



# Traineeship Program - Course Application Form

January - December 2023 Version 1.3



**SHAFSTON**  
SCHOOL OF BUSINESS



**The Mary  
McConnel School**

## Before you start

Who is completing this form?	<input type="checkbox"/> The Applicant	<input type="checkbox"/> Parent or legal guardian
Name of the Parent or legal guardian		

## Applicant Personal Details

Please write your full name, including any middle names, exactly as written on the identity document provided upon application for enrolment

Please use the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want us to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See the USI section later in this form for a detailed explanation.

Given Name		Middle Name		Title	
Family Name		Date of Birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Nationality		Citizenship Status			

## Contact Details - Registration/Course Details

Email Address <small>Used for Student Portal Username</small>		Mobile Phone	
Confirm Your Email Address		Alternative Email Address <small>Optional</small>	
Course Name & Course Code			
The time frame of the training will be dependent on the participant's skills and knowledge of their current industry.			
<b>Delivery Location:</b> Flexible Scheduling and Delivery Formats		<b>Delivery Mode:</b> One on One Blended (online/on campus traineeship)	

## Residential Address

### What is the address of your usual residence?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name		Flat/unit details	
Street or lot number <small>(e.g. 205 or Lot 118)</small>		Street name	
Suburb, locality or town		State	
Postcode		Country	

## Postal Address

Is your Postal address the same as your Residential address?  Yes  No

IF NOT, please provide the physical address (street number and name or post office box)

Building/property name		Flat/unit details	
Street or lot number <small>(e.g. 205 or Lot 118)</small>		Street name	
Suburb, locality or town		State	
Postcode		Country	



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Language and Cultural Diversity			
In which country were you born?		What language do you speak at home? <small>If more than one language, indicate the one that is spoken most often.</small>	
Proficiency in spoken English		Are you of Aboriginal or Torres Strait Islander origin? <small>For persons of both Aboriginal and Torres Strait Islander origin, select both</small>	

Disability	
Do you consider yourself to have a disability, impairment or long-term condition?	
If you have indicated the presence of a disability, impairment or long-term condition, please select the areas in the list <small>You may indicate more than one area.</small>	<input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Medical Condition <input type="checkbox"/> Mental illness <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Other

Education Details	
What is the highest COMPLETED school level? <small>If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.</small>	Year Completed
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please list your school	
Do you have any prior education/ qualifications	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specific
If yes, please select all that apply.	<input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Diploma (or associate degree) <input type="checkbox"/> Certificate IV or advanced certificate/technician <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other Education (including certificates or overseas qualifications not listed above)
Were the above qualifications achieved in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No    Are you currently enrolled in any courses? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you are currently enrolled in any courses, please list the name of the course and the registered training organisation	

Unique Student Identifier (USI) & USI application through your RTO (if you do not already have one)	
<b>Why do we need your USI?</b> From 1 January 2015, we can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <a href="https://www.usi.gov.au/students/create-your-usi/">https://www.usi.gov.au/students/create-your-usi/</a> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.	
Enter your Unique Student Identifier (USI) (if you already have one)	
<b>Application for Unique Student Identifier (USI)</b> If you would like Shafston International to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information outlined in the Shafston International's Student Handbook. I authorise Shafston International to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <a href="https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf">https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf</a>	
<input type="checkbox"/> I authorise you to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. <input type="checkbox"/> I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed above	
Town/City of Birth	Please write the name of the Australian or overseas town or city where you were born.



## Verification of Identity

We will also need to verify your identity to create your USI.  
Please provide details for one of the forms of identity below and confirm your enrolment (numbered 1 to 4).  
Please ensure that the name written in 'Personal Details' section is exactly the same as written in the information you provide below.

Please provide ONE of the forms of identity below:

1. Australian Driver's Licence
2. Australian Passport
3. Non-Australian Passport (with Australian Visa)
4. Other Eligible Photo ID

Please attach a copy of the photo ID and send to [admission@shafston.edu](mailto:admission@shafston.edu)

In accordance with section 11 of the Student Identifiers Act 2014, we will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

## Change of Address

If at any stage there is a change to your details (e.g. address, phone number) you must notify Shafston as soon as possible. Failure to do so could result in, for example, a Qualification or Statement of Attainment being sent to the wrong address. Please contact Shafston via email at [admissions@shafston.edu](mailto:admissions@shafston.edu) to change contact details.

## Disclaimer

I declare and hereby fully waive and release Shafston and its employees, from any and all claims for personal injury, property, damage, or death that may result from my participation in the training activities.

