

PROFESSIONAL YEAR PROGRAM (ICT) APPLICATION FORM

PRINT YOUR NAME AS IT APPEARS IN YOUR PASSPORT.
 USE BLOCK LETTERS AND BLACK/BLUE PEN.
 ATTACH PREFERABLY CERTIFIED COPIES OF THE REQUIRED DOCUMENTS.
 MAKE PAYMENT WHEN SUBMITTING THIS FORM.
 HEREIN, "WLPE" REFERS TO "WILLIAM LIGHT PROFESSIONAL EDUCATION".

Personal Details

Given name:	
Family name:	
Gender: <input type="radio"/> Male <input type="radio"/> Female	Date of birth: DD / MM / YYYY
Country of birth:	

Passport & Visa

Nationality on passport:	
Passport no.:	Date of expiry: DD / MM / 20YY
Current visa:	Visa expiry: DD / MM / 20YY

Direct Application or Via Agent

<input type="radio"/> Direct application	<input type="radio"/> Via agent	If via agent, tell us the following:
Consultant Name:		
Agency:		

Contact Details in Australia (Yours, Not Your Agent's)

Address:	
Suburb:	Postcode:
Phone (H):	Phone (M):
Email:	

Contact Details Abroad

Address:	
Suburb:	Postcode:
Country:	
Phone (H):	Phone (M):
Email:	

In Case of Emergency

Name:
Phone:

How Did You First Hear about The William Light Professional Year Program?

<input type="radio"/> Facebook	<input type="radio"/> WeChat	<input type="radio"/> William Light website	<input type="radio"/> Google search	
<input type="radio"/> Agent	<input type="radio"/> Friend/Family	<input type="radio"/> University	<input type="radio"/> Event	<input type="radio"/> Other
Details please:				

Intake Sought

<input type="radio"/> Adelaide	<input type="radio"/> Brisbane	<input type="radio"/> Melbourne	<input type="radio"/> Sydney
Start Date: DD / MM / 20YY	Mon / Tues / Wed / Thurs / Fri / Sat / Sun		

English Proficiency

<input type="radio"/> IELTS General	<input type="radio"/> IELTS Academic	<input type="radio"/> PTE	<input type="radio"/> TOEFL iBT	<input type="radio"/> CAE
Test date: DD / MM / 20YY	Overall score:			
Listening:	Reading:	Speaking:	Writing:	

Education

Institution:	
Qualification:	
Completed: DD / MM / 20YY	GPA/Score:
Language of instruction:	Country:

Institution:	
Qualification:	
Completed: DD / MM / 20YY	GPA/Score:
Language of instruction:	Country:

IT Work Experience (If No IT Experience, Then List Other Work Experience)

From: DD / MM / 20YY	To: DD / MM / 20YY
Position:	
Organization:	
City, country:	

From: DD / MM / 20YY	To: DD / MM / 20YY
Position:	
Organization:	
City, country:	

Document Checklist for ACS

Please find attached copies/certified copies of my:		
<input type="checkbox"/> Academic transcript	<input type="checkbox"/> Completion letter	<input type="checkbox"/> Resume
<input type="checkbox"/> English certificate	<input type="checkbox"/> Passport	<input type="checkbox"/> Visa

Payment Options

Weekday Program Fee = \$10,600 + Non-refundable \$250 Application Fee
Weekend Program Fee = \$11,150 + Non-refundable \$250 Application Fee

Please select your payment option:	
<input type="radio"/> Full payment upfront = \$10,600/\$11,150 (\$250 Application Fee is waived).	
<input type="radio"/> Instalments = \$10,600/\$11,150 + a non-refundable \$250 Application Fee* *\$850/\$1,400 first instalment (includes non-refundable \$250 Application Fee) + 8 subsequent instalments of \$1,250 = \$10,850/\$11,400.	
<input type="radio"/> Contact WLPE for more options.	

I therefore commit to paying the following to WLPE:

Application Fee =	\$ Complete this section.
Program Fee =	\$ Complete this section.
Total Fees =	\$ Complete this section.

Payment Methods

<input type="radio"/> EFT (Electronic Funds Transfer) to:
Smartfutures Group P/L Commonwealth Bank, Norwood, SA 5067 Branch No. 065115, Account No: 10244835
William Light is the trading name for Smartfutures Group P/L. Include your name as a reference for us when doing the EFT. Email a screen-capture of the receipt to py@wli.sa.edu.au .
<input type="radio"/> Direct deposit. Include your name as a reference for William Light. Give a copy of or email a scan of the deposit slip to py@wli.sa.edu.au
<input type="radio"/> Credit or debit card
<input type="radio"/> Cheque (payable to Smartfutures Group P/L)

Declaration

I declare that the information submitted with this application is complete and true. I acknowledge that failure to disclose my academic records may result in WLPE revoking an offer or my studies at any stage. I authorise WLPE to verify my academic and professional qualifications, and my work experience. I understand that at the time of enrolment I will be required to supply originals of all documents provided at the time of this application. I confirm that I have received and read a copy of WLPE's current prospectus and information available on www.wli.sa.edu.au and fully understand the requirements of the course. I authorise WLPE to use my credit/debit card details to pay my Application and Program Fees either in full and upfront or in instalments by every due date as specified in my Letter of Offer.

