

# Local Enrolment Application Form

Evolution Hospitality Institute



RTO # 91256 CRICOS 02869G

This Application is divided into 5 Sections.

- 1: Application
- 2: Enrolment Details
- 3: Admission Procedure
- 4: Fees, Refunds & Conditions
- 5: Declaration

PLEASE COMPLETE ALL FIELDS.  
INCOMPLETE ENROLMENT FORMS WILL NOT BE PROCESSED.

## Section 1: APPLICATION COURSE DETAILS

Course: \_\_\_\_\_  
Start Date: (DD/MM/YYYY) \_\_\_/\_\_\_/\_\_\_  
Duration of Course: \_\_\_\_\_

### APPLICANT PERSONAL DETAILS

Title: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Given Names: \_\_\_\_\_  
Gender:            Male        Female  
Date of Birth (DD / MM / YYYY): \_\_\_/\_\_\_/\_\_\_  
Country of Birth: \_\_\_\_\_  
Please mark your citizenship or residency status below.

I am – (tick more than one box if appropriate)

- an Australian citizen, or
- an Australian permanent resident, or
- not residing in Australia
- a New Zealand citizen, or
- an Australian temporary visa holder and my visa subclass is

Did you receive or download the student prospectus?    Yes    No

If no, please visit our website at [www.evolution.edu.au](http://www.evolution.edu.au) and click the 'student prospectus' link, or contact us for the prospectus to be emailed to your address.

**This application cannot be processed until you have read and understood the student prospectus**

### APPLICANT CONTACT DETAILS

Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Country Telephone: (area code) \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### EMERGENCY CONTACT

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_

State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### ENTRY REQUIREMENTS

Age (students must be 18yrs and over): \_\_\_\_\_

Please give a statement of your reasons for wishing to study this course (Attach additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any pre-existing learning difficulties or other conditions, which may inhibit your learning or ability to undertake assessments in your chosen course?    Yes    No  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ENGLISH LANGUAGE PROFICIENCY

Is English your first language?                    Yes    No

### EDUCATION

Please provide details of all education and training that you have successfully completed or part-completed and attach certified copies of all formal documents with this application (attach additional pages if necessary)

Name of Institution of School	Country	Years (e.g. 1995-2004)	Qualification gained

Do you require RPL (Recognised Prior Learning)?  
(please tick)    Yes    No

If yes, please complete an 'Application for Recognition of Prior Learning' Form available from the website [www.evolution.edu.au](http://www.evolution.edu.au)

Would you like to apply for credit transfer?    Yes    No  
If yes, please complete a 'Application for Credit Transfer' Form available from the website [www.evolution.edu.au](http://www.evolution.edu.au)

The Credit Transfer & RPL process must be completed before enrolment can be finalized. In exceptional circumstances applications may be submitted after enrolment, but no later than the second week of the course for which Credit/RPL is being sought. No applications will be accepted after this time.

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How did you find out about the college:

Internet                      Advertising

Exhibition                  Friend

Other: \_\_\_\_\_

## Section 2: ENROLMENT DETAILS RESOURCE REQUIREMENT

A Course Resource Package is included in your course fees and includes

- Full chef's uniform
- Toolkit (this is course specific)
- Learning Resources (on USB)
- External Study Programs
- Work Experience Insurance
- Membership to THCIA (Tourism, Hospitality & Catering Institute of Australia)

You need to supply your own laptop meeting minimum requirements. You cannot commence your course without it. The full list of requirements of resources is available from [www.evolution.edu.au](http://www.evolution.edu.au)

If you have any of the resources listed in the Course Resource Package, you must bring them to your course orientation. If they meet the requirements you will have a credit to the value of the resource credited to the last fee installment of your payment schedule.

