

### 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 this form. If you are **also** applying for any of the following (*please select and complete the applicable forms*):

- |   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> Skills First Funding<br>Please complete the<br><b>Skills First Funding</b><br>Application Form | <input type="checkbox"/> JobTrainer<br>Please complete the<br><b>Skills First Funding</b><br>Application Form | <input type="checkbox"/> VET Student Loans<br>Please complete the<br><b>VET Student Loans</b><br>Application Form & eCAF | <input type="checkbox"/> Scholarship<br>Please complete the<br><b>RPL forms</b><br>available <a href="#">here</a><br><b>All forms MUST be completed</b> | <input type="checkbox"/> Recognition of Prior Learning (RPL)<br>Please complete the<br><b>RPL forms</b><br>available <a href="#">here</a><br><b>All forms MUST be completed</b> |
|---|---|--|---|---|

Please ensure all additional forms are completed and all evidence required as part of the enrolment process is provided. **Please refer to these forms for any alternate course fees.** If you are required to provide evidence of eligibility, these documents must be either original **certified** copies 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

Year

Semester

Or

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

Year

Semester

Or

On-campus FLEXI

**22316VIC Advanced Diploma of Myotherapy \$8,450**

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

Mondays & Wednesdays

Tuesday & Thursday *Evenings*

Year  Semester

### First Aid Courses (Standalone)

**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) \$4,300**

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

Mondays & Wednesdays

Tuesdays & Thursdays

Year  Semester

Or

On-campus FLEXI ~~\$4,300~~ **\$3,500**

Distance Learning ~~\$4,300~~ **\$3,500**

**SIS30315 Certificate III in Fitness \$2,150**

**SIS40215 Certificate IV in Fitness \$2,150**

*(Depending of when/where 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 & Wednesdays

Tuesdays & Thursdays

Year  Semester

Or

On-campus FLEXI ~~\$2,150~~ **\$1,750**

Distance Learning ~~\$2,150~~ **\$1,750**

### Hard Copy Course Workbooks (Optional)

**I would like to purchase an optional hard copy course workbook**

*(Electronic versions of your workbook are included at no additional fee)*

#### Fitness Courses

Certificate III in Fitness **\$55**

Certificate IV in Fitness **\$75**

#### Massage Courses

Certificate IV in Massage Therapy **\$65**

Diploma of Remedial Massage **\$130**  
*(Includes two (2) folders)*

Advanced Diploma of Myotherapy **\$85**

**1) In which country where you born?**

- Australia  
 Other

Please specify country of birth:

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

- No, English only  
 Yes, other – specify:

*If more than one language, indicate the one that is spoken most often.*

**3) How well do you speak English?**

- Very Well                       Well  
 Not well\*                       Not at all\*

*\*Please complete ACFB to a Core Skills Assessment.*

**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?**

- Yes                       No

*If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area)*

- Medical condition               Hearing/Deaf  
 Physical                       Intellectual  
 Learning                       Mental illness  
 Vision                       Acquired brain impairment

Other – Please specify

**6) What is your highest COMPLETED school level?**

- Never attended school\*  
 Completed year 8 or lower\*  
 Completed year 9 or equivalent\*  
 Completed year 10\*  
 Completed year 11  
 Completed year 12

**7) Are you still attending secondary school?**

- Yes  
 No

**8) In which year did you complete that school level?**

**9) Have you SUCCESSFULLY completed any of the following qualifications?**

- Yes (please tick ANY applicable boxes)  
 No\* (Go to the Employment section)

*If Yes, please enter one of these Prior Education achievement Recognition Identifiers any applicable qualification level.*

Guide    **A** = Australian  
            **E** = Australian Equivalent  
            **I** = International

A	E	I	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or Higher Degree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Diploma or Associate Degree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diploma (or Associate Diploma)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate III (or Trade Certificate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate II
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificates other than the above

**10) Of the following categories, which BEST describes your main reason for undertaking this program/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  
 To get skills for community/voluntary work

# ACFB Enrolment Form

## Step 2; General Details (cont) & Payment

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

- Full-time employee
- Part-time employee
- Self-employed – not employing others
- Self-employed - employing others
- Employed - unpaid worker in a family business
- Unemployed - seeking full-time work
- Unemployed - seeking part-time work
- Not employed – not seeking employment

**12) Which of the following classifications BEST describes your current or recent occupation? (ONE box only)**

- Managers
- Professionals
- Technicians and Trade Workers
- Community and Personal Service Workers
- Clerical and Administrative Workers
- Sales Workers
- Machinery Operations and Drivers
- Labourers
- Other

**13) Which of the following classifications BEST describes industry or your current or previous Employer? (Tick ONE box only)**

- Agriculture, Forestry and Fishing
- Mining
- Manufacturing
- Electricity, Gas, Water and Waste Services
- Construction
- Wholesale Trades
- Retail Trade
- Accommodation and Food Services
- Transport, Postal and Warehousing
- Information Media and Telecommunications
- Financial and Insurance Services
- Rental, Hiring and Real Estate Services
- Professional, Scientific and Technical Services
- Administration and Support Services
- Public Administration and Safety
- Education and Training
- Health Care and Social Assistance
- Arts and Recreation Services
- Other Services

Unique Student Identifier (USI)

Enter your **USI**

If you do not have a USI, you **MUST** apply for one through the following website and enter it above: [Click here to create a USI](#)

Victorian Student Number (VSN)

**VSN**

- NO - I have not attended a Victorian school since 2009 or a TAFE or other VET Training provider since the beginning of 2011
- Yes – I have you attended a Victorian school since 2009 (Most recent)
- Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011 (List up to 3 providers)




**\*Language Literacy and Numeracy (LLN)**

Please refer to ACFB's Student Handbook which outlines the Academic Suitability and Core Skills requirements for entry into an ACFB course. If you are required to complete a Core Skills Assessment, please tick this box and ACFB will contact you for more details.

