

Application Form

Nationally Recognised Training Programs



Please complete all sections of the form and send to :
 Training Registrar, FTI, PO Box 579, Fremantle WA 6959

Please attach a brief statement of your reasons for applying for this course outlining your interests and experience.

COURSE DETAILS

Course Name			Course Code	
Program Dates	Start	End		

APPLICANT DETAILS

First name			Surname (last name)	
Address			Suburb	
State			Postcode	
Mobile Phone			Date of Birth	
Home Telephone			Sex	Male / Female
E-Mail address				

EMERGENCY CONTACT (Guardian signature required if applicant under 18 years of age)

Full name			Telephone Number	
Relation			Signature (if Applicant is under 18)	

EDUCATION

High School (name)			University/ College	
Graduation Date			Graduation Date	
TEE/TER Score			Award	
TAFE			Other (such as English school)	
Graduation Date			Graduation Date	

LANGUAGE AND CULTURAL DIVERSITY

Are you of aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)</i>	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes, Aboriginal
	<input type="checkbox"/>	Yes, Torres Strait Islander

Were you born in Australia	<input type="checkbox"/>	Yes
If not please specify		

Do you speak a language other than English at home?	<input type="checkbox"/>	No, English only <i>(Go to disability section)</i>
	<input type="checkbox"/>	Yes, 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
--------------------------------	--------------------------	-----------	--------------------------	------	--------------------------	----------	--------------------------	------------

Date _____ Signature of applicant. _____

DISABILITY

Do you consider that you have a disability, impairment or long-term condition?
(You may indicate more than one area)

<input type="checkbox"/>	No	<input type="checkbox"/>	Vision	<input type="checkbox"/>	Hearing/Deaf	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Medical Condition
<input type="checkbox"/>	Other	<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Acquired Brain Impairment

EDUCATION

What is your highest <u>completed</u> school level?		In which year did you complete that school level			
<input type="checkbox"/>	Completed year 12	<input type="checkbox"/>	Completed year 11	<input type="checkbox"/>	Completed year 10
<input type="checkbox"/>	Completed year 9 or equivalent	<input type="checkbox"/>	Completed year 8 or lower	<input type="checkbox"/>	Did not go to school

Are you still attending secondary school?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
---	--------------------------	-----	--------------------------	----

Have you successfully completed any of the following qualifications?

<input type="checkbox"/>	Yes <i>(please tick ANY applicable boxes)</i>	<input type="checkbox"/>	No <i>(Go to the Employment section)</i>
<input type="checkbox"/>	Bachelor Degree or Higher Degree	<input type="checkbox"/>	Certificate III (or Trade Certificate)
<input type="checkbox"/>	Advanced Diploma or Associate Degree	<input type="checkbox"/>	Certificate II
<input type="checkbox"/>	Diploma (or Associate Diploma)	<input type="checkbox"/>	Certificate I
<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	Certificates other than the above

EMPLOYMENT

Of the following categories, which best describes your current employment status? *(Tick ONE box only)*

<input type="checkbox"/>	Full-time employee	<input type="checkbox"/>	Employed – unpaid worker in a family business
<input type="checkbox"/>	Part-time employee	<input type="checkbox"/>	Unemployed – seeking full-time work
<input type="checkbox"/>	Self employed – not employing others	<input type="checkbox"/>	Unemployed – seeking part-time work
<input type="checkbox"/>	Employer	<input type="checkbox"/>	Not employed – not seeking employment

STUDY REASON

Of the following categories, which best describes your main reason for undertaking this course/traineeship /apprenticeship? *(Tick ONE box only)*

<input type="checkbox"/>	To get a job	<input type="checkbox"/>	To develop my existing business
<input type="checkbox"/>	To start my own business	<input type="checkbox"/>	To try for a different career
<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>	It was a requirement of my job
<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>	To get into another course of study
<input type="checkbox"/>	For personal interest or self development	<input type="checkbox"/>	Other reasons

Centrelink Number		Job Seeker Number	
-------------------	--	-------------------	--

Signature of applicant	
Date:	

Please sign every page of the form

For Office Use Only	
Processed by:	
Date received:	
Interview:	
Offer Letter	
Enrolment Form	

To enrol in accredited courses at the Film & Television Institute:

1. Complete and sign the registration agreement
2. If the applicant is under 18 years of age the legal guardian/ parent must sign the front of this form in emergency contact details.
3. Send to the Film & Television Institute, PO Box 579, Fremantle, WA, 6959. Telephone: 9431 6700 Fax: 9335 1283
4. Some training programs may include additional requirements before an enrolment may be acceptable, this may include submission of portfolios, prerequisite qualifications or attendance at formal or informal interviews, FTI does not require that you pay the enrolment fee until after you have formally been offered a place in the program.

