

Instructions

Thank you for choosing to study at ACFB, we look forward to providing you with the best possible training.

Please complete all details within each section of this form and if you are **also** applying for any of the following (*please select*):

- Skills First Funding
 VET Student Loans
 Scholarship Program
 Recognition of Prior Learning (RPL)

There are additional forms and evidence required as part of the enrolment process. **Please refer to these forms for any alternate course fees.** If you are required to provide evidence of eligibility, these documents must be either **certified** or brought into ACFB. If you are applying for a VET Student Loan, please also contact ACFB so you can be emailed an eCAF form.

Massage Courses

HLT42015 Certificate IV in Massage Therapy \$4,450

On-campus (select class) *Please refer to website for intakes*

- Tuesdays & Thursdays
 Mondays & Wednesdays
 Saturdays
 Monday & Wednesday Evenings
 Monday & Thursday Evenings

Year Semester

- On-campus FLEXI ~~\$4,450~~ **\$3,650**
 Distance Learning ~~\$4,450~~ **\$3,650**

HLT52015 Diploma of Remedial Massage \$13,990

On-campus (select class) *Please refer to website for intakes*

- Tuesdays & Thursdays
 Mondays & Wednesdays
 Saturdays
 Monday & Wednesday Evenings
 Monday & Thursday Evenings

Year Semester

- On-campus FLEXI

22316VIC Advanced Diploma of Myotherapy \$6,990

On-campus (ONLY) *Please refer to website for intakes*

- Mondays & Wednesdays
 Tuesday & Friday Evenings

Year Semester

HLTAID003 Provide First Aid \$110

(One Day Workshop)

Year Class

CPR Update \$50

(Half Day Workshop)

Year Class

Fitness Course

Personal Trainers Course (SIS30315/SIS40215) \$3,500

On-campus (select class) *Please refer to website for intakes*

- Wednesday & Alternate Fridays
 Mondays & Alternate Saturdays
 Monday evenings & Alternate Saturdays

Year Semester

- On-campus FLEXI
 Distance Learning ~~\$3,500~~ **\$3,000**

SIS30315 **SIS40215** (*each*) **\$1,750**

On-campus (select class) *Please refer to website for intakes*

- Wednesday & Alternate Fridays
 Mondays & Alternate Saturdays
 Monday evenings & Alternate Saturdays

Year Semester

- On-campus FLEXI
 Distance Learning ~~\$1,750~~ **\$1,500**

Business Courses

BSB42615 Certificate IV in New Small Business

Stand-alone enrolment (online) **\$2,750**

Add-on enrolment (online) **\$450**
(with ACFB Massage / Fitness / Myotherapy Course)

BSB50215 Diploma of Business

Stand-alone enrolment (online) **\$TBA**

Add-on enrolment (online) **\$TBA**
(with ACFB Massage / Fitness / Myotherapy Course)

BSB41015 Certificate IV in Human Resources

Stand-alone enrolment (online) **\$TBA**

Add-on enrolment (online) **\$TBA**
(with ACFB Massage / Fitness / Myotherapy / Business Course)

BSB50615 Diploma of Human Resource Management

Stand-alone enrolment (online) **\$TBA**

Add-on enrolment (online) **\$TBA**
(with ACFB Massage / Fitness / Myotherapy / Business Course)

The Department of Further Education, Employment, Science and Technology collect the required information on this form for use by the Commonwealth Department of Education Science and Training. This information is collected for the purpose of auditing participation and the monitoring and reporting of training outcomes. The information you provide may be accessed by officers of these two departments and by the National Centre for Vocational Education Research (NCVER) for the above purposes.

1) Were you born in Australia?

- Yes
 No

If not, please specify country of birth:

2) Do you speak a language other than English at home?

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

3) How well do you speak English?

- Very Well Well
 Not well Not at all

4) 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

5) 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
 Vision Medical condition
 Multiple disabilities Other
 Acquired brain impairment

6) 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

7) In which year did you complete that school level?

8) Are you still attending secondary school?

- Yes
 No

9) 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
 Advanced Diploma or Associate Degree
 Diploma (or Associate Diploma)
 Certificate IV (or Advanced Certificate/Technician)
 Certificate III (or Trade Certificate)
 Certificate II
 Certificate I
 Certificates other than the above

10) 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

*Occupation

*Industry

11) Of the following categories, which best describes your main reason for undertaking this course/ traineeship /apprenticeship?

(Tick ONE box only)

- 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
 Other reasons

Unique Student Identifier (USI)

USI

If you do not have a USI, you MUST apply for one through the following website and provide it to ACFB on enrolment:
usi.gov.au/students

Language Literacy and Numeracy (LLN)

- I have attached my LLN Form **or** completed a Core Skills Assessment

If you have not previously completed a certificate III qualification or higher, or if ACFB believes that the completion of this assessment will assist in determining your ability to successfully complete the course and establish your individual needs and requirements, you will be required to complete either a core skills or LLN assessment.



