



Office use only
Student ID no:

## Domestic Application Form

**Important:**

Please ensure that this Application is completed in PRINT in either black or blue ink.

Please ensure that you have read, completed, and signed (where required) all declarations.

If you are under 18 years of age, your Parent/Guardian must complete and sign all relevant declarations.

**\*USI:**

\*Students are required to have a Unique Student Identifier (USI). Create at <https://www.usi.gov.au/students/create-usi>

### Personal Details

<b>Title:</b> Mr.    Mrs. Ms    Miss Other (please specify)	<b>Surname/Family name:</b>	<b>First given name:</b>	<b>Middle name:</b>
<b>Has your name changed since you last studied?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes, provide documentary evidence and your previous name</small>	<b>Previous family name:</b>	<b>Previous given name:</b>	
<b>Date of birth:</b>	<b>Country of birth:</b>	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	

### Contact Details

Permanent residential address, as above

<b>Address: Number and Street: (if known)</b>		<b>Town or Suburb:</b>
<b>State:</b>	<b>Postcode:</b>	<b>Country:</b>

### Telephone and email details

<b>Mobile number:</b>	<b>Home phone number:</b>
<b>Email address:</b>	



**Emergency contact**

<b>Family Name:</b>		<b>Given Name</b>			
<b>Relationship to Applicant:</b>					
<b>Home Address:</b>					
<b>Suburb:</b>		<b>State:</b>		<b>Postcode:</b>	
<b>Telephone Home:</b>			<b>Mobile:</b>		
<b>Email:</b>					
<b>Do you suffer from any special medical condition or allergy that the College should be made aware of?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>If yes, please detail:</b>					
<b>Are you on any special medication that the College should be made aware of:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>If yes, please detail:</b>					
<b>Medical Supporting documents attached:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				

### Preferred Starting Dates

#### 2023 Intakes

- Jan 9  
 April 3  
 July 3  
 Sept 25

#### 2024 Intakes

- Jan 8  
 April 1  
 July 1  
 Sept 23

#### 2025 Intake

- Jan 6  
 March 31  
 June 30  
 Sept 22

#### 2026 Intake

- Jan 5  
 March 30  
 June 29  
 Sept 21

### Course Applying For

Preferred start date: \_\_\_\_\_

#### Cookery Patisserie and Management

Course code April -2023	Course Name	Study Period (excluding breaks)	Please Tick
SIT20322	Certificate II in Hospitality	26 Weeks	<input type="checkbox"/>
SIT20421	Certificate II in Cookery	26 Weeks	<input type="checkbox"/>
SIT30821	Certificate III in Commercial Cookery	52 Weeks	<input type="checkbox"/>
SIT31021	Certificate III in Patisserie	52 Weeks	<input type="checkbox"/>
SIT40521	*Certificate IV in Kitchen Management	76 Weeks	<input type="checkbox"/>
SIT40721	Certificate IV in Patisserie	78 Weeks	<input type="checkbox"/>
SIT50422	Diploma of Hospitality Management	92 Weeks	<input type="checkbox"/>
SIT60322	Advanced Diploma of Hospitality Management	116 Weeks	<input type="checkbox"/>

#### School of Tourism and Hospitality

SITSS00071	Provide responsible service of alcohol (single unit of competency)	7.5 hours	\$190.00	<input type="checkbox"/>
SITHGAM022	Provide responsible gambling services (single unit of competency)	7.5 hours	\$190.00	<input type="checkbox"/>
SITSS00080	Espresso Machine Operation SITHFAB025* Prepare and serve espresso coffee SITXCCS014 Provide service to customers SITXFIN007 Process financial transactions SITXFSA005 Use hygienic practices for food safety	60 hours	\$250.00	<input type="checkbox"/>
SITSS00069	Food Safety Supervision SITXFSA005 Use hygienic practices for food safety SITXFSA006 Participate in safe food handling practices	25 hours	\$170.00	<input type="checkbox"/>

Entry Requirements: There are no entry requirements for full qualifications or short courses.

All applicants will have an interview to assess suitability for the course.

If you are under 18 years of age your application must be approved and signed by a parent or legal guardian.

**For pre-requisite details please see individual course brochures**

## Your Personal Statement

Why are you choosing this course?

