Application for Interview

Diploma of Interior Design and Decoration

VTAC Code: 51551 | National Code: LMF50408 | BHI Code: MDA64

Attach a passport size photo here

In addition to this application form you must complete a VTAC application.
Due dates shown below (late fees may apply):

Timely applications:	5pm Friday 30 September 2011
Late applicants:	5pm Friday 11 November 2011
Very late:	5pm Friday 9 December 2011
Change of preference:	Wednesday 21 December 2011

Applicant details

Mr/Mrs/Ms/Miss ..... VTAC ID (If applicable) .....

Family name ..... First name .....

Date of birth ..... ☐ Male ☐ Female

Address .....

..... Postcode .....

Phone (home) ..... Phone (mobile) .....

Email .....

Will you complete year 12 VCE this year?

☐ Yes ☐ No

Have you already passed year 12 VCE? (attach a copy of results)

☐ Yes ☐ No If Yes year passed .....

☐ I am a mature age student

Are you an Australian citizen?

☐ Yes ☐ No

If not, are you a permanent resident?

☐ Yes ☐ No If YES continue with this application.

If **NO** please contact the International Student Office on (03) 9286 9425.

Explain why you wish to study this qualification.

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List any experience you have had in the Interior Design Industry.

Please return this form via one of the following ways:

By post: Centre for Creative Industries
Box Hill Institute
Private Bag 2014
Box Hill VIC 3128

In person: Centre for Creative Industries
Building W1, Room 124
1000 Whitehorse Road
Box Hill VIC 3128

Office Use Only
Accepted: Yes No
Letter sent date:.....
Initial:.....

Declaration

I declare the information I have supplied is accurate at the time of my application. I have attached copies of any supporting documentation that is required.

Name ..... Date .....

Signature .....

Disability Liaison Service (DLS) Do you have a disability? ☐ Yes ☐ No

If you have a disability or a medical condition and may require support in your studies, you will need to contact the Disability Liaison Service (DLS) to negotiate your individual support needs. Box Hill Institute respects all students' rights to confidentiality and contact is voluntary. However, if you choose not to contact the DLS, immediate support cannot be guaranteed. It is the applicant's responsibility to make the DLS aware of their support needs. The DLS can be contacted on 9286 9894 or 9286 9893. If you require assistance during the application process (e.g. AUSLAN interpreting at interview, scribe for entry test) please contact the DLS as soon as possible so that the necessary arrangements can be made. The Disability Liaison Service is part of the Centre for Student Support Services, 9286 9891.

Your Privacy

The Institute is required to comply with the national and state privacy regimes and is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. The information you have provided to the Institute's Centre for Creative Industries will be used, where applicable, for the purposes of placing you on waiting lists, assessing your application, accepting your enrolment, assessing your welfare needs (if any), processing and advising you of your assessment results and other communications to you as required. Where you have been asked to provide us with a unique identifier of another organisation, we will only use this identifier for the purposes to which you have consented or for which we may use it as authorised by law. A condition of your application or enrolment is that you consent to the release of your results or statement of progress to your employer, sponsoring organisations or government agencies where appropriate. We also provide information to various government agencies that is relevant to government funded targeted welfare or educational services. You can request access to your personal information by writing to The Administrative Officer, Centre for Creative Industries Private Bag 2014, Box Hill 3128 or by sending an email to privacy@bhtafe.edu.au. If you do not wish to provide the requested information, this may restrict the range of services and educational programs that the Institute can offer you. If you would like further information in relation to the Institute's privacy handling practises, please write to the Privacy Officer, Box Hill Institute of TAFE, Building 2, Elgar Campus, 465 Elgar Road, Box Hill, Victoria 3128 or email privacy@boxhill.edu.au.