

Enrolment Form- Distance/ Online Study

Mailing Address: PO Box 1133 Kenmore Queensland 4069 Australia Telephone: +61 7 3852 6967 Fax: +61 7 3852 6968 Email: info@actb.com.au

ACTB Enrolment Form

ENROLMENT FORM: Please complete the details and return to ACTB by email, fax or mail with supporting documents

1. Personal Details

First Name _____

Surname _____

Date of Birth ____/____/____ Male Female

Home address _____

State _____ Postcode _____ Country _____

Telephone _____

Mobile _____

Email _____

Are you an Australian citizen/Permanent Resident? Yes No

Citizenship (as per passport) _____

Country of Birth _____

Postal address _____

State _____ Postcode _____ Country _____

2. Education

What is your highest COMPLETED school level? (Tick ONE box only)

Never attended school Below Year 8 Year 8 Year 9
 Year 10 Year 11 Year 12

In which YEAR did you complete the above school level? _____

Are you still attending secondary school? Yes No

Have you SUCCESSFULLY completed any of the following qualifications? Yes No

Certificate I Certificate II Certificate III (or Trade Certificate)
 Certificate IV (or Advanced Certificate/ Technician)
 Diploma Advanced Diploma or Associate Degree
 Bachelor Degree/ Higher Degree Certificates other than above

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only.)

To get a job 01 To develop my existing business 02
 To start my own business 03 To try for a different career 04
 To get a better job or promotion 05
 It was a requirement of my job 06
 I wanted extra skills for my job 07 To get another course of study 08
 For personal interest or self-development 12 Other reasons 11

4. How did you find out about Australian College of Technology and Business?

Friend ACTB Website Internet search
 PIER Website Advertisement Exhibition/ Seminar
 Agent (Specify agent's name) _____
 Other (Please specify below) _____

5. Program choice (Distance/Online courses*)

Select your course (✓) Please refer to the payment options in Section 7 below

- BSB40207 Certificate IV in Business (\$1,995)
 BSB40807 Certificate IV in Frontline Management (\$1,995)
 BSB 51407 Diploma of Project Management (\$2,995**)
 BSB51107 Diploma of Management (\$1,795)
 BSB50207 Diploma of Business (\$1,795)
 Dual Diploma of Business/ Management (\$2,995)
 BSB60407 Advanced Diploma of Management (\$2,995**)
 BSB60507 Advanced Diploma of Marketing (\$2,995**)
 BSB60507 Advanced Diploma of Business (\$2,995**)
 TAE40110 Certificate IV in Training and Assessment (\$995 upfront)
 TAE50310 Diploma of International Education Services \$3,995

What is your preferred starting date? _____

**Course materials and assessments will be available online or via email within 2 weeks upon confirmation of enrolment.*

***An additional \$80 will be charged to mail the textbook to students living outside Australia*

6. Additional Information

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often.)

No, English only Yes, I speak _____

How well do you speak English?

Very well Well Not well Not at all

Are you of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal Yes, Torres Strait Islander

Do you consider yourself to have a disability, impairment or long-term condition? No Yes

If yes, please provide details, so we can provide appropriate support (You may indicate more than one area.)

Hearing/ Deaf 11 Physical 12 Intellectual 13
 Learning 14 Mental illness 15 Acquired brain impairment 16
 Vision 17 Medical condition 18 Other 19

Of the following categories, which BEST describes your current employment status?

Full time employee Part-time employee Not employed
 Employer Unemployed, seeking work Unemployed, not seeking work

7. Payment plan

You will be required to pay \$1000 upfront prior to the commencement of the course, and the balance in 5 consecutive equal monthly instalments on the 5th day of each month starting from the date of enrolment.

Please note that Certificates and/or Statement of Attainment (interim or final) will be issued only after the full course fee has been paid.

8. Student Declaration

I declare that this information is complete and correct and that my enrolment is subject to my compliance with the conditions of enrolment noted on this form that I have read and understood. I accept liability for the payment of all fees applicable to the course for which I am seeking enrolment. I understand and agree to the Refund Policy noted on this Enrolment Form. I agree to abide by the policies, rules and regulations of ACTB as relevant to my enrolment as a student of the college.

