

ENROLMENT APPLICATION FORM

HLT40307 Certificate IV in Massage Therapy Practice

ENROLMENT FEES	
Please indicate which funding arrangements that you are applying for:	
<input type="checkbox"/> For students that meet the eligibly requirements for Skills Victoria funding*	\$200.00
<input type="checkbox"/> For student who do not meet the requirements for Skills Victoria funding**	\$6368.00 (upfront payment or payment plan)
<p><i>*Please see below for further details with regards to eligibility for Skills Victoria Funding.</i> <i>**For students who do not meet the requirements for Funding, an additional Supplemental Information Form is required to be completed in conjunction with this enrolment application form. Supplemental Information forms can be downloaded www.sportstherapy.edu.au or can be picked up from College reception.</i></p> <p>Concession fees: Apply for all students holding a valid concession/healthcare card and/or Indigenous students will only be charged the minimum fee of \$187.50.</p>	

PERSONAL DETAILS	
Family name	
Given name (s)	
Date of birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of birth	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify)
Permanent home address	
Suburb	State Postcode
Home phone	Mobile phone
Email address:	
(Note: The main form of communication used at the College is your personal email address)	
Postal address <small>(only complete if different to home address)</small>	
Do you speak a language other than English?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please Specify.....
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
Are you of Aboriginal or Torres Straight Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Straight Islander

EMERGENCY CONTACT INFORMATION	
Relationship to student	
Family name	
Given name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Home phone	Work phone Mobile phone

EDUCATION AND WORK HISTORY

Are you still in school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Victorian Student Number?	<input type="checkbox"/> Yes please specify <input type="checkbox"/> Yes but the VSN is unknown <input type="checkbox"/> No never been issued a VSN
In which year did you complete school?	
What is your highest COMPLETED school level?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or equivalent <input type="checkbox"/> Never attended school
Since leaving school, have you successfully COMPLETED any of the following qualifications in Australia? Select one or more:	<input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate IV <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Graduate Diploma or higher <input type="checkbox"/> Certificates other than above
Of the following categories, which BEST describes your current employment status? (select one):	<input type="checkbox"/> Full time employee <input type="checkbox"/> Part time employee <input type="checkbox"/> Employed - unpaid worker in family business <input type="checkbox"/> Employer <input type="checkbox"/> Self employed - not employing others <input type="checkbox"/> Unemployed - seeking full time work <input type="checkbox"/> Unemployed - seeking part time work <input type="checkbox"/> Not employed - not seeking work
Of the following categories, which BEST describes your main reason for undertaking this course Select one:	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self development <input type="checkbox"/> Other: (Please Specify)
Do you wish to apply for RPL/Course Credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, please attach subject outlines and results from your previous provider of education. These will be assessed prior to the beginning of your course. RPL Application forms are available from College reception.</small>

SPECIAL NEEDS

Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Medical Condition <input type="checkbox"/> Physical <input type="checkbox"/> Mental Illness <input type="checkbox"/> Vision <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning Impairment <input type="checkbox"/> Other, please indicate:
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REFUND POLICY

For students who decide that they do not wish to undertake or withdraw from their course, the following is enforced by ACST:

- a) if a student withdraws, by written notice, from a government funded course at anytime up until 4 weeks after the scheduled commencement date of the course a full refund will be given
- b) if a student withdraws from only part of the course, ACST will refund part of the tuition fee and material fees applicable to that part of the course.
- c) If the course is cancelled during the period of the course, a full refund will be provided
- d) If the student has applied for Recognition of Prior Learning a partial refund to the amount equal to the difference between the fees paid and the fees payable will be refunded

Full refund policy can be located at www.sporttherapy.edu.au

PAYMENT DETAILS

Select your payment method.

(VET FEE-HELP applicants please refer to the Supplemental Information Form)

All cheques/money orders made payable to:
Australian College of Sports Therapy, Level 6/341 Queen Street Melbourne VIC 3000.

Cash **Cheque** **Credit card:** *Visa* *MasterCard* **EFT**

Name on credit card: *Signature:*.....

Amount: \$..... *Credit Card number:*.....

CVV Number: *Expiry date:*.....

EFT Payment can be made to the Australia College Sports Therapy
BSB: 063023
Acct: 10164792

Note: All EFT transfers require a copy of the transfer confirmation to be attached to your application form.

