

## Enrolment Application

Fee for Service

**PLEASE WRITE CLEARLY SO WE CAN READ IT, SO THERE IS NO DELAYS FOR YOU THANK YOU.**

<b>Today's Unit/Qualification</b>	Click or tap here to enter text.							
<b>Title</b>	Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
<b>Student First Name</b>				<b>Middle Name</b>				
<b>Student Last Name</b>								
<b>Date of Birth</b>	____/____/____			<b>Suburb/Town of Birth</b>				
<b>Contact Details</b>	Home Phone: _____			Mobile Phone: _____				
	Email: _____							
<b>Emergency Contact Details</b> (Must be parent or guardian if student is under 18 years of age):	Emergency Contact Name: _____							
	Emergency Contact Phone: _____							
	Emergency Contact			<input type="checkbox"/> Parent	<input type="checkbox"/> Guardian	<input type="checkbox"/> Other - please specify _____		
Relationship: _____								
<b>Residential Address</b>	Number and Street Name: _____							
	City/Town: _____			State: _____		Post Code: _____		
<b>Postal Address</b>	PO Box Number: _____		City/Town: _____			Post Code: _____		
<b>Contact Method</b>	<input type="checkbox"/> Email		<input type="checkbox"/> Mail		<input type="checkbox"/> Phone			
<b>Residential Status</b>	Are you an Australian Citizen or Permanent Resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No							
	If you have answered 'No' above, please specify: _____							
<b>ATSI Status</b>	Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)							
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander								
<b>Country of Birth &amp; Language</b>	In which country, were you born? <input type="checkbox"/> Australia <input type="checkbox"/> Other - please specify _____							
	Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)							
	<input type="checkbox"/> No, English only ( <b>English only – Go to next section</b> ) <input type="checkbox"/> Yes, Other – Please Specify _____							
How well do you speak English? <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not Well								
<b>Secondary Education</b>	Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No							
	LUI Number: If you answered <b>Yes</b> in the previous question.							
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							
	What is your highest COMPLETED school level? (Tick ONE box only.)							
	<input type="checkbox"/> Completed Year 12		<input type="checkbox"/> Completed Year 11			<input type="checkbox"/> Completed Year 10		
<input type="checkbox"/> Completed Year 9 or Equivalent		<input type="checkbox"/> Completed Year 8 or Lower			<input type="checkbox"/> Never attended school			
In which YEAR did you complete that school level? _____								

<b>Prior Education</b>	<p>Have you successfully COMPLETED any of the following qualifications?</p> <p><input type="checkbox"/> No      <input type="checkbox"/> Yes    <i>(If Yes, tick all appropriate boxes)</i></p> <p><input type="checkbox"/> Certificate I    <input type="checkbox"/> Certificate II    <input type="checkbox"/> Certificate III    <input type="checkbox"/> Certificate IV</p> <p><input type="checkbox"/> Diploma      <input type="checkbox"/> Advanced Diploma    <input type="checkbox"/> Bachelor's degree      <input type="checkbox"/> Certificate other than the above</p>
<b>Study Reason</b>	<p>Of the following categories, which BEST describes your main reason for undertaking this course? <i>(Tick one box only.)</i></p> <p><input type="checkbox"/> To get a job      <input type="checkbox"/> It was a requirement of my job.</p> <p><input type="checkbox"/> To develop my existing business      <input type="checkbox"/> I wanted extra skills for my job.</p> <p><input type="checkbox"/> To start my own business      <input type="checkbox"/> To get into another course of study</p> <p><input type="checkbox"/> To try for a different career      <input type="checkbox"/> For personal interest or self-development</p> <p><input type="checkbox"/> To get a better job or promotion      <input type="checkbox"/> Other reasons</p>
<b>Employment Status</b>	<p>Of the following categories, which BEST describes your current employment status? <i>(Tick ONE box only.)</i></p> <p><input type="checkbox"/> Unemployed – Seeking Full-time Work      <input type="checkbox"/> Employed – Unpaid Worker in a Family Business</p> <p><input type="checkbox"/> Unemployed – Seeking Part-time Work      <input type="checkbox"/> Not Employed – Not Seeking Employment</p> <p><input type="checkbox"/> Full-time Employee      <input type="checkbox"/> Self Employed – Not Employing Others</p> <p><input type="checkbox"/> Part-time Employee      <input type="checkbox"/> Employer</p>
<b>Medical Condition/Disability</b>	<p>Do you consider yourself to have a disability, impairment, or long-term medical condition? <input type="checkbox"/> No      <input type="checkbox"/> Yes</p> <p><i>(If Yes, tick all appropriate boxes).</i>      <input type="checkbox"/> Medical</p> <p><input type="checkbox"/> Visual      <input type="checkbox"/> Learning      <input type="checkbox"/> Physical</p> <p><input type="checkbox"/> Hearing      <input type="checkbox"/> Intellectual      <input type="checkbox"/> Other _____</p>
<b>Medical Disclosure</b>	<p>Please disclose whether you suffer from a medical condition to help us create a safer learning environment for you.</p> <p>Have you been medically diagnosed with Anaphylaxis? <input type="checkbox"/> No      <input type="checkbox"/> Yes</p> <p>If Yes, do you have your action plan and Epi/Ana Pen on your person always? <input type="checkbox"/> No      <input type="checkbox"/> Yes</p> <p>Have you been medically diagnosed with Epilepsy? <input type="checkbox"/> No      <input type="checkbox"/> Yes</p> <p>Have you been medically diagnosed with Asthma? <input type="checkbox"/> No      <input type="checkbox"/> Yes</p> <p>Do you have any other allergies or intolerances? <input type="checkbox"/> No      <input type="checkbox"/> Yes</p> <p>If Yes, please specify _____</p> <p>Do you have any other type of medical condition? <input type="checkbox"/> No    <input type="checkbox"/> Yes</p> <p>If Yes, please specify _____</p>
<b>Support</b>	<p>Do you feel that you will need extra assistance/support from your trainer in order to complete your course?</p> <p><input type="checkbox"/> No      <input type="checkbox"/> Yes</p> <p>If Yes please specify below, the type of assistance you may need:</p> <p>_____</p>
<b>Recognition of Prior Learning</b>	<p>Do you wish to apply for Recognition of Prior Learning (RPL) for this qualification based on your previous experience?</p> <p><input type="checkbox"/> No      <input type="checkbox"/> Yes</p>
<b>Credit Transfers</b>	<p>Based on your previous study, do you believe you are eligible to apply for credit transfers?</p> <p><input type="checkbox"/> No      <input type="checkbox"/> Yes</p>
<b>Employer Name</b>	
<b>Position</b>	