Signature: _____ **Date:** DD / MM / 20YY

Return this completed Application Form to py@wli.sa.edu.au or William Light Professional Education, L1, 211 Pulteney Street, Adelaide, SA 5000

Office Use Only	
Received by:	Date: DD / MM / 20YY

PROFESSIONAL YEAR PROGRAM (ICT) APPLICATION TERMS & CONDITIONS

Changes in Personal Details

All applicants and participants are required to advise WLPE in writing and no less than 14 days prior regarding any changes in his or her visa status, financial status, contact details, or other important personal changes of which one would reasonably expect WLPE would need to be notified.

Intake Dates, Coursework Days and Duration

WLPE reserves the right to change the intake date up to 7 days before an intake is scheduled to start. WLPE reserves the right to change the coursework day for classes up to 7 days before an intake is scheduled to start.

The Professional Year Program (ICT) is 44 weeks in length but it may take longer depending on completion of coursework components by the applicant, if the applicant has not paid his or her final instalment on time, because of the internship placement start date or as a result of the Christmas break (WLPE break of two weeks/ACS break of three weeks). While every effort is obviously made for the internship/WIL placement to start on time, this may not always be possible due to factors involving the host company's internal processes or other unforeseen circumstances outside of WLPE's control.

Attendance Policy, Leave Applications and Coursework Completion

Attendance is an essential part of the ACS Professional Year Program (ICT). Participants who are enrolled in the WLPE Professional Year Program (ICT) are required to maintain 100% attendance to all classes and 100% attendance for the internship placement.

Participants will receive warning letters before they are excluded from the program and/or reported to the authorities. WLPE will give participants every opportunity to rectify any poor attendance records while also providing advice and counselling as needed.

Successful completion of the Professional Year Program (ICT) does not guarantee a Skills Assessment will be awarded to the graduate by the Australian Computer Society nor does it guarantee 5 migration points and/or permanent residency will be awarded to the graduate by the government's Department of Human Affairs.

Internship Placement

As part of the Program, WLPE agrees to arrange an internship placement with a host company in which the participant will undertake at least 240 hours of unpaid work; work which is reasonably aligned to the participant's field of academic study in ICT. Host companies are selected at the discretion of WLPE and placements are offered at the discretion of host companies. WLPE is not liable for the participant's transport to or from the host company for his or her placement.

The participant will attend all interviews scheduled by WLPE at host companies in a professional manner, just as the participant would be expected to attend an actual ICT job interview. Similarly, the participant will maintain 100% attendance to the placement, be always be on time and not leave early for any day of the placement, never take extended lunch or other breaks, dress professionally, speak and behave professionally, be diligent and hardworking, be polite and respectful, and not breach any of the host company's workplace policies.

Payment of Fees

An application will not be processed until the Application Fee is received. There is no deferment of fees. Once accepted, the applicant is responsible for the full Program Fee (and Application Fee if it is not waived). It is the applicant's responsibility to pay all fees on time as scheduled in the Letter of Offer issued to the applicant.

The applicant should always include his or her name as an identifier when transferring or depositing Application and Program Fees. Please also provide a copy (screen capture, scanned copy or hard copy) of the EFT receipt or deposit slip to WLPE with every payment.

All fees are subject to change without notice. WLPE is not liable for bank fees incurred by the applicant when making payment. If either organisation is charged for bank fees, the applicant or participant will be charged for these amounts.

William Light Professional Education Refund Policy

WLPE agrees to either wholly or partially refund Program Fees to the applicant when the applicant withdraws in writing from the Professional Year Program (ICT) prior to the commencement of the Program. The refund amount is determined by the date (before 5:00pm ACST) when WLPE receives the written withdrawal from the applicant, as detailed in the table below.

Full Refund	Partial Refund	No Refund
<p>WLPE retains the \$250 Application Fee only.</p> <p>When the applicant withdraws in writing from the Professional Year Program anytime <i>before</i> 5:00pm on the 28th day prior to the intake date.</p>	<p>WLPE retains the First Instalment together with the Application Fee totalling \$850/\$1,400.</p> <p>When the applicant withdraws in writing from the Professional Year Program anytime <i>after</i> 5:00pm on the 28th day prior to the intake date <i>and before</i> 5:00pm on the 7th day prior to the intake date.</p>	<p>WLPE retains the full amount and the applicant is committed to paying the full fees.</p> <p>When the applicant withdraws in writing from the Professional Year Program anytime <i>after</i> 5:00pm on the 7th day prior to the intake date.</p>

A full refund of Program Fees is also applicable under the following two circumstances:

- WLPE is unable to deliver the Professional Year Program (ICT).
- WLPE refuses the application for enrolment.

Additional Australian Computer Society Fees

WLPE is licensed by the Australian Computer Society to offer the Professional Year Program (ICT) on its behalf. There is a range of fees which the Australian Computer Society may impose. The most common of these which are typically imposed upon a participant are:

- Failure of the ACS Professional Education Online Course, requiring a payment of \$900 to be re-enrolled.
- Rescheduling of ACS Professional Education Online Course, requiring a payment of \$115 to be deferred.

Agreement to Terms and Conditions

By signing this Application Form, I confirm that I understand and agree to all its terms and conditions, including all those on the following page.

Signature: _____ Name of Signatory: _____ Date: DD / MM / 20YY