ID. Please provide <i>at least ONE</i> Passport OR Driver's Licence
	Proof of Current Address
	Concession Card / Medicare Card
	Valid Visa Type (if not an Australian citizen)
	DCSI / Police Clearance or PRM
	Certified true copies of academic transcripts and qualifications (Australian Year 12 Certificate or Certificate IV and above <i>If applying for VET Student Loan</i>)
	CHESSN Number (If relevant)
	Proof of Australian Residency (if applying for VET Student Loan or Government subsidised training) Australian Passport, OR Australian Birth/Citizenship Certificate
	CHESSN Number (if you have previously accessed Fee Help or VET Student Loan)
	Lodgement type (select one): Reception in person Via Email Online
	<i>For HLT54115 Diploma of Nursing and HLT64115 Advanced Diploma of Nursing applicants only:</i> Certified true copies of academic transcripts and qualifications to support extended education pathway (Pathway A or Pathway B) as per EQUALS website

Full Name		Date of Birth	
Course Name		Intake Month	

For office use only:

Interview Time		EQUALS ID	
-----------------------	--	------------------	--

Student Application Form



1. What is your USI number?	
You must have a Unique Student Identifier to enrol. Please insert clearly above. If you don't have one, you must obtain one prior to enrolment. Apply for your USI here http://www.usi.gov.au	

2. Where did you hear about EQUALS?			
Internet	Family/Friends	Work	Word of Mouth
Other			

3. Course of Study			
Have you studied with EQUALS before?	Yes	No	If Yes, what year did you last study with EQUALS?
What is the name of the Course you are seeking to enrol in?			
What month and year would you prefer to start studying?			

4. Applicant Details										
Please enter your complete name as per USI application.										
Given Name:				Middle Name:				Family Name:		
Date of Birth:	D	D	M	M	Y	Y	Y	Y	Gender:	
Address:								Suburb:		
State/Country:								Postcode:		
Telephone:								Mobile:		
Email:										
Are you of Aboriginal or Torres Strait Islander Origin?	Yes, Aboriginal						No			
	Yes, Torres Strait Islander									
What country were you born in?										
Resident Type (Please tick): Section A	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Australian resident <input type="checkbox"/> New Zealand citizen living in South Australia <input type="checkbox"/> Visa Type – VET Sector Visa (subclass 572) - This visa allows you to stay in Australia to study a full-time vocational education and training course or; <input type="checkbox"/> Other Visa Type check (Go Section B)									
Section B	<input type="checkbox"/> Skilled – Regional Sponsored (provisional) Visa, subclass 475 and subclass 495 <input type="checkbox"/> Skilled – Regional Sponsored (provisional) Visa, subclass 487 <input type="checkbox"/> Skilled – Nominated or State Territory Sponsored, subclass 489 <input type="checkbox"/> State/Territory Sponsored Business Owner (provisional) Visa, subclass 163 <input type="checkbox"/> State/Territory Sponsored Senior Executive (provisional) Visa, subclass 164 <input type="checkbox"/> State/Territory Sponsored Investor (provisional) Visa, subclass 165 <input type="checkbox"/> Business Innovation and Investment (provisional visa) Subclass 188									
What language do you usually speak at home?										
How well do you speak English?	Very Well	Well			Not Well			Not at all		

4. Applicant Details continued

Reason for study? (Please tick)

To get a job	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	Personal Interest	Self-Development

Other:

Of the following categories, which best describes your current employment status? (Please tick)

Full time employee	Part time employee	Self Employed – not employing others	Employer
Employed – unpaid family work	Unemployed – seeking full time work	Unemployed – seeking part time work	Not employed – not seeking employment.

5. Education

What was your highest completed school level (please tick)?

- Year 12 (or equivalent)
- Year 11 (or equivalent)
- Year 10 (or equivalent)
- Year 9 or lower

In which year did you complete this level?

Are you still attending secondary school? YES / NO Name of last high school:

State or Territory (or country, if overseas):

Have you completed any other type of qualification in Australia? If Yes, please select:

Bachelor or Higher Degree	Advanced Diploma or Associate Degree	Diploma	Certificate IV (or Advanced Certificate)
Certificate III (or Trade Certificate)	Certificate II	Certificate I	Certificates other than the above
What Institution did you gain this qualification?		In what year did you complete your last qualification?	
If you studied a tertiary qualification overseas, has it been formally recognised in Australia?	Yes	No	

6. Special Needs

Do you consider yourself to have a disability or special needs? Yes No Unsure

If Yes, then please indicate the areas of disability, impairment or long-term condition.