Do you have a specific career aim or job in mind for the future?

Why is this the right course for you? What skills will this course give you to help you towards your career?

Do you have any special requirements to complete the course? This may include educational needs, dietary, physical needs such as a disability, medical needs, language needs, etc.



<p><b>Eligibility requirements:</b></p> <p>Are you aware of Le Culinaire Hospitality Institute's eligibility requirements of entry in the desired course including LLN requirements?</p> <p>Are you aware that Le Culinaire Hospitality Institute requires all students to be 18 years old?</p> <p>Are you aware that your course may have pre-requisite requirements?</p>	<p>Yes, I am aware of all the eligibility requirements:</p> <p>(Tick and initial)</p> <p><input type="checkbox"/></p>
<p><b>Attendance and Course Progress</b></p> <p>Are you aware that you must maintain a minimum of 80% attendance during your study?</p> <p>Are you aware that you must make satisfactory course progress in your course?</p>	<p>Yes, I am aware of Le Culinaire Hospitality Institute's attendance and course progress requirements:</p> <p><input type="checkbox"/></p>
<p><b>Course details:</b></p> <p>Are you aware of all the course details you are applying for? This includes the duration of the course, the location, course outcomes and timetable.</p>	<p>Yes, I am aware of the course details:</p> <p><input type="checkbox"/></p>

**Do you consider that you have adequate literacy and numeracy skills to undertake the course?**

- Yes  
 No  
 Not sure

**Are you seeking credit transfer for previous training or recognition of prior training?**

- Yes  
 No  
 Not sure

**Are there any individual needs you have that we should be aware of so we take these into account when planning your training?**

- Yes  
 No  
 Not sure

**If yes, please explain**

## Data Collection

This information is required and is being collected nationally and is designed to assist the education sector to better meet the needs of the students. Information may be supplied to funding bodies and Government Departments as required by law.

Current Employment Status (Please tick only one option)	<input type="checkbox"/> Full Time employee <input type="checkbox"/> Part time employee <input type="checkbox"/> Self employed <input type="checkbox"/> Employer	<input type="checkbox"/> Volunteer <input type="checkbox"/> Employed unpaid work <input type="checkbox"/> Unemployed and seeking full time work	<input type="checkbox"/> Unemployed seeking part time work <input type="checkbox"/> Not employed (not seeking employment) <input type="checkbox"/> Retired
Reason for undertaking this course: (please tick only one option)	<input type="checkbox"/> To get a job <input type="checkbox"/> To try a different career <input type="checkbox"/> I want extra skills for my job <input type="checkbox"/> Other reasons (please specify)	<input type="checkbox"/> To develop my existing business <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To get into another course of study	<input type="checkbox"/> To start my own business <input type="checkbox"/> It is a requirement of my job <input type="checkbox"/> For personal interest or self-development
Highest completed school level	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9	<input type="checkbox"/> Year 8 <input type="checkbox"/> Never attended
Year the above school level was completed:		Are you still attending secondary school	<input type="checkbox"/> Yes <input type="checkbox"/> No
Highest academic qualification successfully completed to date:	<input type="checkbox"/> Not applicable <input type="checkbox"/> Bachelor's degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)		<input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other Certificates other than above
Year the above academic qualification was completed (In Australia)	Details of Qualification:  Name of Institution:		
Main language/s spoken at home:	<input type="checkbox"/> English	<input type="checkbox"/> Other (please specify)	
How well do you speak English	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all		
Do you consider yourself to have a disability, impairment or long-term medical condition which may affect your studies?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the area/s of impairment:	<input type="checkbox"/> Vision Impairment <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Mental health conditions	<input type="checkbox"/> Physical disability <input type="checkbox"/> Intellectual disability <input type="checkbox"/> Other (please specify)	
If you have a disability, impairment or long-term medical condition which may affect your studies, would you like to receive advice on support services, equipment and facilities which may assist you?			<input type="checkbox"/> Yes <input type="checkbox"/> No

## Application Assessment

The Admission Team will assess the application and may request additional documents such as: Additional questions and information that relate to your application.

## Offer

After the application is assessed and, if successful, a letter of Offer will be issued. Please ensure that the applicants understand the terms and conditions on the letter of Offer and arrange payment for the invoice.

