



International College of Excellence Pty Ltd

Student Enrolment Form

ABN 74 606 606 231
 RTO Code: 41389
 Tel. 1300 420 199
 Email: info@icoe.edu.au
 Visit: icoe.edu.au

The information you provide to this RTO 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 the RTO 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.

Enrolment Details:					RPL applied for? Y / N					
Course Name:			Course Code:							
Student Details:										
Title:	Mr	Mrs	Ms	Miss	Dr	Gender:	Male / Female:	USI:		
First Name:				Family Name:						
Other Names:				Former Name:		(if applicable)				
Date of Birth:				Place of Birth:				State:		
Address:				Suburb/ State:				Post Code:		
Postal Address:				Suburb/ State:				Post Code:		
Phone:				Mobile:				Fax:		
Email:				Position of Employment:		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Other:				
Emergency Contact:										
Name:					Phone Number:				Mobile:	
Employer (if applicable):										
Name:					Address:					
Phone Number:					Mobile:				Fax Number:	
Cultural Background:		<input type="checkbox"/> Born in Australia <input type="checkbox"/> If not, which country where you born: _____ <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Other _____								
Language Spoken at Home:		<input type="checkbox"/> English <input type="checkbox"/> Other please explain								
Highest Level of Secondary Education Achieved:				8 or Lower 9 10 11 12 Other: _____				Year: _____		
Are you currently at school:										
Trade Qualification:		Year achieved: _____								
Traineeship:		Year achieved: _____								

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Tertiary Qualification: Please Circle	Certificate I II III IV Diploma Degree Name of University / College:
Reason for study	<input type="checkbox"/> Requirement of job <input type="checkbox"/> Other
Support Required:	
<p>To enable successful participation and completion of the course you are eligible to undertake, the RTO will endeavour to provide you with support where possible. In the event the RTO does not have the capacity to cater for your needs the RTO 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 the RTO.</p> <p>Please note below, any support services you require and note any issues that may limit your participation and completion of the course.</p>	
Language or Literacy <input type="checkbox"/> Numeracy <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Hearing/ Deaf <input type="checkbox"/> Learning <input type="checkbox"/>	Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Mental Illness <input type="checkbox"/> Other (please specify) _____

Important Enrolment Information

Prior to Enrolment we need to provide you with certain information.

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

Training Services

Information on training services provided by this RTO 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 courses, 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 the RTO. Should you have any additional questions regarding your assessment process or have any concerns please discussed these with the RTO.

RPL may be offered by the RTO. Should you wish to undertake RPL please speak to the RTO prior to enrolment.

Language, Literacy and Numeracy (LLN)

Students undertaking a course with our RTO are required to maintain satisfactory Language, Literacy and Numeracy (LLN) skills. Students who require assistance or are unsure if they meet the LLN requirements for their course are encouraged to speak to a course advisor prior to enrolment and must outline this on their student enrolment form. Our RTO staff are well equipped to assist learners with additional LLN requirements which will be determined through a pre-course assessment. Our RTO may recommend that students who struggle to satisfactorily complete the LLN assessment undertake a pre-enrolment literacy and numeracy course prior to enrolment. This course will be at the student's expense.

Support Services and Special Needs

The RTO 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 the RTO 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.

You're Rights

As part of your training and assessment, you have various rights. Please refer to the Student Handbook for more information. The RTO 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 the RTO 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 the RTO 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.

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 at 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 the our complaints and Appeals policy and procedure, please visit our website.

Refund Policy & Cooling Off Period

The RTO 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 the RTO'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 the RTO 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.

Media Release

At times during the course, staff / contractors of the RTO may take photos/video for use in promotional activity. These photos / videos will remain the property of the RTO 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 in participating in such activities. Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the CEO of the RTO.

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

Student Declaration

DO not sign this form if you have not understood the above requirements 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:

- I will follow all Information and Rules and Regulations as outlined on this form as well as all Policies and Procedures of the RTO.
- I will follow the instructions of my Trainers and Assessors as well as other staff and contractors engaged by the RTO.
- 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.

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

Student's signature _____ Date: _____/_____/_____