

UNE Partnerships complies with relevant legislation regarding the collection and use of personal information, and abides by the Privacy Statement of the University of New England as outlined under Policies at www.une.edu.au

Student Number

Please enrol me in:

- Certificate IV in Training and Assessment
(TAA40104/TAE40110) - **\$1750***

- Certificate IV in Training and Assessment
(TAE40110) - **no charge**
(For those who hold a UNE Partnerships TAA40104 issued after 1 January 2010)

- Certificate IV in Training and Assessment
(TAE40110) - **\$100**
(For those who hold a UNE Partnerships TAA40104 issued before 1 January 2010)

* If you pay the full fee at time of enrolment, a \$100 discount applies

- Certificate IV in Training and Assessment
(TAE40110) - **\$200**
(For those who hold a TAA40104 issued by another provider)

- Certificate IV in Training and Assessment
(TAE40110) Bridging Program - **\$650**
(For those who hold a BSZ40198 qualification)

- Diploma of Training and Assessment
(TAA50104) - **\$2600***

Personal Details

Title _____ First name _____ Last name _____

Residential Address _____

Town/Suburb _____ State _____ P/Code _____

Postal Address _____

Town/Suburb _____ State _____ P/Code _____

Phone (h) _____ (w) _____ (mob) _____

Fax _____ Email (please print clearly) _____

Male Female Date of Birth ____/____/____ Country of Birth: _____

Which language do you mainly speak at home? English Other (*Please specify*) _____

If other, how well do you speak English? very well well not well not at all well

Do you identify as an Australian Aboriginal or Torres Strait Islander? no

Do you have a disability, impairment or long-term condition? no yes (*please state*) _____

Year school completed _____ Highest school level completed _____

Additional educational qualifications _____

Employment status Full time Part time Self-employed Unemployed Other _____

What is the main reason for undertaking this study? _____

Employer Details

Organisation _____ Position _____

Where did you hear about our Training and Assessment Program? _____

For Office Use Only		Auth No:	Date received:	
Level:	Ind:	Mode:	All:	Yr:
Disc:	Debtor:	Deposit:	Ins:	

Terms and Conditions of Enrolment

Course materials

Course materials and online access are included in the course fee. They are exclusively for use by enrolled students and are subject to normal copyright conditions.

Fees

Payment of fees, or an acceptable payment plan, is essential to complete your enrolment and to participate in your chosen course. We reserve the right to withhold the issue of qualifications if any fees are unpaid at the end of your course.

Payment Plan

A payment plan is available, involving a \$950 deposit at enrolment, with the balance of fees paid in ten (10) equal instalments at monthly intervals via your credit card or bank account.

Overseas enrolments

A surcharge of \$200 will be added to course fees for students studying from outside Australia.

Candidature

Your Certificate IV and Diploma course can be completed comfortably within 12 months, and the Certificate IV Bridging Program within 9 months, of the date of enrolment; we will monitor progress with you along the way. You can apply for an extension in extenuating circumstances. Fees apply if approved (ask for details if applicable).

If you do not complete the full course within the candidature period, we will provide a Statement of Attainment for the components you have successfully completed, then close your enrolment in this course.

Employer invoice

If your employer is paying for all or part of the course fee, please provide a letter or purchase order from your employer to indicate their acceptance of the cost and terms of enrolment.

Authority to report to employer/sponsor

If your enrolment has been organised, subsidised or supported by your employer or other sponsor, your signature below authorises

us to provide information relating to your enrolment and study progress to that person or organisation.

Withdrawal and Refund policy

Should you need to withdraw from enrolment early in the course of study, a partial refund may apply. Please write to us providing details of your student number, the course enrolled and the special factors to be considered (preferably documentary evidence, such as medical certificates, etc.). Refunds do incur an administrative fee and will only be considered in the following circumstances:

• Distance education programs

A cooling-off period of 21 days from the date of enrolment applies; our administration fee is 30% of the full course fee. Requests received after the 21-day cooling-off period will be considered under exceptional circumstances.

• For programs incorporating 'workshop' sessions

Notification of withdrawal from courses with a workshop or tutorial component must be received by us at least eight (8) days prior to commencement of the first session; our administrative fee is 50% of the full course fee. Withdrawal seven (7) or fewer days prior to course commencement will not be refunded, but substitutions are allowed.

We reserve the right to alter the arrangements for workshops or tutorials before or during the course, depending on enrolment levels. We will inform you of any such changes as quickly as possible.

Notification

Please advise us if you have a disability, impairment or special need that could impact on your learning. Also, notify promptly any changes of address, contact details or employment, to ensure we can keep in touch during your studies.

UNE Alumni

On successful completion of this course, you will be eligible to join UNE's Alumni program. Further details will be available closer to completion of your study.

Declaration: I have read and agree to abide by the terms and conditions set out above. I declare that the information I have given is true and accurate.

Applicant's signature: _____ Date: _____

Payment details

Full upfront payment (\$100 discount) Overseas student charge of \$200 no payment required

Please invoice my employer. I have attached a purchase order.

I secure this enrolment with a deposit of at least \$950 by cheque/credit card today. (See Terms and Conditions above)

I enclose a cheque payable to UNE Partnerships Pty Ltd for \$ _____

Please charge my Visa Mastercard

Card Number: _____

Amount \$: _____ Expiry Date: _____

Name on card: _____ Signature: _____

NB: All cheques and credit card payments will be subject to clearance/approval.