I hereby agree to abide by all rules, instructions, policies and procedures imposed by Shafston relating to the use of the facilities and property available in the Shafston Student Handbook and as described on their website which can be viewed [Here](#)

I declare that I have received pre-enrolment information regarding the course, available at [business.shafston.edu](http://business.shafston.edu)

I fully understand that I have an obligation and responsibility to myself, and all other participants and Shafston's employees to declare any conditions that may impact my ability to participate during the course of training.

## Guarantee

Shafston will provide the training and assessment services outlined in the enrolment form and as described in all pre-enrolment materials. We will assist you to achieve a positive outcome of learning.

Consumers have rights under the Australian Consumer Law (ACL) 2011 to receive the services that have been offered in the agreement or enrolment form and within a reasonable time frame as indicated.

## Resources

Upon enrolment, you will be provided login details to the Shafston Student Resource Portal. This is where you can view the progress of your qualification and learning resources online. Details regarding our policies and procedures which include Student Support Services, Refund Policy and Complaints and Appeals Procedure are available in our Student Handbook located [Here](#)

## Learner Needs Analysis

1. The course you are enrolling into is delivered partially online. Please indicate your general level of comfort using online software and applications by ticking the most appropriate box.  
Note: Should you indicate that assistance is needed, your Training Plan will include support strategies that your trainer will use to assist you

- Very comfortable   
  Comfortable   
  Mostly comfortable   
  Familiar but could use some assistance   
  I will need direct trainer support with online learning

2. Briefly describe the types of online software and computer applications you use at work and their purpose.

3. Think about the last time you did a course of study. Please tick any of the following areas that you found challenging.

- Reading long articles/texts   
  Technical vocabulary   
  Writing responses to complex assessment or test questions  
 Time management   
  Doing independent learning and research   
  Understanding numerical information relevant to your study/work  
 I don't find anything challenging



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## Learner Needs Analysis

4. Do you feel you need any additional support in any of the above areas? If so, please describe the type of help you would prefer from your trainer. If not, simply write 'N/A'  
Note: Should you indicate that assistance is needed, your Training Plan will include support strategies that your trainer will use to assist you.

5. Think about the last time you had to demonstrate practical skills either at work or in a course of study. Please tick any of the following areas that you found challenging.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Understanding verbal instructions   | <input type="checkbox"/> Understanding written instructions              | <input type="checkbox"/> Performing calculations (if relevant)                             |
| <input type="checkbox"/> Manual or physically demanding work | <input type="checkbox"/> Demonstration of interpersonal or social skills | <input type="checkbox"/> Listening to feedback and applying it to improve your performance |
| <input type="checkbox"/> I don't find anything challenging   |  |  |

6. Do you feel you need any additional support in any of the above areas? If so please describe the type of help you would prefer from your trainer. If not, simply write 'N/A'  
Note: Should you indicate that assistance is needed, your Training Plan will include support strategies that your trainer will use to assist you.

## Privacy & Recordkeeping

### Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) qualification with us.

### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also required by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy)

If you would like to seek access to or correct your information, in the first instance, please contact us directly.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at [More info](#)

### Surveys

Under the Data Provision Requirements 2012, we are required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by us for statistical, administrative, regulatory and research purposes. We may disclose your personal information for these purposes to third parties, including:

- |  |   |
|--|---|
| • School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship; | • NCVER;  |
| • Employer – if you are enrolled in training paid by your employer;  | • Organisations conducting student surveys; and |
| • Commonwealth and State or Territory government departments and authorised agencies;                              | • Researchers.                                  |



## Privacy & Recordkeeping

### Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

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

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <https://www.ncver.edu.au>).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Contact information

At any time, you may contact Shafston to:

- request access to your personal information
  - correct your personal information
  - make a complaint about how your personal information has been handled
  - ask a question about this Privacy Notice
- Under the Data Provision Requirements 2012, Shafston International is required to collect personal information about you and to disclose that personal information to the National Centre for Vocation Education Research LTD (NCVER), authorised agencies;

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Shafston for statistical, regulatory and research purposes. Shafston International may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employer – if you are enrolled in training paid by your employer.
- Commonwealth and State or Territory government departments and authorised agencies.
- NCVER.
- Organisations conducting student surveys; and
- Researchers

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- Issuing statement of attainment or qualification and populating authenticated VET transcripts.
- Facilitating statistics and research relating to education, including surveys.
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor.

