

COURSE INFORMATION

| | |
|-----------------|--|
| Course Name | |
| Course Location | |
| Course Dates | |

PERSONAL DETAILS

| | | | | | |
|--|-------------------------------------|---------------------------------|--------------------------------|--|--|
| Title | Given names | Family name (Surname) | | | |
| | | | | | |
| Date of Birth (<i>Day/month/year</i>) | Gender (<i>Tick ONE box only</i>) | | | | |
| / / | <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Other | | |
| Home phone | | Mobile | | | |
| Email address | | | | | |
| USI Number* | | | | | |
| What is the address of your usual residence? | | | | | |
| Street, unit or lot number <i>(e.g. 205, Unit 1 or Lot 118)</i> | | Street name | | | |
| Suburb, locality or town | | | | | |
| State/territory | | Postcode | | | |
| What is your postal address (if different from above)? | | | | | |
| Street, unit or lot number <i>(e.g. 205, Unit 1 or Lot 118)</i> | | Street name | | | |
| Suburb, locality or town | | | | | |
| State/territory | | | | | |
| State/territory | | Postcode | | | |
| Employee/Company Details | | | | | |
| Employee/Company Name | | Contact Name and Number | | | |

Support Required

| | | | |
|--|---|--|--|
| Do you consider yourself to have a disability, impairment or long-term condition? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No (Go to the next section) |
| If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: <i>(You may indicate more than one area)</i> | | | |
| <input type="checkbox"/> Hearing/deaf | <input type="checkbox"/> Learning | <input type="checkbox"/> Medical condition | |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Mental illness | <input type="checkbox"/> Vision | |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Other: | |
| If you answered YES to the above question do you require any assistance to participate in this course? | | | |
| <input type="checkbox"/> No | <input type="checkbox"/> Yes (We'll arrange a meeting to discuss this with you) | | |

Dietary Requirements

Please indicate if you have any Dietary requirements

- Vegetarian
 Other – Please specify:
- Gluten Free

Please outline if you have any food allergies

Payment Details

Company Details (if your company is paying for the training)

| | | |
|---------|------------------|------|
| Details | Company Name: | ABN: |
| | Company Contact: | |
| | Contact Number: | |
| | Contact Email: | |

Payment Options (Please indicate which payment options you are completing the payment under)

| | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> Direct Debit | Please transfer agreed funds to our nominated account. Details Below: | |
| | Account Name: | Australian Group Training PTY LTD |
| | BSB Number: | 064 – 192 |
| | Account Number: | 1006 4558 |
| <input type="checkbox"/> Purchase Order | Purchase Order Number: | |
| | Please attach a copy of the purchase order to the enrolment form. | |
| <input type="checkbox"/> Credit Card | Credit Card Details will be processed during your course, if you require the funds to be processed earlier please contact us. | |
| | Card Holder Name: | |
| | Card Number: | CVC Number: |
| | Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard | Expiry Date: |
| | Amount: | |
| | Signature: | |

Student Declaration

Please Note: DO NOT SIGN this form if you have not understood the Terms and Conditions below and those outlined in the Student Handbook. If required, please ask the RTO to explain or provide further written information on any of the above before enrolling and signing below.

I have read, understand and agree to the following:

1. I will follow all Information and Rules and Regulations as outlined on this form as well as all Policies and Procedures of the RTO.
2. I will follow the instructions of my Trainers and Assessors as well as other staff and contractors engaged by the RTO.
3. I release and hold harmless the RTO, its Directors, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.
4. I approve of Australian Group Training releasing copies of my course outcomes to another party, such as an employer, only if they have paid for my attendance on this course.

I declare truly and solemnly that's the information provided on this Application for Enrolment form is true and correct.

Agreement

| | | |
|---------------------|--|-------|
| Name (please print) | | |
| Signature | | Date: |

Terms and Conditions

As an RTO, we are required to provide you, prior to enrolment, information on the following:

Privacy

The information you provide to Coex Training (Coex) will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating the training and assessment services requested by you. Your personal information will not be released unless required by law or approval is provided by you. Your information will never be sold to a third party. Your information may be provided to a third party who has entered into a legally binding agreement with Coex to provide services to either you or the RTO and who agrees to keep your personally information confidential except as required by law. Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the Data Provision Requirements 2012 and in line with current AVETMISS requirements however, this information is reported in a manner that does not identify you.

Training Services

Information on training services provided by Coex is available from the RTO website, via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. If you have not seen or read information regarding the requirements of the courses, you should not submit this form until you have done so.

Assessment

To complete this course, you are required to successfully complete all required assessments. Assessments of units will be conducted at various times throughout the course and will include both theoretical and practical components. Additional assessment processes will be explained to you during the course or can be provided to you by Coex. Should you have any additional questions regarding your assessment process or have any concerns please discuss these with Coex. RPL may be offered by Coex. Should you wish to undertake RPL please speak to Coex prior to enrolment.

Support Services And Special Needs

COEX will take every possible action to ensure it support you throughout your training and assessment process. If at any point throughout your course you require assistance or support please discuss these needs with Coex or your Trainer and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake the course, please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect your learning, we will not be able to assist you if the need arises. This may impact on your ability to finish the course.

Your Rights

As part of your training and assessment, you have various rights. Please refer to the Student Handbook for more information. Coex wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the CEO of Coex immediately either face to face, via phone or in writing. If you feel you need to complain about any aspect of service or training and assessment you may do so verbally or in writing. Appeals on any decision made by Coex may be lodged with the CEO and must be done so in writing. If required you can gain access to your records by contacting the CEO of the RTO.

Refund Policy & Cooling off Period

Coex has appropriate safeguards and fair options in place for any monies paid in advance and guarantees that once you have commenced your training / assessment you will be provided with every opportunity to complete the course. In the event that a course is cancelled, whilst in progress, due to circumstances beyond Coex's control, the RTO will provide you with a refund of fees on hold or offer to transfer you to another course. The RTO will refund a pro rata proportion of any money paid by you and not yet used for the delivery and assessment of the course, in the event we cancel or discontinue a course. You will also have a cooling off period of 5 days. This is outside of any refund policy.

Withdrawal And Refunds

If you withdraw from a course at least 14 calendar days prior to the commencement date, you will receive a full refund less any enrolment fees. Should you withdraw within 14 calendar days of course commencement you will be liable for any enrolment fees and 50% of the course cost. Should you withdraw from the course once commenced, you will forfeit all monies paid and be liable for the full course cost.

Unique Student Identifier (USI)

As of January 1st 2015, you are required to provide Coex with your USI. If you do not have one, you authorise us to search and check on your behalf, and if required to apply for the USI for you. We will provide you a copy with the relevant documentation. For more information, visit www.usi.gov.au.

Rules And Regulations

To graduate from your enrolled course, you must be able to fulfil the following obligations:

- Demonstrate to the trainer and assessor through attendance and assessment, both formal training, theory and practical assessment that academic and professional skills have been obtained to a satisfactory level.
- Satisfy all academic, administrative and financial obligations to the organisation.

You must promptly notify the RTO of any change of name, address and contact details and notify the CEO of anything that may stop you from completing the course.

You may be suspended or expelled from the RTO at the CEO's discretion for:

- Failure to uphold or maintain any of the RTO's Policies and Procedures
- Serious misconduct or breach of legislation