

## VET Articulation Application Form

### Important Information

This form applies to all students who are currently enrolled in a Collarts or Division of Collarts Certificate IV program and wishes to articulate into a Diploma or Bachelor program. It should be read in conjunction with the following policies:

- Deferral, Suspension or Cancellation of Enrolment Policy
- International Student Transfer Between Providers Policy
- Tuition Fee Refund Policy
- Grievance & Appeals Policy

International students on a student visa should be aware that transferring to a new program may affect their student visa. Any changes to the enrolment as recorded in an international students Confirmation of Enrolment (CoE) will be reported to the Department of Home Affairs (DHA) via PRISMS in accordance section 19 of the ESOS Act. To check the conditions of a student visa please visit the DHA website at: <https://www.homeaffairs.gov.au> or call 131 881.

### The Application Process

A student wishing to articulate from their current program should complete this form. Collarts will assess and respond to all completed applications within ten working days. Where the application is successful the student's enrolment will be transferred to the new program pending any current unit enrolments. Where an application is unsuccessful the applicant will be advised in writing. Students may Appeal the decision through the Grievance and Appeals process available on MyCollarts. If the application is successful, and the student completes the Acceptance Declaration, Collarts will enroll the student into the new program. After submission of the Acceptance Declaration, if the student elects not to continue with the new program, they will need to complete an Application

to Withdraw and Cancel Enrolment prior to Census date. In this instance, it is the student's responsibility to lodge an *Application for Fee Refund* in accordance with the Tuition Refund Policy and adhere to the timeframes for lodgement to avoid financial penalty.

### Assessment & Notification of Outcome

On receipt of your completed application, Collarts will assess the request in accordance with the Collarts Admissions Policy for Domestic Students and/or the Admissions Policy for International Students (whichever is applicable).

### Privacy Statement

Collarts is committed to the protection of privacy in accordance with the Privacy Act 1988. Collarts collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.


### Lodging the Application Form

You can lodge your completed application ie. including all supporting documentation to Student Services by one of the following means:

In person: To any Collarts campus reception or Student Services Office.

By email: [support@collarts.edu.au](mailto:support@collarts.edu.au)

**Please retain this cover sheet for your records.**

<b>LODGEMENT RECEIPT</b> <b>received by Collarts for assessment</b>	
<b>Collarts</b> 	<b>Date:</b>
	<b>Name:</b>
<b>Student Number:</b>	

Please submit this form to [support@collarts.edu.au](mailto:support@collarts.edu.au) along with all additional Identification

### VET Articulation Application Form

Please indicate below the course you are currently enrolled in and, the program you wish to change or articulate to.

Current Program	Program Articulating to
<input type="radio"/> Certificate IV in Interior Decoration	<input type="radio"/> Diploma of Arts (Interior Design)
	<input type="radio"/> Bachelor of Arts (Interior Design)

**I WISH TO COMMENCE MY NEW PROGRAM IN:**

Trimester: \_\_\_\_\_ Year: \_\_\_\_\_

Personal Details			
Student ID Number			
Title			
Name			
Preferred name			
Gender			
Date of Birth			
Phone number			
Mobile number			
Email address			
Tax File Number			
Country of Birth			
Year you arrived to Australia			
Nationality			
Citizenship/Visa status			
Indigenous Status	<input type="radio"/> Aboriginal <input type="radio"/> Torres Strait Islander	<input type="radio"/> Both	<input type="radio"/> Neither
Employment Status			
Residential Address			
Address			
City/suburb			
Postcode		State	
Postal Address			
<input type="radio"/> Same as residential address	<input type="radio"/> Different see below		
Address			

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City/suburb			
Postcode		State	
<b>Emergency Contact Details</b>			
Emergency contact			
Relationship to student			
Contact Email address			
Contact Phone number			
<b>FEE- HELP details</b>			
Are you wanting to apply FEE-HELP?		<input type="radio"/> Yes	<input type="radio"/> No
<i>If yes please include in a copy of your passport and birth certificate with this application</i>			
<b>Upfront Fee Payment</b>			
Upfront Fee Payment		<input type="radio"/> Yes	<input type="radio"/> No
Who is paying Fees		<input type="radio"/> Myself	<input type="radio"/> Nominee <i>(please complete details below)</i>
Nominated Payee Name			
Nominated Payee email address			
Nominated Payee contact number			
Nominated Payee Relationship			
<b>Course Details</b>			
Study Load		<input type="radio"/> Full Time	<input type="radio"/> Part Time
<input type="radio"/> Blended			
Study Style		<input type="radio"/> Online	<input type="radio"/> Face to Face (Campus)
Do you live with a disability?		<input type="radio"/> Yes	<input type="radio"/> No
Details?			
Country of Birth			
<b>Previous Education History</b>			
Name of Secondary school you attended			
City/Suburb			
Postcode		State	
Country (if applicable)			
Highest Level of Completed			
Year Completed			

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Highest Tertiary Qualification	
Year Completed	
Tertiary Entrance Score	
Highest Qualification held by Parent 1?	
Highest Qualification held by Parent 2?	

**AUTHORISATION:**

I understand the following:

- I will not be allowed to articulate to a higher program until the successful completion of all subjects in my current enrolment.
- Collarts will automatically assess & transfer any potential credit or recognition of prior learning from my previous program/s to my new one.

Student Signature:

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

Program Leader Signature:

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

**OFFICE USE ONLY**

Staff Name:	<input type="radio"/> Approved	<input type="radio"/> Profile Updated	<input type="radio"/> Notification Sent
	<input type="radio"/> Declined		