

## Enrolment Form

Personal Details			
Title:	Surname:	Given Names:	Date of Birth:
Home Address:			
Postal Address:			
Home Phone:	Work Phone:	Mobile:	
Work email:		Personal email:	
Unique Student Identifier (if known):			
Company Details (if applicable)			
Company Name:		Supervisor Name:	
Supervisor Phone:		Supervisor Email:	
Employment and Schooling (tick the appropriate box)			
Which of the following best describes your current employment status?			
<input type="checkbox"/> Full time employee	<input type="checkbox"/> Part time employee	<input type="checkbox"/> Self employed – sole trader	
<input type="checkbox"/> Employer	<input type="checkbox"/> Unemployed – seeking work	<input type="checkbox"/> Unemployed – not seeking work	
Which of the following best describes your main reason for undertaking this course?			
<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To try for a different career	
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> I wanted extra skills for my job	
<input type="checkbox"/> For personal interest	<input type="checkbox"/> For self development	<input type="checkbox"/> Other reasons	
Are you still attending school? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is the highest level of school you have completed?			
<input type="checkbox"/> Year 12	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 10	
<input type="checkbox"/> Year 9	<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Did not go to school	
In what year did you complete that school level?			
Have you successfully completed a qualification at any of the following levels?			
<input type="checkbox"/> Bachelor Degree or higher	<input type="checkbox"/> Advanced Diploma	<input type="checkbox"/> Diploma	
<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Certificate III	<input type="checkbox"/> Certificate I or II	
Are you currently Enrolled in another qualification? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Place of birth and language			
Country of birth			
City of birth			
Country citizenship			
Are you an Australian permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you Aboriginal? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you of Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is English your second language? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, what is your native language?			
Medical conditions/disability			
Do you have a disability, impairment or medical condition that may impact on your learning? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Vision/sight	<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical disability	
<input type="checkbox"/> Learning	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental illness	
<input type="checkbox"/> Acquired brain injury	<input type="checkbox"/> Medical illness	<input type="checkbox"/> Other	
Qualification Details			
What qualification are you enrolling in?			
Qualification code:		Qualification Name:	

### What is your preferred Study Mode?

- Self Paced** - study at home or at work in your own time. No workshop attendance is required. Unlimited trainer support is available by phone and email.
- Blended** - a combination of face-to-face sessions with your trainer and self paced delivery. Unlimited trainer support is available by phone and email.

### What is your preferred Study style?

- Online** - have your entire course available online with access to additional resources.
- Correspondence** - receive all course resources such as textbooks and assessments in a hardcopy format. Resources are presented in a student portfolio for easy management.

### Concession Category

Do you fit any of the concession groups listed below:

- Concession card holder** (student/pensioner/health care/veteran's gold card)
- Health Care Card holder**

### Do you intend to seek Recognition of Prior Learning (RPL) or Credit Transfer?

- Yes     No

### Do you intend to seek a government subsidised training place under any of the following programs?

- Certificate 3 Guarantee (only available to QLD residents who meet the eligibility criteria)
- Higher Level Skills (only available to QLD residents who meet the eligibility criteria)
- Australian Apprenticeships and Traineeships (new worker)
- Education Supplement (through Centrelink)

### Payment Plan Structure

**Guide:** To meet the differing needs of our customers, we offer customised payment plans. We request that you nominate the payment plan structure that you are comfortable committing to. Your payment plan will consist of two components, an upfront amount and a regular periodic payment (for example \$500 upfront, then \$100 a fortnight until the balance is paid). Adapt Education does not charge additional fees or interest payments for customers selecting a payment plan.

#### Step 1 – Upfront payment

I wish to pay \$ \_\_\_\_\_ upfront

I will pay the upfront component by:

- Credit Card                       Please invoice me

#### Step 2

I wish to make regular payments of \$ \_\_\_\_\_

This amount will be paid:

- Weekly                       Fortnightly                       Monthly

**Note:** All payment plan payments are made through a Direct Debit system (set up by Adapt to automatically come out of your account). You will be provided with a Payment Agreement when we send your confirmation of enrolment email. Please discuss with an Adapt Education staff member if this method does not suit you.

### Proof of Identity

Please attach to this enrolment form a copy of one of the following documents as evidence of your identity.

