



Student Enrolment Form

Application Date:

First Name/s: Last Name:

Address: Gender:

Suburb: State: Postcode:

Postal Address: Suburb: State: Postcode:

Date of Birth: Email Address: Primary Phone:

Are you above 18 years' old? Yes No Country of Birth: Secondary Phone:

If you are under 18 years' old, your parent/guardian will need to sign your application form as well.

Are you Aboriginal and/or Torres Strait Islander? Aboriginal Torres Strait Islander No

Main Language Spoken at Home: Are you an Australian Permanent Resident? Yes No

If not English, how well do you speak English? Very Well Well Not Well Not at All If not, are you on Student Visa? Yes No

Course Details: (See Course Outline for delivery options and available durations)

Course Name: Course Duration: months

Course Code: Course Location:

Course Start Date: Do you want to apply for RPL? Yes No

Delivery Mode:

Self-Paced Learning (Online)

Online Workshop

Face-to-Face Workshop

Evening Workshops (Online)

Please briefly explain / outline the skills and experience you believe you have that relates to the course in which you are enrolling.

Additional Info: (please answer all questions)

Employment Status: Full-Time Part-Time Employer Seeking Full-Time Work Seeking Part-Time Work

Self Employed Unpaid Worker in Family Business Unemployed: Not Seeking Work

Are you still attending Secondary School? Yes No What is your highest Completed School Level? e.g. Yr 10

In which year did you complete that level? e.g. 2001

Have you successfully completed any of the following qualifications? (please select all that apply)

Certificate I Certificate II Certificate III (or Trade Cert) Certificate IV (or Advanced Cert)

Diploma Advanced Diploma or Associate Degree Bachelor Degree or Higher Other

Do you have access to a computer with internet? Yes No

I understand that I will receive my results and student correspondence online

How do you rate your computer skills? Poor Basic Good Excellent

How do you rate your ability to work with numbers? Poor Basic Good Excellent

Do you need any additional support? Yes, (specify) No

Do you live with any physical/mental disability that may affect your participation in the course?

No Disability Hearing Physical Intellectual Learning Mental Illness Brain Impairment Vision Medical Condition

Other (specify)

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

To get a job To try for a different career I wanted extra skills for my job Other

To develop my existing business To get a better job or promotion To get into another course of study

To start my own business It was a requirement of my job For personal interest or self-development

Office Use Only: Student No: Enrolment No:

Entered Client Payment Received Enrolment Form Uploaded VP Checklist Entered in KP Learner

Created Invoice Access Granted Welcome Pack Sent Course Advisor:

Unique Student Identifier

Student Name:

The Australian Government has initiated the USI and requires all students in VET courses to apply for their individual USI number and provide this to their Training Provider. A Training Provider cannot issue a Certificate unless the USI is supplied. To obtain your USI, click on this link (<https://www.usi.gov.au/students/create-usi>)

1. Enter your Unique Student identifier (if you already have one)

Unique Student Identifier:

2. If NO, please obtain your USI by clicking this link: <https://www.usi.gov.au/students/create-usi>

Payment Details:

Preferred Payment Method (please TICK ONE):

Credit/Debit Card Direct Debit >> PLEASE Complete The Direct Debit Form ([CLICK HERE](#))

Electronic Funds Transfer (EFT) >>

Account Name: Inspire Education Pty Ltd

Bank or Personal Cheque

Bank: National Australia Bank (NAB)

BSB: 084-004

Account No: 504 244 164

Reference: Your Full Name (this is a MUST so we can identify your particular payment)

FLEXIBLE Payment Options:

Please Tick and Fill Out Your Payment Amount: (See Course Outline for Current Pricing)

One Upfront Payment of \$

OR

Upfront Payment of \$ Plus Weekly Payments of \$

OR

Upfront Payment of \$ Plus Monthly Payments of \$

OR

Upfront Payment of \$ Plus Remaining Balance of \$ after Month(s)

Pricing subject to change. Please see Course Outline for full pricing terms and conditions.