Personal Details

Title

First Name

Family Name

Street Address

Suburb

State **Postcode**

Date of Birth **Gender**
 Male
 Female
 Indeterminate/Intersex

Phone (Home)

Phone (Mobile)

Email

Emergency Contact

Phone **Relationship**

Where did you hear about ACFB?

Payment Details *(Not applicable for VET FEE-Help students)*
 Please note: A **\$500 deposit** or **No Deposit Direct Debit Plan** or **payment in full** must be paid on enrolment. All courses or workshop fees under \$500 must be paid in full on enrolment.

I wish to pay my deposit, full fee (or fees under \$500) via:

- Credit Card Bank Transfer
 Cash Cheque

I wish to pay my course fees and/or instalments via:

- Direct Debit/Credit Card Debit Bank Transfer
Preferred Instalment Method
 (Please complete a direct debit Application Form)

With Instalments:

- Weekly Fortnightly Monthly

Over Months

Maximum per course; *(Please contact ACFB for instalment plan options)*

Instalment plans will be displayed on your receipt and student webpage (Please see below for ACFB's bank account details)

Student Declaration (name)

I,
 confirm that I have read, understand and agree to the Terms and Conditions of this Enrolment Agreement stated overleaf, ACFB's Student Handbook, located on ACFB's website; www.acfb.edu.au and will keep up-to-date with my chosen Instalment Plan.

If under 18 years of age, a parent or guardian must also sign this document. (Name & Signature)

ACFB will provide you and each student with the best level of service, support and training available for your chosen course(s), as per the student handbook. Please refer to our student handbook for course completion schedule.

Student Signature *(If in hard copy)*

If completing this form electronically, please write your name.

Once completed, please either;

Email to: admin@acfb.edu.au

Fax to: 03 9873 8051

Mail to: Suite 4/333 Mitcham Rd, Mitcham Victoria, 3132

Date

Terms & Conditions

Non VET FEE-Help Refund Policy

This section is applicable to students who are not studying a VET Student Loans enabled course and/or who are not eligible for VET Student Loans assistance.

On-Campus Students

Withdrawals from a course must be addressed in writing to ACFB's Principal. A full refund will be provided if received 30 days or more prior to course commencement. A refund will be provided if written advice has been received: more than 30 days prior to course commencement (less \$50 cancellation fee), less than 7 days prior to course commencement (less \$100 cancellation fee). There will be NO refunds of course deposits or transfers after course commencement date. Course fees are transferable 30 days prior to course commencement; however a transfer fee applies. In the unlikely event that a class is postponed or cancelled, you will be given the option of transferring to an alternate class/intake or a full 100% refund. Enrolment fees cannot be transferred to another person.

On-campus FLEXI and Distance Learning

Withdrawals from a course must be addressed in writing to ACFB's Principal. Once a student has commenced their course by accessing their student webpage, or by receiving their course material up to the time they wish to withdraw, no refund will be issued for fees paid up to that time. Exceptional circumstances will be considered at the discretion of the Principal. Students may wish to suspend their course and commence it at a later date (maximum of 6 months). For students who wish to choose this option, they need to address it in writing to ACFB's Course Coordinator. Enrolment fees cannot be transferred to another person. Students wishing to transfer to an on-campus course will be required to pay a transfer fee. If the student is full fee student (FFS) their course fee will be adjusted to the applicable total. All message students who are required to complete student clinics on-campus as part of their course, MUST pay out these clinics (over the minimum requirements) if they do not wish to conduct them on-campus.

General Withdrawal Information

Any RPL costs will be taken into account when calculating any refunds. Any student whose entire course contribution is less than the standard course deposit of \$500, or payments made up to the time of withdraw will forfeit this fee if they choose to withdraw after they commence their course. All students who enrol in a course and do not attend their classes/sessions or communicate their intention to defer their studies in any six (6) month period will be withdrawn from their course and they will forfeit any monies paid. Exceptional circumstances will be considered at the discretion of the Principal and Course Coordinator. Refunds are calculated on course duration and not content completed. Refunds will be paid within 28 days of the census date of the VET unit of study to which the withdrawal applies or 28 days after the withdrawal date.

VET Student Loans Refund Policy *(Please refer to the Student Handbook for further details)*

Refunds – students who are eligible for VET Student Loans assistance

This section is applicable to students who are, or would be, entitled to VET Student Loans assistance enrolled in a VET Student Loans enabled course offered by ACFB. Census dates are outlined on ACFB's website – acfb.edu.au.

In the event of a student withdrawing from a VET unit of study on or before the census date for that unit of study:

- 100% of tuition fees paid for that unit will be refunded to the student; and
- the student will not incur a VET Student Loans debt.

In the event of a student withdrawing from a VET unit of study after census date for that unit of study:

- no refund is applicable; and/or
- the student will incur a VET Student Loans debt.

ACFB Bank Details

Account Name: **ACFB**

BSB: **633 000**

Account No: **1306 12211**

Please use your name as the reference