



## COURSE APPLICATION FORM

Do not use this form if you are:

- Currently enrolled in this course – contact your Course Coordinator to discuss re-enrolment
- Not an Australian Citizen or Permanent Resident of Australia – contact the International Students Officer on (03) 5564 8911
- Required to apply through VTAC – refer to VTAC Guide ([www.vtac.edu.au](http://www.vtac.edu.au))

### Important Information for Applicants

Eligibility for access to government subsidised places depends on meeting the following criteria:

- The applicant is of Aboriginal or Torres Strait Islander origin **or**
- The applicant is an Australian citizen, permanent resident including Special Category Visa holders, or East Timorese asylum seeker, **and**
  - Is aged under 20 years old on 1<sup>st</sup> January in the year the course commences **or**
  - Is aged 20 years old or over on 1<sup>st</sup> January in the year the course commences, and is applying for any qualification higher than the highest qualification already held (unless the qualification held is specifically exempt) **or**
  - Is applying for a Foundation Skills course (contact the Customer Service Centre for clarification 03 5564 8911).

If you do not meet the eligibility criteria, you may still apply for the course, but you will not be entitled to receive a government subsidised place, and will be charged a commercial fee. For course costs and available government loans (VET FEE-HELP) please contact our Customer Service Centre for more information (03) 5564 8911.

### WHAT TO DO WITH YOUR APPLICATION FORM?

If you need assistance completing your application form, please contact our Customer Service Centre on (03) 5564 8911.

- Ensure all sections of the application form are completed and the data you have provided is correct.
- Attach any relevant documents to support your application.
- Read and sign the “Application Declaration” on page 4 of the application form.
- Complete a separate application form for each course you wish to apply for.
- Return completed application form to The Applications Officer, South West TAFE, PO Box 674, Warrnambool, Victoria, 3280 or fax to (03) 5564 8982.

### APPLICATION CLOSING DATES

Some courses will have closing dates for applications. Please see course brochures or contact the Course Coordinator for closing dates. Applications received after the closing date will be classified as late applications and will only be considered if vacancies still exist or become available at a later date.

### WHAT HAPPENS NEXT?

- Your application will be processed by the Applications Officer and a letter of acknowledgement of receipt will be mailed/emailed within 5 working days.
- Applications will be forwarded to the relevant departments following processing.
- After the closing date, course selection officers will process applications according to the selection criteria. Applicants will receive advice from the course selection officers advising the status of your application and any selection requirements to be completed (e.g. information session, test, interview)

### CHANGES TO YOUR APPLICATION OR PERSONAL DETAILS

If you wish to withdraw your application or make any changes please contact the Customer Service Centre on (03) 5564 8911, or in writing to The Applications Officer, South West TAFE, PO Box 674, Warrnambool, Victoria, 3280.

**\*PLEASE KEEP THIS PAGE FOR YOUR REFERENCE\***

#### For Further information:

Tel: (03) 5564 8911

Fax: (03) 5564 8982

email: [info@swtafe.vic.edu.au](mailto:info@swtafe.vic.edu.au)

website: [www.swtafe.vic.edu.au](http://www.swtafe.vic.edu.au)

# COURSE APPLICATION FORM

Are you an Australian Citizen or Permanent Resident of Australia? Yes  No  → IF NO, please contact the International Student Officer on (03) 5564 8911

**Course Being Applied for:**

Course Code (from course brochure):

Full Course Title:

Mode of Attendance: On Campus  Off Campus

Have you previously enrolled at South West TAFE? Yes  No

South West TAFE Student ID Number (Supply if known):

**Personal Details:**

Surname (Family Name):  Sex:

Given Names:  Male

Date of Birth:       MR  MRS  MS  MISS  Female

**Permanent Address:**

Street Address:

Suburb/Town:

State/Territory:  Postcode:

**Contact Details:**

Home Telephone:   Work Telephone:

Mobile Telephone:

Email:

**Eligibility Criteria:**

Will you be aged under 20 years old on 1<sup>st</sup> January in the year the course commences? Yes  No

**Cultural Diversity:**

Are you of Aboriginal or Torres Strait Islander origin? No  Yes, Aboriginal  Yes, Torres Strait Islander

(for persons of both Aboriginal AND Torres Strait Islander origin, mark both YES boxes)

**Prior Achievements:** Bachelor Degree/Higher Degree  Certificate III/Trade Certificate

Have you successfully completed Advanced Diploma/Associate Degree  Certificate II

any of the following qualifications? Diploma/Associate Diploma  Certificate I

Yes  No  Certificate IV/Advanced Certificate

(If yes, tick all applicable)

**PLEASE ENSURE YOU COMPLETE A SEPARATE APPLICATION FORM FOR EACH COURSE YOU WISH TO APPLY FOR**

**Educational History**
**Secondary Education Details:**

 Are you still attending secondary school? Yes  No 

 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 lower  Did not go to school 

 In which year did you complete that school level?    
**Further Education Details:**

(e.g. TAFE, University, Short Courses or other relevant studies)

Course Name	Institution	Course Duration	Year Completed

Please attach a separate sheet if more space is required.

**Work Experience**

Please list any relevant work and or life experience (including full time, part time, casual, work experience, voluntary and charity work)

Job Title/Activity	Employer Name & Location	From/To Dates	Main Tasks	Paid/Unpaid

Please attach a separate sheet if more space is required.

**Application for the course**

Please state in your own words why you wish to complete this course and your intended career path?

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What experience do you have that would assist you in completing this course?

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Please attach any additional information to support your application if more space is required.

**Referees** (please provide at least 2 referees from prior education or work, relatives will not be accepted)

Name	Contact Telephone Number	Relationship

**Application Declaration (to be completed by the applicant):**

I declare that the information I have provided on my completed application form is correct at time of completion. I understand that falsifying my information may affect my eligibility to enrol in a government subsidised place and as a result I may have my application rejected and/or be required to pay an additional commercial fee.

I understand that acceptance of this form by South West TAFE does not imply any commitment to admit me.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: 

D	D	M	M	Y	Y
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**OFFICE USE ONLY**

**Applications Office Use Only:**

**Received by Applications Officer**

Date received: 

D	D	M	M	Y	Y
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 Date details entered on QLS: 

D	D	M	M	Y	Y
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Date letter of receipt sent: 

D	D	M	M	Y	Y
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 Date sent to Course Coordinator: 

D	D	M	M	Y	Y
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Currently meets fees eligibility requirements to obtain a government subsidised place: Yes  No

Currently meets fees exemption eligibility to obtain a government subsidised place: Yes  No

Reason for fee exemption: Skills shortage  Redundancy  Other: \_\_\_\_\_

Signed by Applications Officer: \_\_\_\_\_

Name: \_\_\_\_\_

**Course Coordinator Use Only:**

Date received: 

D	D	M	M	Y	Y
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Received by: \_\_\_\_\_

- Applicant to be invited to:
- Attend Information Session
  - Attend Interview
  - Put on Wait List
  - Offer place in course

Date Letter Sent

D	D	M	M	Y	Y
D	D	M	M	Y	Y
D	D	M	M	Y	Y
D	D	M	M	Y	Y

Application Successful: Yes   
 Reasons candidate is successful: Meets selection criteria

Application Unsuccessful: Yes  Rejection letter sent: 

D	D	M	M	Y	Y
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Reasons candidate is unsuccessful (attach supporting documents if required):

**Please Note: If a client is deemed ineligible to obtain a government subsidised place, please refer enquiry to Customer Service Team Leader and send VET FEE-HELP student guide with letter of offer.**