

# Enrolment Form

## 2017 – Domestic Students

### Personal Details

First Name		Last Name	
Other Name(s)	Date of Birth: DD / MM / YYYY	Age	Australian citizen: Other:
School:			
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
JSA (Job search provider)	Do you have a disability or impairment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Emergency Contact Name: Phone: Parent name (if under 18):		Do you suffer any allergies or health problems? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Residential Address

Address		
City	State	Postcode
Phone	Email	

### Postal Address

Address		
City	State	Postcode
Phone	Email	

### Unique Student Identifier (USI)

### Learner Unique Identifier Number (LUI)

Enter your USI	Enter your LUI
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### Course Selection

Certificate III Individual Support (33 weeks) CHC33015	
Certificate IV Ageing Support (47 weeks) CHC43015	
Certificate II in Business (30 weeks) BSB20115	
Certificate III in Business (29 weeks) BSB30115	
Certificate IV in Business (29 weeks) BSB40215	
Certificate IV in Small Business and Management (31 weeks) BSB40415	
Diploma of Leadership and Management (36 wks) BSB51915	
Certificate III in Information, Digital Media and Technologies (24 wks.) ICT30115	
Certificate IV in Digital Media Technology (37 wks.) ICT40815	
Diploma of Digital Media Technology (52 wks) ICT50915	
Certificate III in Community Services (34 wks) CHC32015	
Diploma of Community Services (78 wks) CHC52015	
Diploma of Project Management (40 wks) BSB51415	

### Enrolment Details

Course 1	Intake	DD / MM / YYYY	Length	weeks
Course 2	Intake	DD / MM / YYYY	Length	weeks
Course 3	Intake	DD / MM / YYYY	Length	weeks
Course 4	Intake	DD / MM / YYYY	Length	weeks

### Payment options

Are you applying for a course subsidised by the government?
<input type="checkbox"/> <b>User Choice:</b> School based Traineeship / Apprenticeship <a href="https://training.qld.gov.au/training/incentives/user-choice">https://training.qld.gov.au/training/incentives/user-choice</a>
<input type="checkbox"/> C3G (Certificate 3 Guarantee) <a href="https://training.qld.gov.au/providers/funded/certificate3">https://training.qld.gov.au/providers/funded/certificate3</a>
<input type="checkbox"/> Higher Skills: <a href="https://training.qld.gov.au/providers/funded/higher-level-skills">https://training.qld.gov.au/providers/funded/higher-level-skills</a>
<input type="checkbox"/> <b>Fee for service:</b> <input type="checkbox"/> Standard 1: Enrolment deposit + rest at starting date <input type="checkbox"/> Flexible: Deposit at enrolment + multiple instalments

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### How did you hear about us?

<input type="checkbox"/> Internet <input type="checkbox"/> Seminar <input type="checkbox"/> Word of mouth <input type="checkbox"/> Agent <input type="checkbox"/> Other (please specify)

## Terms & Conditions 2016

### 1. Payments

All payments must include the Student number as a reference number.

Bank fees charged by the sender's bank, are not to be transferred to Australian Business School.

A copy of the payment advice is to be emailed to [info@abs.qld.edu.au](mailto:info@abs.qld.edu.au)

Payments by direct deposit or telegraphic transfer are to be made into the following account:

**Account Name:** Australian Business School Pty Ltd  
**Bank:** NAB  
**Branch:** 201 Albert Street, Brisbane  
**BSB Number:** 084-034  
**Account Number:** 16-991-5732  
**SWIFT Code:** NATAAU3303M

### 2. Refund and Cancellation Policy

Australian Business School Pty Ltd, trading as Australian Business School has a fair and equitable refund policy and procedure that is compliant with AQTF standards and ESOS Act requirements. This policy is provided to students prior to signing the Enrolment Form. Agreeing to this Refund Policy does not remove the right of the student to take further action under Australia's consumer protection laws or to pursue other legal remedies. Please see Australian Business School's Complaints and Appeals Policy on the website.

Australian Business School acknowledges that Government Legislation requires tuition fees and application fees to be refunded in full if:

- The course does not start on the agreed starting date which is notified in the Offer Letter
- The course stops being provided after it starts and before it is completed
- The course is not provided fully to the student because the School has a sanction imposed by a government regulator

Refunds under the above conditions will be paid in full to the student within 14 days. Australian Business School may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, the School will not be liable to refund the money owed for the original enrolment.

Notices of cancellation are not effective until written notification is received by ABS. Cancellation forms are available on the ABS website.

1. If a student cancels his/her course less than 28 days before commencement date, a cancellation fee of 25% will apply to tuition fees.
2. If a student on a payment plan cancels his/her course at least 28 days before the next payment date, no further tuition fees will be charged. All previous payments need to be met before the student can be released.
3. If a student on a payment plan cancels his/her course less than 28 days before the next payment date, a cancellation fee of 25% will apply to the tuition fee for the next term.
4. Pro-rata refunds of tuition fees will only be made after the commencement date of the course in special circumstances (i.e. on compelling or compassionate grounds) at the discretion of the Principal.
5. All refunds are made in Australian Dollars and will be paid within two weeks of receiving a written claim.
6. ABS will pay the refund to the person who enters into the contract with the School unless the person gives a written direction to ABS to pay the refund to someone else. The legislation does not allow the refund to be paid to a representative agent.
7. Bank charges are deducted for refunds made by bank draft or electronic transfer.
8. ABS will provide a statement to students that explains how the refund amount has been worked out.
9. Tuition fees are not transferable to another person or institution, but may be transferred to another course within ABS.
10. Course change within ABS will incur a fee of A\$50.
11. When acceptable documentary evidence is produced, refunds will be at the discretion of ABS. While ABS emphasises the value of pastoral care and seeks to make appropriate and useful services available to students, whether a student avails him or herself of these services is a matter of individual choice. Please note that ABS, its employees, agents or related entities expressly disclaim to the full extent permitted by the law any liability whatsoever arising out of or in respect of information, advice or opinion provided by ABS, its employees or related entities in respect of matters other than the course program itself.

### 3. Deferral, suspension or cancellation of enrolment

Please read the information in the Student Handbook (available from the college's website) before you sign the declaration.

## Declaration and Signature

I have read, understood and accepted the terms and conditions of the enrolment details on this form

Name	
Signature	Date DD / MM / YYYY

Comments: