queensland school of film and television
established 1992

Application for Admission 2018 ● Diploma - Domestic

Diploma of Screen and Media (CUA51015) Specialising in Film and Television Production

2018 Semesters will commence on **26/Feb/2018** (Semester 1 intake) and **23/Jul/2018** (Semester 2 intake).

Application for Semester 1 intake is due by **27/Jan/2018**
Application for Semester 2 intake is due by **29/Jun/2018**

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 your 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:
Queensland School of Film and Television
PO Box 2378 GRACEVILLE QLD 4075
FAX: 07 3392 7511
Email: applications@qsft.qld.edu.au

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 Qualifications

Have you completed or will you complete Year 12 or equivalent before commencing at QSFT.
☐ Yes ☐ No

Secondary Education

School:
State:
Country:
Year of Completion:
** Please attach academic result or certificate*

Highest Qualification Completed

Course:
Institution:
Country:
Year of Completion:
** Please attach academic result or certificate*

Other Reference Documents - *Please attach academic result or certificate*

☐ IELTS Result (International English Language Testing System)
** Minimum overall score of 5.5 required*

☐ TOEFL Result (Test of English as Foreign Language)
** Minimum overall score of 17 required for each section of skills*

☐ Evidence of completed 2 or more years of study at a secondary or post-secondary educational institution that primary taught in English

4. Study Information

1. Student is enrolled in the Diploma of Screen and Media either on a full-time or part-time basis
2. Part-time status including enrolment of 3 or less units
3. Full-time status including enrolment of minimum 4 units
4. Training material are included in the tuition fee
5. Fees DO NOT cover materials such as storage device, any production consumables and study consumables
6. Class timetables are subject to change
7. Class commencement depending on final participant numbers
8. Information in the course summaries may be subject to change prior course commencement
9. Learning equipment (not part of fee) required including:
    a. Portable storage device, e.g. USB Stick or Portable HDD
    b. Headphone
    c. Laptop or iPad for research and note taking

5. Unit Selection

Please select your chosen Unit of study by placing an "**X**" in the **SELECTION** column. If you intend to study part-time mode, please speak to one of our student officer for study plan.

SEMESTER 1 UNITS
Full-time Study Unit Selection - 5 Foundation Units

UNIT CODE	UNIT DESCRIPTION	SELECTION
CUAPPR505 (Core)	Establish and Maintain Safe Creative Practice (Foundation)	☐
CUAIND502 (Core)	Maintain and Apply Creative Arts Industry Knowledge (Foundation)	☐
CUACAM401	Shoot a Wide Range of Screen Content (Foundation)	☐
CUAPOS401	Edit Screen Content for Fast Turnaround (Foundation)	☐
CUASOU410	Record Sound on Location (Foundation)	☐

SEMESTER 2 UNITS
Full-time Study Unit Selection - 3 Essential Units + 2 Crew and/or Talent Units
Mid-year Entry Unit Selection - Consult with enrollment team for study plan

UNIT CODE	UNIT DESCRIPTION	SELECTION
CUAPPR505 (Core)	Establish and Maintain Safe Creative Practice (Foundation)	☐
CUAIND502 (Core)	Maintain and Apply Creative Arts Industry Knowledge (Foundation)	☐
BSBCRT501 (Core)	Originate and Develop Concepts (Essential)	☐
CUACAM601	Direct Cinematography for Screen Productions (Essential)	☐
CUAANM402	Create Digital Visual Effects (Crew Training)	☐
CUAPOS502	Perform Primary and Secondary Colour Correction (Crew Training)	☐
CUAPPM411	Compile Production Schedules (Essential)	☐
CUAWRT502	Develop Storylines and Treatments (Talent Development)	☐
BSBMKG527	Plan Social Media Engagement (Talent Development)	☐

SEMESTER 3 UNITS
Full-time Study Unit Selection - 2 Essential Units + 3 Crew and/or Talent Units

UNIT CODE	UNIT DESCRIPTION	SELECTION
BSBMKG413	Promote Products and Services (Essential)	☐
BSBCRT402	Collaborate in a Creative Process (Essential)	☐
CUALGT402	Implement Lighting Designs (Crew Training)	☐
CUAPRP401	Coordinate Props (Crew Training)	☐
CUADRT501	Direct Rehearsals of Performers (Talent Development)	☐
BSBPMG522	Undertake Project Work (Talent Development)	☐

6. 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

7. Study Group

Please indicate if you are interested in participating in study group?

☐ Yes ☐ No

Note: final class time and commencement is subject to change depending on the number of students enrolled

8. 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

9. 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?

11. 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 difference 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

12. 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

12. Fee for Admission

PARTICULAR	FEE
Application Fee (Non-Refundable)	$75.00
Deposit (Part of Tuition Fee)	$200.00
Tuition Fee (per Unit of Study)	$1,200.00

*We accept VISA / MasterCard / EFTPOS only
*Credit Card Surcharge – 1.5%

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.

14. 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

15. 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

16. 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

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

- Are you interested in applying QSFT Scholarship Program (deadline applies)
  ☐ Yes ☐ No

- 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

Print Name

Relationship

Date (DD/MM/YY)

NOTE to Guardian / Sponsor

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

17. 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 for reference

☐ **Payment by VISA, MasterCard**
**1.5% 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

Study Plan Completed
☐ Yes ☐ No

Student Number