## Acceptance

1. Applicants understand and read through all the details and sign the Acceptance Form.
2. Return the form together with evidence of payment to Le Culinaire Hospitality Institute.
3. Attend orientation session at commencement at Le Culinaire Hospitality Institute.

## Document Check List

1. Application Form
  - Completed all sections
  - Completed the Checklist on the back of the enrolment form
  - Ensure you have read, understood, and agree to comply to the terms and conditions of enrolment
  - Copy of Identification pages of your passport
3. Academic Documents
  - Certified copies of relevant academic records in your home country, such as high school or college/university graduation certificates
  - Certified copies of relevant academic records in Australia, such as high school or college/university graduation certificates (if relevant)

## Payment Option

### A. Payment

Students are not required to make payment on conditional offer until all conditions are satisfied. On acceptance of a confirmed offer, Students must sign all pages of this International Student Acceptance Agreement and make the required payment. The Acceptance Agreement together with payment must be returned to Le' Culinaire Hospitality Institute.

- Payment may be made by bank cheque, cash, credit card, transfer, instalments
- 1.2% surcharge applies to credit card payment
- Please make bank cheque payable to "Le' Culinaire Hospitality Institute".
- Personal cheques are not accepted.
- Please provide your student number and name for EFT direct bank deposit.

### B. Fees

- On accepting the Offer students must pay the first payment installment of tuition fees as listed in the Payment Installment Schedule in the Letter of Offer, the materials and application fee.
- The remaining tuition fees must be paid by the due date as listed in the payment Installment schedule.
- Tuition fees are to be paid through EFT direct bank deposit to Le' Culinaire Hospitality Institute
- Le' Culinaire will not be responsible for any monies paid to an agent or third party.
- Material Fee does cover a Toolkit, Uniform and Learning and assessment materials.





**Payment Option**

**Payment Option A: Cash/Cheque**

I would like to pay by  Cash  Cheque Student Initial: \_\_\_\_\_

**Payment Option B: Credit Card**

I would like to pay by  Mastercard  Visa  American Exp. Student Initial: \_\_\_\_\_

**Payment Option C: Instalment**

**I would like to pay by instalments via bank transfer** Student Initial: \_\_\_\_\_  
You will receive an individual payment plan

Please refer to the student handbook for our refund policy. Available on Le Culinaire website or hard copy provided.

**I have received, read, and understood the Refund Policy and Student Code of Conduct.**

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

I sign below having understood the enrolment application questions and the information provided by me is correct and I give permission that any image of me taken while a student can be used by the college in marketing material. Additionally, in signing below I give permission for Le Culinaire and staff member/s to ring an ambulance in the event of a MEDICAL EMERGENCY where an ambulance is required for me. I fully understand that I will bear the cost of this service and do not hold Le Culinaire or its staff/ educators responsible for any costs incurred.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature (if student under 18 or if course fees paid by Parent/Guardian)

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Refund Conditions

Students must pay the full tuition fee instalment for each 10 weeks' delivery in advance - In the case where instalment payments are indicated as the preferred option Le Culinaire Institute will invoice for subsequent payments which are payable two weeks before commencement of the 10-week delivery period or defined as the next term.

-Note that there is a late fee of \$10 per day for overdue payments.

-Non-financial students will not be included on the class attendance sheet until outstanding fees have been paid.

-Student enrolment can be cancelled due to unsatisfactory academic progress, nonattendance, academic misconduct, or non-academic misconduct and non-payment of fees.

-Student Default applies in the case the course starts on the agreed start date, but the student does not start on the agreed start date and has not previously withdrawn from the course or advised of cancellations in writing within an agreed time period prior to the course start date or the student cancels or withdraws from the course either before or after the agreed starting date. the following refund conditions apply:

-100% refund of tuition fee paid if the student has advised in writing within an agreed time period prior to the course start date.

-50% refund of paid tuition fees applies if the student cancels within 28 days after course commencement. Tool Kit fee is not refunded.

-0% No refund of tuition fees applies if the student cancels during a term of study after 28 days of study

2. The agreed starting date is the date the course was scheduled to start, or a later date agreed between Le' Culinaire and the student. This does not apply to approved deferment and leave of absence when the student applies for a refund after the application was approved.

