



ENROLMENT FORM

Please **complete all sections** of this form and return it with all the supporting documents to The Management School Sydney. Contact us via phone (02) 9119 3862 or email enquiry@tmss.edu.au for more information.

1. Qualification / Course you are applying for?

Course Code & Name	Proposed Start Date	Location
Would you like to apply for Credit Transfer / Recognition of prior learning?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, you must complete a Credit Transfer / RPL form available from www.tmss.edu.au</i>		

2. Applicant's Details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other:		
Last Name (Surname)		Middle Name	
Given Name			
Date of birth		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mobile phone		Home Phone	
Email			
Preferred Contact	<input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Post/Mail		

3. Residential address (Please provide the physical address (**NOT a post office box**) of where you usually reside rather than any temporary address at which you reside for training, work or other purposes). If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/Property Name (if applicable)		Flat/Unit Number		Street Number	
Street Name			Suburb /Town		
State/Territory			Postcode		

4. Postal address (If different from above)

Building/Property Name (if applicable)		Flat/Unit Number		Street Number	
Street Name			P.O Box Number		
Suburb /Town					
State/Territory			Postcode		

5. Emergency Contact Details

First Name		Last Name	
Mobile Phone		Relationship	



6. Other Details

Are you on an Overseas Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes, please provide certified copies of your passport and Visa.</i>	
Are you an Australian Citizen / Permanent Resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
City / Town of Birth	
Do you speak language other than English at home?	<input type="checkbox"/> English only <input type="checkbox"/> Other (please specify):
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
Are you an Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes, please indicate the areas of disability, impairment or long term condition (you may indicate more than one):</i>	
<input type="checkbox"/> Hearing <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Medical condition <input type="checkbox"/> Vision <input type="checkbox"/> Acquired Brain Impairment Other:	

7. Schooling and Other Qualification Details

What is your highest COMPLETED school level? <i>(please tick ONE box only)</i>	<input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed Year 9 or equivalent <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 8 or lower <input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Never attended school
In which year did you complete that school level?	
Are you still attending Secondary School?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Bachelor or Higher degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate / Technician)	<input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other Certificates

8. Employment Details

Of the following categories, which BEST describes your current employment? <i>(Tick ONE box only)</i>	
<input type="checkbox"/> Full time employee <input type="checkbox"/> Employed - unpaid worker in family business <input type="checkbox"/> Employer <input type="checkbox"/> Unemployed - seeking part time work	<input type="checkbox"/> Part time/Casual employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Unemployed - seeking full time work <input type="checkbox"/> Not employed – not seeking employment



9. Study Reason

What is your main reason for undertaking this course?	
<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other reasons

10. Referral

How did you hear about The Management School Sydney?	
<input type="checkbox"/> Internet search / Website (Google, Yahoo etc.)	<input type="checkbox"/> Existing / Past Student
<input type="checkbox"/> Newspaper/ Radio Advertisement	<input type="checkbox"/> Information Session
<input type="checkbox"/> Expo / Seminars / Conference	<input type="checkbox"/> Social Media (Facebook, Twitter etc.)
<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Employment Service: _____
<input type="checkbox"/> As a passer-by (building signage)	<input type="checkbox"/> Other (please specify): _____

11. Details of your Employer / Job Services Australia (if applicable)

This information is mandatory if your Employer / JSA is responsible for course fee or if student is a trainee.			
Employer / JSA		Job Seeker ID <i>(if applicable)</i>	
Contact Name			
Email			
Work phone		Mobile Phone	
Business Address			

12. Fees

Applicants MUST read the Student Handbook and Refund Policy (available at www.tmss.edu.au for clarification regarding fees and charges).

Government funded courses are subject to eligibility criteria and student may require to pay a non-refundable Student Contribution Fee/Enrolment Fee.

Students who have difficulties paying their fees are welcome to discuss a payment plan with the Student Support Officer.

13. Identification Documents

Proof of Australian Citizenship / Permanent Residency is required if you are applying for a Government funded course. Eligibility criteria applies.



14. Unique Student Identifier

Please provide your USI									
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From 1 January 2015, The Management School Sydney 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). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/> on computer or mobile device.

If you would like The Management School Sydney to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

Please provide a copy of one of the forms of identity below.
Please ensure that the name written in 'Applicant's Details' section is exactly the same as written in the document you have provided below.

Australian Driver's licence Medicare Card Australian Passport
 ImmiCard Non-Australian Passport (with Australian Visa)

In accordance with section 11 of the *Student Identifiers Act 2014*, The Management School Sydney will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

15. Privacy Statement & Student Declaration

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by The Management School Sydney.

I understand that The Management School Sydney is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by The Management School Sydney or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a school based apprentice or trainee or VET in Schools student.
- Employer - if I am enrolled in training paid by my employer.
- Government departments and agencies and authorised VET related bodies.
- VET regulators

Student Declaration:

1. I [name] _____ authorise The Management School Sydney to apply pursuant to sub-section 9(2) of the *Student Identifiers Act 2014*, for a USI on my behalf for the purpose of issuing a Certificate or a Statement of Attainment.
2. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>
3. I understand that I may receive a National Centre for Vocational Research (NCVER) student survey.
4. I have read and understood the information relating to course fee, materials fee, enrolment fee and privacy as stated in this enrolment form and Fee & Refund Policy.
5. I acknowledge that I have read, understood and agree to adhere to the rights and obligations as stated in the Student Handbook.
6. I acknowledge that it is my responsibility to keep copies of all assessment submissions and The Management School Sydney takes no responsibility for submissions lost in transit.
7. I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application/enrolment form in full may result in the withdrawal of any offer, particularly if it relates to my eligibility to obtain an offer for Government subsidies training.

Applicant's Signature		Date	
Parental consent required if student is under the age of 18.			
Name of Parent/Guardian		Relationship	
Parent/Guardian's Signature		Date	