

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
 Tuesday & Thursday *Evenings*
 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
 Tuesday & Thursday *Evenings*
 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 & Thursday *Evenings*

Year Semester

First Aid Courses

HLTAID003 Provide First Aid \$110
(One Day Workshop)

Year Class

CPR Update \$50
(Half Day Workshop)

Year Class

Fitness Courses

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

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

- Mondays & Wednesday
 Tuesdays & Thursdays
 Wednesdays & Fridays
 Monday & Wednesday *Evenings*

Year Semester

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

SIS30315 Certificate III in Fitness \$1,750

SIS40215 Certificate IV in Fitness \$1,750

(Depending of when you completed your Certificate III in Fitness, the SIS40215 course may include a bridging component at no additional fee)

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

- Mondays & Saturdays
 Tuesdays & Thursdays
 Wednesdays & Fridays
 Monday & Wednesday *Evenings*

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)

NCVER Survey

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Under the Data Provision Requirements 2012, ACFB is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by ACFB for statistical, regulatory and research purposes. ACFB may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

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 Acquired brain impairment
 Other

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 completed a Core Skills Assessment

If you have not completed a certificate at least one level below the qualification level you wish to enrol in, or unable to provide a copy of your Year 12 Certificate (or equivalent), and 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 a Core Skill assessment.



Personal Details

<p>Title</p> <input type="text"/> <p>First Name</p> <input type="text"/> <p>Family Name</p> <input type="text"/> <p>Street Address <i>(All students MUST provide)</i></p> <input type="text"/> <p>P.O Box</p> <input type="text"/> <p>Suburb</p> <input type="text"/> <p>State Postcode</p> <input type="text"/> <input type="text"/>	<p>Date of Birth</p> <input type="text"/> <p>Phone (Home)</p> <input type="text"/> <p>Phone (Mobile)</p> <input type="text"/> <p>Email</p> <input type="text"/> <p>Emergency Contact</p> <input type="text"/> <p>Phone Relationship</p> <input type="text"/> <input type="text"/> <p>Where did you hear about ACFB?</p> <input type="text"/>
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Pre-Training Review Questions (Part 1)

Part 1 – Student to Complete,
Part 2 – ACFB to Complete

What has made you want to study this course?

What are your aspirations once you graduate?

How can ACFB best assist you with your studies?

(ie: flexibility, support, etc)

Have you spoken to an ACFB Course Consultant?

Yes No

Do you have the ability to fit your studies into your current commitments?

Yes No Unsure

Do you have any time restraints or issues that may impact this timeline?

(This may be a planned holiday or external study/exams, etc)

This pre-training review, along with the details on this form, will help us better understand your learning needs.

Are there any factors that we need to be aware of to better assist you with your learning needs?

(ie: learning difficulties, etc)

Yes (Please provide Details) No

How do you learn best? (Select any or multiple)

- Visual:** a visually-dominant learner absorbs and retains information better when it is presented in, for example, pictures, diagrams and charts.
- Auditory:** an auditory-dominant learner prefers listening to what is being presented. He or she responds best to voices, for example, in a lecture or group discussion. Hearing his own voice repeating something back to a tutor or trainer is also helpful.
- Kinesthetic:** a kinesthetic-dominant learner prefers a physical experience. She likes a "hands-on" approach and responds well to being able to touch or feel an object or learning prop.

ACFB Enrolment Form

Step 4; Payment & Student Declaration

Payment Details

(Not applicable for VET Student Loans students)

Please note:

A \$500 deposit or No Deposit Direct Debit Plan 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:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Credit Card | <input type="checkbox"/> Bank Transfer |
| <input type="checkbox"/> Cash | <input type="checkbox"/> Cheque |

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

- | | |
|---|--|
| <input type="checkbox"/> Direct Debit/Credit Card Debit | <input type="checkbox"/> Bank Transfer |
|---|--|
- Preferred Instalment Method**
(Please complete a direct debit Application Form.
One off \$10 setup fee applies)

With Instalments:

- | | | |
|---------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Weekly | <input type="checkbox"/> Fortnightly | <input type="checkbox"/> Monthly |
|---------------------------------|--------------------------------------|----------------------------------|

Over Months

(Please contact ACFB for maximum instalment plan durations)

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 from the information I have been provided and discussed within the pre-training review, I am satisfied to enrol in my chosen course(s). And I declare that the information I have provided to the best of my knowledge is true and correct.

I have read, understand and agree to the Terms and Conditions of this Enrolment Agreement stated below, 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

Personal information disclosed to NCVET may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation

Terms & Conditions

Non VET Student Loan 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 massage 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