Student signature _____

Date _____

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CONDITIONS OF ENROLMENT

Fees

All fees must be paid as invoiced of the course. All fees are payable in Australian dollars. Students will not be permitted to commence or continue their course until all outstanding fees have been paid. ACTB reserves the right to cancel a student's enrolment for non-payment of fees. ACTB reserves the right to change its fees at any time.

Refund policy

Refund of the fees will only be granted in accordance with the refund policy set out below.

Full Refund: Australian College of Technology and Business (ACTB) has a fee refund policy for situations where special circumstances exist. We will make a full refund of course fees paid in the following circumstances:

- In the unlikely event that ACTB is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by ACTB at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.
- ACTB reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, if necessary. In such circumstances, if the course is postponed by more than four weeks, and if a student is unable to enrol in a similar course at ACTB all fees will be refunded within 14 days.

No Fee Refund

- For online/ distance education subjects: If a student withdraws from, cancels or fails to attend a program or course within 7 calendar days after the date of enrolment, ACTB will not refund any of the fees paid for that unit, program or course semester. The date of enrolment is the date noted on the confirmation of enrolment email sent to the student. In effect, the student has a 7-calendar days cooling off period. (Note: If the student withdraws from, or cancels their enrolment in writing within 7 days from the date of enrolment, any pre-paid fees less \$200 Administration fee will be refunded)
- For workshop based subjects: If a student withdraws from the course 7 calendar days prior to the commencement of the workshop, any pre-paid workshop fees, less an administration charge of \$200 will be refunded to the student. No refunds will be given for cancellations after the commencement date.

Requests for Refund of Tuition Fees: A student who wishes to apply for a Refund of tuition fees in accordance with this Refund Policy should do so in writing and stating reasons and relevant details by submitting it to the Manager, Australian College of Technology and Business Pty Ltd (ACTB).

Payment of Refund: All refunds for which a student is eligible will be forwarded, within 28 days to the person who paid the fees

Approvals: All refunds must be approved by the PEO. Exemptions to any of the above mention cases may only occur where the student has extenuating or compassionate grounds as determined by the PEO. "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws"

Terms

1. ACTB reserves the right to change its fees and conditions, cancel or defer courses, and to alter course timetables at any time.
2. Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 and for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Queensland government in the State of Queensland; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. The College is required, under s19 of the ESOS Act 2000, to report certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance. It is a requirement of the Australian Quality Framework that students can access personal information held by ACTB and may request corrections to information that is incorrect or out of date. Please apply in writing to the PEO if you wish to view your own records.
3. Photographs, videos and testimonials taken by ACTB may be used for marketing and promotional purposes, unless the student advises the college in writing, in an email to info@actb.com.au prior to enrolment that they do not wish their images to be used for the above purposes.
4. All students must adhere to ACTB's code of conduct and ACTB policies, rules and regulations. Details are available in the Student Handbook that can be downloaded from the ACTB website: www.actb.com.au. It is a condition of enrolment that students read, understand and follow the college rules and code of conduct. Students are advised to familiarise themselves with the details in the Student Handbook. Aggressive behaviour, bullying, racism, vandalism and/or conduct that threaten others are not tolerated. Failure to follow the college Code of Conduct may result in the student being: asked to leave the campus; reported to appropriate authorities; required to pay for any damages; suspended from the college for a specific period without refund of fees; or expelled for serious breaches. It is the student's responsibility to read and understand the information provided in the Student Handbook. The Student Handbook and other relevant information is publicly available on the college website: www.actb.com.au

WHAT YOU NEED TO DO

Step 1: Complete the enrolment form and attach the following documents:

- Copy of your last completed qualification
- Proof of date of birth (Copy of Date of Birth certificate or copy of passport)
- Copy of current visa if you are a temporary resident in Australia (Please note that international students on student visas are not eligible to enrol in distance education courses)

Step 2: Submit your enrolment form, with the above documents to Australian College of Technology and Business Pty Ltd:

- By email to info@actb.com.au
- By fax to: +61 7 3852 6968
- By mail to: Australian College of Technology and Business, PO Box 1133, Kenmore, QLD 4069, Australia; or

Step 3: Pay your fees

- By Direct Debit to: Ac Name: Australian College of Technology and Business BSB: 064 155 Acc No: 1024 8414
- By cheque to: Australian College of Technology and Business, PO Box 1133, Kenmore, QLD 4069
- By Paypal to: info@actb.com.au

Step 4: Start your course

- We will contact you with your course and enrolment details and study program