- I AM** required to complete a Core Skills Assessment
- I AM NOT** required to complete a Core Skills Assessment

**Payment Details** *How will you be paying for your course(s)?*

**VET Student Loans**

ACFB will send you an Electronic Commonwealth Assistance Form (eCAF) two (2) days after enrolment.

**Study Loan** (click on the link below to apply)

<https://studyloans.com.au/education-providers/australian-college-of-fitness-and-bodywork/#main>

**In full**

(available on enrolment if course fee is under \$1,000)

- Credit Card
- Bank Transfer
- Cash
- Cheque

**Direct Debit/Credit Card Debit Instalment Plan**

(available for all fees over \$500)

Please select below **AND** complete a Direct Debit Application Form.  
One off setup fee applies.

- Weekly
- Fortnightly
- 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)



### Personal Details

**Given Name** *(must match the ID provided)*

**Middle Name**

**Family Name** *(must match the ID provided)*

**Street Address\*** *(A Physical Address MUST be provided)*

**P.O Box**

**Suburb**

**State**

**Postcode**

**Date of Birth**

**Gender**

Male

Female

Indeterminate/Intersex/  
Unspecified

**Phone (Home)**

**Phone (Mobile)**

**Email**

**Emergency Contact**

**Phone**

**Relationship**

**Where did you hear about ACFB?**

### 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 and received an Information Pack via email or in person?**

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.*

**Do you have access to a computer, iPad or Tablet?**

Yes

No

**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.

### Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

#### Collection of your data

ACFB is required to provide the Department with student and training activity data. This includes personal information collected in the ACFB enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). ACFB provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

#### Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

A student's USI may be used for specific VET purposes including the verification of student data provided by ACFB; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

#### Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

#### Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

#### Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the NCVER survey at the time of being contacted.

#### Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

#### Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact ACFB's Privacy Officer in the first instance by phone [03 9873 4858] or email [admin@acfb.edu.au].

#### Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

**I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.**

Student Signature

Date

### RTO Privacy Notice & NCVER Survey

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), may be used or disclosed by ACFB for statistical, administrative, regulatory and research purposes. ACFB may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populate authenticated VET transcripts;
- facilitate statistics and research relating to education, including surveys and data linkage;
- pre-populate RTO student enrolment forms;
- understand how the VET market operates, for policy, workforce planning and consumer information; and
- administer VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

Please tick to indicate your understanding of the above information

### Terms & Conditions / Enrolment Agreement

#### 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.

##### **Prior to Commencement**

Withdrawals from a course must be made via email to [admin@acfb.edu.au](mailto:admin@acfb.edu.au). The withdrawal process will start from the date received. A full refund will be provided if received 30 days or more prior to course commencement. A partial refund will be provided if written advice has been received:

- within 30 days prior to course commencement (less \$50 cancellation fee)
- within 7 days prior to course commencement (less \$100 cancellation fee)

##### **Post Commencement**

Withdrawals from a course must be made via a completed Withdrawal Form and sent to [admin@acfb.edu.au](mailto:admin@acfb.edu.au) or handed into the campus. The withdrawal process will start from the date received.

##### **On-campus**

There will be NO refunds of course deposits (or equivalent payments), or Study Loans 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**

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, or Study Loan payments up to that time.

##### **General Withdrawal Information**

- Enrolment fees cannot be transferred to another person
- Any RPL costs will be considered when calculating refunds.
- Refunds will be paid within 28 after the withdrawal date.
- All students who enrol in a course and do not attend their classes/sessions or communicate their intention to defer their studies in any three (3) month period will be withdrawn from their course and they will forfeit any monies paid, including Study Loan payments received by ACFB.
- All payments received prior to the date of withdrawal, including Study Loans, will be forfeited by the student.
- All refunds are calculated on course duration and not content completed.
- Exceptional circumstances will be considered at the discretion of the Principal and Program Manager.
- All massage students on a scholarship 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 complete them.
- Students may wish to suspend their course and commence it at a later date. For students who wish to choose this option, they need to address it in writing to ACFB's Program Manager.
- Students wishing to transfer to another delivery method or intake will be required to pay a transfer fee. If the student is a full fee student (FFS) their course fee will be adjusted accordingly.

#### 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](http://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

### Please complete the declaration below to confirm your enrolment:

- I have been provided with an Information Pack via email or in person (including a Course Brochure) and understand the information and requirements regarding my chosen course(s) including the practical requirements.
- 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 above and in ACFB's Student Handbook, located on ACFB's website; [www.acfb.edu.au](http://www.acfb.edu.au) and will keep up to date with my chosen Instalment Plan.

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 schedules.

Full Name

Signature

Date