

**Certificate III in Screen & Media (CUA31020)  
Specialising in Film and Television Production**

**2023 Certificate III in Screen & Media High School Mid-year Program** will commence on **14/Jul/2023**

Applications must be submitted with the application form, application fee and a copy of identification document. QSFT has the right to withdraw any position they may have offered to the student if fees are not received.

Tuition Fee Payment Schedule will be provided with Letter of Offer.

If you are under 18 years of age, QSFT will only consider your application if your application for is countersigned by a parent or adult guardian.

Make sure you read and agree to the student declaration before completing and signing this form.

If completing hand use an "X" where appropriate.

Use **black or blue pen** and **BLOCK LETTERS**.

All questions must be answered.

Return the completed form to:

Email: [applications@qsft.qld.edu.au](mailto:applications@qsft.qld.edu.au)

**OR**

Queensland School of Film and Television  
PO Box 2378 GRACEVILLE QLD 4075

*Please complete the following information as it appears on your official identification document*

**1. Personal Details**

Family Name:

Given Name:

Middle Name:

Gender:  Male  Female

Date of Birth (DD/MM/YY):

Residential Address:

Suburb/Town/City:

State:  Postcode:

Permanent Address:

Suburb/Town/City:

State:  Postcode:

Country:

Home Phone:

Mobile:

Fax Number:

E-mail Address (Please print clearly):

Emergency Contact Name:

Relationship:

Home Phone:

Mobile:

E-mail Address (Please print clearly):

Current High School (If applicable):

**2. Citizenship & Residency**

Are you an Australian or New Zealand citizen or Permanent Resident?

Yes  No

Are you of Aboriginal origin?

Yes  No

Are you of Torres Strait Islander origin?

Yes  No

**3. Education Status**

**Highest Qualification Completed**

Course:

Institution:

Country:

Year of Completion:

*\* Please attach academic result or certificate*

**Other Reference Documents**

- Evidence of completed 2 or more years of study at a secondary or post secondary educational institution

*\* Please attach academic result or certificate*

**Current Study**

Name of School:

Grade:

VET Teacher Detail:

Name:

Email:

Contact No.:

Media Teacher Detail (if applicable):

Name:

Email:

Contact No.:

#### 4. Study/Course Information

- i. Training materials included in the tuition fee
- ii. Fees DO NOT cover materials such as storage device, study consumables and production consumables & budget
- iii. Class timetables are subject to change
- iv. Information in the course summaries may be subject to change prior course commencement
- v. Learning equipment (not part of fee) required including:
  - a. Portable storage device, e.g. SD Card, USB Drive and Portable HDD
  - b. Headphone
  - c. Laptop or iPad for research and note taking (Optional)

UNIT CODE	UNIT DESCRIPTION
CUAWHS312	Apply work health and safety practices (Core)
CUAIND311	Work effectively in the creative arts industry (Core)
BSBCRT311	Apply critical thinking skills in a team environment (Core)
CUACAM211	Assist with basic camera shoots
CUAWRT302	Write simple stories
CUAPPR311	Produce creative work
CUASOU213	Assist with sound recordings
CUACAM311	Shoot material for screen productions
CUADIG311	Prepare video assets
CUAPOS211	Perform basic vision and sound editing
CUAPOS311	Edit video and audio content for social media

#### 5. Unique Student Identifier (USI)

Your USI number:

Do you authorise QSFT to update your study progress?

Yes  No

If No, do you authorise QSFT to setup for you?

Yes  No

#### 6. Special Requirement(s)

Please indicate any requirements, assistance or considerations that would aid you while studying at QSFT. E.g. Wheelchair access, literacy and numeracy assistance, study assistance, etc.

Do you have any disability or long term medical conditions that may affect your studies?

Yes  No

If Yes: Please indicate the area of impairment and medicine taking during study period,

- Hearing  Mobility  Mental Illness  
 Medical  Learning  Vision  
 Others, please specify

\*Please note, some extra assistance may be provided by other agencies on a Fee for Service basis

#### 7. Language and Cultural Diversity

In which country were you born?

- Australia  
 Other, please specify

Is English your first language?  Yes  No

If No, What is your first language?

