Tuart College
expand your horizons

APPLICATION TO ENROL – MATURE/POST COMPULSORY AGE

PLEASE USE BLOCK LETTERS

SCSA No. (*If known*)

STUDENT DETAILS

Title

Mr Mrs Miss Ms

*Surname

*First Given Name

*Second Given Name

*Date of Birth: ☐☐ / ☐☐ / ☐☐   **Sex:** ☐ Male   ☐ Female

*Student Email Address

*Residential Address

Number   Street

Suburb   Postcode

*Home Phone   **Work Telephone**   **Fax**

Mobile   **Car Reg. No.**

EMERGENCY CONTACT

Title

Mr Mrs Miss Ms

*Surname

*First Name   Please indicate relationship to the student:

*Home Phone   **Work Telephone**   ***Mobile**

OFFICE USE ONLY

Year: 11 ☐   12 ☐   **Form:**   Mature Age ☐   Post Compulsory Age ☐

House: WACE Mat. Ent. ☐   WACE Year 11 ☐   Bridg. CGEA ☐   Individual Pro. ☐

WACE Sch. Ent. ☐   Cert. IV APS ☐   VET Cert. II ☐

Group: USI-VET ☐   Open Learning ☐   CGEA Intro ☐   CGEA I ☐   CGEA II ☐   CGEA III ☐

ESL ☐   Partial WACE ☐   Indiv CGEA ☐   Indiv CIV ☐

☐ **Sem 1**   ☐ **Sem 2**   ☐ **Full Year**   ☐ **PT**   ☐ **FT**

Comments

....

....

Enrolment not valid without receipt

FEES

Subject	$
NPHC	$
Other	$
TOTAL	$

1. I have read and understood the *Conditions of Enrolment at Tuart College*, described in this document. I shall also abide by the rules and regulations in the Student Diary.

2. I understand that while every effort was made to give me the best enrolment advice, the final choice of program and subject is mine.

3. I accept responsibility for completing my SCSA enrolment and TISC university application and/or TAFE application.

4. I accept responsibility for confirming with the tertiary institution(s) in which I wish to enrol, that I am eligible to enter the course(s) of my choice.

5. The information provided by me during this enrolment is correct.

6. This enrolment application is subject to the results of a **National Police History Check** conducted through the Department of Education's Screening Unit.

_____
Signature of Student

_____
Witnessed by Enrolment Officer

Date: _____

	Subject	Fee	Code						
1.								–	
2.								–	
3.								–	
4.								–	
5.								–	
6.								–	
7.								–	

Student Details – Additional Information

1.1 Birth certificate/passport/visa copy provided (enrolment can't proceed without this)

Date sighted ☐☐ / ☐☐ / ☐☐☐☐

1.2 Is a language other than English spoken at home? (If more than one, indicate the language most often spoken)

☐ No, English only ☐ Yes ➔ a. Specify ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

b. Is English the main language spoken at Home? ☐ Yes ☐ No

1.3 Aboriginal or Torres Strait Islander origin (If both, tick both boxes)

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

1.4 Australian Citizen/Permanent Resident? ☐ Yes ☐ No

1.5 ESL; WACE EAL/D; or not Australian Citizen/Permanent Resident (enrolment can't proceed without the following)

a. Date of arrival in Australia? ☐☐ / ☐☐ / ☐☐☐☐

b. Visa Sub Class No. ☐☐☐

c. Visa Sub Class No. Expiry Date ☐☐ / ☐☐ / ☐☐☐☐

d. Country of birth? ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

1.6 In Receipt of youth allowance

☐ Abstudy ☐ Assistance for Isolated Children ☐ Secondary Assistance ☐ Youth Allowance

Previous School and Education (Movement History)

2.1 Year & name of last attended school ☐☐☐☐ ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

2.2 Location of school attended and level of achievement

☐ Western Australia ➔ ☐ Yr 10 ☐ Yr 11 ☐ Yr 12

☐ Another Australian State ➔ ☐☐☐☐ Level achieved

☐ Overseas ➔ ☐☐☐☐ Level achieved

Disability (SIS Misc.)

3. Disability

☐ No ☐ Yes ➔

☐ Autism Spectrum Disorder ➔ ☐ Aspergers ☐ Autism ☐ PDD - NOS

☐ Intellectual Disability ➔ ☐ Mild/Moderate ☐ Severe – Multiple Disability

☐ Global development delay (prior to age 6) ☐ Severe medical/health condition

☐ Deaf or hard of hearing ☐ Severe mental disorder

☐ Physical disability ☐ Specific speech language impairment

☐ Vision impairment

Medical (Health Care Planning)

4.1 Medical condition or intensive health care need

☐ No ☐ Yes ➔

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

4.2 Health Care Card ☐ No ☐ Yes

4.3 Ambulance Cover ☐ Yes ☐ No ➔ If there is a medical emergency, students are expected to meet the cost of the ambulance.