Skills for Victoria Program- 2012 criteria

The Victorian Government's Training Guarantee (VTG) will subsidise the cost of a training place in a course, if you meet the required eligibility criteria.

Eligibility requirements for students in 2012:

Citizenship/Residency status (you must answer **YES** to at least **one** of the following questions)

1. Are you an Australian citizen?
2. A holder of a permanent resident visa)?
3. A holder of a special category Visa (subclass 444, New Zealand citizen)?
4. Are you an east Timorese asylum seeker?, or
5. Are you a holder of a temporary protection visa?

In addition to the above, to be eligible, a student must enroll and commence in a training course or qualification provided by ACST between 1 January 2012 and 31 December 2012 inclusive and be:

i under 20 years of age (as at 1 January 2012)

Students are eligible for any Government subsidized qualification, at any AQF level (i.e. all Certificate II, III, IV, Diploma, Advanced Diploma courses)

ii over 20 years of age (as at 1 January)

Students are eligible for any Government subsidized qualification that would result in the individual attaining a higher qualification than already held*.

** Note, for the purpose of this determining the highest qualification held, the Australian Qualification Framework (AQF) applies, i.e. qualifications at bachelor level are lower than qualifications at vocational Graduate Certificate and vocational Graduate Diploma level.*

Enrolment Fees

Under the funding arrangements, students are required to contribute a nominal amount per calendar year (per course), up to a maximum threshold. For courses that are longer than one year students will be required to pay the enrolment fee for each year of study.

Students are able to enroll in multiple qualifications, in the same year, **at no additional cost**, once that threshold is reached, subject to eligibility criteria being met.

Please note: enrolment fees will be payable upon each calendar year, if you do not finish your coursework in given time period (i.e. 12 months) you will be required to pay the enrolment fee again for the following year. Enrolment fee will be the minimum fee required by the Skills Victoria funding program.

Concession fees apply for all students holding a valid concession/healthcare card and/or Indigenous students- in this case students will only be charged the minimum fees; Certificate I-II- \$105.00, Certificate III-IV- \$187.50, Diploma-Advanced Diploma - \$375.00.

Course prerequisites

In addition to meeting the course requirements ALL applicants undertaking this course are required to undertake a Pre Training Review.

STUDENT ACCEPTANCE AGREEMENT

I declare that the information supplied in this declaration and all documentation supporting it are true and correct to the best of my knowledge.

I understand and agree to the following

1. It is my responsibility to become familiar with the College's Policies and Procedures. I am aware that the College Policies and Procedures are outlined in the student diary and any updates are posted on the College website and administration notice boards around the College. Furthermore, I may access a full description of the Policies and Procedures through the MYACST website.
2. To advise ACST of any change of address or contact details (including email addresses) within 7 days.
3. I have read and understood the student selection and admission policy and procedure and the refund policy located on the ACST website and accept them in their entirety.
4. I agree that as part of my course requirements I will participate in class activities, excursions and outside events with College staff, other students and guest lecturers of the College when scheduled.
5. I release and hold harmless the College, its principles, staff, servants and agents in respect to any property loss or personal injury that I may sustain whilst participating in or resulting from attending the College or any activities relating to my studies however caused.
6. I agree for ACST or its agents to take/utilise photographs/videos for public relations opportunities.
7. I state that the person witnessing this signature is not related to me in any way.

Signature of applicant _____

Print name _____

Date ___/___/___

Signature of witness _____

(Note: cannot be related to student)

Witness name _____

Date ___/___/___

For applicants under 18 years of age

Signature of parent / guardian _____

Print name _____

Relationship to applicant _____

Date _____

OFFICE USE ONLY

Date form received: Date ___/___/___ All details have been completed Yes Entered on PEPi: Yes

Enrolment confirmation forwarded to the students Yes No

Once entered on PEPi, forward the completed forward form to the Student Services Officer

Privacy Statement

Iunderstand that:
(print name)

The Australian College of Sports Therapy (ACST) is required to provide the Victorian Government, through Skills Victoria, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines. (www.skills.vic.gov.au/corporate/statistics/submit_data).

Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. The Education and Training Reform Act 2006 requires ACST to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

I acknowledge and agree to the terms described in this privacy statement.

Student Signature:..... Printed name:.....

Date:.....