Hearing/Deaf	Mental Illness	Intellectual	Acquired Brain Injury
Physical	Vision	Learning	Medical Condition

Do you wish to be contacted by support staff to discuss your needs?

7. National Recognition

Do you wish to apply for national recognition (credit transfer)	Yes	No	If Yes, your application must include a completed Student National Recognition Application (available from www.equals.edu.au/students) form and supporting evidence.
Based on your current skills and/or experience, do you wish to seek Recognition of Prior Learning (RPL) for part of/or a whole qualification?	Yes	No	If Yes, please download and read the RPL Guide and Application form from www.equals.edu.au/students and contact us for your relevant RPL Toolkit.

Student Application Form



8. Employment Details				
Employer Name:				Contact Name:
Address:				Suburb:
State/Country:				Postcode:
Telephone:				Mobile:
Employment Status:	Full time	Part time	Casual/Other	What is your role?

9. Emergency Details	
Emergency Contact Name:	Relationship:
Address:	Phone:
Email contact details:	

10. Agreement & Declaration	
I, (Insert Student Name)	
<input type="checkbox"/>	declare that I consent to have my contact and/or enrolment details provided to EQUALS Interact and other divisions of EQUALS where requested;
<input type="checkbox"/>	declare that all enrolment, admission assessment and health information is true and correct and has been written and completed by the applicant only;
<input type="checkbox"/>	declare that I have read, understood and agree to abide by the terms, conditions and policies outlined in the Pre-admission Student Handbook (F002) and the policies and other information, including Refund Policy (included on this Application form);
<input type="checkbox"/>	agree that I will agree, where requested, to have a Police and/or Security check conducted for or on behalf of EQUALS;
<input type="checkbox"/>	declare that I am liable for all course and tuition fees and any collection/legal costs associated with debt recovery (where relevant);
<input type="checkbox"/>	declare that I understand that EQUALS is responsible for compliance with the Vocational Education and Training (VET) Quality Framework and the Standards for Registered Training Organisations (RTOs) 2015, including the quality of the training and assessment services it provides for the range of VET Courses under its current scope of operation and for the issuance of the AQF certificate documentation.
<input type="checkbox"/>	declare that I understand that in the event that EQUALS, or a third party delivering training and assessment on EQUALS' behalf, closes or ceases to deliver any part of the training product that a student is enrolled in, a number of options will be available to me including the supported transfer to an alternate RTO for completion of services delivery (where applicable), or refund of course fees paid;
<input type="checkbox"/>	agree the information requested in this form may be used by the Australian or State Government Departments/Agencies for research, statistical and internal management purposes only. I consent to the use of the information for those purposes;
<input type="checkbox"/>	understand that notices and other documents may be given by way of email, web-based communication or any other form of electronic communications specified by EQUALS;
<input type="checkbox"/>	hereby grant permission for EQUALS to use my physical likeness in film, video or photographic use, without restriction in any communication medium, in present or future use;
<input type="checkbox"/>	hereby grant permission for EQUALS to use my written or spoken words, without restriction in any communication medium, in present or future use.
Applicant/Student Signature:	Date:
Parent/Legal Guardian Signature: (If applicant is under 18 years of age)	Date:

11. Next Steps
<p>1. Please read the conditions of enrolment on the following pages and complete the declaration. 2. Forward your completed application form and attachments to:</p> <p>Admissions Advisor Phone: +61 (8) 8110 1200 Email: admissions@equals.edu.au GPO Box 2443, Adelaide SA 5001 Australia OR Upload your application via this link</p>

Student Refund Policy & Procedure (3-65.V)



The purpose of this policy is to describe how EQUALS administers student fees, charges and refunds, in the context of providing aq supportive, student centred environment which maximises student study successes. This policy also provides information of the collection of student fees, the administration of student loans and the management of entitlements under VET Student Loans.

This policy applies to all applicants and currently enrolled domestic and international students. International students are protected by the [Education Services for Overseas Students \(ESOS\) Act 2000](#), the [ESOS Regulations 2001](#) and the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018](#).