3. Le' Culinaire will make a refund only in Australian Dollars within 4 weeks of receiving a written claim by the student in accordance with terms and Conditions as outlined in the application Form.

4. All refund considerations will be strictly limited to the monies Le' Culinaire has received and will not include:

- Bank charges

- The cost of books, equipment and other materials needed for the course.

5. Le' Culinaire will make the refund available to either the student or the student's representative as identified in the Application Form

6. If the student has commenced the courses, each course within the packaged courses is considered as an independent course. Therefore, the cancellation and refund policy will apply to each course within the packaged courses.

7. If the student, who has commenced the course and failed to complete the current course or failed some unit(s), the student will be required to repeat the same course of failed unit(s) and pay the fee applicable.

8. If the student decides not to progress and commence the next higher level packaged course due to failing their current units or course and then requests to cancel or withdraw from the courses, refund terms and conditions stated in point will apply.

9. Courses and other fees are not transferable to another student or institution

10. All applications for refund must be made by the student in writing using the Refund Request Form and Submitted to Student Services

11. If a student transfer to another provider is approved, he or she is subject to the refund policy conditions

12. No refunds will be made for classes missed due to exams, excursions, internships, or other obligations that fall outside the normal schedule of classes.

13. In the case of student suspension or expulsion there will be no refund of fees.

#### Complaints and Appeals

This Policy,

the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. Appeals against the outcome of a refund request may be made under the Student Complaint and Appeal Policy and Procedure.

#### Support Services Available:

-Are you aware that Le Culinaire Hospitality Institute has support services available for all students?

-Are you aware that each member of staff at Le Culinaire Hospitality Institute acts as a Student Support Officer?

Yes, I am aware that Le Culinaire Hospitality Institute offers student support to all students.

Signature:

Date:

Pre-Commencement Interview - Please Initial each box, to ensure you have read each requirement.

Are you aware of Le Culinaire Hospitality institute's eligibility requirements of entry in the desired course including LLN requirements?

Are you aware that your course may have pre-requisite requirements?

Yes, I am aware of all the eligibility requirements.

Signature:

Date:

Full time study:

Are you aware that you must study a minimum of 20 hours per week as part of full-time study?

Yes, I am aware that I must study a minimum of 20 hours per week.

Signature:

Date:



**Attendance and Course Progress:**

- Are you aware that you must maintain a minimum of 80% attendance during your study?
- Are you aware that you must make satisfactory course progress in your course?

Yes, I am aware of Le Culinaire Hospitality institute's attendance and course progress requirements.

Signature:

Date:

**Course Details:**

- Are you aware of all the course details you are applying for? This includes the duration of the course, the location, course outcomes and timetable.

Yes, I am aware of all the eligibility requirements.

Signature:

Date:

**Course delivery and assessment:**

- Are you aware that the delivery mode for all Le Culinaire Hospitality institute's courses is face to face?
- Are you aware that you will have to complete assessments for your course? Knowledge evidence will be assessed through short answers, projects, scenarios, and case studies.
- Are you aware that you will also be assessed through practical demonstration and observation of practical skills.

Yes, I am aware of the course delivery and course assessment methods for my course.

Signature:

Date:

### Refunds, Complaints and Appeals:

- Are you aware of Le Culinaire Hospitality institute's refund policy and procedure?
- Are you aware that a refund application form can be found on our website?
- Are you aware of Le Culinaire Hospitality institute's complaints and appeals procedure?
- Are you aware that the complaints and appeal form can be found on our website?
- Are you aware that we will aim to finalise complaints and appeals within 28 days of the initial lodgment?
- Are you aware that information regarding refunds, complaints and appeals can be found in the Domestic student handbook, available on our website?

Yes, I am aware of the refunds, complaints, and appeals.

Signature:

Date:

#### RPL/Credit Transfer:

- Are you aware that Le Culinaire Hospitality Institute offers Recognition of Prior Learning/Credit Transfer for all courses it delivers.
- Are you aware that Recognition of Prior Learning/Credit Transfer information and application forms can be found on our website?

Yes, I am aware that Le Culinaire Hospitality Institute offers RPL/Credit Transfer for all courses, and I know where to find it.

