



South Australia Enrolment Form, Letter of Offer and Acceptance of Offer (Domestic)

Qualification/Unit Name and Code				Deposit
Training Location and postcode				
Delivery workgroup				
Fees	Current standard student course fee			
	Estimated course fee for this student			
Hours (Office use)	Current standard course delivery hours			
	Estimated course delivery hours for this student			
Course dates	Start date		End date	
What is your Unique Student Identifier (USI)				
<p>If you do not have a USI please refer to the declaration section if you would like ETEA to apply on your behalf. All students MUST have a USI.</p>				
Training Contract number (if applicable) Office use only				
Personal Details				
1) Name Title (Please Tick)	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms Other _____			
Last Name		Middle Name		
First Name		Preferred Name		
2) Birthdate	/ /			
3) Gender (Please Tick)	<input type="checkbox"/> Male <input type="checkbox"/> Female			
Home Phone		Mobile Phone		
Work Phone				
Email address				

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Emergency contact details			
Name			
Relationship to enrollee		Phone	
Address			
Suburb		Postcode	

4) What is the address of your usual residence? Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name			
Flat/Unit Details		Street or lot number (e.g. 205 or Lot 118)	
Street		Suburb, locality or town	
State/territory		Post Code	

5) What is your postal address (if different from above)?

Building/property name		Flat/Unit Details	
Street or lot number (e.g. 205 or Lot 118)		Street name	
Postal delivery information (e.g. PO Box 254)		Suburb, locality or town	
State/territory		Post Code	

Language and Cultural Diversity

6) In which country were you born? Australia Other; please specify _____

Residency details

- Resident Type
- Australian citizen
 - Permanent Australian resident
 - New Zealand citizen living in South Australia
 - Visa type- check (go to the next section)

Visa type (if applicable)

- Skilled - Regional Sponsored (provisional) Visa, subclass 475 and subclass 495 Skilled -
- Regional Sponsored (provisional) Visa, subclass 487
- Skilled – Nominated or State Territory Sponsored, subclass 489
- State/Territory Sponsored Business Owner (provisional) Visa, subclass 163
- State/Territory Sponsored Senior Executive (provisional) Visa, subclass 164 State/Territory
- Sponsored Investor (provisional) Visa, subclass 165

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<p>7) How well do you speak English?</p> <p><input type="checkbox"/> Very well</p> <p><input type="checkbox"/> Well</p> <p><input type="checkbox"/> Not well</p> <p><input type="checkbox"/> Not at all</p>	<p>8) Do you identify as Aboriginal or Torres Strait Islander?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Aboriginal</p> <p><input type="checkbox"/> Yes, Torres Strait Islander</p> <p><input type="checkbox"/> Yes, both aboriginal and Torres Strait Islander</p>
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Disability

<p>9) Do you consider yourself to have a disability, impairment or long-term condition?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, If you answered No, go to question 11</p>	<p>10) If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one)</p> <p><input type="checkbox"/> Hearing impaired /Deaf</p> <p><input type="checkbox"/> Physical</p> <p><input type="checkbox"/> Intellectual</p> <p><input type="checkbox"/> Learning</p> <p><input type="checkbox"/> Mental Illness</p> <p><input type="checkbox"/> Acquired Brain Impairment</p> <p><input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Medical Condition</p> <p><input type="checkbox"/> Other</p>
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Schooling

<p>11) What is your highest COMPLETED school level? (Tick ONE box only.)</p> <p><input type="checkbox"/> Year 12 or equivalent</p> <p><input type="checkbox"/> Year 11 or equivalent</p> <p><input type="checkbox"/> Year 10 or equivalent</p> <p><input type="checkbox"/> Year 9 or equivalent</p> <p><input type="checkbox"/> Year 8 or below</p> <p><input type="checkbox"/> Never attended school (go to question 13)</p> <div style="border: 1px solid black; width: 100px; height: 80px; margin-left: 20px;"></div>	<p>12) In which year did you complete that school level</p> <p>_____</p>
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13) Are you currently attending secondary school? Yes No