#### 8. Class Time

There is 1 class per week on

Friday – 9:30am to 3:30pm

**Note:** final class time and commencement is subject to change depending on the number of enrolment(s)

#### 9. Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course?

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

## 10. Employment

- Full-time employee
- Part-time employee
- Self-employed – not employing others
- Employer
- Employed – unpaid worker in family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

## 11. Fee for Admission

PARTICULAR	FEE
Application Fee (Non-Refundable)	\$100.00
Deposit (Part of Total Fee)	\$200.00
Tuition Fee	\$2,900.00
<b>Total Fee for Study</b>	<b>\$3,000.00</b>

\*We accept VISA / MasterCard / EFTPOS only

\*Credit Card Surcharge – 1.0%

### Application Fee (Not-refundable)

Application will only be processed once the application fee is received

### Deposit (Part of Tuition Fee)

Deposit is due upon receipt of Letter of Offer sent by QSFT. Full deposit amount needs to be received within 14 days to secure student's enrolment with QSFT

### Fees Enclosed with this Application Form

Please ensure you have read and understand QSFT Refund of Fees Policy before processing any payment. If someone else is paying your fees, then you are responsible for making them aware of the Refund of Fees Policy – in this case, when you sign this form, you are giving guaranteed undertaking that the person who paid your fees is aware of the policy. Should the person paying the fees say that they were not aware of the Refund of Fees Policy, then you will be liable to them for any refund claim.

### Payment Plan Option

Payment plan options are available; please contact the school for more information.

## 13. Recognition of Prior Learning (RPL)

RPL is the acknowledgement of skills and knowledge obtained through life experience, education, work experience or previous training.

To find out more or apply for RPL, please contact school administration for further details. It's important that your application is submitted prior the commencement of the course.

## 12. Additional Information

Do you give permission for the school to give out your contact details to industry people with career or work experience opportunities?

- Yes  No

Where did you hear us from?

- Search Engine  School  Expo  
 Newsletter  Social Media  
 Family & Friend  Others, please specify

## 14. Declaration

- I declare that to the best of my knowledge the information supplied herein is correct and complete. I acknowledge that the provision of incorrect information or the withholding of any information relating to my application may result in the cancellation by QSFT or the withdrawal of the institution of any place that may be offered and that this withdrawal may take place at any stage during the course I undertake
- I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications and experience in support of my application
- I clearly understand that the QSFT does not claim positions in the media industry will necessarily be available to graduates
- I have carefully read QSFT Refund of Fees Policy and I understand this policy and agree to abide by it. If someone else is paying my fees, then I give an undertaking that I have made them aware of the Refund of Fees Policy and that should the person paying fees on my behalf say that they were not aware of the Refund of Fees Policy, then I will be liable to them for any refund claim
- I authorise QSFT to forward information to me about other courses and career options, which may be available to me
- I authorise QSFT to send electronic communication and information of any QSFT related activities
- I authorise QSFT to contact any persons, institutions, companies or entities mentioned in this application in order to verify claims made by me
- I authorise QSFT to use my image and course work in any of QSFT's marketing materials

### 15. Declaration – Continue

- I have read QSFT Policies and Procedures and understand that by signing this application form I agree to abide by the document while enrolled at QSFT
- I agree that when 51% or more of tuition fee are paid by a third party, that party will be entitled to privileged access of my attendance records, contact details and academic results. Access to records will remain valid during enrolment of the student at QSFT and after, to a point when DEEWR (Department of Education, Employment and Workplace Relations) deems records no longer need to be kept

Student Signature

Print Name

Signature Date (DD/MM/YY)

#### NOTE to Student

- Have you attached a certified copy of your Identification Document?  
 Yes  No
- Have you attached relevant academic result / certificate Document?  
 Yes  No
- Scholarship Program not applicable for mid-year entry
- It is advisable to make a copy of your application for your own records before submitting to QSFT

Complete the following section if student enrolled is under 18 years of age and / or financial sponsor:  
Guardian / Sponsor Signature

Guardian Print Name

Relationship

Signature Date (DD/MM/YY)

#### NOTE to Guardian / Sponsor

- By signing this document, I am aware of the fee payment process and refund policy

### 14. Payment Method

#### Payment by Transfer / Direct Deposit

Bank Name: Suncorp Bank  
BSB: 484 799  
Account No.: 086 025 196  
Account Name: QLD School of Film and TV

Please enter student's last name and initial as transaction reference. Once payment is processed, please email remittance confirmation to [accounts@qsft.qld.edu.au](mailto:accounts@qsft.qld.edu.au) for reference

#### Payment by VISA, MasterCard

*\*1.0% surcharge applies and will be charged on the same transaction*

Total fee of  is payable to QSFT with submission of this application form

VISA  MasterCard

Card Holder's Name

Cardholder's Signature

Credit Card Number

Expiry Date (MM/YY)

CCV

#### Payment by Cheque/Money Order/Cash

#### OFFICE USE ONLY

Application Received Date (DD/MM/YY)

Application Fee Received

Yes  No

Identification & Other Relevant Document Received

Yes  No

Enrolment Accepted

Yes  No

Scholarship Applicant

Yes  No

Scholarship Application / Document Received

Yes  No

Student Number