For the purpose of this policy/procedure, the **Student** is a **domestic Student**: a student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa, or the holder of a temporary visa type eligible for South Australian Government subsidised training on the first day of the Study Period.

Refunds are most commonly considered where there has been an EQUALS default or a Student Default as outlined in this document.

Cessation of Delivery occurs when EQUALS, or a third party delivering training and assessment on EQUALS' behalf, closes or ceases to deliver any part of the training product that a student is enrolled in. In such a case, a number of options will be available to the student including the supported transfer to an alternate RTO for completion of services delivery (where applicable) or refund of course fees paid.

Making a Claim for a Refund

1. The written request must be addressed to the Business Coordinator at kgajjar@equals.edu.au or GPO Box 2443, Adelaide SA 5001.
2. An approved refund will be processed within twenty (20) working days of the written request being received. All refunds are paid by cheque or paid into the Students (or Parent/Legal Guardian, if Student is under 18 years of age) nominated bank account in Australian dollars (AUD).
3. Where a Student is able to demonstrate to EQUALS that matters beyond their control have resulted in the request for a refund of a portion of Tuition Fees that have been paid in advance, that Student may be eligible for a refund.

Reasons for the withdrawal or non-completion may include:

- The recent death of a close family member (parent, legal guardian, sibling, spouse, child)
- Partial or total incapacitation
- Significant medical or personal circumstances.

4. No refund will be issued to any Student who has deferred their enrolment or where the Student abandons study without formally cancelling his/her enrolment directly with EQUALS. Deferral, withdrawal or non-completion of your course may have implications for Student international student visas.

Reason For Refund of Fees Paid	Refund Payable By EQUALS
If the visa application is unsuccessful and the course had not started on the Agreed Start Date	All Fees less a \$250.00 administration fee
If the visa application is unsuccessful and the course had already started on the Agreed Start Date and the Student started the course on that day	All Fees less monies to cover administration expenses and less spent Tuition Fees for any portion of tuition you have received as provided for in the ESOS Act and ESOS Regulations
If the offer of a place is withdrawn	All Fees
EQUALS Default – Before the Agreed Start Date	Where EQUALS does not commence a course on the Agreed Start Date, the Student can choose to accept either: <ol style="list-style-type: none"> a) a refund of 100% of the Tuition Fees paid for the course which EQUALS has not delivered (which will be issued to the Student within 14 days), or b) to be placed in an alternative course within EQUALS or another provider. If the Student chooses placement in an alternative course within EQUALS, the Student must sign a document to indicate their agreement to the placement.
EQUALS Default – After the Agreed Start Date	Where EQUALS is unable to deliver the course in full, the Student will be refunded their Unspent Tuition Fees.
EQUALS withdraws an offer as a result of incorrect or incomplete information supplied by the applicant, and/or the failure to give notification to EQUALS within the required time frame whether the requirements and eligibility criteria in the letter of offer have or have not been met.	80% of Tuition Fees less a \$250 Administration Fee
Deferral of the offer of admission not less than fourteen (14) calendar days prior to commencement of the unit or course	All Tuition Fees
If the Student does not start the course on the Agreed Start Date (and has not previously withdrawn) and the reason for not starting on that date is not because the visa application is unsuccessful (in this case the Student will be in default (as provided for under the ESOS Act)	No refund
If the Student withdraws more than thirty (30) calendar days before the Agreed Start Date	80% of the Tuition Fees less \$250.00 administration fee
- If the Student withdraws less than thirty (30) calendar days before the Agreed Start Date	50% of the Tuition Fees less \$250.00 administration fee
If the Student withdraws after the Agreed Start Date	No refund
If a Student <ul style="list-style-type: none"> - breaches Student visa conditions - breaches the rules of EQUALS resulting in suspension or expulsion from the course or has his/her visa cancelled and is asked to leave the country 	No refund
If a Student receives permanent residency status during a study period	No refund. The Student will be required to pay domestic fees for the subsequent study period/s.

In all other circumstances, students are liable for the full amount even if they subsequently withdraw before or during the study period. Refunds will not be made for Tuition Fees or other fees and charges paid by students who withdraw after the study period census date. If a student has overpaid an invoice, the student can choose to credit the overpayment towards the following study period or receive a refund of the value of the overpayment. In special circumstances, students in VET Student Loan enabled courses may have their Tuition Fees refunded or their VET Student Loan debt remitted.

