



NEW ENGLAND
COLLEGE OF TECHNOLOGY

APPLICATION FOR ADMISSION Local Student

Is this the first time you have enrolled at New England College of Technology? YES NO

If YES, then state year study is to commence, i.e. 2012 _____

If NO, state student ID _____

Title: *(Please tick ONE box only)*

MR MISS MRS MS OTHER _____

Gender: *(Please tick ONE box only):*

Male Female

Family Name: _____

Given Names: _____

Date of Birth: (DD/MM/YYYY)

____ / ____ / _____

Address of Usual Residence: Building /Property Name _____

Flat/Unit Number: _____ Street Number: _____ Street Name: _____

Suburb: _____ State/Territory: _____ Postcode: _____

Postal Address: Building /Property Name _____

Flat/Unit Number: _____ Street Number: _____ Street Name: _____

Suburb: _____ State/Territory: _____ Postcode: _____

Phone: (H) _____ (W) _____ (M) _____

E-Mail: _____

EMERGENCY CONTACT DETAILS

Name: _____

Relationship: _____

Address *(if different than the above):* _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____

I will be studying *(tick ONE box only)*

FULL_TIME

PART_TIME

DISTANCE

HOW WERE YOU INTRODUCED TO NECT?

AGENT : _____	NEWSPAPER: _____	INTERNET: _____
NECT STUDENT: _____	FRIEND/ RELATIVE: _____	OTHER: _____

New England College of Technology

151 Wellington Road, EAST BRISBANE QLD 4169 Australia

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ABN 40 135 331 494 | RTO 31943 | CRICOS 03113M

V1.5 Jun 2014

Qualification /Unit of Competency Details

<i>Tick each box to select</i>	Qualification Code	Qualification Title
	AUR20412	Certificate II in Automotive Electrical Technology
	AUR20512	Certificate II in Automotive Servicing Technology
	AUR20712	Certificate II in Automotive Vocational Preparation
	AUR30312	Certificate III in Automotive Electrical Technology
	AUR30612	Certificate III in Light Vehicle Mechanical Technology
	AUR31012	Certificate III in Automotive Sales
	AUR31112	Certificate III in Heavy Commercial Vehicle Mechanical Technology
	AUR32512	Certificate III in Automotive Underbody Technology
	AUR40212	Certificate IV in Automotive Mechanical Diagnosis
	AUR40812	Certificate IV in Automotive Mechanical Overhauling
	AUR50212	Diploma of Automotive Technology
	BSB30112	Certificate III in Business
	BSB30412	Certificate III in Business Administration
	BSB40407	Certificate IV in Small Business Management
	BSB50207	Diploma of Business
	BSB51107	Diploma of Management
	BSB51207	Diploma of Marketing
	BSB60207	Advanced Diploma of Business
	BSB60407	Advanced Diploma of Management
	BSB60507	Advanced Diploma of Marketing
	CHC30113	Certificate III in Early Childhood Education and Care
	CHC30212	Certificate III in Aged Care
	CHC40312	Certificate IV in Disability
	CHC50113	Diploma of Early Childhood Education and Care
	SIT40413	Certificate IV in Commercial Cookery
	TAE40110	Certificate IV in Training and Assessment
	Unit Code <i>Complete section if selecting single Units</i>	Unit Title
	CPCCOHS1001A	Work safely in the construction industry
	HLTAID001	Provide cardiopulmonary resuscitation
	HLTAID002	Provide basic emergency life support
	HLTAID003	Provide first aid
	SITHFAB201	Provide responsible service of alcohol

Please complete the next page as this is required for enrolment to be complete

1. Residential Status:

Australian Citizen	
New Zealand Citizen	
Permanent Resident of Australia	
Temporary Resident Visa	

2. 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	Go To Question 4
Yes, Other – Please Specify	

3. How well do you speak English?

Very Well	
Well	
Not Well	
Not At All	

4. Are you of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal AND Torres Strait Islander origin, mark both boxes 'Yes'.)

No	
Yes, Aboriginal	
Yes, Torres Strait Islander	

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

Yes	
No	Go To Question 7

6. If YES, then please indicate the areas of disability, impairment or long-term condition. (You may indicate more than one area.)

Hearing impaired	
Physical	
Intellectual	
Learning	
Mental Illness	
Acquired Brain Impairment	
Vision	
Medical Condition	
Other	

7. 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 Below	
Never Attended School	<i>Go To Question 10</i>

8. In which YEAR did you complete that school level?

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9. Are you still attending secondary school?

Yes	
No	

10. Have you SUCCESSFULLY completed any of the following qualifications? (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	
Certificates Other Than Above	
No, haven't completed any of the above	

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	
Employer	
Employed – Unpaid Worker In A Family Business	
Unemployed – Seeking Full-Time Work	
Unemployed – Seeking Part-Time Work	
Not Employed – Not Seeking Employment	

12. Your major reason for study? (Tick ONE box only)

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	



DECLARATION

Tick this box if you **do not** agree to be contacted by New England College of Technology with information about refresher or related courses

**I have read, understood and accept the 'Terms and Conditions' of admissions and refund policy as outlined by New England College of Technology (NECT) and contained in the Local Student Handbook.
I acknowledge this is an application only and not a guarantee of enrolment.**

<hr/>				
<i>Name</i>	<i>Signature</i>	<i>DD</i>	<i>MM</i>	<i>YYYY</i>
If under 18 years, I have read and will abide by Student Guardian Requirements				
<hr/>				
<i>Name</i>	<i>Signature of Parent/ Guardian</i>	<i>DD</i>	<i>MM</i>	<i>YYYY</i>



TERMS AND CONDITIONS OF ADMISSION TO NEW ENGLAND COLLEGE OF TECHNOLOGY

1. NAME CHANGE

You must provide documentary evidence (e.g. Marriage certificate) if any official documents show a name which is different to the one provided in this application form.

2. CONTACT DETAILS

Students are obligated to notify the registered training provider New England College of Technology of any change to address whilst enrolled in the course.

3. CERTIFIED COPIES OF ORIGINAL DOCUMENTS

All official documentation provided with applications to New England College of Technology must be **certified copies**. The following persons are eligible to certify documentation ~

- An authorised officer from the institution that originally issued the documents; or
- Justice of the Peace; or
- An authorised New England College of Technology representative

Any documents provided in a language other than English must be accompanied with a certified **Official English Translation**

4. ENGLISH LANGUAGE REQUIREMENTS

The provision of Language, Literacy and Numeracy (LLN) assistance is a requirement under our Access and Equity Policy as well as AQTF Standards. New England College of Technology will provide learning support services to trainers and students that will maximise learning opportunities and achievement of competency

Students will be required to sit New England College of Technology non-intrusive LLN assessment on enrolling in any course program. The outcome of this assessment is to remain on the student's file as evidence of initial LLN assessment. Should a student demonstrate the need for assistance, further detailed assessments are to be made. These assessments must identify the determining methods, areas in need and suggestions for appropriate support. Solutions can be sought through advice and discussions with relevant experienced staff or external consultants.

5. RECOGNITION OF PRIOR LEARNING

Refer to Refund policy for additional fees and charges

6. PAYMENT OF FEES

- A minimum of \$200.00 enrolment fee **MUST** be paid on or before the first day of course commencement
- Direct deposit to the New England College of Technology bank account
- Cheque made payable to New England Institute of Technology Pty. Ltd.
- Cash payments or payments by Credit Card/EFTPOS to be made to the Administration Officer or delegate.
- Fees to the **MAXIMUM** of \$1,000.00 may be paid **IN ADVANCE** to the course commencement.
- Remaining fees are to be paid prior to completion of the course. These amounts will not exceed \$1,500.00 per payment until course is paid in full prior to completion of the course.
- Fees for corporate clients must be paid within fourteen (14) days of the billing cycle or as per terms of agreement.
- Statements of attainment and/or qualifications will not be provided until any outstanding payment is finalised.

7. CANCELLATIONS & REFUNDS

- Administration fees (\$200.00) are refundable in the case of provider default. The refund will only be paid to the applicant (student) through electronic transfer.
- Administration fees (\$200.00) may be refundable in certain circumstances, such as case of compassionate and compelling grounds; application is to be made to the CEO for consideration. The refund will only be paid to the applicant (student) through electronic transfer.
- Administration fees (\$200.00) are not refundable unless the above applies. The remaining refund fees if applicable will only be paid to the applicant (student) through electronic transfer.

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Provider Default

In the cases below a full refund will be provided to students within 2 weeks of the course default date.

- *the course does not commence, or*
- *the course ceases to be provided at any time after it starts but before it is completed, or*
- *the course is not provided in full to the student because a sanction has been imposed on the registered provider*

In the event that New England College of Technology is unable to deliver the course in full, the student will be offered a refund of all the fees the student has paid to date. The refund will be paid to the student within 2 weeks of the default date.

Alternatively, the student may be offered enrolment in an alternative unit/ qualification at New England College of Technology at no extra cost to the student than the total cost as advertised or given in the student's offer letter (if applicable course is on scope). The student has the right to choose whether to take a refund of course fees or to accept a place in another unit/ qualification. If the student chooses placement in another unit/ qualification, New England College of Technology will ask the student to sign a document to indicate acceptance of the placement.

Student Default

In the circumstances below there will be no refund of any fees paid.

- The student demonstrates via his/her written request extreme medical, financial or other reasonable circumstances that warrant the change of mind and refund of fees, and the CEO approves the full refund or;*
- The student does not start the course on that day and has not previously withdrawn or advised New England College of Technology of circumstances, or*
- Misconduct by the student (for more details on misconduct please refer to the Code of Conduct Policy)*

Refunds

Failure to commence the course: In the event that a student has made a payment prior to the course commencement then requests a refund – the following applies:

- *The refund is requested 7(seven) days prior to the commencement of the course then a full refund of fees less (\$200.00) for enrolment for the course will be refunded.*
- *In the case of compassionate and compelling grounds there will be a full refund fees less (\$200.00) for enrolment for the course will be refunded.*

Compassionate and compelling grounds include death in the family involving student, parents, siblings, spouse and children only, or declared natural disaster affecting the place of student residence.

Please provide evidence to support any cases of compassionate and compelling grounds.

If eligible for refund the money will be refunded to the student within 20 working days of the refund application and supporting documentation being received.

All refund requests are required to be sent via express postal mail to the following address.

To the Director

New England College of Technology

151 Wellington Road, EAST BRISBANE QLD - 4169

An official response will be sent within 20 business days of receiving the letter.

8. ACADEMIC PROGRESS REQUIREMENTS

Students undertaking studies with New England College of Technology must meet the course progress requirements outlined in the Course Progress Policy

9. ASSESSMENT PROCEDURE

All courses require assessments in the form of either tutorial exercises; assignments; portfolios; written and / or practical exams. The assessment method will vary depending on the unit and course. Students must complete the assessment requirements for each unit to complete the academic requirements of the course.

10. COMPLAINTS & APPEALS

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New England College of Technology has policies and procedures in place for any complaints, disputes and appeals. These are available upon request.

11. ACCESS TO STUDENT DETAILS

Information provided by students may be required to be provided to the Commonwealth and State Government agencies.

12. DECLARATIONS & SIGNATURE

This application form must be signed and dated.

13. CHECKLIST FOR APPLICATION

- *Application is signed and dated*
- *All copies of documents are **certified copies***