You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (6th), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website [www.ncver.edu.au](http://www.ncver.edu.au))

## TERMS AND CONDITIONS OF ENROLMENT

Please read the following Terms and Conditions before signing the 'Student (Employee) Acceptance of Offer' which will acknowledge that you (Student) understand and accept the:

### General Terms and Conditions – All Fee for Service Students

- Shafston International Pty Ltd (trading as Shafston International College) undertakes to provide you (the student) with the assistance, information and resources reasonably required to complete your chosen course within the specified time, however, the onus remains with you to use the available assistance, information and resources to make satisfactory progress in your studies and complete by the specified time or apply for an extension prior to this time – See further information in the Suspension and Deferral or Extension of Study section below.
- You are enrolling into the Nationally Recognised qualification selected on your qualification selected on this application. Courses requiring academic prerequisites may require you to provide proof that you hold that pre-requisite qualification or unit prior to enrolment.
- You must meet the requirements of the course selected and abide by the rules and regulations of Shafston. If you fail to comply with any of the Shafston rules, or your behaviour is deemed unacceptable by Shafston, your enrolment may be cancelled. Information on Shafston, rules and regulations is contained in the Student Code of Conduct and Student Handbook located on the website [business.shafston.edu](http://business.shafston.edu)
- You are responsible for your own books, equipment and personal items and hereby release, indemnify and hold harmless Shafston against all liability and claims for any loss or damage to such items, howsoever caused except where liability is expressly imposed by law.
- All learning related material supplied by the Shafston are copyright and remain the property of the Shafston. Unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).
- You agree to advise Shafston of changes of personal information held by the College (in accordance with the Australian Privacy Principles) including: name, address and/or contact details changes during the period of enrolment with 7 days of occurrence.
- Shafston maintains a Privacy and Personal Information Policy which can be viewed on the website [business.shafston.edu](http://business.shafston.edu) In addition to the provisions of this policy, you authorise Shafston to release administrative information concerning academic performance at Shafston your employer (if undertaking a traineeship) to any person who may lawfully require that information, as well as parents/guardians. If you do not agree, you must advise Shafston in writing.
- Students may apply to access information relating to their enrolment including course participation and progress at any time. Instructions on how to access that information is contained within the Shafston's Student access to records policy and procedure published on the website [business.shafston.edu](http://business.shafston.edu)
- You acknowledge that you have read and understood the Student Complaints and Appeals Policy and Procedure Grievance Policy and Procedure outlined in this document, and associated documents published on the website [business.shafston.edu](http://business.shafston.edu)
- You acknowledge that you have read, understood and agree to the terms of the Refund Policy outlined in this document, and published on the website [business.shafston.edu](http://business.shafston.edu)
- The Student Agreement, and the availability of complaints and appeals process, does not remove your right to act under Australian consumer protection law.
- Course cancellation will attract charges - please refer to Shafston cancellation policy for further information.
- All notifications of withdrawal from a course or requests for refunds must be made in writing directly to: [admissions@shafston.edu](mailto:admissions@shafston.edu)
- Cancellation before the start date will attract a full refund minus the non-refundable administration fee.
- Cancellations on or after the start date will not be granted refund of any monies paid in relation to that course unless Shafston Management deems that exceptional circumstances apply.
- Refund requests must be submitted on the Shafston's Cancellation and Refund Form. Students seeking a refund due to exceptional circumstances must submit independent evidence to support their request.
- Refunds approved based on exceptional circumstances are solely at the discretion of the Shafston. Refundable fees will be calculated on a pro rata basis of weeks enrolled or units of competency completed if greater.
- Any refund will be paid to the person or entity that originally paid the course fees
- If you notify us of your cancellation and formal withdrawal in writing before the course start date and on submission of the completed Shafston's Cancellation and Refund Form, your refund will be processed within four weeks of the receipt of the completed Cancellation and Refund Form or start date whichever is the later.
- In the event that the Shafston does not commence your course on the agreed starting date or is unable to deliver your course or its mandatory replacement in full (provider default), you will be offered a refund of unused pre-paid fees (i.e. the tuition fees you have paid to date less the total cost for the tuition services provided to you before the default day). Alternatively, you may be offered enrolment in a suitable alternative course by the Shafston and have your pre-paid fees applied to that alternate course. The alternative course may have different fees to the original course. You (the Employer) may choose whether you would prefer a refund of unused tuition fees, or to accept a place in another course. If you choose placement in another course, Shafston will ask you to sign a document to indicate that you accept the placement. Details of refund arrangements are found in the 'Cancellation and Refund Form' on the website [business.shafston.edu](http://business.shafston.edu)
- I understand that if a new version of the National Qualification is endorsed by the relevant authorities and released, Shafston must manage the transition of its students to the new version in accordance with the Australian Skills Quality Authority's directions and that this circumstance does not constitute Provider Default.
- I understand that in the event that acceptance of an offer is as a result of an Unsolicited Consumer Agreement, the applicant has a cooling-off period of 10 days, from the date of signing the Acceptance Agreement, to withdraw from the course at no financial penalty.
- I understand that in the event that acceptance of an offer is as a result of a Solicited Consumer Agreement, the applicant has a cooling-off period of 5 days, from the date of signing the Acceptance Agreement, to withdraw from the course at no financial penalty.