## Section 3: ADMISSION PROCEDURE

1. Complete Application form and submit to Evolution Hospitality Institute with the following documentation:
  - High School Certificate / recent Educational results (certified copies only)
  - Academic transcripts (certified copies only)
  - Copy of identification (driver's licence, birth certificate, etc.)
2. Upon receipt of application form and supporting documentation Evolution Hospitality Institute will assess the application and determine if the applicant meets all entry requirements and if there is availability of places in the course chosen.
3. If successful, Evolution Hospitality Institute will issue a 'Letter of Offer' for a place in the nominated course. 'Recognition of Prior Learning' and Course Credit is also assessed upon request and any initial status granted will be stated in the Letter of Offer.
4. The Letter of Offer is emailed to the applicant. The Letter of Offer includes information on your

Course start & finish dates, payment schedule and any RPL or CT you have been granted as well as a student agreement outlining the Terms & Conditions of Enrolment.

5. Upon receipt of Letter Of Offer, if satisfied with the offer, fees, conditions and refund policy, make the initial payment within 7 days as outlined in the Letter of Offer and sign and return the student agreement. If payment and agreement is not received in these 7 days your Offer will be revoked. Your payment will not be processed until we have received a signed student agreement.
6. You will receive a pre-induction letter prior to course commencement. This letter will outline the date, time, location & requirements of your orientation day. Please note that the orientation day is considered part of your course and is compulsory. You must attend to gain important information about studying at Evolution Hospitality Institute.

### Payment Details

- **Important:** If transferring funds by direct deposit, please inform the bank staff to enter your Student ID number or if making your initial payment, please include your last name and date of birth (DDMMYYYY). By including this information we will be able to verify receipt of your funds in our account.
- *Important: Please ensure that when a payment has been made into the Evolution Hospitality Institute bank account that a copy of the bank receipt is faxed or emailed to the office to ensure prompt processing of your payment.*

Bank:	ANZ
BSB:	012172
Account Name:	Evolution Hospitality Institute
Account No.	4881 61368

Fax: 61 2 9283 8168

Phone: 61 2 9283 8222

Postal Address: PO Box A2393 South Sydney NSW 1235

Email: [enrol@evolution.edu.au](mailto:enrol@evolution.edu.au)

Please make cheques payable in Australian Dollars to: EVOLUTION SYSTEMS FOR TRAINING AND DEVELOPMENT P/L and send to at the postal address above.

Credit Card Payments are accepted with Mastercard or Visa. All credit card payments attract a 2% surcharge.

## Section 4: FEES, REFUNDS AND CONDITIONS

### FEES:

These conditions and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

#### Your Course Fee is made up of

- Tuition Fee; the fee for studying your course
- Compulsory Resource Fee; the cost of resources for your course, this is non-refundable after course commencement.

- Enrolment Fee; this is a non-refundable administration fee that forms part of your course fee.

See list of 'Fees and Charges' on website.

2) A non-refundable \$150 Enrolment Administration fee will be charged when a student formally accepts an offer from Evolution Hospitality Institute. The enrolment fee will be paid at the same time a student pays their first installment of tuition fees.

3) Evolution Hospitality institute is entitled to accept all tuition payments. However, should the intake be unavailable to the student after payment has been received, every reasonable effort will be made to accommodate the student in the next available intake.

4) Evolution Hospitality Institute reserves the right to review fees at any time.

5) Any change in tuition fees will be advised in writing to current students and applicants, and will appear in all public, promotional and marketing materials, at least 3 months prior to the commencement of the study period to which they apply.

6) The new fees will apply to all payments due from the published effective date.

7) Where a student is required to repeat a course or unit due to receiving a fail grade on the first or second attempt, the student will be required to pay applicable reassessment costs as available at [www.evolution.edu.au](http://www.evolution.edu.au). If they have failed more than half of the units undertaken, they may re-enrol and pay the current applicable tuition fee nominated for that course, on each occasion.

### FEE REDUCTION

8) Where course credit is granted any tuition fees paid for that course or courses shall be deducted from the last installment of tuition fees. Please note, any application for fee reduction must be processed before course commencement. No fee reductions will be made after 2 weeks from course commencement.

### EVOLUTION DEFAULT

9) If a student is unable to complete an Evolution Hospitality Institute program due to a default by Evolution Hospitality Institute, being the failure to start the program on the agreed starting date, the program ceasing after it

starts and before it is completed or because a sanction is imposed upon Evolution Hospitality institute under relevant State or Federal legislation, the student shall be entitled to a refund or an alternative course. Where a refund is required, the amount of the refund will be paid within two weeks of the date of the default.

