



Student Enrolment Form

Application Date: Male Female Country of Birth: Date of Birth:

First Name/s: Last Name:

Address:

Suburb: State: Postcode:

Postal Address:

Suburb: State: Postcode:

Email: Secondary Phone: Primary Phone:

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

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

Course Name: Delivery Mode: Distance/Online Learning Blended Delivery

Course Duration: months Course Location:

Course Start Date: I would like to apply for Recognition of Prior Learning (RPL)

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

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:

Student Name:

Payment Details:

Preferred Payment Method (please TICK ONE):

Credit/Debit Card

Direct Debit >> MUST Complete This Form >> <http://www.inspireeducation.net.au/documents/direct-debit-request.pdf>

Electronic Funds Transfer (EFT) >>

Account Name: Inspire Education Pty Ltd

Bank or Personal Cheque

Bank: Bank of Queensland

BSB: 124-001 **Account No:** 208 441 10

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)

Just One Upfront Payment of \$

OR

3x Monthly Payments of \$ (Please nominate date for second payment / / 2014)

(CREDIT CARD OR DIRECT DEBIT ONLY)

OR

One Upfront Payment of \$ Plus 6x Monthly Payments of \$
(Please nominate date for second payment / / 2014)

(CREDIT CARD OR DIRECT DEBIT ONLY)

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

If you are applying for a Special Package Enrolment, Please Select It Here:

Cert III + Diploma Child Care Package (\$2900 total)

Bookkeeping RPL Special (6 Month Course - \$1890)

Combined Certificate IV in Bookkeeping/Accounting (\$2500 total)

Combined Certificate III in Aged Care/Home Care (\$1840 total)

Full Face-to-Face Course: 1st Week + Express Workshop (\$2685 total)

Other Please Specify:

Credit Card Authorisation:

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

\$ x months (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: /

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 reviewed the policies and procedures associated with my enrolment in the student handbook here >>> http://www.inspireeducation.net.au/documents/Student_Handbook.pdf and understand these terms of my enrolment with Inspire Education.

I have read and understand Inspire Education's Privacy Policy, which can be viewed here >>> <http://www.inspireeducation.net.au/privacy-policy/>

Refunds (See the Student Handbook for full Transfer 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 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 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)
- 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 three (3) months of this application date. I understand that I will incur a \$250 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 - \$250 transfer fee payable
- Less than 14 days' notice - Full course fee payable

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

I understand that if I fail to attend all or part to the face-to-face component of the course, 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.

6-Month Fast Track Distance 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.

All Aged Care, Home and Community Care, and Early Childhood Education Enrolments:

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

Diploma of Children's Services Enrolments:

I understand that, to enter this course, I must provide documentation to show competency in all prerequisite units 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.

Diploma of Work Health and Safety Enrolments:

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 pre-requisites units, that this will represent a significant study load increase including up to 50% more work to complete in the twelve (12) months 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.

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 am eligible for a refund of the total course fees less a 25% fee to cover the cost of my LLN Assessment.

Certificate IV Bookkeeping – Special RPL Enrolments:

I understand that by enrolling in for this special recognition of prior learning (RPL) price, I must be able to gain RPL for 6 or more course units. If I am unable to gain RPL for at least 6 units, I understand an additional fee of \$500 will be required for additional gap training.

TAELLN411 Unit Enrolments:

I understand that I must be working in a training facility with access to learners with Language, Literacy and Numeracy requirements to complete this unit.

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.

Student Full Name:

Date:

Signed:

Once this form is completed, please return to Inspire Education:

Email: enrolments@inspireeducation.net.au; **Fax:** 1800 008 128;

Post: GPO Box 1180, Brisbane, QLD 4001