Definitions

The following terms are used in this agreement

1. "Administration Charge" - means the cost incurred by FTI in processing the Student's enrolment in an accredited course/ program.
2. "Dates of Commencement" - means the first day on which the course commences as displayed in our current brochure/fee schedule.
3. "Course/Program" - means the series of classes comprising accredited training in which the Student is enrolled.
4. "Registration fee"- means the sum of money paid by the student to reserve a place in one of FTI's accredited courses.
5. "School" - means The Film & Television Institute (of WA) (ABN: 54 846 991 742) or its appointed agents.
6. "Student"- means the signatory of these terms and conditions.
7. "E&F" - means the studios, computer labs operated by FTI, practical workshop, production, post production and lab facilities, and classrooms within the FTI or any external premises.

Registration & Course/ Program Fees

1. To secure a place in a scheduled program the registration fee must be received in full by the School. The Student agrees to pay the full registration fee prior to Date of Commencement.
2. In the event that the Student does not pay the full registration fee prior to the Commencement date, the Student cannot be guaranteed a place in that course and the place will be offered to other students.
3. If the Student advises the School, in writing, of their intention not to commence the course WITHIN 14 days of lodging the registration form and paying the fee, the PAID Registration Fee will be refunded by the School less an administration charge of AUD \$100.
4. The registration fee is not refundable after 14 days of lodgment and paying the fee, or after the course commencement date.
5. If the Student is unable to undertake the course for which he or she has applied the registration fee can be transferred to the next available FTI accredited course upon notification being received by the school in writing.
6. The Student accepts that the School has the right to refuse any enrolment. This decision is at the discretion of the School's Training Registrar.
7. Students who elect to pay their fees through the payment plan option must make specific arrangements with the FTI Training Registrar one week prior to the commencement of the course. The payment plan option requires an additional agreement to be signed and requires a financial guarantor.

Content of Course

1. The Student acknowledges that the School is entitled to change the content of the course in which the Student is enrolled at any time, allowing for new topics to be introduced and inappropriate topics to be deleted.
2. The Student acknowledges that all materials, including lecture notes, used during the course remain the intellectual property of FTI and must not be disclosed to other parties without the express consent of FTI. In the event that a Student does disclose these materials without proper consent then FTI reserves the right to take whatever disciplinary action it considers necessary against the Student to recover the situation.

E & F use and fee payment

1. The Student acknowledges that during use of E & F he or she will be held accountable for the equipment within that facility. The Student agrees to exercise proper and reasonable care when handling this equipment.
2. In the event that equipment is not functioning during the student's use of equipment and facility, the student agrees to notify E & F staff immediately and provide on a maintenance report full details regarding the equipment.
3. In the event that equipment and facilities are damaged or stolen during the Student's use of the E & F as a result of failure on his or her part to exercise reasonable care the Student agrees to pay, within twenty one (21) days, all costs relevant to replacing or repairing such equipment.
4. Late payment of fees (2 weeks) will result in cancellation of all access to E & F and possible cancellation of lectures.
5. The School reserves the right to cancel the Student's booked E & F time with reasonable cause and with advance notification to the Student.

Cancellation and Deferment

1. Students may defer their studies upon giving one month written notice of such deferment. At the time of deferment all fees must be paid up to the end of the one month notification period and in addition an administration fee of AUD \$500 must be paid. This administration fee is credited towards future course fees upon re-commencement of studies. Students may resume within two years of deferment.
2. Students terminating their studies prior to the scheduled completion date of the course must give one month written notice prior to the date of termination.
3. All tuition fees must be paid up to the date of termination.
4. A cancellation fee of AUD \$500, or the balance of the course fee in full (which ever is the least), is due at the time of cancellation.
5. Non attendance of classes does not constitute cancellation or deferment of the course – Written notice is required.
6. Students may withdraw within the first four weeks of fulltime programs and will be refunded fees pro-rata minus the administration cancellation fee of \$500. Students who withdraw after the first four weeks will be required to pay the full fee amount.

Termination by the School

1. If a Student's conduct is deemed to be unsuitable to attend the school as defined in the student handbook, FTI reserves the right to expel the student. All tuition fees are due at the time of expulsion.

Student Policy

1. The Student also agrees to read all policies described in the FTI nationally recognised training brochures, registration form, student handbook and information session checklist.
2. All students are encouraged to read FTI's Code of Conduct and Standards of Practice.
3. Due to occupational, health and safety requirements the Student agrees to supply his or her own headphones (for workstation purposes only) - for the length of the course.

I _____ have read the School brochure and understand all its contents and requirements. If accepted, I will abide by the terms and conditions set forth in the FTI accredited training brochure and Registration form, and Supplement. I hereby authorise FTI to use my picture, statement, and name in any promotion material relevant to the school. By my signature, I agree to the conditions of this agreement.

Date

Signature of applicant.