Have you previously been issued with a USI?  Yes  No

USI: If you answered **Yes** in the previous question enter your Unique Student Identifier (USI).

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Would you like Jenagar to create one on your behalf?  Yes  No

A copy of identification **MUST** be supplied to create a USI (discuss with Jenagar)

***If you do or do not have a USI, you must read the National Unique Student Identifier Privacy Notice below.***

You are advised that and agree that you understand and consent that the personal information you provide in connection with an application or a verification for a USI:

- Is collected by the Registrar as authorized by the Student Identifiers Act 2014
- Is collected by the Registrar for the purposes of:
  - Applying for, verifying, and giving a USI.
  - Resolving problems with a USI; and
  - Creating authenticated vocational education and training (VET) transcripts.
- May be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - The purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs.
    - Education related policy and research purposes; and
    - To assist in determining eligibility for training subsidies
  - VET Regulators to enable them to perform their VET regulatory functions.
  - VET Admission Bodies for the purposes of administering VET and VET programs.
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies.
  - Schools for the purposes of delivering VET courses to the individual and reporting on these courses.
  - The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation, and auditing of national VET statistics.
  - Researchers for education and training related research purposes.
  - Any other person or agency that may be authorised or required by law to access the information.
  - Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- Will not otherwise be disclosed without your consent unless authorised or required by or under law.

To create and/or verify a USI on your behalf Jenagar is required to enter details as per your identification provided, if all information requested is not provided, or is inaccurate, it may affect the Registrar's ability to provide you with a USI. The Student Identifiers Registrar's Privacy Policy is located on the website [www.industry.gov.au](http://www.industry.gov.au), please note that this document contains information on how you may:

- Access and seek correction of the personal information held about you, and
- Complain about a breach of privacy and how such complaints will be dealt with.

I have read the Unique Student Identifier Privacy Notice and agree to allow Jenagar to apply or verify a Unique Student Identifier on my behalf.

**Student Name** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parental Permission for Applicant under 18 Years of Age**

I have read and understood the terms and conditions of this application for enrolment and give permission to continue with this enrolment and course.

**Parent/Guardian Name** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Student Declaration and Acceptance Agreement

### I understand and acknowledge that:

I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application /enrolment from may result in the withdrawal of any offer, particularly where it relates to my eligibility to obtain an offer for government subsidised training, and/or cancellation of enrolment at the discretion of Jenagar.

