



Authorised representative:

Application Form for Local Students

Diploma of Commerce (Curtin Stream) or Pre Diploma Certificate IV Higher Education Preparation Studies (Commerce Stream)

Diploma of Commerce []

Certificate IV in Commerce [] Please tick course option

Preferred Entry Date Diploma of Commerce

- Semester 1
Semester 2

Preferred Entry Date Certificate IV

- Term 1, Term 2, Term 3, Term 4

Personal Details (in BLOCK LETTERS)

Mr / Mrs / Miss / Ms Family Name Given Name(s)

Sex: Male Female Date of Birth (dd/mm/yyyy)

Contact Details

Address for correspondence

Telephone number Mobile number Email address

CHECKLIST

Academic Records (Please attach certified copies of your most recent academic records/results)

Most Recent Academic Studies

Name of Qualification:

Name of Institution:

Country/Year Completed:

Proof of Nationality/Citizenship (Please attach certified copies of your passport and visa OR birth certificate OR certificate of citizenship)

Resume (Please attach a copy of your Resume)

Evidence of English Competency (Please attach certified copies of English competency)

DECLARATION

I, (PRINT full name) have read and understood the information provided by Canning College and will abide by the "Conditions of Enrolment"; and declare that the information provided with the application is true and correct.

Signature: Student / Parent or Guardian if student is under 18

Date: DD / MM / YYYY

Submit your application to the College's local representative or mail directly to Canning College at the address given below.

Contact Details

Dean of Business, UniDirect
Canning College
Marquis Street, Bentley WESTERN AUSTRALIA 6102
Telephone: 08 9351 5673 Facsimile: 08 9351 5604
Email: unidirect@canningcollege.wa.edu.au

Web: http://www.canningcollege.wa.edu.au

Conditions of Enrolment

Please read carefully - Applicants should keep a copy of this form and a signed copy should be lodged with the College.

Please note that additional information on any of these matters can be obtained from the UniDirect Office at Canning College.

1. Course Fees – DIPLOMA OF COMMERCE

Please see our website for current fees. There is no need for you to pay any money at this stage.

Course fees are to be paid at **least two days prior to the Orientation period**. All payments are to be made payable to Canning College. Late payment of fees - \$200 penalty fee applies to any fees received two weeks after the payment due date.

Course Fees – CERTIFICATE IV

Please see our website for current fees. All payments are to be made payable to Canning College.

Refund Policy

Pro rata refunds of course fees will only be made if a student withdraws from the course within eight weeks of the commencement of the semester.

Withdrawal Deadline	Refund Percentage
Before first day of Semester 1	100% less \$20 Administration Fee
Within 2 weeks of commencement	75%
Within 4 weeks of commencement	50%
Within 6 weeks of commencement	25%
After 6 weeks of commencement	0%

2. Orientation Program

Attendance at this program is compulsory for all students. The cost is included in the course fee.

3. Excursion Permission

The student may attend any excursion organised and approved by College staff as part of the Orientation, teaching/learning or recreation programs. For students under 18 years of age, a permission form must be signed by the parent(s), guardian or carer.

4. Termination of Study

Failure to abide by the College's and / or Government regulations may result in termination of enrolment.

5. Students Aged Under 18

Are required to adhere to the College's policy and procedures for students under 18 years of age.

6. Grievances

Policy and procedure documents are issued during Orientation. In the case of a grievance you have the right to take further action under Western Australia's consumer protection laws or general legal processes. Students can also access the Conciliator, appointed by the Western Australian Government, where disputes may require a negotiated settlement.

7. Acceptance into the UniDirect Diploma of Commerce will be based on:

- English Competence
- Academic Performance
- School Reports
- Work experience (For mature age applicants)

The Canning College Diploma of Commerce Academic Enrolment Committee will rank all applicants based on their application and then determine the successful applicants. Application alone does not determine entry to the course.

8. Personal Information

As a registered provider, Canning College is required to provide certain information about students to various government departments. Such departments may require information regarding enrolment changes and breaches of attendance/academic performance.

9. Application Information

Information presented with an application must be true and correct. An enrolment may be terminated if incorrect information is provided.

10. Urgent Medical Care

In the event of circumstances requiring urgent medical care and it is not possible to contact the parent/guardian, the College is authorised to seek and provide appropriate medical treatment.

*The documents must have the words "Certified true copy" on them and be signed and dated by an authorised person.