### Fees, Cancellations and Refunds – Fee for Service Courses: Important Information for Students

- Prior to enrolling, fees may be altered without notice. Once a student has completed the enrolment, fees will not be subject to change for the normal duration of the enrolled course.
- Administration fees are charged for all enrolments and are non-refundable.
- No refund will be given to students who are expelled for misbehaviour outlined in the Student Code of Conduct (Academic and General Misconduct Policies & Procedures; Code of Ethics; Code of Practice) or academic misconduct. The Student Handbook is available on the website [business.shafston.edu](http://business.shafston.edu)
- Late payment will attract a 10% fee of the total amount due
- Students are entitled, at no additional cost, to a formal Testamur and Statement of Results upon successful completion of all course requirements.
- There is an Administration Fee of \$55 for the reissue of any Testamur / Qualifications and/or Statement of Results (Statement of Attainment) reissued or reprinted for courses currently delivered by the College (\$110 for courses no longer offered).
- There is an Administration Fee of \$15 per document for the reissue of any Statements of Attainment or progressive Statement of Attainments before course completion or withdrawal.

### Suspension and Deferral or Extension of Study

- Students may request in writing to defer their course prior to the offered course start date. Prepaid fees will be transferred to the deferred course start date. Deferral requests need to re-commence within 12 months of the original offered course start date.

### Miscellaneous Fees

- Students are entitled, at no additional cost, to a formal Testamur and Statement of Results upon successful completion of all course requirements.
- There is an Administration Fee of \$55 for the reissue of any Testamur / Qualifications and/or Statement of Results (Statement of Attainment) reissued or reprinted for courses currently delivered by the College (\$110 for courses no longer offered).
- There is an Administration Fee of \$15 per document for the reissue of any Statements of Attainment or progressive Statement of Attainments before course completion or withdrawal.



### Complaints and Appeals

32. You acknowledge that you have read and understood the Student Complaints and Appeals Policy and Procedure, Grievance Policy and Procedure outlined in this document, and associated documents published on the website [business.shafston.edu](http://business.shafston.edu)
33. Shafston encourages students to first seek to resolve grievances or appeals directly with the parties concerned.
34. Where the case is not resolved, students may request to appeal a decision made or make a complaint to Shafston by submitting a 'Complaint and Appeal Form' available on the website [business.shafston.edu](http://business.shafston.edu)
35. Shafston Management will investigate the grievance or appeal and a formal written response will be given.
36. Students will be notified of their right to a further appeal or an independent body for external review.

### CONFIDENTIALITY

Shafston is not permitted or authorised to give out your private addresses or the address of other students unless requested within the law. Your personal information will be made available by the provider (Shafston International College) to the Australian Government and designated authorities. This information includes personal and contact details, course enrolment details and changes. Shafston is not permitted to give out personal information or the contact addresses of staff members.

For further information please refer to Shafston handling of personal information published on the Shafston website.

### DECLARATION

I understand that by completing induction, etc the student completing induction, or upon commencement of study using their unique student portal login, I declare that the information supplied to Shafston is, to the best of complete, correct.

I understand that giving false or incomplete information may lead to the refusal of your application or cancellation of enrolment. You accept liability for payment of all fees as explained in the Shafston FFS Application for Enrolment and you agree to abide by Shafston Terms and Conditions of Enrolment. Payment of fees is considered acceptance of Shafston's Terms and Conditions.

### STUDENT DECLARATION AND CONSENT

- I declare that the statements made by me on this enrolment form are true, complete and correct and that I understand the information and clauses outlined above.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I hereby consent to Shafston contacting me for the purposes of a review and to conduct Student Surveys.

### STUDENT (EMPLOYEE) ACCEPTANCE OF OFFER

*\*Please refer to Terms and Conditions above prior to signing this Declaration.*

I \_\_\_\_\_ accept this offer of enrolment and declare that the information provided here is true and correct, and that false information provided by me or lack of disclosure of a material matter may lead to the termination of my enrolment with Shafston School of Business/The Mary McConnel School.

**Student Name:**

**Signature Declaration:**

**Date:**

Day	Month	Year
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