Advertising

5.1 Method of finding out about the College

☐ West Australian newspaper advertisement ☐ Local newspaper advertisement

☐ Friend or relative ☐ School

☐ College web site ☐ Social Media e.g. Facebook

☐ Other _____

25/05/16

CONDITIONS OF ENROLMENT AT TUART COLLEGE
Mature/Post Compulsory Age Students

As Tuart College provides education for adult students, enrolment is a contract between the College and the student. The conditions of this contract are outlined below. A full explanation of these requirements will appear in the Student Diary. By signing the declaration on the front of this form, you are indicating that you have understood and are willing to abide by these conditions.

1. Age of Students
In accordance with the School Education Act, the College exercises a closer supervision of students under the age of 18 years. Parents may request information about the attendance and performance of students of this age who are in their care.

2. Refund of Enrolment Fees on Withdrawal from Subjects
You will be eligible for a pro-rata refund if you withdraw. This information is described in the Enrolment Information Brochure for your course.

3. College Attendance Requirements
To remain enrolled in any subject in the College you must abide by the College's attendance policy as stated in the Student Diary. In simple terms this means that your name will be removed from the class roll in a subject if you continue to attend irregularly after being given a written notice of unsatisfactory attendance, or following a roll check. If your name has been removed from a class roll you will only be allowed to re-enrol with the approval of the Deputy Principal Administration.

It is the responsibility of all students receiving Youth Allowance / Austudy / Abstudy allowances to notify their Centrelink Office of any changes to enrolment. Please note, student attendance data can be requested by Centrelink for those students receiving an allowance. Poor attendance records may lead to a reduction or removal of the allowance by Centrelink.

4. Course Work Requirements
As a student at Tuart College you must meet the published schedule of course work requirements. If you fail to do so your name may be removed from the roll. Students must be available to sit semester examinations at the times published in the Student Diary.

5. Eligibility for Certification and/or Tertiary Entrance
To be eligible to receive a certification or sit for external examinations you must:

(a) comply with the College attendance requirements,
(b) meet the work requirements for each subject,
(c) complete the assessment requirements for each subject,
(d) complete the SCSA application form (Year 12 students) and return it to the College,
(e) complete the university entrance application process with TISC, and/or
(f) complete the TAFE entrance application form and return it to TAFE.

It is your responsibility to see that you complete all the necessary requirements and proactively seek the support of College staff for assistance if required.

6. A Student's Good Standing
Students who behave in any way which disturbs the learning of other students or causes disruption to the harmony of the College may have their "Good Standing" status removed. In such cases students will have their courses of study terminated and be excluded from the College. People who have had their "Good Standing" status removed and have been excluded from the College, will not be able to re-enrol in the College for one year after the date of the loss of "Good Standing" and without interview with the Deputy Principal Administration. Providing false information on the Enrolment Form may lead to the loss of "Good Standing" status.

7. Student Cards
Student cards incorporate the Public Transport Authority (PTA) Smartrider Card. This card entitles all enrolled students to discount travel with Transperth. To allow this process, student information (name, DOB, address, SCSA number and photograph) are sent to the PTA. If you do **not** want this information transferred, please tell your enrolling officer and have it noted on your enrolment form. You will be issued with a plain Tuart College Student Card.

WACE Assessment and Examination Declaration 2017
Year 11 Year Group

This form must be completed by students with a **Year 11** Year Group enrolled in one or more **WACE** courses.

Student Name

School Curriculum and Standards Authority (SCSA) WACE Results Enrolment

I wish to be enrolled with SCSA for a Statement of Results for **ALL** my **Year 11** courses in 2017:

☐ Yes ☐ No → If you **do not** require SCSA enrolment for **one or more** Year 11 courses in 2017, list each course you wish to be excluded from below.

Important: If you are not enrolled in a course at SCSA the course will not count towards achievement of a WACE Certificate.

I **do not** want SCSA enrolment or results in the following **Year 11** courses:

1.	2.	3.
4.	5.	6.

If enrolled in one or more Year 12 WACE courses:

Important: You will not be able to sit the SCSA WACE exams for Year 12 courses.

I wish to be enrolled with SCSA for a Statement of Results for **ALL** my **Year 12** courses in 2017:

☐ Yes ☐ No → If you **do not** require SCSA enrolment for **one or more** Year 12 courses in 2017, list each course you wish to be excluded from below.

Important: If you are not enrolled in a course at SCSA the course will not count towards achievement of a WACE Certificate.

I **do not** want SCSA enrolment or results in the following **Year 12** courses:

1.	2.	3.
4.	5.	6.

If you change your mind at any time regarding any of the options on this declaration form before **May 10 2017** you can contact the Deputy Principal Administration and sign a revision form. **After this date it is not possible to change your choices.**

Student Signature   **Date**

WACE Assessment and Examination Declaration 2017
Year 12 Year Group

This form must be completed by students in the Year 12 Year Group enrolled in one or more **WACE** courses.

Student Name

_____

School Curriculum and Standards Authority (SCSA) WACE Results Enrolment

Important: All students enrolled for a SCSA Statement of Results are required to sit the WACE exam.