Student Refund Policy & Procedure (3-65.V)



EQUALS Default occurs when EQUALS fail to provide or continue to provide a course.

In the event that EQUALS cancels a student's enrolment due to EQUALS Default, students will be notified in writing and will be given the option to:

- transfer their enrolment to another course within EQUALS or to another study period; or
- be offered a place in a similar course of study leading to a comparable award with another nominated institution, with: (1) full credit for the units successfully completed at EQUALS; and (2) without any requirement to pay the new provider fees for replacement subject (that is, units that the student has commenced but not completed because the unit ceased to be offered); or
- request a refund or re-crediting of VET Student Loan balance of prepaid Tuition Fees for those unit(s) not yet completed and/or commenced.

Requests for refunds of Tuition Fees or re-crediting of VET Student Loan balances will be processed within twenty (20) working days of receiving the request unless a request to transfer enrolment to another course or study period is received from the student in writing during this period.

Student Default occurs when EQUALS refuses to provide or continue providing a course to a Student due to:

- a) a Student not commencing a course on the agreed start date;
- b) a Student cancelling their enrolment in a course (this includes an abandonment of the course before its completion);
- c) a Student failing to pay an amount he or she was liable to pay to the provider, directly or indirectly, in order to undertake a course;
- d) a Student breaching a condition of his or her Student visa; or
- e) misbehaviour by a Student.

If a Student is dissatisfied with EQUALS decision in relation to their refund request, a Student may lodge an appeal under the Grievance Handling Policy & Procedure. Nothing removes the right of the student to take further action under relevant Australian consumer protection law and to pursue such legal remedies the student may have under such laws.

This Policy and Procedure will be made available by publication on EQUALS website (www.equalsonline.edu.au/policies).

Terms Defined

Agreed Start Date/Course Commencement: Agreed Start Date (Course Commencement) is the day on which the course was scheduled to start as set out in the student's Confirmation of Enrolment (CoE) or Letter of Offer/Student Agreement or a later date agreed between EQUALS and the student for the start of the course.

Australian Student Tuition Assurance Scheme (ASTAS): protection for students in the event that EQUALS ceases to provide the course in which they are enrolled, ensuring they are able to complete their studies in another course or with another education provider or receive a refund of their unspent Tuition Fees.

Census date: the last date in the Study Period for domestic students to withdraw without incurring financial liability for Tuition Fees.

Course: the series of units in which a student enrolls and which, when completed, will lead to conferral of a designated award.

Deferral: a delayed commencement by an applicant who has received an offer of a place in an EQUALS course.

FEE-HELP and VET FEE-HELP: a government loan scheme to assist eligible domestic students to defer payment of all or part of their Tuition Fees.

Special circumstances: The circumstances under which a domestic student in a HELP-enabled course is eligible for a refund of up-front fees paid or a re-credit of VET Student Loan liability after the census date has passed.

Study Period:

- (a) for Vocational Education Training courses: 1 term,
- (b) for Higher Education courses: a semester or trimester.

Tuition Fees: fees that are directly related to the provision of a course that the provider is providing, or offering to provide, to the student (ESOS 2000).

Unit: a component of a course of study with specified unit learning outcomes.

Unspent Tuition Fees: the portion of tuition which the student has paid but for which tuition has not yet been received.

VET Student Loan: a government loan scheme replacing VET FEE-Help from 01 January 2017; domestic students meeting the requirements can access student loan for approved VET courses within the specified cap limit.

Withdrawal: a formal procedure where a student decides to discontinue a course without the intention of returning or discontinues a unit with the intention of enrolling in it at a later date.

Withdrawal date: the date specified in the written notice as the date a student's withdrawal takes effect or when the student's enrolment was cancelled.

Grievances and Appeals

We strive to protect the best interests of our students and clients, and our team is committed to supporting you in any way we can. However, if something does go wrong, we want to know about it and have the opportunity to remedy the situation wherever possible.

A grievance process has been established to ensure that those student concerns are treated in a transparent, timely and just manner. EQUALS ensures that students have access to a fair and equitable process for dealing with grievances and provides an avenue for students to appeal against decisions that affect their progress. A grievance may be lodged within a fair timeframe.