Credit Card Authorisation:

I, authorise Inspire Education to debit \$ upfront; and

\$ x (if payment plan selected above) from the following credit card for the purpose of enrolling into training. For both upfront payments and payment plan amounts, please debit my card as per the selected payment option above according to the following details:

Card Type (please TICK ONE): Visa Mastercard

Card Number: Expiry: / CVC:

Card Holders Name:

Signature:

Invoice Details (for companies ONLY):

Contact Name:

Business Name:

ABN:

Address:

Suburb: State:

Postcode:

Contact Email:

Business Phone:

Fax:

Applicant Declaration: *(Please read, and sign below)*

I would like to apply for enrolment in the selected vocational training course with Inspire Education Pty Ltd (RTO # 32067) or one of its training partners (see Student Handbook) - dependent on course, location, and date. I have read and understand information about my course including course delivery and duration, entry requirements, required resources, and other relevant information in the Course Brochure and on the [Inspire Education website \(https://www.inspireeducation.net.au/\)](https://www.inspireeducation.net.au/).

I have also reviewed the policies and procedures associated with my enrolment in the [Student handbook \(click here\)](#) and understand these terms of my enrolment with Inspire Education. I have read and understood Inspire Education's Privacy Policy, which can be viewed here >>> <http://www.inspireeducation.net.au/privacy-policy/>.

USI:

I understand that I will be required to supply a USI to Inspire Education in accordance with national legislation. I declare that I have answered all questions truthfully to the best of my knowledge. I understand that all my personal details, including my USI, are confidential and are protected by relevant privacy laws. I give my consent to Inspire Education to release my name, date of birth, contact details and statistical information, including my USI, to the relevant Federal government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/training-organisations/usi-support-materials/privacy-notice-students-when-applying-usi-their-behalf>

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

Courses Paid via Payment Plans (Subscriptions/Subsequent Payments):

I understand that Inspire Education will make arrangements to automatically bill/charge subscriptions and subsequent payments to my chosen credit card or bank account.

I understand that if I enrolled via approved payment plans, I may cancel or withdraw my course enrolment anytime, provided I give 30 days written notice to studentservices@inspireeducation.net.au. Upon the approval of the written cancellation, all the funds I have paid prior are forfeited, while all payments scheduled prior will remain due. Payments scheduled after the date of approval of the cancellation will cease (within 30 days from receipt of written notice).

Refunds (See the Student Handbook for full Refund policy):

Provided I give written notice within thirty (30) days from the date of this application, and provided I return all materials unmarked and unused (where applicable) within seven (7) days of such notice, I will be entitled to a refund of the total course fees less 25% of the full course fee or a minimum of \$250 (whichever is the greater) to cover administration costs. I understand that if I fail to give the required written notice and do not wish to transfer to another course with Inspire I am liable for the full course fee.

If my course is paid via payment plan, the clauses regarding such will apply. If my course contains a classroom component (blended-delivery or full face-to-face courses), and I do not intend to attend a course I have booked into, I understand the below fees are applicable:

- At least 14 days' notice- Full refund (less 25% admin fee or a minimum of \$250 (whichever is the greater)
- Less than 14 days' notice - No refund

Course Transfer (See the Student Handbook for full Transfer policy):

I understand that I am able to request to transfer my enrolment to a different course offered by Inspire within six (6) months of this application date. I understand that I will incur a \$190 transfer fee PLUS must pay the difference between my original course fee paid and the full fee (not promotional pricing) of the new course I am transferring to (where applicable). No refund is given if the full price of the course I am transferring to is less than my original fee paid. I understand enrolments cannot be transferred to another person. If my course contains a classroom component (blended-delivery or full face-to-face courses), and I wish to change my course commencement date, I understand the below fees are applicable:

- At least 14 days' notice - \$190 transfer fee payable
- Less than 14 days' notice - Full course fee payable

I understand that I am able to request to upgrade my enrolment from a distance/online delivery to a Blended delivery of the same course, if offered by Inspire, within six (6) months of this application date. I understand that I will be liable to pay the difference between my original course fee paid and the full fee (not promotional pricing) of the blended delivery course I am transferring to (where applicable).

I understand that course transfers only apply to courses delivered by Inspire Education and does not include transfers to courses delivered by partner RTOs.

6-Month 'Intensive' Online Enrolments:

If I have chosen the six (6) month online course option, I am aware that this is a significant study load - equivalent to completing this nationally-accredited qualification with double the study load when compared to the twelve (12) month option. If I do not complete this course in my chosen timeframe I am aware I will be charged an extension fee for each additional month I require as outlined in the student handbook.

Upgrade Enrolments:

I understand if my current experience and prior qualifications do not cover all units of the course I am upgrading to, additional gap training may be required at an additional fee of \$345 per unit.

