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| **VET Application Form 2021***Complete all sections to ensure an application can be processed and accepted by TAFE* |
| **Student Name:** | **School Program in 2021 – *Please circle*** |
| **Street Address:****Suburb : *VIC:***  | Standard Yr 10 | Year 11 VCE | Year 12 VCE |
| Year 10 VCAL | Year 11 VCAL | Year 12 VCAL |
| **Date of Birth**  / / | **Student Mobile: 04**   | **Unique Student Identifier (USI):** Student must create their **USI** on [**www.usi.gov.au**](http://www.usi.gov.au) **Must have the students USI to apply to TAFE** Print carefully Eg **5 - S**, **D - O, 1 - I** : 10 digits/letters |
| **Personal Email** :  |
| **School Email :** @mc.vic.edu.au | **USI:** |  |  |  |  |  |  |  |  |  |  |
| **Parent Email :** | **Education Support needed**: No / Yes / SometimesExplain:  |
| **\*\**Please circle one email above for TAFE correspondence***  |
| **Emergency Contacts** | **Name** | **Relationship****to student** | **Phone - Mobile / Day** |
| **Parent / Guardian 1** |  |  |  |
| **Parent / Guardian 2** |  |  |  |
| **Reasons for VET course**  | *Circle at least 1 option* - *Required for VCAL / VCE subject /* *Career / Interest*  |
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| **VET Program Details - please 3 options :** *VET courses have limited places available (Circle preferred day / time)* |
| **Option** | **Program / Certificate Name** | **Provider & Location** | **Day** | **Times: start-finish** | **Cost** |
| 1 |  |  | Wed / Fri | am/pm |  |
| 2 |  |  | Wed / Fri | am/pm |  |
| 3 |  |  | Wed / Fri | am/pm |  |
| **Student Agreement** |
| 1. I have discussed my participation in the program with my parents/guardians
2. I understand that to complete the VET certificate and receive credit to my VCAL / VCE program, I must stay up to date, complete all assessment requirements of the VET course as well as my VCE / VCAL program. I will catch up on missed classes.
3. I must be punctual and maintain a minimum 90% attendance at VET classes and excursions and ensure I am present for all assessments.
4. I must inform the TAFE and the VET Coordinator if I will be absent due to sickness or school exams, sports or family commitments.
5. If I am not in VCAL, I must attend school for the morning if VET classes start in early afternoon. I will bring relevant VET materials and uniform / PPE to Mordialloc College, travel in school uniform and change into this VET uniform / PPE at the VET provider where possible.
6. I will act in a safe, responsible and respectful manner within the VET provider’s classroom, their grounds and on public transport.
7. If I want to change/withdraw from my course, I will inform my parents/guardian & the VET Coordinator by 24th February.
8. If I am still enrolled at February 25th, my parents/guardian will be charged full course fees. I won’t be able to swap to another VETiS course.
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|  **Student Signature: Date:** |
| **Parent / Guardian Endorsement** | 1. I understand the VET providers and VCAA assessment rules require at least 90% attendance.
2. I understand the commitment needed and will support this student to achieve the desired outcomes. Eg Monitor attendance, discuss homework, supply materials/uniform, assist them in finding work placements.
3. I give permission for the VET provider to seek medical assistance in the event of an emergency and them being unable to contact us / me. I will inform the school of any contact detail changes.
4. I must pay for the VET fees not covered by the government funding and have read the instructions overleaf.
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| **Signature: Date:** |

***SBAT’s*** *- Yr 11 & 12 VCAL Students may undertake a* ***School Based Apprenticeship (SBAT)*** *Apprenticeship Support Network provider arranges the sign-up meeting with employer, apprenticeship registration & asks TAFE to develop training plan for a Certificate lll Apprenticeship. SBAT Fees are paid directly to TAFE*

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| **2021 VET Application Form** |  **Student Name** |
| **Please read the VET Application / Enrolment Instructions** |
| **Applications*** Step 1 - Students meet with VET Coordinator to collect application forms and discuss course options.
* Step 2 - Complete ALL of Student details (Grey section) as the TAFE IT systems require all information to accept applications.
* Step 3 - Prompt return of forms and deposit is required to ensure a place in a VET course, as limited spaces are available.
* Step 4 - Completed Application form/s and $250 deposit should be paid by 4th September 2020 (see payment options below)
* Step 5 - The VET Coordinator applies to provider for a place for the student with the VET provider.
	+ Timely Applications (from July – 4th September) Late applications (from September 5th – Feb 24th )
	+ A confirmed place can not be assumed for timely applications.
	+ Where a VET course is cancelled due to low enrolments, an alternative course may be selected.
* Step 6 - Students may need to attend an enrolment / induction session at the TAFE to complete the application process.

**Confirmation of a Place / Enrolment in VET** * Chisholm - Check all parent & students email regularly Dec-Jan – complete the online enrolment confirming student’s details.
* Holmesglen and most other TAFEs email the information to school. We forward information onto the Student School email.

**Swapping VET options** – This may be possible in first 2-3 weeks if space is available. Please see the VET Coordinator ASAP**Withdrawals** must be in writing or emailed to VET Coordinator by February 24th.* TAFE charges a $50 withdrawal admin fee. Refunded VET fees will have this $50 charge deducted.
* Various institutions have a final withdraw date between 24/2 – 1/3/2021. Any enrolment change needs to be submitted to school in writing by 24th February 2020. Any charges after that will incur full course fees.

**Fees*** VET Applications are processed once a Completed VET Application form and the minimum VET Deposit is received.
* Final balance of VET fees must be paid by February 24th 2021.
* Payment plans are available and should be discussed with the school administration.
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| **Confirm Preferred VET Course Details** | **Training Provider & Location:** | **Date Application Form Received** | **Date Application Deposit Received** |
| **Certificate in**  |  | / / | / /  |
|  |
| **Fee Payment Record** | **Total VET****Fees Due** | **VET Deposit****Due 4th Sept.****Min. of $250** | **Balance of Fees Due by 24th Feb** | **Further payments** | **Date Final Payment Received** |
| / / | / / | / / |
| **Amount Due / Paid / Balance** | **$** | **$** | **$** | **$** | **$** | **$0 Balance** |
| **Payment Methods:**1. Compass Events / BPay / Quikr / Cheque / Cash / EFTPOS / Credit card
2. I authorise the school to deduct $\_\_\_\_\_\_\_\_\_\_ from the below nominated credit card on \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_\_
3. Health Care Cards – a copy of a current HCC is required by the MC Finance team to arrange a Payment Plan
 |
| **Notes** |  |
| **Credit Card** |  **Name on Credit Card :**  |
| **Card Number:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Mobile:** | **Signature:** | **Date:** |
| **Expiry Date: /** | **CVV :**  | **(To be DESTROYED after the credit card payment is processed)** |