



APPLICATION FOR ENROLMENT FORM

<p>Please complete the following form in full.</p>					
Section 1 – Personal Details (Please choose by placing an X in the boxes that apply to you)					
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Surname:					
Given Names:					
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth:	
Section 2 – Identification					
Unique Student Identifier (USI)					
Allman College is required by law to verify your Unique Student Identifier (USI) before we can issue certification.					
Do you have a USI?	<input type="checkbox"/> Yes		Your USI No.		
Obtaining your USI?	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> I will obtain my own USI from http://www.usi.gov.au/. I understand that delay in supplying my USI to Allman College may result in delay in course participation and certification.</p> <p><input type="checkbox"/> I authorise Allman College to obtain a USI on my behalf. I have attached two forms of ID.</p> <p><input type="checkbox"/> I have an USI exemption. Please provide a copy the exemption. Further details about USI exemptions can be found here:</p> <p>https://www.usi.gov.au/exemptions</p>				
Provide at least two forms of photo ID (e.g. Driver's License, Passport, etc) (please attach a copy of your ID to this document)					
ID Type:					
ID #:					
Where ID was issued country and state					
Section 3 – Qualification / Course Details					
I wish to enrol in the following course:					
<input type="checkbox"/>					



<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
Delivery Mode:	<input type="checkbox"/> Face to Face <input type="checkbox"/> Blended <input type="checkbox"/> Online <input type="checkbox"/> Traineeship <input type="checkbox"/> Assessment Only (RPL)			
Section 4 – Contact Details				
Personal Contacts				
Phone: (Home)		Mobile:		
Email:				
Home Address:				
Address:				
Suburb:		State:		Postcode:
Section 5 – Workplace Details (if applicable)				
Company Name:				
Address:				
Suburb:		State:		Postcode:
Email Address :				
Contact Person:		Work No:		
Section 6 - Payment				
Responsibility for Payment	<input type="checkbox"/> Student <input type="checkbox"/> Employer	<input type="checkbox"/> Other: (Please identify)		
Fees:				
<ul style="list-style-type: none">▪ Fee schedules and payment plans will be emailed prior to enrolment. Student will be provided with all the necessary information prior to enrolment.▪ Payment must be made in accordance with the fee schedule.▪ The enrolment fee of \$100 is payable immediately. No refund is applicable for this fee.▪ Cancellation fees may apply, refer to refund policy listed in the student handbook.▪ Allman College will not accept fees greater than \$1500 before training is commenced and no more than \$1500 is held in advance at any time during training.▪ Payment plans are available. Please speak to our admin staff.				



Agreement to Payment terms outlined above.

I have been provided with all information regarding course fees and I hereby agree to the Fees and payment terms.

Student Signature:		Date:	
RTO Signature:		Date:	

Section 7 – Personal Information

Indigenous Status (Please choose by placing an X in the boxes that apply to you)

<input type="checkbox"/>	Yes, Aboriginal	<input type="checkbox"/>	Yes, Aboriginal and Torres Strait Islander
<input type="checkbox"/>	Yes. Torres Strait Islander	<input type="checkbox"/>	No, Neither Aboriginal or Torres Strait Islander

A. Employment Status (Please choose by placing an X in the boxes that apply to you)

<input type="checkbox"/>	Full-Time Employee	<input type="checkbox"/>	Employed – Unpaid Worker in Family Business
<input type="checkbox"/>	Part-Time Employee	<input type="checkbox"/>	Unemployed – Seeking Full-Time Work
<input type="checkbox"/>	Self-Employed (Not Employing Others)	<input type="checkbox"/>	Unemployed – Seeking Part-Time Work
<input type="checkbox"/>	Employer	<input type="checkbox"/>	Not Employed – Not Seeking Employment

B. Disability Status (Please choose by placing an X in the boxes that apply to you)

Do you consider that you have a disability, impairment / long term condition that may affect your participation in the course?

Yes No – Go to D.