2 for 1 Courses:

I understand that when taking up the two-for-one course offer, I must pay the full price of the higher valued course. This offer is valid for online/distance learning courses only and the second/free course the two-for-one promotion is not transferable to any other person. I understand that I can start my second course up to 12 months from the commencement date of my first course or on completion of the enrolment of my first course (unless the promotion states the same commencement date must be selected for the product bundle), whichever comes first. I will inform Inspire Education of my preferred start dates for both courses.

I am aware that enrolling into two courses will be a significant study load equivalent to two nationally accredited qualifications, and if I require course extensions beyond the original course duration they are subject to a monthly extension fee as outlined in the [Student Handbook](#).

All Aged Care, Disability, Home and Community Care, Early Childhood Education, Education Support and Training and Assessment Enrolments:

I understand that I am enrolling into a course that requires vocational placement, therefore must be eligible to work in Australia.

Courses with Stated Pre-requisite Units:

I understand that to enter this course, I must provide documentation to show Competency in all prerequisite units or any relevant prior qualifications as stated in the Course Outline. If I am not competent in some of the prerequisites units or prior qualifications required for my course entry, I understand that I am able to complete the training for these units for additional fees.

I am aware that if I choose to enrol in a course option which includes gap training to complete prerequisites units, that this will represent a significant study load increase including up to 50% more work to complete in the original course duration. If I do not complete this course in my chosen timeframe I am aware I will be charged an extension fee for each additional month I require as outlined in the student handbook.

TAE40116 Certificate IV in Training and Assessment Enrolments:

I confirm that I am able to provide evidence of vocational competency in the area in which I am intending to deliver training and assessment. "Vocational Competency" is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification. I understand I will need access to a Registered Training Organisation (RTO) with a qualified observer to complete the unit TAEASS402 Assess competence.

Courses Requiring Workplace (As advised in Course Page and other materials):

I confirm that I have access to a workplace to conduct my qualification requirements. I understand that I am required to make workplace arrangements where required for an assessment requirement, and Inspire Education is not liable for arranging work placement.

10773NAT Certificate IV in TESOL Enrolments:

I understand that if I cannot provide sufficient evidence of my English skills and do not pass the Language, Literacy, Numeracy (LLN) Assessment, I will be entitled to a refund of the total course fees less 25% of the full course fee or a minimum of \$250 (whichever is the greater) to cover the cost of the administration fees, including the LLN assessment.

Blended-Delivery, or Face-to-Face Enrolments:

I understand I need to provide my own laptop/notebook computer to use during my workshop. If I fail to attend all or part to the face-to-face component of the course, I understand I will be eligible to complete the course as a distance student. If Inspire should cancel a workshop, I understand I will be entitled to a full refund of the course fees (or a pro-rata refund if one week has been attended), or I can transfer funds to another/future workshop if preferred.

I understand that Inspire Education is not responsible for expenses incurred by students in preparing to attend courses subsequently cancelled in advance of the scheduled commencement. This includes but is not limited to flights and accommodation expenses.

Online Classroom/Evening Session Enrolments:

I understand that this is an online course, and therefore I must be comfortable and confident using computers and technology. I understand that any data charges and technology not provided by Inspire Education are my own responsibility. I am aware that to enrol in this course I must have access to the internet with minimum speeds of 5mbps download and 1.5mbps upload and I guarantee that I have tested my internet speed prior to enrolling and it meets the above minimum requirements. If I do encounter any technical difficulties which affect my participation in my course, I understand I am not entitled to a refund of course fees, however, I may transfer funds to another/future workshop.

All Third Party Courses:

I have read and understood that where advertised in the brochure and the relevant website pages, courses may be provided by external RTOs as advertised by Inspire Education. I understand that Inspire Education will not be held liable for the quality of training by partner providers and the policies and procedures of the partner provider will be followed whilst I undertake the purchased product.

Non-Residents Studying in Australia:

I confirm I am required to have an appropriate visa to study in Australia with a non-CRICOS training provider. If my course includes a vocational placement requirement, I understand and confirm I have enough time left on my visa to complete the vocational placement required of the course in an appropriate registered Australian facility.

Student Full Name:

Date:

Signed:

For students under 18 years' old, please have your parent or guardian sign below:

I, hereby give
 permission to

enrol in the above mentioned course with Inspire Education. I confirm that I have read and understood the terms and I agree to all terms and conditions provided.

Date:

Signed:

Once this form is completed, please return to your Enrolment Coordinator, or to the details below:

Email (scan and send): enrolments@inspireeducation.net.au

Post: GPO Box 1180, Brisbane, QLD 4001