Previous Qualifications Achieved

<p>14) Have you SUCCESSFULLY completed any of the following qualifications?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No Go to Question 16</p>	<p>15) If YES, tick ANY applicable boxes.</p> <p><input type="checkbox"/> Bachelor Degree or Higher Degree</p> <p><input type="checkbox"/> Advanced Diploma or Associate Degree</p> <p><input type="checkbox"/> Diploma (or Associate Diploma)</p> <p><input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)</p> <p><input type="checkbox"/> Certificate III (or Trade Certificate)</p> <p><input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> Certificates other than the above</p>
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Employment	Study Reason
<p>16) Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)</p> <p><input type="checkbox"/> Full-time employee</p> <p><input type="checkbox"/> Part-time employee</p> <p><input type="checkbox"/> Self-employed - not employing others</p> <p><input type="checkbox"/> Employer</p> <p><input type="checkbox"/> Employed - unpaid worker in family business</p> <p><input type="checkbox"/> Unemployed - seeking full-time work</p> <p><input type="checkbox"/> Unemployed - seeking part-time work</p> <p><input type="checkbox"/> Not employed - not seeking employment</p>	<p>17) Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)</p> <p><input type="checkbox"/> To get a job</p> <p><input type="checkbox"/> To develop my existing business</p> <p><input type="checkbox"/> To start my own business</p> <p><input type="checkbox"/> To try for a different career</p> <p><input type="checkbox"/> To get a better job or promotion</p> <p><input type="checkbox"/> It was a requirement of my job</p> <p><input type="checkbox"/> I wanted extra skills for my job</p> <p><input type="checkbox"/> To get into another course of study</p> <p><input type="checkbox"/> For personal interest or self-development</p> <p><input type="checkbox"/> Other</p>

Additional Information	
Are you registered with Centrelink for any of the following allowances?	Do you hold any of the following concession cards?
<input type="checkbox"/> Yes, If yes tick one box only <input type="checkbox"/> Newstart allowance <input type="checkbox"/> Youth allowance <input type="checkbox"/> Age pension <input type="checkbox"/> Disability support pension <input type="checkbox"/> Parenting payment (single) <input type="checkbox"/> Parenting payment (partnered)	<input type="checkbox"/> Health Care card <input type="checkbox"/> Pensioners Concession Card <input type="checkbox"/> Veterans Affairs Concession Card <input type="checkbox"/> None
Centrelink Customer Reference Number (CRN)	
Centrelink benefit expiry date / /	Are you currently incarcerated / in prison? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been or are you currently are under the Guardianship of the Minister	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you currently registered with a Job Network Provider? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Organisation Name:	
Suburb:	
Contact Person:	Contact Number:
Do you have a current Australian National Police Check?*	<input type="checkbox"/> Yes <input type="checkbox"/> No Date of issue / /
Do you wish to apply for Recognition of Prior Learning?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for Credit Transfer?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Working with Children Check / DCSI Screen?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please specify which type(s) and date of issue	

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*** Supporting Documentation:** If you have ticked YES to any of the questions above, please supply certified copies of documents as evidence

Bridging Units of Competency details (If applicable)	
UOC code	UOC Name

Payment Options

Cheque / Money Order	To be made payable to "ETEA"
Credit Card	In person at your nearest ETEA office*
Cash	In person at your nearest ETEA office*

*Please see below for your nearest ETEA office or contact 13 13 89

Victoria	New South Wales	South Australia	Western Australia
Level 1	Bay 15 Suite 15202	East Level 2,	Unit 4,
113 Burgundy Street	Locomotive Workshop ATP	50 Grenfell Street	78-84 Catalano Circuit
Heidelberg VIC 3084	Eveleigh NSW 2015	Adelaide SA 5000	Canningvale WA 6155