Signature:

Date:

## Acknowledgement

I (name) acknowledge that I have received and/or accessed the Student Information handbook and RTO fee schedule available from Le' Culinaire Hospitality Institute, website: [www.leculinaire.edu.au](http://www.leculinaire.edu.au) and I hereby acknowledge that I have read, understood, and agree to the terms and conditions outlined including the terms of the RTO's refund policy.

I (name) understand that Le' Culinaire Hospitality Institute is required to share personal information about its students with the Australian Government and other designated authorities.

I declare that:

- I have received and/or accessed and read the Student Information Handbook and understand my rights and responsibility/ties as a student.
- My decision to complete and submit this enrolment form has been without coercion.
- I have received and/or accessed the RTO's fee schedule.
- I have been given sufficient information on the delivery and assessment arrangements for this qualification.
- I have consent to having my personal information being used in accordance with RTO's privacy policy.
- I have informed of, and hereby agree to abide by, the RTO policies and procedures relating to fees, charges, rules, and regulations of the organisations.
- I understand that my current USI number, or that created on my behalf as authorised will be used to collect and report my VET related data.
- I grant permission for the RTO to utilise photo/s or video/s of myself in marketing including social media accounts, the RTO's website and printed publications including assessment items and training material.
- I declare that the information supplied on this form is correct and complete.

Full Name:

Signature: Date:

Parent/Guardian signature (if student under 18)

Name:

Signature:

Date:



**CONSENT TO USE AND DISCLOSE OF PERSONAL INFORMATION TO THE DEPARTMENT OF EDUCATION & COMMUNITIES AND OTHER GOVERNMENT AGENCIES – CONSUMER PROTECTION DECLARATION**

I understand and agree that it is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) and other

enrolment and training activity-related information ( together Personal Information ) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd ( NCVET). My Personal Information (including the personal information contained on the enrolment form and my training data) may be used or disclosed by

Le Culinaire Hospitality Institute for statistical, regulatory and research purposes. Le Culinaire Hospitality Institute may disclose my personal information for these purposes to the third parties, including.

- School – if I am a secondary student undertaking VET, including a school – based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorized agencies, including the NSW department of education & communities and other government agencies;
- NCVET;
- Organisations conducting student survey's; and

Personal information disclosed to NCVET may be used or disclosed for the following purposes;

- Issuing a VET statement of Attainment or VET qualification, and populating authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including survey's;
- Understanding how the VET market operates, for policy, workforce planning and consumer information and;
- Administering VET, including program administration, regulation, monitoring and evaluation.

I may receive an NCVET student Survey which may be administered by an NCVET employee, agent, or third-party contractor. I may opt out of the survey at the time of being contacted

NCVET will collect, hold, use and disclose my Personal information in accordance with the Privacy Act 1988, the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's Website at [www.ncvet.edu.au](http://www.ncvet.edu.au))

The Department may disclose my Personal information to other Australian government agencies, including those located in States and Territories outside the New South Wales

The above government agencies may use my Personal information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and



assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My personal information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with Le Culinaire Hospitality for the purpose of evaluating and assessing my subsidised training.

I consent to the collection, use and disclosure of my Personal information in the manner outlined above.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required.**

**Guardian Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Document Check List (OFFICE USE ONLY)

### 1. Application Form

- Completed all sections
- Completed the Checklist on the back of the enrolment form
- Ensure you have read, understood, and agree to comply to the terms and conditions of enrolment

### 2. 100 Point Identification Check

DOCUMENTS	POINTS
Primary documents -Birth Certificate -Birth card issued by the NSW Registry of Births Deaths and Marriages -Citizenship Certificate -Current Australia Passport -Expired Australian Passport which has not been cancelled and was current within the preceding two years. -Current passport from another country or diplomatic documents	70
Secondary documents – must have a photograph and a name. The first item from this list is worth 40 points. Any additional items used are worth only 25 points each.  -Current driver photo licence issued by an Australia state or territory. -Identification card issued to a public employee. -Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit -Identification card issued to a student at a tertiary education institution	40
Document – must have name.  -Current credit card or account card from a bank, building society or credit union. - Medicare card	25

### 3. Academic Documents

- Certified copies of relevant academic records in your home country, such as high school or college/university graduation certificates
- Certified copies of relevant academic records in Australia, such as high school or college/university graduation certificates (if relevant)

Enrolment Officer Name: \_\_\_\_\_

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