- |  |  |
|--|--|
| <input type="checkbox"/> Drivers Licence                     | <input type="checkbox"/> Birth Certificate (Australian)        |
| <input type="checkbox"/> Medicare Card                       | <input type="checkbox"/> Certificate of Registration by Decent |
| <input type="checkbox"/> Passport (Australian)               | <input type="checkbox"/> Citizenship certificate               |
| <input type="checkbox"/> Visa (with Non Australian Passport) | <input type="checkbox"/> ImmiCard                              |

### Marketing

How did you hear about us:

- |  |   |
|--|---|
| <input type="checkbox"/> Email or Marketing material received from Adapt | <input type="checkbox"/> Social media (facebook, linkedIn, etc) |
| <input type="checkbox"/> Google  | <input type="checkbox"/> Referral/word of mouth                 |
| <input type="checkbox"/> Other online search engine or website           | <input type="checkbox"/> School                                 |

### Terms and Conditions

By signing the student declaration below, you are accepting the terms and conditions outlined here and the policies detailed in the student handbook.

### Enrolment & Induction

Prior to enrolment, students must read the course outline which includes information about the qualification, fees, delivery and vocational outcomes. Adapt offers enrolment on the basis of eligibility and suitability of the course/units to the applicant's needs. Adapt reserves the right to reject an enrolment. To commence the enrolment process Adapt must receive a completed enrolment form. All students will receive a pre-enrolment interview and a course induction.

### Unique Student Identifier

The government requires that all students completing a qualification obtain a Unique Student Identifier (USI). This number will enable you to track all of your training over your lifetime through one central account. If a USI is not provided to Adapt Education your certificate cannot be issued. By accepting the terms and conditions of this enrolment, you give permission for Adapt Education to create a USI on your behalf if one is not provided.

### Payments

Where a student wants to complete a qualification but cannot do so by the contract end date, an extension fee of \$500 per semester may apply in order to continue training and assessment (subject to the contract extension being approved); For all clients deemed financially current, Adapt guarantees that it will provide the training and assessment agreed to in the agreement. Students who do not make payments by their due date will be deemed unfinancial. Students deemed unfinancial may face: loss of trainer support (no email or phone support); no assessment marking; no further resources/units supplied; practical placement cancelled; enrolment suspended; enrolment cancelled; account handed over to a debt collecting agency. Refer to the student handbook for further details.

### Cancelations and Refunds

Enrolments may be cancelled at any time by Adapt Education or the student. Where the student has not commenced a qualification, a full refund will be provided. Where a student has commenced training, a \$200 cancellation fee will apply. A refund will be provided for units not yet commenced. Training is deemed to be commenced once you have received your course induction. A unit is deemed to be commenced based on the start date shown on your training plan. Refunds may not be applicable to students enrolled in a government subsidised program or students whose contract end date has passed. Further information about refunds is provided in the student handbook.

### Discipline

Adapt may apply disciplinary action in the event that a student engages in any activity that is deemed to be: immoral, malicious, dishonourable, illegal, disruptive to the training environment or in breach of the student code of conduct or any other Adapt Policy. Where the misconduct falls within the scope of the laws of the state or Commonwealth, those laws shall be followed in regard to reporting the alleged offence/s. Possible disciplinary action may include but is not limited to: A reprimand or caution; Entering into a behaviour agreement; Payment for cost of damages; suspension or cancellation of enrolment. Refer to the student handbook for further details.

### Information and Privacy

An electronic copy of the student record book and certificate/Statement of Attainment will be kept for 30 years. Adapt is required to retain student assessments for audit purposes and cannot return them. Your personal information (including your training activity data) may be used or disclosed by Adapt Education for reporting, statistical, regulatory and research purposes. Adapt Education 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;
- Host employer – if you are involved in a practical placement;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVET, Researchers or Organisations conducting student surveys
- Parents/Guardians – where they are a party nominated on the Training Plan
- Job Networks, Disability Service Providers, Apprenticeship Centres or other agencies involved in the monitoring of your training
- Centrelink – if you are receiving study benefits

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

- Issuing a VET Statement of Attainment or VET 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 program administration, regulation, monitoring and evaluation.

You may receive an NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVET will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at [www.ncvet.edu.au](http://www.ncvet.edu.au)).

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## Student Declaration and Consent

- I declare that the information provided in this form is true and correct.
- I have read and understood the course outline for the course I have nominated in.
- I have read and agree to the policies in the Adapt Education Student handbook and the terms and conditions on this form.
- If I have not provided a Unique Student Identifier (USI), I grant permission for Adapt Education to create one on my behalf.
- I consent to the collection, use and disclosure of my personal information in accordance with the Information & Privacy Notice above.
- I consent to Adapt Education gaining release of my personal information from other organisations (such as other training companies, job networks, schools, etc.) where it contributes to my training.
- I consent to Adapt Education using any comments/testimonials I provide for marketing and advertising purposes.

**Student Signature:**

**Date:**

**Parent/Guardian Name** (required for all students under the age of 18):

**Parent/Guardian Signature:**

**Date:**

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