Disability, Impairment or Long-Term Condition:

<input type="checkbox"/> Hearing / Deafness	<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Vision	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Learning	<input type="checkbox"/> Not Specified

Other:

Do you need any additional support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Specify support required:



To enable successful participation and completion of the course you are eligible to undertake, Allman College will endeavour to provide you with support where possible. In the event Allman College does not have the capacity to cater for your needs we will recommend you to either an external support service, or another provider. Any costs associated with a third party are incurred by you, and not Allman College.

Please note below, any support services you require and note any issues that may limit your participation and completion of the course.

D. Language and Literacy (Please choose by placing an X in the boxes that apply to you)

Are you an Australian citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your country of birth?		
Please state your Visa Class (if applicable) e.g., 500, 457 etc	Please attach copy of your VISA to the back page of this document*	
Is English your first language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, what language do you usually speak?		
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well	<input type="checkbox"/> Minimal <input type="checkbox"/> Not at all

*In some cases, registered training organisations may enrol students who are temporarily visiting Australia on certain visas, other than study visas. Any course undertaken by a student visa holder must be registered on CRICOS. Allman College holds CRICOS Registration.

E. Education (Please choose by placing an X in the boxes that apply to you)

What is your highest level of education COMPLETED?			
<input type="checkbox"/>	Did not go to school	<input type="checkbox"/>	Completed Year 10 or Equivalent
<input type="checkbox"/>	Year 8 or Below	<input type="checkbox"/>	Completed Year 11 or Equivalent
<input type="checkbox"/>	Completed Year 9 or Equivalent	<input type="checkbox"/>	Completed Year 12 or Equivalent
Year / Month Completed:	/	School:	

F. Training (Please choose by placing an X in the boxes that apply to you)

Have you completed any other courses / qualifications? (Specify Below) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Qualification Level	Name of Qualification	Qualification Level	Name of Qualification
<input type="checkbox"/>	Certificate I	<input type="checkbox"/>	Adv Diploma
<input type="checkbox"/>	Certificate III	<input type="checkbox"/>	
<input type="checkbox"/>	Certificate IV	<input type="checkbox"/>	
<input type="checkbox"/>	Diploma	<input type="checkbox"/>	
<input type="checkbox"/> Other:			



G. Reason for Study (Please choose by placing an X in the boxes that apply to you)

Which of the following statements best describes your reason for enrolling in this course?	<input type="checkbox"/> Personal Interest	<input type="checkbox"/> To start my own business
	<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business
	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> To try another career
	<input type="checkbox"/> I want extra skills for my job	<input type="checkbox"/> Meet CPD / license / vocational requirements
	<input type="checkbox"/> Requirement of my job	<input type="checkbox"/> To gain a qualification
	<input type="checkbox"/> Other: (Please identify)	

H. Entry Requirements (Please choose by placing an X in the boxes that apply to you)

Can you meet all the entry requirements for the course you are enrolling in?	<input type="checkbox"/> Yes, I meet all entry requirements
	<input type="checkbox"/> No, I do not meet all entry requirements

PRIVACY STATEMENT

I acknowledge that under the Data Provision Requirements 2020 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for the following purposes:

- populate authenticated VET transcripts;
- facilitate statistics and research relating to education, including surveys and data linkage;
- pre-populate RTO student enrolment forms;
- understand how the VET market operates, for policy, workforce planning and consumer information; and
- administer VET, including program administration, regulation, monitoring and evaluation.

I understand that I may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies and that I 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Section 8 –Student Enrolment and Policy Acceptance Declaration

I, _____, declare that I have answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to Allman College to release my name, date of birth, contact details and statistical information to the relevant Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

I declare that I have read, understood and agree with the following:

Initial



All enrolments are confirmed in writing before the course starts, giving details of the course start times and venue. In the unlikely event you do not receive confirmation of a course prior to the commencement date, please contact us immediately.	
Training Services Information on the training services provided is available from Allman College's 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 Allman College. Should you have any additional questions regarding your assessment process or have any concerns please discuss these with Allman College. Recognition of Prior Learning (RPL) may be offered by Allman College. Should you wish to undertake RPL please speak to Allman College prior to enrolment.	
Language, Literacy Numeracy and Digital Skills (LLND) Students who are enrolling in a qualification may be required to complete an LLND pre-course assessment. Allman College may recommend that students who struggle to satisfactorily complete the LLND assessment undertake a pre-enrolment literacy and numeracy course prior to enrolment. This course will be at the student's expense. Students who require assistance or are unsure if they meet the LLND requirements for their chosen course are encouraged to speak to us prior to enrolment.	
Support Services and Special Needs Allman College will support you throughout your training and assessment process. If at any point throughout your course you require assistance or support, please discuss your needs with your Trainer and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, digital capability, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake the course, please notify staff prior to enrolment. If you do not tell us of any condition that may affect your learning, we may not be able to assist you if the need arises. This may impact on your ability to finish the course. In the event Allman College does not have the capacity to cater for your needs we will recommend you to either an external support service, or another provider. Any costs associated with a third party are incurred by you, and not Allman College.	
Your Rights As part of your training and assessment, you have various rights. Please refer to the Student Handbook for more information. Allman College wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated against or feel abused, please notify the CEO of Allman College 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 Allman College 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 Allman College.	



Complaints and Appeals We are committed to providing an effective, efficient, timely, fair and confidential complaint and appeal procedure for all students. Complainants are entitled to access the complaint procedures regardless of the location and delivery mode in which the complaint has arisen. Complaints should be formally lodged with the Student Support Officer or the CEO to ensure they are handled in the appropriate manner. To access Allman College's complaints and Appeals policy and procedure, please visit our website.	
Refund Policy & Cooling Off Period Allman College 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 Allman College's control, Allman College will provide you with a refund of any fees on hold or offer to transfer you to another course. Allman College 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. See the website for information about a cooling off period.	
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.	
Media Release At times during the course, staff / contractors of Allman College may take photos/video for use in promotional activity. These photos / videos will remain the property of Allman College and will not be sold to any third party. Some of the media may be used for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance of participating in such activities. Please advise the CEO of Allman College in writing if you do not wish to participate in any promotional activity.	
Rules and Regulations To graduate from your enrolled course, you must be able to fulfil the following obligations: <ul style="list-style-type: none">– Demonstrate to the trainer and assessor through active participation and completing assessments that academic and professional skills have been obtained to a satisfactory level, as required by the Training Package.– Satisfy all academic, administrative and financial obligations to Allman College.– You must promptly notify Allman College 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 Allman College at the CEO's discretion for:<ul style="list-style-type: none">○ Failure to uphold or maintain any of Allman College's Policies and Procedures○ Serious misconduct or breach of legislation	
Privacy The primary purpose of collecting personal information that you supply on this form is to process your enrolment and government reporting. We may also use these details to keep you informed of upcoming events. We will not disclose your information to a third party. For more details of our Privacy Policy, please visit the website or contact CEO of Allman College.	



Collection Fees

By signing this enrolment form you acknowledge that you will be liable for all course fees and charges. In the event of non-payment of our invoice/s this result in the matter being handed to our Debt Collection Agency.

Student Declaration

I, _____ have read, understood and agree to the following:

- a) I will follow all Information and Rules and Regulations as outlined in this form as well as all Policies and Procedures of Allman College.
- b) I will follow the instructions of my Trainers and Assessors as well as other staff and contractors engaged by Allman College.
- c) I release and hold harmless Allman College, its Directors, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.

Student Name:			
Student Signature:	Date:		
Allman College Staff Name:			
Staff Signature:	Date:		

Admin Use Only

Student Name:							
Course Enrolled:							
Pre enrolment interview completed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date:		Initial:	
Fee Schedule sent to student	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date:		Initial:	
LLND Assessment completed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date:		Initial:	
Enrolment processed in SMS:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date:		Initial:	
Student File Created:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date:		Initial:	
Invoice Raised:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date:		Initial:	
Invoice Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date:		Initial:	
Confirmation Letter Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date:		Initial:	
Student Orientation Induction Completed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date:		Initial:	