

AUSTRALIAN SCHOOL OF TOURISM AND HOTEL MANAGEMENT

ENROLMENT FORM APPRENTICE/TRAINEE

Personal Details

Family Name: Given Name:
Address:
Suburb: State: Postcode:
Telephone #: (H) (W) (M) (other)
Date of Birth: Male Female Marital Status:
Place of Birth: Country: Citizenship:
Medical Condition:

Emergency Contact Details

Family Name: Given Name:
Address:
Suburb: State: Postcode
Telephone #: (H) (W) (M) (other)
Relationship to Enrollee:

Education Details

Name of last school attended:
State: Year Completed: Highest Level Achieved: University/Technical
Exemption Request/Recognition of Prior Learning/Credit Transfer .. Yes No Form Completed/Evidence Provided .. Yes No

Employment History

Employer: Place: From: To:
Employer: Place: From: To:
Employer: Place: From: To:
Employer: Place: From: To:

Enrolment Details

Name of Course: Course #:
Length of Course: Commencement Date: Completion Date:

Course Fees

Tuition Fees: AU\$
Enrolment Fee: AU\$
Resources: AU\$
Total: AU\$

Note: Fees & Charges are determined by the Department of Training and may vary from year to year. You may be invoiced separately for any variances in charges

TERMS AND CONDITIONS

1. COURSE FEES

- a. Students enrolling in modules/units of competency may be charged (i) An Enrolment Fee (ii) A Tuition Fee (iii) A Resource Fee. The enrolment fee is the fee levied to cover the costs of enrolment.
- b. An enrolment fee is charged for each semester. The tuition fee is charged per student curriculum hour with a concession rate available. The resource fee covers materials purchased by the RTO to be consumed or transformed by students in the course of instruction. This fee also covers Internet charges and other services utilised by the student in the course of instruction. Excursions will be charged to students as they arise. The RTO will provide a Training Record Book and support learning materials free of charge. In addition other fees and incidental charges may be levied to recover the cost of items and services provided by the RTO. Texts are not included in these fees.
- c. A concession rate applies to tuition fees if a student is a person/dependant of persons holding a Pensioner Concession Card, a Repatriation Health Benefits Card, a Health Care Card, in receipt of Austudy or Abstudy, in receipt of the Youth Allowance, or persons who have reached the age of 15 but who have not reached the age of 18 or not due to reach the age of 18 in the calendar year for which they enrol. Proof of eligibility for concession must be shown at the time of enrolment and for each subsequent year of enrolment for which a concession is claimed.
- d. Students may be granted credit for the completion of formal accredited learning with a school or other RTO. The transfer of credit provides the student with exemptions from relevant units of competency within a course. Students are not charged for credit transfer but are still liable for enrolment fees for the component to which credit applies.

2. PAYMENT OF FEES AND CHARGES

- a. Course fees are required to be paid in full prior to the commencement of each year of study unless prior arrangements have been made and approved in writing by *The Australian School of Tourism and Hotel Management* ('the School'). If you have not made payment of fees the school reserves the right not to permit you into class and in addition interest will be charged and accumulate on a daily basis to the value of 8% of the outstanding balance of the course fee.
- b. In cases of financial hardship students may take up one of the following options (a) present a signed authority from an employer to invoice that employer for fees and charges (b) make an application on the grounds of financial hardship to pay instalments and pay a deposit of \$100.00. Students who fail to take up one of the above options will not be enrolled. In cases of financial hardship students will be given a maximum of eight (8) weeks from the commencement of the semester to finalise payment, which may include payment by instalments.

3. REFUNDS

- a. Written advice of a withdrawal of study from the School is necessary to ensure eligibility for refunds.
- b. Students who withdraw are entitled to a full refund of fees and charges where a course/qualification or module/unit of competency is cancelled; a student is not given a place due to maximum number of places being reached; or a student accepts an offer of a place in university. Students must provide proof of offer.
- c. Students who withdraw for reasons other than above and who lodge a written withdrawal prior to or within 4 weeks of commencement of study or before 25% of delivery has been concluded (whichever is sooner) will be eligible for a full refund of their tuition fee and 50% of any resource fee paid. There is no refund on Enrolment fees.
- d. The School may approve a pro-rata refund of fees and charges at any time during the course of delivery if students withdraw for reasons of personal circumstances beyond their control *eg, serious illness resulting in extended absence from classes; injury or disability that prevents the student from completing their course of study*. In all cases relevant documentary evidence is required.
- e. Fees and Charges are collected within accordance with the provisions of the *Vocational Education and Training Act 1996*.

4. GENERAL CONDITIONS

- a. You must attend all classes, examinations and course excursions and abide by the rules and regulations of the School that are in force at the time.
- b. The School reserves the right to withdraw you from study if your misconduct and/or behaviour are not acceptable to the School. In this instance, any refunds of the course fees will be at the discretion of the School.
- c. You are required to notify the School immediately should you change your address, telephone number and/or employment. You are also obliged to notify the *Apprenticeship and Traineeship Support Network* (ATSN) of any changes to personal details.
- d. All absences from class will be reported to your employer. High absenteeism will place your apprenticeship/traineeship at risk and the ATSN will be notified of such.
- e. If you wish to request exemptions for recognition of Prior Learning or Credit Transfer you must complete the RPL or Credit Transfer Request Form and submit this with evidence of achievement with your Enrolment. Once your enrolment has been accepted, no further exemptions will be granted.
- f. Only those students whose course fees and other indebtedness to the School have been fully paid will be eligible for assessment and certification.
- g. Each unit will be assessed and the nature of assessment is specified on the Training Program Outline (TPO). Where students fail to achieve the minimum competency required for that unit, additional training must be organised between the student and lecturer. Students are provided with three (3) opportunities to achieve competency. Following the third opportunity the student is required to re-enrol and re-complete the unit.
- h. The School and staff will use their respective best to ensure that the assessment results completed throughout the semester are available no later than 3 weeks after the semester completion date.
- i. The School reserves the right to vary the course curriculum without prior notice to you.

Please read the following statements carefully and agree to them before signing this form.

1. The information I have provided on this form is complete and correct
2. I have read and understood the terms and conditions as set out above.
3. I agree to abide by the School regulations as set out in the Terms and Conditions above.
4. I understand that upon acceptance of this enrolment a binding agreement exists between the School and the student or parent/guardian the terms of which apply to this and any subsequent course.

Signature of Student

Date

Parent/Guardian/Guarantee (to be signed if student under 18 years)

I the undersigned, having read the terms and conditions stated herein, agree to guarantee payment of all outstanding fees and charges by in relation to the education and tuition and training services provided by Perth Hospitality Professionals Pty Ltd trading as the Australian School of Tourism and Hotel Management.

Signature of Parent/Guardian/Guarantee

Date