In the first instance EQUALS recommends all students read the [Grievance Handling Policy & Procedure \(Academic and Non Academic\)](#).

Students wishing to lodge a grievance/appeal are requested to do so using the [Formal Grievance Form](#).

Should a student wish to appeal a decision or a proposed action, they will have twenty (20) working days to lodge their appeal.

Health Questionnaire



Students are advised that their details are kept strictly confidential and maintained in their student files. Any concerns should be directed to the Academic Manager.

Please complete the following:

Questions	Y/N	Details
Do you believe you have, or have you been diagnosed with any physical, mental or emotional restrictions/issues which may impact on your ability to perform health care services?		
Are you currently being treated by a medical professional for any illness or suspected illness?		
Are you currently taking any medications or drugs?		
Do you have any known allergies (including Latex)?		
Have you in the last four (4) years taken time off from work due to injury or illness?		
Have you ever experienced injury or disease resulting from work (including voluntary work/work placement)?		
Nursing / Aged Care / Health Care Applicants ONLY: Providing health care is a physically demanding career. Are you aware of the physical requirements for providing health care?		
Have you ever had, or been told you had, or received advice or treatment for (answer all questions individually): 1. High Blood Pressure, Chest Pain, Stroke, High Cholesterol Rheumatic fever or any heart or vascular complaint? 2. Asthma, Bronchitis, Tuberculosis, pleurisy or any other lung complaint? 3. Mental disorder, such as anxiety, depression, nervous condition or stress? 4. Strained back, sciatica, whiplash, spondylitis or any other form of back or spinal trouble? 5. Arthritis, rheumatism, gout, tendonitis, repetitive strain injury or any other Injury or disorder of the joints and muscles? 6. Indigestion, ulcer, hiatus hernia? 7. Hepatitis, cirrhosis or any liver or gall bladder disease? 8. Diabetes? 9. Neurological or nervous disorders such as epilepsy, fits, paralysis? 10. Psoriasis, eczema, dermatitis or any other skin related condition? 11. Do you have HIV/AIDS or any sign of HIV infection? 12. Do you require medical treatment for any illness or injury not mentioned above including chronic fatigue syndrome? 13. Other illness? 14. Are you contemplating seeking medical advice, investigation or treatment for any current health problem(s)?		

Declaration

I declare:

- a) that all information provided on my enrolment form and any other course related document is true and correct,
- b) that I agree to be bound by the terms and conditions of my course including all organisational policies and procedures which are listed in my student handbook or other organisational documents,
- c) that all the information provided in my health questionnaire is true and correct,
- d) that I understand that I must tell EQUALS of any change in my health that may affect my working as a Health Care professional.

In the event of an injury whilst on a work placement, EQUALS will be required to provide the above medical history to its insurer. If you fail to provide accurate medical information and sustain an injury whilst on a work placement the insurer may decline to accept your claim for compensation.

- I understand that I have a duty to disclose any medical condition, injury or disease, which may prevent me from being able to fulfil the work placement requirements adequately without endangering myself or other persons.
- I understand that EQUALS has an obligation to provide the above medical information to the work placement provider relating to any medical condition, injury or disease, which would require task modifications to enable me to fulfil the work placement requirements adequately without endangering myself or other persons.
- I understand that any false or misleading declaration made by me may jeopardise any entitlement to compensation if I sustain an injury whilst on a training placement.

Signature of Student: _____ Name: _____ Date: _____

Signature of Witness: _____ Name: _____ Date: _____

Declaration for students undertaking subsidised training

Undertaking subsidised training is an opportunity and privilege that comes with responsibilities. In many instances, EQUALS (Aust) Pty Ltd ("EQUALS") does not receive subsidy payments for your studies until you have completed part or all of a unit or course of study. By completing this declaration, you agree to make every effort to complete your subsidised course of study in a timely manner and in accordance with the policies and procedures referred to in the Student Handbook and as published on the equals.edu.au website.

Where you do not complete the course of study you are enrolled in, you may be required to repay in full the tuition costs associated with your enrolment. This amount will apply to tuition fees not already received for the units of study you have partially or wholly completed. If you are unclear as to how this may affect you, please contact the Admissions Advisor prior to completing this declaration.

Subsidised Course of Study: _____ Subsidy Type: (e.g. Work Ready) _____

Signature of Student: _____ Name: _____ Date: _____