I understand that it is my responsibility to provide all relevant documentation required for my enrolment in a course, including all documentation relevant to my eligibility for government funding, for the Recognition of Prior Learning (RPL) and/or for any Credit Transfers to be applied.

### Declaration

I declare that the information provided to Jenagar in this Enrolment Application is to the best of my knowledge true, correct, and complete at the time of my enrolment.

I indemnify Jenagar Pty Ltd from any claim or action and for any liability, other than legislative requirements with which Jenagar must comply, which may arise or occur as a result of participation in this training.

I understand and accept the fees, charges and refunds that may be applied to this enrolment and the circumstances in which they apply.

I have been provided with a copy of the Student Handbook and the contents have been explained to me.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Privacy Statement

Privacy and all personal information are protected under the Privacy Act 1988. The information requested on your enrolment form will be used for the process of enrolment and for statistical reporting for government agencies only. All information is kept confidential and access to this information is only available to you, and the relevant administration staff at Jenagar Pty Ltd. Jenagar is subject to audit by Government agencies. For the purpose of these audits your training file may be given to officers from agencies such as Australian Skills Quality Authority (ASQA) or the National VET Regulator (NVR). If you have concerns about personal information held by Jenagar Pty Ltd, you should contact Jenagar Pty Ltd on (07) 4787 1487 or in writing marked Private & Confidential to: The Manager, Jenagar Pty Ltd, PO Box 1905, Charters Towers, Qld - 4820. If you still feel that your concerns have not been resolved, your complaint can be sent direct to the Commonwealth Privacy Commissioner, GPO Box 5218, Sydney NSW 2001, Telephone: 1300 363 992 or email: [privacy@privacy.gov.au](mailto:privacy@privacy.gov.au).

### Complaints Policy

Complaints can be made informally or formally, contact Jenagar in the first instance with your concern and it will be investigated, and you will be advised of the outcome, usually over the phone. If you prefer to put your complaint in writing, please use our complaint form, or detail the concern in an email or letter. This will be referred to our Chief Executive Officer or Operations Manager for investigation. You will receive a written response from Jenagar with the result of our investigation and the outcome of your complaint within 7 days of the receipt of your formal complaint. All records of any complaints and following investigations will also be kept on file.

### Refund Policy

Students who have already paid for a course can ask for a refund in the event of the following:

- Services are not provided (e.g., course cancellation).
- The financial failure of Jenagar Pty Ltd
- The fair and reasonable non-attendance of student (e.g., sickness, family emergency).

Jenagar Pty Ltd will also negotiate a fair and reasonable level of refund in the event of other circumstances such as lack of satisfaction with services offered, or where disciplinary issues have led to a student being asked to withdraw from a program. Please feel free to request a copy of the Jenagar Pty Ltd Refund Policy for more information.

## Consent and Release

### Marketing and promotional material

Like any business, Jenagar are involved in marketing and promotional activities to ensure our services meet our client needs. The marketing and promotional activities we engage in are broad and varied and include traditional marketing methods, such as advertising and the preparation and distribution of marketing material, as well Good News Stories to the Department of Education and Training details the successes within the programs.

Throughout your course, we will collect and prepare material to market and promote our services and to attract prospective students and potential business allies. We will also collect feedback from you through surveys/questionnaires.

By signing this form:

- You acknowledge that the material which we will collect and prepare to market and promote our services:
  - may include photos of our students (past and present).
  - may include any testimonials given by our students.
  - may include any comments or statements made by our students and posted to our Facebook page.
  - may be reproduced for any promotional purpose; and
  - will, where applicable, be collected and disclosed in accordance with our Privacy Policy.
- You acknowledge that, where necessary, we will take all reasonable steps to protect any material which we collect for marketing and promotional purposes from misuse, unauthorized access, modification and/or non-permitted disclosure.
- You consent to us:
  - taking your photo and reproducing it for any promotional purpose, including.
  - in any publication or other form of marketing material.
  - on the Jenagar website (or as accessible from it); and
  - at sites such as Facebook.
- Using any testimonial which you may give and reproducing it for any promotional purpose, including:
  - in any publication or other form of marketing material.
  - on the Jenagar website (or as accessible from it); and
  - at sites such as Facebook.
- Using any comment or statement which you may post to our Facebook, or other social media, page for any promotional purpose, including.
  - in any publication or other form of marketing material.
  - on the Jenagar website (or as accessible from it); and
  - at social media sites other than Facebook.
- You agree to release us from any claim or cause of action which you might otherwise have had in respect of the reproduction of your photo or any testimonial or post.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Parent/Guardian  
Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ Sent documents to [admin@tin.ac.nz](mailto:admin@tin.ac.nz)