### STUDENT DEFAULT

10) No refunds will be made and the current term course fee is payable where a student or applicant fails to complete, withdraws from, or does not commence an Evolution Hospitality Institute program (where they have not formally withdrawn), including where a) the student elects to transfer to a different provider, after the student has commenced b) fails to make payment on time.

11) If a student withdraws from a course and gives notice in writing a **minimum of 28 days prior to the course start date**, they are eligible to request a refund of the fees paid; up to 80% of the first term tuition fee and all of the second term tuition fees and resource costs. The administration fee will not be refunded. If they have paid less than 80% of the first term tuition fee, they will receive 80% of the amount paid. The administration fee will not be refunded. If a student withdraws from a course in writing **less than 28 days before the course start date**, they are eligible to request a refund of the fees paid; up to 50% of the first term tuition fee and all of the second term tuition fees and resource costs. The administration fee will not be refunded. If they have paid less than 50% of the first term tuition fee, they will receive 50% of the amount paid. The administration fee will not be refunded. No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party. The applicant may elect to have any paid tuition fees transferred to an alternative Evolution Hospitality Institute program if he or she has an approved application for the alternative program. If an applicant gives less than 28 days notice he or she will not be entitled to any refund or transfer of fees. A term is comprised 3 months of study, or 1 term of work experience.

### DEFERRING COMMENCEMENT

12) Where an applicant elects to defer commencement of a Evolution Hospitality Institute program for which an Acceptance Of Offer form has been accepted (by payment of course fees), any tuition fees or deposits paid will be held for up to 12 months from the original commencement date, to be applied to the new commencement date, on the condition that the written application to defer commencement has been received from the applicant by Evolution Hospitality Institute not less than 28 days prior to the original commencement date.

13) Every reasonable effort will be made to accommodate the applicant in a later course of his or her choice. If the

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fee for the course to be attended is greater than that of the course originally selected, the applicant shall pay the balance in cleared funds to Evolution Hospitality Institute within a designated time frame.

14) Once the 12 month period after deferment lapses the applicant would be required to re-apply to Evolution Hospitality institute

## NON- PAYMENT

15) Any student failing to pay fees after the due date as stipulated on the most recent tax invoice and/or payment schedule shall not receive any form of award or recognition of courses undertaken and shall be refused entry into classes until fees have been remitted to Evolution Hospitality Institute in full. A 10% Surcharge will added to the installment amount calculated from the outstanding amount.

16) If a student fails to pay the outstanding amount within 20 working days from the date of the notice of surcharge, his or her enrolment will be terminated.

17) Non-payment of fees when due shall mean that the student shall incur a penalty fee equivalent to ten percent (10%) of the amount unpaid.

18) The student shall be liable for all costs and disbursements incurred by Evolution Hospitality Institute in pursuing the debt including legal costs on a solicitor and own client basis and Evolution Hospitality Institute's collection agency costs.

19) If a student's payment is dishonoured for any reason the Student shall be liable for any dishonour fees incurred by Evolution Hospitality Institute.

20) If a student withdraws after course commencement and/or is cancelled for non-payment of fees, Evolution will pursue all monies owing according to section 18) above.

## APPLICATION AND ENROLMENT CONDITIONS

21) Evolution Hospitality institute reserves the right at its absolute discretion to reject any application or enrolment, and it shall be under no obligation whatsoever to give reasons for its decision. Evolution Hospitality Institute can, as part of the application process, interview students who have applied for Evolution Hospitality institute courses.

22) All students are bound to comply with the conditions stated in the Evolution Hospitality Institute Student Handbook which are subject to change from time to time (see [www.evolution.edu.au](http://www.evolution.edu.au)).

23) All students are expected to meet course requirements at all times, and to ensure that they are eligible to undertake Work Experience/Industry Placement. All units undertaken are considered pre-requisites for placement.

24) The student must notify Evolution Hospitality Institute of any change of address and/or personal details while enrolled in a course, within 7 days of said change.

