COURSE ENROLMENT FORM

Instructions: Please complete this document and return it to us to indicate your intention to enrol in a course with United Colleges of Australia.

First
Name: __________________________________________________________________________

Last
Name: __________________________________________________________________________ Male □ Female □

Address: __________________________________________________________________________

Suburb: __________________________________________________________________________ Post
Code: __________________________________________________________________________

Work:
Phone: __________________________________________________________________________ Mobile
Phone: __________________________________________________________________________

Email: __________________________________________________________________________

USI (if
known) __________________________________________________________________________

COURSE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course name</th>
<th>Tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC33015</td>
<td>Certificate III in Individual Support</td>
<td></td>
</tr>
<tr>
<td>CHC43015</td>
<td>Certificate IV in Ageing Support</td>
<td></td>
</tr>
<tr>
<td>CHCS2015</td>
<td>Diploma of Community Services</td>
<td></td>
</tr>
</tbody>
</table>

How did you hear about UCA?

☐ Employer                     ☐ Internet                          ☐ Shopping centre
☐ Letterbox drop               ☐ Newspaper ad                      ☐ Re-enrolment / member
☐ Newspaper insert            ☐ Friend                                ☐ Advertisement
☐ Library                      ☐ Other – please specify

RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT) – if applicable

Do you wish to apply for RPL / CT for any units of competency offered by United Colleges of Australia? □ YES / NO

☐ YES – I want to discuss advance standing for previous accredited training (Credit)

☐ YES – I want to discuss my work experience or other history that might help with getting recognition for parts of the course (RPL)

EMERGENCY CONTACT DETAILS

Full Name __________________________________________ Relationship to You _____________________________

Telephone ____________________ Mobile __________________________

Address _______________________________________________________________________________________

In any event of an emergency do you give United Colleges of Australia permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? □ YES / NO
GOVERNMENT SURVEY

The Federal Government requires all colleges to collect these statistics to assist with educational planning. Your confidentiality is assured as you are not identified with these statistics.

In which country were you born?  

Australia Citizenship Status:  
☐ Australian Citizen ☐ New Zealand Citizen ☐ Australian Permanent Resident  
☐ Other Visa – Please specify ____________________________

Do you speak a language or languages other than English at home?  
☐ No, English only ☐ Yes – please specify ____________________________

How well do you speak English?  
☐ Very well ☐ Well ☐ Not well ☐ Not at all

Do you consider yourself to have a disability, impairment or long term condition?  
☐ No ☐ Yes – please specify ____________________________  
☐ Hearing/def  ☐ Intellectual  ☐ Acquired brain impairment

☐ Vision  ☐ Physical  ☐ Mental illness  ☐ Other – please specify ____________________________

☐ Learning  ☐ Medical condition  ☐ Other – please specify ____________________________

Prior Education  
☐ Foundation  ☐ Certificate I  ☐ Certificate II  
☐ Certificate III  ☐ Certificate IV & above  ☐ Cert IV or above with Acquired Disability

What is your current employment status? (Please tick one)  
☐ Full-time employee  ☐ Part-time employee  ☐ Self employed – not employing others  
☐ Employer  ☐ Employed – unpaid worker in family business  ☐ Unemployed – seeking full-time work  
☐ Unemployed – seeking part-time work  ☐ Not employed – not seeking employment

What is your highest completed school level?  
☐ Year 12  ☐ Year 11  ☐ Year 10  ☐ Year 9 or lower

In what year did you complete that school level?  

Study Reason – Of the following categories, which BEST describes your main reason for undertaking this course? (Please tick one)  
☐ To get a job  ☐ To develop my existing business  ☐ To start my own business  
☐ To try for a different career  ☐ To get a better job or promotion  ☐ It was a requirement of my job  
☐ For personal interest / self-development  ☐ To get into another course of study  ☐ Other reason
PAYMENT PLAN

A – PAYMENT INSTRUCTION
☐ Option 1 – 4 instalments payable
☐ Option 2 – 3 instalments payable
☐ Option 3 – 2 instalments payable

B – PAYMENT METHOD – CHOOSE ONLY ONE METHOD
☐ Bank Transfer
ACCOUNT NAME: UCA
BSB: 062005
ACCOUNT NUMBER: 1121 8761
☐ Cash Payment
☐ Cheque
ACCOUNT NAME: United Colleges of Au

FEES & REFUNDS

It is the policy of UCA to have fair and reasonable financial dealings with all clients and students.

UCA will not require a prospective or current learner to prepay fees in excess of a total of $1500 (being the threshold prepaid fee amount), in advance of either the commencement of training or any current stage of training or assessment delivery.

Payment for any course, training or assessment does not guarantee a successful outcome, or any issuance of a certificate.

UCA will clearly identify the amount applicable for tuition, training &/or assessment and any materials or other fees, as well as the timeframes for payments prior to enrolment and the student will be provided with clear invoices outlining the cost of training.

A refund will only be considered to the value of any portion of the course that has not been opened or commenced by the student.

