

TAE40110 ENROLMENT AGREEMENT

Edmund Rice Education Australia- Flexible Learning Centre Network TAE40110 Certificate IV in Training and Assessment and Upgrade Course

Type your details, sign, scan and email to training@ereflc.org.au and bring to your workshop with you

Personal Details					
Title	Mr	Surname:		Given Name:	
Address: (certificate will be sent to this address)				Suburb/Postcode	
Telephone:		Work		Mobile/Home:	
Email:					
Gender	Male	Date of Birth (dd/mm/yyyy)			
Cultural Background					
Australian born:		Yes	If no, country of birth:		
Aboriginal or Torres Strait Islander Origin				No	
Language, Literacy and Numeracy and Other Support					
First Language:		English	If other, specify:		
Is LLN support required?			Yes		
Do you have other disabilities, impairments or medical conditions that may impact on you completing this course? If yes, please outline.				Yes	
Educational background					
Teaching Degree Title:					
Other university study:					
Vocational qualifications (ie trade):					
IT knowledge and skills:			Low / Moderate / High		
Workshop Information					
Workshop Venue					
Start Date				Completion Date:	
Special dietary requirements:					
Will bring own laptop with 3G?		Yes			
Suitability Questions					
Number of years teaching experience:				Number of years teaching VET:	
Certificate you will be delivering:					
Are you delivering in partnership with another provider?		Yes	Secondary school or other educational Institution:		
Office Use Only:					
AVETMISS entered date:		Student no:		Sent to Finance:	

Learner Information

I verify that I have received the Learner Information Booklet for TAE40110 Certificate IV in Training and Assessment from EREA and understand the areas covering:

- Fees & Refunds
- My responsibilities in preparing for the workshop and submitting assessment
- Legal rights and responsibilities
- Complaints and appeals
- Course information
- Assessment requirements
- Outcomes of this course

The information I have provided on this form is true and correct to the best of my knowledge. I confirm that I have received a copy of the TAE40110 Learner Information Book (electronically) and can access the RTO Learner Handbook (electronically from www.ereflc.org.au).

Learner signature:

Date:

Fees/Payment and Enrolment Status

Enrolment is completed only when this form is returned by email, fax or mail and full payment is received via one of the following avenues:

- **Email:** subject: Youth+ TAE Course (and course dates). Signed enrolment agreement is scanned and emailed to training@ereflc.org.au (an invoice will be generated)
- **Mail:** Youth+ Edmund Rice Education Australia, PO Box 923, Indooroopilly, QLD 4068. FAX 07 3327 2217 (an invoice will be generated)
- **Credit Card:** Fill in the details and a Paid Invoice/Receipt will be emailed to nominated persons upon processing

Invoices will be generated and payment forthcoming if less than **72 hours of notice of non attendance is not forthcoming**. If your nominated payment option is credit card, your details will be processed and accompanying paid invoice will be sent.

Certificates will not be issued until the course has been paid for in full

Costs and Payment Options

- **FULL TAE40110 3 day course are \$995**
- **UPGRADE 2 day BSZ40198-TAE40110 course \$595**
- **UPGRADE 1 day TAA40104-TAE40110 \$395**

School to pay invoice: Yes	Invoice Attention to:	email:
School Name:	Address:	phone:
Full Course or Upgrade:	Full Course 3 day <input type="checkbox"/>	BSZ-TAE 2 day <input type="checkbox"/> TAA-TAE 1 Day <input type="checkbox"/>
Previous Certificate Information:	Year attained:	Training provider:

Payment Options/Tax Invoice ABN: 38 961 317 851

Please tick to choose payment method

- Payment by Visa or Master Card Invoice for Direct Deposit or cheque (clearance required before payment confirmed)

Account/ Cardholder name (please print)

MasterCard

Visa

Authorised by- If different to above	Total amount payable	Expiry date of card
	\$	

Signature

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Fees, Charges and Refund Policy

Participants must read and understand the information presented here on fees and charges and the refund policy before signing the official enrolment form on the first day of the workshop.

Fees & Charges

- The full course fees are \$995 and upgrade courses of \$395 and \$595. GST does not apply.
- Payment can be made by Cheque, Electronic Funds Transfer upon receipt of an invoice or Credit Card (Visa or Mastercard).
- Fees are payable in accordance with Invoice terms for each course. A student is not considered enrolled in the course and therefore not eligible for the issue of the award until fees are paid in full.
- Course Fees include unlimited attempts at an assessment are included in the tuition fees.
- A qualification or statement of attainment, with an attached statement of results will be issued on the completion of the qualification/course or **one month** after the last day of the workshop unless a formal request for extension is received by the trainer. A charge of \$30 will be levied for the reissue of transcript and Certificate for TAE40110 Certificate IV in Training and Assessment.
- All monies received are placed in a separate account and are not accessed until 2 weeks prior to the commencement of the course. A relevant proportion of the fees paid for the course will remain in that account until the course is completed to ensure pro-rata refunds are available.
- Edmund Rice Education Australia- Flexible Learning Centre Network agrees that once enrolment for a particular course is accepted, that this organisation will complete delivery of the course and if unable to do so, will arrange for the participant to complete the training at another nearby RTO with minimal disruption to the participant.
- There is no guarantee that a participant will be eligible to receive an award for any of our courses as this depends on the individuals' dedication, circumstances and previous experience.
- There are no fee reductions in fees available to any student.

Refund Policy

- The full non-refundable fee for the course will be payable in accordance with invoice terms.
- If a refund is requested 5 days before the course commences, a full refund, less a 20% administration fee, will be given.
- If a refund is requested less than 5 days before the course commences, 50% of the fee will be refunded, less the administration fee.
- At the beginning of a course, a suitable substitute participant will be accepted.
- If a student wishes to change their enrolment to another course delivered within 6 months, the fees paid will be transferable to the new course. A second administration fee will not be charged.
- Once training has commenced in the course, no refund is available to participants who leave before finalising the course unless the student can provide a medical certificate or show extreme personal hardship. However, should participants wish to finalise incomplete competencies in a future course, the original fee payment can be used as credit towards that course within 6 months of the initial payment. A student should contact the RTO and discuss this with the RTO Operations Manager.
- Should this RTO cancel the course, participants are entitled to a full refund (or pro-rata adjusted refund) or to transfer the funds to another/future course. In this event, participants will be given their preferred option.

Office Use Only:

Invoice/receipt No:	Date Generated:	Date Paid:
Remittance No/ref:	informed RTO date:	Actioned by (name):