Declaration

- I declare that the information provided by me is true and correct. I do hereby certify that this application has been completed by me personally.
- I have been advised that there is a possibility that I may receive an NCVET survey and/or invitation to participate in a Department endorsed project and/or being contacted by the Commission (or authorised persons) for audit purposes.
- The terms and conditions of this enrolment application do not remove the right of the student to undertake action under Australia's consumer protection laws.
- ETEA will not provide or disclose to any outside parties' personal information other than is approved in this application. However, if required by law then this information will be released.
- I further consent to being contacted by ETEA and/or the relevant Commonwealth and State agency in connection with my enrolment and future studies.
- For information about how ETEA collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to ETEA's privacy policy which can be found at www.etea.edu.au. I acknowledge and agree to the terms described in this privacy statement:
- I further acknowledge and provide unconditional consent to my testamur and/or photographs to be used in newspaper, poster, television, flyer and/or any other marketing whilst I am a current or former student.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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- Would you like ETEA to create a USI on your behalf?

<input type="checkbox"/> NO	<input type="checkbox"/> YES
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Student Signature: _____ Date ____/____/____

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Letter of Offer and Written Agreement

Dear (Applicant Name) _____ of,

(Address) _____

Thank you for your application for enrolment to the Education Training & Employment Australia Pty Ltd (ETEA) I am pleased to advise that ETEA offers you a place as a domestic student subject to you complying with the following terms and conditions:

Course Code	Course	Start Date	End Date	Fee

Deposit of no more than \$1000 to be paid before course commencement

Material Fees (Non- refundable)	\$
Tuition fees	\$
Total	\$
Deposit to be paid	\$

Accepting your Offer:

To accept this Offer you must sign bottom of this document headed '**Student declaration and acceptance of the Letter of Offer and Terms of Condition**' and return this letter to ETEA with your Acceptance Deposit within 7 days of the date of this Offer.

I look forward to receiving your deposit and wish you well in your studies.

Yours sincerely,



Marlene McGrath

Administration Manager

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Terms and Conditions

Enrolment

- All places are subject to availability.
- Education Training & Employment Australia Pty Ltd (ETEA) may request for additional information to be supplied and/or for an interview to take place as part of the enrolment process.
- If a student fails to declare their highest level of qualification and receives government funding to support training and they are later discovered to have been ineligible for assistance, that student may be required to repay those monies.
- ETEA will not require a deposit of more than \$1000.
- ETEA will not require payment of additional fees of more than \$1500 at any one time.

Fees & Charges

- Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course.
- Fee for service students may be charged \$300 for reassessment per unit if applicable.
- If the student does not complete the course within the prescribed time of his/her timetable, he/she will be required to re-enrol and pay all fees associated with the course. This includes enrolment fees and tuition fees as applicable.
- Failure to settle all fees payable by the due date may result in the student losing their place in that course. For refund purposes, this will be treated as Formal Cancellation being received on or less than 28 days from the scheduled start date for that course.
- Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

Practical Training Placements

- A student as part of a course may be required to complete practical training at a facility outside of ETEA.
- If a student is so required the student must sign a Tri partisan Practical Training Agreement between ETEA, student and the "Host Employer".
- The purpose of signing such an Agreement is so the student obtains the benefit provided by section 5.4.16 of the Education & training Reform Act 2006.
- The student further agrees to allow the "host Employer" to make the administrative arrangements in respect to the payment and the refund.
- If the student fails, or refuses, to sign a Practical Placement Agreement, then, ETEA shall not be liable for any loss, damage, expense or injury that arises out of, or in connection with, the practical training of the student at the facility.

Plagiarism & Cheating

- Plagiarism and cheating will not be tolerated and the consequence of participating in such acts will lead to the commencement of Student Code of Conduct Procedures taken against the student.

Privacy Statement

- ETEA respects the privacy of student's personal information and will only use and/or disclose student's personal information where:
 - It is required by ETEA or a related or engaged entity of ETEA for the enrolment process of the student's enrolment request.
 - A medical or first aid provider requires such information for the purposes of administering assistance to the student in a medical emergency;
 - It is required by law; and/or
 - Consent has been given by the student
- The student consents to information obtained from, or about, the student to be conveyed to any facility in which the student is or may be undertaking practical training.
- Students may access personal information collected about them by ETEA, where legally available, by making a written request to ETEA's Student Support Officer.

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- To meet ETEA's obligations to state and federal government bodies

Refunds

1. Refund applications must be made in writing to ETEA. Refunds will be refunded within 14 days of receipt of a written application and will include a statement explaining how the refund was calculated.

1.1 Tuition Fees

Where ETEA cancels the course before the commencement date or the student's enrolment request has been rejected by ETEA.	100% refund of tuition fees
Where ETEA cancels the course after the commencement date	100% refund of the unspent pre-paid tuition fees
Withdrawal notified in writing and received by ETEA 28 days or more prior to course commencement	70% refund of tuition fees
Withdrawal notified in writing and received by ETEA less than 28 days prior to course commencement	No refund of current course tuition fees

2. Refund application requests must be made in writing on the Refund Application Form provided by ETEA. The refund application form is available on request from ETEA's administration office in all states.
3. All refunds must be in accordance with Higher Education Support Act 2003 requirements and the Refund Application Form signed by the student and maintained in their individual student file and in VETtrak.
4. A written explanation as to how the refund was calculated and a copy of the signed Refund Application Form must accompany student refunds.
5. Details of refunds provided must be maintained in individual student files.

6. The availability of the Complaints and Appeals process, does not remove the right of the student to take action under Australia's consumer protection law
7. In the unlikely event that ETEA is unable to deliver the course in full; the student will be offered a refund of the unspent pre-paid tuition fees paid by the student. The refund will be paid to the student within 2 weeks of the day on which the course ceased being provided. Alternatively, the student may be offered enrolment in an alternative course by ETEA at no extra cost to the student. The student has the right to choose whether she/he would prefer the refund of the unspent pre-paid tuition fees, or to accept a place in another course. If the student choose placement in another course, she/he will be asked to sign a document to indicate that she/he accepts the placement.
8. Subject to clause 9, in the event that the course did not start on the agreed starting date (and the student has not elected to commence the course on a new starting date), or the course ceased to be provided by ETEA at any time after it started, but before it was completed, the student shall be entitled to a refund of the unspent pre-paid tuition fees paid by the student.
9. If clause 8 applies, then, the alternatives set out in clause 7 shall also be offered to the student and the student, if he or she accepts any alternative course offered to him or her shall accept in writing. If the student accepts the alternative course; then, no refund is payable to the student
10. Non-Tuition Fees are not refundable.

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'Student declaration and acceptance of the Letter of Offer and Terms of Condition'

- I confirm that I have read and fully understand the detailed information about Terms and Conditions of this Letter of Offer.
- I understand and acknowledge that enrolment is accepted under the condition that my tuition and other fees are paid in full prior to the course commencement or unless otherwise agreed by ETEA.
- I understand and acknowledge that all information provided by me is correct and complete at the date of acceptance. The provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that ETEA may withdraw an offer of a place or cancel my enrolment in consequence
- I understand and acknowledge that ETEA's Privacy Policy and statement and I permit the use of my results as needed by ETEA for the purpose of valuation and moderation as required by the Standards of national VET Regulator.
- I understand and acknowledge that I have received and/or read, understood the following information:
 The minimum entrance requirements;
 The structure, course contents, duration, modes of study and assessment methods of the course;
 - The qualifications obtained at successful completion of course;
 - What course credits or RPL I am eligible for and how this will affect my course duration and fees;
 - Information on relevant legislations
 - Course related fees and refund policy;
 - Withdrawing from course and cancelling enrolment;
 - ETEA Complaints and appeals policy and procedure
 - ETEA refunds policy and procedure
 - ETEA's Student Code of Conduct
 - I have read and understood the Privacy Policy

I hereby acknowledge and agree to the terms of conditions of this Acceptance of Offer

Student Name: _____ Student Signature: _____ Date: __/__/____

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