The initial quote or price presented by UCA to a prospective Student is based on the information provided by the Student. The price for training &/or assessment may vary during the course, if the amount of training requested by the Student, or the proportion of training versus CT / RPL assessment varies during the course.

Prices quoted by UCA include pre-enrolment administration elements, including but not limited to application processing, capturing and verifying student identification, applying for any relevant funding, language, literacy and numeracy testing and marking. The initial amount to be paid at the time of enrolment, as outlined in the course information sheets, in UCA’s Fee Schedule and outlined on the UCA website, covers the provision of these pre-enrolment services. In the case of a shortened (due to RPL or CT) course it may constitute the total fee. The initial payment however is not considered a prepayment of training or assessment fees. A refund of the initial payment made at the time of enrolment may therefore only be applied for where:

a) The application for a refund is received within fourteen days of payment and
b) The student has not commenced the course or commenced any units

In any instance where fees have not been paid in advance, UCA reserves the right to withhold Certification documents until all applicable fees are received.

OTHER EXPENSES INFORMATION

Some courses require participants to invest in their study. Where this is the case, any additional costs to undertake a course will be explained on the website and course information and in person in the pre-enrolment interview.

Other expenses are separate to fees and are expenses the candidate may incur. These may include:

• A replacement copy of course resources (fee payable is dependent on the resource)
• Textbooks where the participant can purchase texts if they want their own copy
• Laptops or mobile devices where the participant can bring these to class and use them to complete the course
• Other equipment needed to complete the course
• Clothing requirements such as uniform shoes needed to complete the work placement component of study
• Travel expenses where the participant is required to travel to a placement or location at their own expense as part of the course

COURSE FEES CAN BE PAID BY INSTALMENTS

Payment schedule agreement:

By signing the enrolment form, course participants who choose to pay by instalments agree to honour UCA’s payment plan and understand that:

1. All instalments must be paid on or before the due date;
2. UCA reserves the right to suspend access to the course in the event that a participant fails to pay any part of the course fees as and when it falls due for payment;
3. In the event that a participant requests or fails to advise of a course cancellation, the refund policy applies;
4. UCA will not issue a Statement of Attainment / Certificate until course fees are paid in full.

Default on the payment schedule:

1. The enrolment will be suspended and outstanding accounts will become immediately due and payable;
2. As a cancelled participant the outstanding account will become immediately due and payable;
3. The outstanding debt will be forwarded to a debt collection agency, and
4. The participant may also be required to pay additional fees associated with the debt collection process.

REPLACEMENT OF PARCHMENTS/TESTAMURI

No fee will be charged for an original parchment. However, replacement parchment / testamur will incur a fee of $25. Please note that a request for a parchment / testamur may entail a cost at some point in the future.

REFUNDS

Failure to commence a course or notify of absence will result in the full fee being due for any days missed, including for all materials and consumables that may have been provisioned.

Circumstances such as illness and traumatic events will be considered as Exceptional Circumstances for refund purposes. Learners will be required to provide evidence to support claims of exceptional circumstances e.g.: illness and accident – doctor’s certificate) or family crisis.

Classroom programs may be changed or cancelled due to low enrolment or other reasons which are out of the control of UCA. Reasonable notice of cancellation including an offer to transfer to another program within (a) six (6) weeks of the original course will be given to students: if UCA cannot honour the transfer within the six (6) week period and the student prefers, UCA will refund the full payment made in advance.

PROCEDURE

Any application or request for a refund of any fee amount paid in advance, must be made in writing by completing a Request for Refund Decision Form (available on the UCA website), addressed to United Colleges of Australia and sent via email to info@unitedcolleges.edu.au.

Where a refund is determined to be payable:

• Once the CEO has given permission for a refund, the administration staff will notify Accounts for a refund to be issued.
• Copy of refund details (including the Request for Refund form) is to be placed in student’s file and/or contact log.

Additional information can be located in UCA’s PRICING, FEES, REFUNDS AND TERMS
PRIVACY STATEMENT & STUDENT DECLARATION

Privacy Notice
Under the Data Provision Requirements 2012, [insert RTO name] is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by [insert RTO name] for statistical, regulatory and research purposes. [insert RTO name] 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;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

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

- Issuing statements of attainment or 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 programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I confirm that I have been given the opportunity to read the participant information on the UCA web site www.unitedcollegesaustralia.com.au. I accept the terms and conditions of enrolment and the refund policy.

STUDENT SIGNATURE [or electronic acknowledgement]……………………………………… [DATE] …………………………………

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]*…………………………………… [DATE] ………………………

*Parental/guardian consent is required for all students under the age of 18.

DATA ENTRY CHECKLIST – OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Date:</th>
<th>Course ID:</th>
<th>Candidate AVETMISS details entered:</th>
<th>NO</th>
<th>YES</th>
<th>NOTES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed form scanned and added to file:</td>
<td>Follow up needed</td>
<td>NO</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>