



AUSTRALASIAN
— TRAINING COLLEGE —

Registration Code: [46174](#) | Ph: 1300 846 211

Email: admin@atcollege.edu.au

Web: www.atcollege.edu.au

ATC Office Use Only

Student ID: _____

Enrolment Form

PERSONAL DETAILS

Surname:		First Name:	
Address:			
State:		Post Code:	
Phone:		Date of Birth:	
Mobile:		Email Address:	
Gender:	Male	Female	Country of Birth:
Are you of Aboriginal or Torres Strait Islander origin?		Yes, Aboriginal	Yes, Torres Strait Islander
What language do you mainly speak at home?			
How well do you speak English?		Very Well	Well
		Not Well	Not At All
Course:		Course Code:	
USI:		USI verified date:	Verified by:

EMPLOYER (if relevant)

Name:			
Address:			
State:		Post Code:	
Phone:		Email:	

STATISTICAL DETAILS

This information is used for statistical purposes only. Please state, circle or highlight.

Are you still attending secondary schooling?						
Name of School you are attending:						
What is your highest completed school level?						
In what year did you complete that school level?						
Since leaving school have you completed any qualifications?						
Qualification Name:						
Current Employment Status:	Full-time	Part-time	Self employed	Employer	Unpaid family	Unemployed

Do you consider yourself to have a permanent and significant disability? Yes / No						
Visual / Sight	Intellectual	Hearing	Chronicle Illness	Physical	Other (specify below)	
If other disability please specify:						
Do you consider yourself to have any special needs i.e. Allergies / Impairment or long-term condition(s)? Yes/No If Yes, please specify:						
Of the following categories, which BEST describes your main reason for undertaking this course?						
To get a job	To develop my existing business	To start my own business	To try for 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	Please specify other reasons:				
I have received the Participant Handbook containing all of the following information:						
<ul style="list-style-type: none"> Nationally Recognised Training Offered Our Service Commitment Access and Equity Policy Expectations of Participants Participant Support Refund Policy Competency Based Training and Assessment Credit Transfer Recognition of Prior Learning 			<ul style="list-style-type: none"> Access to Participant Records Release of contact details and information Change of Personal Details Complaints and Appeals Results Reissuance of Certificate/Statement of Attainments Course Evaluation Relevant Legislation – to be complied with 			
DECLARATION						
I have read the Participant Handbook and agree to the conditions and the conditions outlined in the ATC Student Handbook.					YES	NO
I declare that I give permission for Australasian Training College to disclose my contact details to ASQA if requested for quality assurance purposes.					YES	NO
I declare that the information above is true and correct.						
Signature:					Date:	
<input type="checkbox"/> A certified copy of Photo ID has been provided or the original sighted.						
NB: Proof of ID is required. Enrolments must provide certified (by Justice of the Peace) copy of Photo ID if original is not sighted. Certificates will only be issued when acceptable certified ID is provided.						
Payment Method <input type="checkbox"/> Please outline/tick your payment method. <input type="checkbox"/> Payment by direct bank transfer: Acc. Name: ATC College Account BSB: 067873 Acc. No: 13900335 Ref: Please use your first and last name as the reference <input type="checkbox"/> Payment in person with cash or credit card – must be 14 days (2 weeks) prior to commencement of course. <input type="checkbox"/> Cheque attached (or posted on/...../.....) <input type="checkbox"/> Credit my details are: <input type="checkbox"/> VISA / <input type="checkbox"/> MASTERCARD (Card type not here, check to see if other cards are accepted) Card Number _____ - _____ - _____ - _____ Expiry Date ____/____ Signature of Card Holder _____						
TERMS AND CONDITIONS						

The following terms and conditions apply to all participants:

1. Course work progression - participants are required to notify Australasian Training College as soon as it is practical of any event or any difficulties impacting the progress of their training and completion of their unit of competence, and if necessary, apply for an extension.
2. Monies paid to ATC are subject to the refund policy as stated within the ATC 'Student Handbook,' this is available at the ATC's main office and/or downloadable via ATC's website.
3. The participants are responsible for the following costs charged by Australasian Training College
 - Replacement of a Statement of Attainment/Certificate or reissuance while progressing \$44 inclusive GST
 - All participants are given two (2) resubmissions per unit of competency to be reassessed without further payment required. On the occasion where participants are unable to demonstrate competency after two (2) re-assessment attempts, they should consult their trainer about further opportunities to complete the qualification. Any further submissions will incur a charge of 50% of the amount originally paid per unit. In the case where the amount was paid for the qualification, the amount will be calculated at the Total cost of the qualification divided by the number of units required to fulfil the qualification requirements.
4. Full payment of fees is required prior of the issuance of the Statement of Attainment or Certificate.
5. Participants who successfully complete the requirements prior to the planned finished date can receive their Statement of Attainment/Certificate on completion, as long as all course fees are paid in full.
6. All ATC courseware is the intellectual copyright of ATC, and thereof remains the property of ATC.
7. Student academic records remain confidential but as requested, may be accessed by State and/or Commonwealth departments i.e. ASQA, NCVER.
8. Any other matter not specifically mentioned above, but is covered within ATC policies and procedures, will be at the discretion of ATC management.