25) No student shall be entitled to use the names "Evolution" or "Evolution Hospitality Institute" under any circumstances or at any time or in any place whatsoever, whether before, during or after their program and

whether as a trade mark, company or trading name or otherwise, regardless of the service or products presented with no time or geographical limitation.

## PRIVACY CONDITIONS

26) Access to personal information about the student may be shared between Evolution and the Australian Government and designated authorities. This information includes personal and contact details, course enrolment details and changes.

27) The student agrees for Evolution Hospitality Institute to obtain from a credit reporting agency a credit report containing personal credit information about the student in relation to credit provided by Evolution Hospitality Institute.

28) The student agrees that Evolution Hospitality Institute may exchange information about the student with those persons either named as referees by the student or named in a consumer credit report issued by a credit reporting agency for the following purposes:

- (a) to assess an application by the student; and/or
- (b) to notify other credit providers or training institutions of a default by the student; and/or
- (c) to exchange information with other credit providers as to the status of the student's credit account, where the student is in default with other credit providers; and/or
- (d) to assess the credit worthiness of the student.

29) The student consents to Evolution Hospitality Institute being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).

30) The student agrees that personal credit information provided may be used and retained by Evolution Hospitality Institute for the following purposes and for other purposes as shall be agreed between the student and Evolution Hospitality Institute or required by law from time to time:

- (a) provision of services; and/or
- (b) marketing of services or training courses by Evolution Hospitality Institute; and/or
- (c) analysing, verifying and/or checking the student's credit, payment and/or status in relation to the continuing relationship between the student and Evolution Hospitality Institute; and/or
- (d) processing of any payment instructions, direct debit facilities and/or credit facilities requested by the student; and/or
- (e) enabling the daily operation of the student's account and/or the collection of amounts outstanding on the student's account in relation to the services.

31) The student may give information about the student to a credit reporting agency for the following purposes:

- (a) to obtain a consumer credit report about the student; and/or

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(b) allow the credit reporting agency to create or maintain a credit information file containing information about the student.

## SECTION 5: DECLARATION BY APPLICANT

I acknowledge that all the information provided on this form is correct and declare that I will abide by the terms and conditions in the Fees, Conditions and Refunds policy.

I agree to be bound by Evolution Hospitality Institute's rules and regulations, and acknowledge that all disputes arising from the details and conditions contained in the application shall be governed by and constructed in accordance with the laws of Australia and be submitted to the jurisdiction of the courts of Australia.

I authorise Evolution Hospitality Institute to obtain further information if necessary from any relevant educational institution or previous employer as required.

I confirm that I understand and accept that my personal information may be issued by Evolution Institute of Hospitality to any Government Agency for the purposes of monitoring our RTO compliance and standards of training and assessment if required. If I instruct an agent to complete this application form on my behalf, I do so on the basis that the agent is acting for me and it remains my responsibility to read the Terms and Conditions of Enrolment.

I understand that I need to request and be issued a formal Letter of Release in order to formally withdraw from the course.

I understand that I will be placed in a timetable and location allocated by Evolution, and this timetable may change during my course. I must attend all classes in my allocated timetable. I may apply for a timetable transfer only if I have extenuating compassionate circumstances.

I declare that I have read and understood the Code of Practice and Evolution Hospitality Institutes Student Handbook as outlined at [www.evolution.edu.au](http://www.evolution.edu.au). and in the student prospectus pack.

Signature of Applicant: \_\_\_\_\_

Date (DD / MM / YYYY) \_\_\_/\_\_\_/\_\_\_

Signature of Financial Sponsor: \_\_\_\_\_

Date (DD / MM / YYYY) \_\_\_/\_\_\_/\_\_\_

### RETURN THIS FORM TO:

Evolution Hospitality Institute  
PO Box A2393 South Sydney NSW 1235 Australia  
Email: [enrol@evolution.edu.au](mailto:enrol@evolution.edu.au)

### ANY FURTHER ENQUIRIES, CONTACT CAN BE MADE TO

Evolution Hospitality Institute  
T: +61 2 9283 8222 F: +61 2 9283 8168  
Email: [info@evolution.edu.au](mailto:info@evolution.edu.au)