I wish to be enrolled with SCSA for a Statement of Results for **ALL** my **Year 12** courses in 2017:

☐ ☐ → If you **do not** require SCSA enrolment for **one or more** Year 12 courses in 2017, list
Yes No each course you wish to be excluded from below. **Important**: If you choose not to be enrolled, the course will not count towards achievement of a WACE Certificate and you will not be able to sit the WACE exam in the course.

I **do not** want SCSA enrolment or results in the following **Year 12** courses:

1.	2.	3.
4.	5.	6.

If enrolled in one or more Year 11 WACE courses:

Important: There are no SCSA WACE exams for Year 11 courses; these courses do not count towards an ATAR.

I wish to be enrolled with SCSA for a Statement of Results for **ALL** my **Year 11** courses in 2017:

☐ ☐ → If you **do not** require SCSA enrolment for **one or more** Year 11 courses in
Yes No 2017, list each course you wish to be excluded from below.

Important: If you are not enrolled in a course at SCSA the course will not count towards achievement of a WACE Certificate.

I **do not** want SCSA enrolment or results in the following **Year 11** courses:

1.	2.	3.
4.	5.	6.

If you change your mind at any time regarding any of the options on this declaration form before **May 10 2017** you can contact the Deputy Principal Administration and sign a revision form. **After this date it is not possible to change your choices.**

Student Signature   **Date**

_____   _____

Connection and Use of Student Owned Device on the Tuart College Network

Conditions

The connection to the Tuart College Network is available to Tuart College students, based upon the following understanding:

1. The student must take all reasonable care to prevent against any form of damage and loss of the student owned device.

2. The student will abide by all conditions outlined in the Students Online – Acceptable Usage Policy.

3. The student (and their parent for compulsory age students) will be solely responsible and legally accountable for any data stored or installed on the student owned device.

4. The student owned device and any software installed will be provided by the Student and or Parent.

5. Student owned devices can only be connected to the school's wireless network.

6. The Department strongly recommends that

    a. Student owned devices are installed with Anti-Virus protection which is either current or the version immediately prior to the current version:

    b. Student owned devices are installed with the recent release of the anti-virus definitions files (one of the most recent four (4) released definitions).

    c. Student owned devices have Operating System patches which are within seven (7) days of the vendor's release date.

    d. Student owned devices are enabled to receive auto-updates from the software vendor.

Signed: _____   Date: _____

Student's Full Name: _____

Compulsory Aged Students:

Signed: _____   Date: _____

Parent: _____

National Police History Check

To complete the National Police History Check, click on the link below and complete the following:
1. Enter your first name and email address. Click the button *Begin Application*.
2. You will be sent an email which contains a link to the application web site: Education Criminal Record Check.
3. Follow the steps to complete your application.
4. Once you have completed your application, print two copies of the summary form:
   - Copy 1 - sign and post with payment to the DOE address provided.
   - Copy 2 – post to Tuart College with your enrolment application form.

Online National Police History Check link: https://secureapps.det.wa.edu.au/ecrc/

OR

Print the National Police History Check forms located on the How to Enrol page on the Tuart College web site. Complete the forms and post them to Tuart College with your enrolment application form.

Tuart College

Unique Student Identifier

All students undertaking nationally recognized training delivered by a registered training organization are required to have a Unique Student Identifier (USI). All students at Tuart College who are enrolled in a certificate subject will need to have a USI. That is, students enrolled in any subject in the Certificate IV in Academic Preparation Studies, Certificate in General Education (CGEA) or VET Training Certificates.

Please enter **ALL** the following information. This information must be exactly the same as appears on the document used for validation, e.g. Medicare card, Drivers Licence, etc.

First Name *

Middle Name *

Family Name *

Country of Birth *

Town/City of Birth *

Date of Birth * / /

Gender *

Mobile Phone *

Home Phone *

My email account details are as follows. (Please print clearly. If no email address, provide a mailing address)

Existing Student USI

If you know your USI please enter it here:

New Student USI

Tuart College will create a USI for students who do not already have a USI. In order for the College to create a USI students must provide the necessary validation documents and provide permission.

I _____ (Full Name in Block letters) declare that

- I **have not** previously created or been given a Unique Student Identifier,
- I give my permission for Tuart College to create a USI account on my behalf.
- I give my permission for Tuart College to view and/or update my USI account.
- I give my permission for Tuart College to access my transcript.

For Office Use Only: At least one photocopy required.

Driver's Licence* ☐   Medicare Card* ☐   Aust. Passport* ☐

Aust. Birth Certificate* ☐   Citizenship Cert.* ☐   Immi. Card* ☐

*Family name must match applicant's name.

Signature _____   Date _____

Tuart College

for the Unique Student Identifier

USI...bringing your skills together

From January 1, 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your   nationally recognised training records and results   from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

Do you need a USI?

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with   a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- school student completing nationally recognised training; or
- student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit usi.gov.au for more information.

How to get a USI

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.