

REGISTRATION FORM FOR QUALIFICATIONS TO CERTIFICATE III, IV, DIPLOMA OR ADVANCED DIPLOMA

(Please complete all sections on all pages)

Qualification title:

Commencement date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year			

Study Mode (Full-time (F), Part-time (P), External/Correspondence (E), On-line Learning (O))

Please tick the box if you are applying for Recognition of Prior Learning (RPL)

This is my first enrolment at Adelaide Hospitality and Tourism School (AHTS)? YES NO

If NO, course and year of completion

My Unique Student Identifier (USI) Number is:

NOTE: All students are required to have a USI number. If you do not already have a USI number please apply for one at www.usi.gov.au or ask administration to help you to apply.

Section A: Personal & Course Details

Please tick the appropriate box: **Title** Mr Miss Mrs Ms

Family Name **Full Given Names**

Preferred Name

Date of Birth Day Month Year

Postal Address

Suburb **State** **Postcode**

Phone : Home **Work** **Mobile**

Email address

Residential Address (if same as postal address, print "as above")

Street

Suburb **State** **Postcode**

Current employment details

Job title

Name of employer:

Address of employer

State **Postcode** **Phone number**

Emergency contact details

Name

Phone

Relationship to you

Section B: Survey Please complete the following questionnaire:

Q1 In which country were you born?.....

Q2 Are you of aboriginal or Torres Strait islander origin?

- Aboriginal Torres Strait Islander Aboriginal and Torres Strait Islander No

Q3 Do you speak a language other than English? Yes No Please specify (e.g. Chinese).....

Q4 How well do you speak English? Very well Well Not well Not at all

Q5 Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If yes please specify. (You may indicate more than one area.)

- Hearing/deaf Physical Intellectual Learning Acquired brain impairment
 Vision Medical condition Mental illness Other

Q6 Are you still attending secondary school? Yes No

Q7 How are your English writing skills? Very good Good Poor

Q8 What is your highest completed school level? (Tick one only)

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

Q9 In which year did you complete that school level?.....

Q10 Do you wish to apply for Recognition of Prior Learning based on current or previous work/life experience? Yes No

Q11 Have you successfully completed any of the following qualifications? Yes No

- Bachelor degree (or higher degree) Advanced diploma (or associate degree) Diploma Certificate IV
 Certificate III (or trade certificate) Certificate II Certificate I Other

Q12 Which best describes your current employment status? (Tick one only)

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

Q13 Your major reason for study? (tick one only)

- Get a job Develop my existing business Start my own business Try for a different career
 To get a better job or promotion It was a requirement of my job

I am aware the information in this enrolment form may be provided to the State Training Authority and National Council Vocational Education Research for statistical purposes.

Signature: Date:/...../.....

Would you like to receive promotional materials about other courses via email? Yes No

Would you like to have an electronic copy of your parchment/certificate via email? Yes No

REFUND POLICY

1. Notification of intention to withdraw must be received a minimum of 5 business days before the scheduled commencement of study.
2. Refunds will be paid within 14 days of receiving written notification of withdrawal, less 10% administration fee.
3. If notice is received less than 5 business days before scheduled commencement of study, fees will be forfeited.
4. In the event of a course cancellation, all fees paid will be refunded within 14 days.
5. Refunds will only be made payable to the person who paid the fees.
6. A student may be suspended or dismissed at the discretion of AHTS due to unacceptable conduct. No refund will be provided in these circumstances.
7. No upfront payment or tuition fees are refundable once the course has commenced.
8. A written application may be made for exceptional circumstances, addressed to the CEO, Level 2/97 Pirie St, ADELAIDE SA 5000, for consideration.

DEFERMENT POLICY

(A deferral is a request by the student prior to the start of the course to temporarily postpone commencement of study)

1. Notification of intention to defer must be received a minimum of 5 business days before the scheduled commencement of study.
2. Commencement of study may be deferred up to 6 months.
3. Any fees paid will be held for 6 months and can be used towards recommencement of study.
4. A \$50 administration fee must be paid prior to recommencement of study.
5. After 6 months from scheduled commencement of study, fees held will be forfeited.
6. If notice is received less than 5 business days before scheduled commencement of study, fees will be forfeited.
7. A written application may be made for exceptional circumstances, addressed to the CEO, Level 2/97 Pirie St, ADELAIDE SA 5000, for consideration.

Section D: Disclaimers**EXCURSIONS**

I am fully aware that I undertake all excursions at my own risk. The Adelaide Hospitality and Tourism School (AHTS) is not liable in any way and I may organise my own insurance or take part at my own risk.

QUALITY ASSURANCE

AHTS is externally audited at regular intervals to ensure it can maintain its accreditation as a Registered Training Organisation. A part of this process involves an auditor contacting some of the School's past and current participants. Please tick the box and initial next to it if you do NOT wish to be contacted for this purpose.

Please initial

PRIVACY

I authorise AHTS to make relevant inquiries where necessary and in accordance with legislation regarding my academic qualifications and any work experience in relation to my application for undertaking a course. I understand that my information will only be released to third parties in accordance with legislation. I also understand that I may, at any time, revoke my authorisation for AHTS to release my information to third parties. Revocation of authorisation must be received in writing by AHTS.

Further clarification of AHTS compliance with the Australian Government's Privacy legislation can be obtained from our website: www.asht.net

The "Terms and Conditions of Enrolment" comprise the Refund Policy and the policies printed above. Participants must also adhere to the contents of the "Participant Handbook". This is provided at the time of enrolment.

I have read, understood and agree to comply with the Terms and Conditions of Enrolment

Signature:

Date: