

UNITY TRAINING SERVICES ENROLMENT FORM



Instructions:

Please fill in all sections clearly and carefully by writing in block letters.

Information requested on this form is for national database and tracking purposes and assists in ongoing qualification issuance as required. All data is confidential and is not forwarded to any other party with the sole exception of the national statistical database to comply with the Total Vet Activity reporting for RTOs.

As an elected HSR, you are entitled under the legislation to attend training with a provider of your choice.

1 COURSE DETAILS

Course Name: _____

Date of Enrolment: _____

2 PERSONAL DETAILS

Title: *(Please tick)* Mr Mrs Miss Ms Dr Mx
Other

Family Name: _____

Given Names: _____

Residential Address:

Building Name: _____

Flat/Unit details: _____

Street/Lot No: _____ Street Name: _____

Suburb/Town: _____

Post Code: _____ State/Territory: _____

Employer details:

Company name: _____ Contact Name: _____

Address: _____

Suburb/Town: _____ Telephone: _____

Date of Birth: _____ Gender: _____

Phone Numbers: Home _____ Work _____ Mobile _____

Email address: _____

Postal Address (leave blank if same as Residential Address):

Building Name: _____
Flat/Unit details: _____
Street/Lot No: _____ Street Name: _____
PO Box: _____
Suburb/Town: _____
Post Code: _____ State/Territory: _____

Emergency/Next of Kin Contact Details: Name _____ Phone: _____

3 LANGUAGE AND CULTURAL DIVERSITY

Were you born in Australia? Yes If not, please specify country of birth: _____

Do you speak a language other than English at home?

No, English only *(Go to disability section)*
 Yes, other – please specify below:

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

Are you of aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)

No
 Yes, Aboriginal
 Yes, Torres Strait Islander

4 DISABILITY

Do you consider that you have a disability, impairment or long-term condition? *(You may indicate more than one area)*

No disability Hearing/Deaf Physical Intellectual
 Learning Mental illness Acquired brain impairment Vision
 Medical condition Other Multiple disabilities

5 EDUCATION

What is your highest completed school level?

Did not go to school Completed year 8 or lower Completed year 9
 Completed year 10 Completed year 11 Completed year 12

In which year did you complete that school level? _____

Are you still attending secondary school?

Yes

No

Have you successfully completed any of the following qualifications?

Yes (please tick ANY applicable boxes)

No (Go to the Employment section)

Bachelor Degree or Higher Degree

Certificate III (or Trade Certificate)

Advanced Diploma or Associate Degree

Certificate II

Diploma (or Associate Diploma)

Certificate I

Certificate IV (or Advanced Certificate/Technician)

Certificates other than the above

6 EMPLOYMENT

Of the following categories, which best describes your current employment status? (Tick ONE box only)

Full-time employee

Employed – unpaid worker in a family business

Part-time employee

Unemployed – seeking full-time work

Self employed – not employing others

Unemployed – seeking part-time work

Employer

Not employed – not seeking employment

7 CANCELLATION / REFUND POLICY

- Payment in full must be received prior to the course commencing.
- Cancellations made less than **5 working days** before the start of the course **will not** receive a refund.
- Cancellations made less than **10 working days** before the start of the course will incur a 50% charge of total course cost.
- Changing to another course date may be made at no additional cost if these changes are made more than **5 working days** before the course begins. Deferral to another course only lasts six months otherwise refunds will not be provided after that time. Any changes made less than 5 working days will incur a 30% administration charge of the total course cost.
- If a person fails to attend a course they have enrolled in, 100% payment will be incurred.
- Unity Training Services reserves the rights to cancel or defer the course at its discretion. If this occurs an alternative date will be offered, or a full refund will be paid. Unity Training Services will not be held liable for any costs resulting from cancellation of the course.
- Confirmation of the booking will be sent on receipt of the authorised enrolment form. If the above terms and conditions are not complied with Unity Training Services reserves the right to refuse entry to the course.

8 DECLARATION

I understand that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring. I certify that all details provided on these forms are correct and I adhere to Unity Training's cancellation and refund policy.

Signed: _____ Date: _____