

Introduction

The Following questions are provided for collecting data from enrolment forms. The order these questions are provided in and the wording shall be followed to ensure that compatible and comparable data are collected across AVETMISS collections over time.

Personal Details

1) Enter your full name

Family Name (Surname) _____

Given Names _____

2) Enter your birth date (day/month/year) _____

3) Sex (Tick one box only)

Male

Female

4) What is the address of your usual residence?

Suburb, locality or town _____

Postcode _____

Building/Property name _____

Flat/Unit number Street number _____

Street name _____

PO Box number _____

Suburb, locality or town _____

State/Territory _____

Postcode _____

Telephone _____

Home _____

Mobile _____

Email _____

Language and Cultural Diversity

5) In which country were you born?

Australia

Other (please specify) _____

Given Names _____

6) 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 (English only go to question 8)

Yes, other (please specify) _____

7) How well do you speak English

Very well

Well

Not well

Not at all

8) Are you of Aboriginal or Torres Strait Islander origin?

No

Yes Aboriginal

Yes Torres Strait Islander

Disability

9) Do you consider yourself to have a disability, impairment or long-term condition?

Yes

No

(If the answer is no go to question 11)

10) If Yes, then please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area)

Hearing/Deaf

Physical

Intellectual

Learning

- Mental Illness
- Aquired Brain Impairment
- Vision
- Medical Condition
- Other

Schooling

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

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or equivalent
- Never attended school

(Never attended school – Go to question 16)

12) In which YEAR did you complete that school level? _____

13) Are you still attending secondary school?

Yes

No

Previous Qualifications Achieved

14) Have you SUCCESSFULLY completed any previous qualifications

Yes

No

15) If YES, then tick ANY applicable boxes

Bachelor Degree or Higher Degree

Advanced Diploma or Associate Degree

Diploma (or Associate Diploma)

Certificate IV (or Advanced Certificate/Technician)

Certificate III (or Trade Certificate)

Certificate II

- Certificate I
- Certificates other than the above

Employment

16) Of the following categories, which BEST describes your current employment status?
(Tick ONE box only)

- Full-time employment
- Part-time employment
- Self employed – not employing others
- Employer
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

Study Reason

17) Of the following categories which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?
(Tick ONE box only)

- To get a job
- To develop my existing business
- To start my own business
- To try a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development

Other reasons _____

COURSE: _____

Start Date: _____ **Days:** _____ **Time:** _____

College Fee: \$.....

Deposit: \$.....

Total to be paid: \$.....

DEPOSIT DETAILS: Cash () Cheque () Visa () Mastercard ()	
Cardholder name:.....	Expiry date:.....
Card number:.....	Amount \$.....

Salon Details (If applicable)

Salon name: _____ **Owner/Manager:** _____

Address: _____ **Post code:** _____

Telephone: (W) _____ (M) _____

<p>The Salon has the tools and resources required to complete the On-The-Job Training requirements</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you feel there are any areas of the On-The-Job Training requirements you will require assistance with?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Comments

Fee for Service Refund Policy

1. I acknowledge that on signing this agreement I become liable to pay the full amount, whether or not I attend all the classes or withdraw before the end of the course.
2. Should I wish to withdraw prior to commencement, a cancellation fee of 25% of the total course fee will be charged.
3. I should understand that delays in paying my fees may result in my exclusion from class.
4. I understand that all my fees must be paid in full otherwise I will not be able to sit my final examinations, receive my results or receive my qualifications.
5. Payments of more than 7 days overdue may incur a bookkeeping fee of \$5.00 per week.
6. I understand the college cannot accept responsibility for any accident, injury damage or loss of property through negligent and or inappropriate behaviour.
7. I agree the college will calculate the final payment date and I will pay my fees in full by this date.
8. I agree to indemnify the college in respect to all debt collection costs and commissions as a result of my fees becoming outstanding for a period of greater than 30 days.
9. Deferments can only be granted on a case by case basis, application for deferments must be in writing and lodged in person or by email. Confirmation of deferment acceptance will be sent to you, otherwise the onus remains on the student to attend class. Deferment will only be granted for a maximum of 12 months in any case, and no exception can or will be made.

Apprenticeship & Traineeship Refund Policy

Should a student wish to withdraw from the WA Academy, withdrawal must be provided in written form to ensure that the student is eligible for appropriate refund see below details.

Requests for refunds must be made within 2 weeks of the students intended withdrawal date, unless otherwise stated.

Full Refunds

A full refund only applies under the following conditions:-

1. If the qualification/module/unit of competency is cancelled or rescheduled to a time unsuitable to the student.
2. If WA Academy are in a position that they are not able to accommodate the student in a placement.

Part Refunds

A partial refund is available under the following conditions:-

1. The student withdraws within 4 weeks of commencement.
2. The student withdraws prior to the delivery of 25% of the unit competency.

Note: A partial refund consists of a return of 100% of course fee, 50% of resource fee.

Pro-rata Refund

A pro-rata refund is available if the student withdraws for reasons of personal circumstances that are beyond their control, namely:-

1. Serious Illness
2. Injury/Disability
3. Other exceptional reasons at the discretion of the accounts officer.

Note: In all of the above cases, relevant documentation is required, example medical certificate

While we appreciate that changes can occur in student's lives, either financially or personally, no circumstances will constitute any loss of responsibility towards the good financial status of your enrolment.

By signing this document I acknowledge that I have read and understood the refund policy and that I am enrolling into a course at WA Academy.

Student Signature _____ Date _____

Name of Guardian (if student is under 18yrs) _____ Signature _____

Representative of Academy _____ Date _____

WA ACADEMY

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Working together for success