



# ACADEMIC PAVILION

5 Lae Ave EAST TAMWORTH NSW 2340

M 041 3077 135 W [academicpavilion.edu.au](http://academicpavilion.edu.au)

[academicpavilion@gmail.com](mailto:academicpavilion@gmail.com)

## ENROLMENT FORM

### Your details

Title ..... First name .....

Second name .....

Surname.....

Date of birth ..... Female  Male  Other

Postal address .....

.....Postcode .....

Tel .....M .....

Email .....

Tick to enquire about

Recognition of Prior Learning (RPL)

Credit transfer for previously completed units

How we can help you with any special needs such as language, literacy or numeracy needs, any disabilities or equity issues

Discounts if more than one person

### Course details I wish to enrol in... Please tick

<input type="checkbox"/> Certificate of Registration – Assistant Agents course – 5 units	\$865
<input type="checkbox"/> <a href="#">CPP41419</a> Certificate IV in Real Estate Practice includes Assistant Agents units	\$4000
<input type="checkbox"/> <a href="#">CPP40521</a> Certificate IV Strata Community Management	\$4000
<input type="checkbox"/> <a href="#">CPP50307</a> Diploma of Property Services (Agency Management)	Depends on RPL. Or \$5000
<input type="checkbox"/> <a href="#">PSP30116</a> Certificate III in Government	\$4000
<input type="checkbox"/> <a href="#">BSB30120</a> Certificate III in Business	\$4000
<input type="checkbox"/> <a href="#">BSB40120</a> Certificate IV in Business	\$4000
<input type="checkbox"/> <a href="#">BSB30220</a> Certificate III in Entrepreneurship and New Business	\$4000
<input type="checkbox"/> <a href="#">BSB40320</a> Certificate IV in Entrepreneurship and New Business	\$4000
<input type="checkbox"/> <a href="#">BSB40520</a> Certificate IV in Leadership and Management	\$4000
<input type="checkbox"/> <a href="#">BSB51918</a> Diploma of Leadership and Management	\$5000
<input type="checkbox"/> <a href="#">BSB60420</a> Advanced Diploma of Leadership and Management	\$6000
<input type="checkbox"/> <a href="#">BSB30320</a> Certificate III in Legal Services	\$4000
<input type="checkbox"/> <a href="#">BSB40620</a> Certificate IV in Legal Services	\$4000
<input type="checkbox"/> <a href="#">BSB50720</a> Diploma of Paralegal Services	\$5000
<input type="checkbox"/> <a href="#">BSB60220</a> Advanced Diploma of Conveyancing	\$6000
<input type="checkbox"/> Single unit of competency Please indicate:	\$700

NOTE (i) Not sure what course you need? Call us! (ii) Different fees apply if you are studying under Smart and Skilled. Complete this application form and we will let you know your fee. (iii) The above courses are 6 months-2 years in length. Prior learning, business experience and especially experience in a relevant workplace will lessen the amount of time required and the cost but you must be able to provide evidence of this.

### Payment options Smart and Skilled enrollees please pay only on confirmation of acceptance

1 Pay by credit card (Sorry, no AmX) Card no. ....Expiry date .../.../...

2 OR Send a cheque to Academic Pavilion with this registration form

3 OR Direct deposit into Commonwealth Bank BSB 062107 Acc. No. 10541448 Please forward a copy of the transaction and this form OR PUT YOUR SURNAME ON THE TRANSACTION

### Your Unique Student Identifier

Please go to [usi.gov.au](http://usi.gov.au) (It's free and quick) .....

**Additional information** (to meet statistical reporting requirements)  **Please tick**

How did you hear about our RTO?  Brochure,  
 Newspaper,  Friend,  Other.....

In which country were you born? .....

Are you  Aboriginal/Torres Strait Islander,  No

What language do you speak at home? .....

Which of the following best describes your current employment status?  Full time  
 Part time,  Retired,  Employer,  Self employed,  Seeking full time,  Seeking part time,  Not looking,  Care giver

Are you  an Australian Citizen,  Permanent resident,  Visa holder?

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

Are you still at secondary school?  Yes  No

What is your highest completed school level?  
 Yr 9 or lower,  Yr 10,  Yr 11,  Yr 12

In which year did you complete school? .....

Do you consider yourself to have a disability or impairment?  Yes  No. If yes, please indicate:  Hearing,  Physical,  Intellectual,  Learning,  Mental illness,  Chronic illness  Visual,  Acquired brain injury,  Other .....

Have you successfully completed any of the following qualifications?  Cert. I,  Cert. II,  Cert III / Trade Cert.,  Cert IV / Adv. Cert.,  Dip./Adv Dip.,  Degree or higher,  Other .....

Main reason you are undertaking this study?  To get a job  To develop my existing 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  To get skills for community/voluntary work  Other reasons

**If applying for Smart and Skilled-funded training**

Do you live in social housing; receive rent assistance or are you or your household on the NSW Housing Register?  Yes  No

Have you undertaken any other Smart and Skilled qualification this year?  Yes  No

Are you in receipt of any type of government benefit?  
 Yes  No. If Yes, please indicate  Jobstart Allowance,  Carer's benefit,  Family Tax Benefit A Maximum rate?  Other.....

**PRIVACY NOTICE**

Under the *Data Provision Requirements 2012*, Academic Pavilion 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 us for statistical, administrative, regulatory and research purposes. Academic Pavilion 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:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering 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)).



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## Your rights and responsibilities

Clients of the RTO will be treated professionally and courteously and will be provided with a positive learning environment. In return, it is expected that you conduct yourself during training according to the legislation that relates to behaviour in the workplace.

## Complaints and appeals process

Complaints about any aspect of Academic Pavilion may be made verbally or in writing.

- 1 Initially, a verbal complaint received by any employee or contractor must be raised with the CEO. The employee or contractor (such as trainer) will document the complaint with the CEO who will investigate, make a decision and record the outcome. If the person who made the complaint is still dissatisfied, they may appeal in writing to the CEO.
- 2 When a written complaint – appeal – is received the RTO will convene a panel composed of the CEO, trainer and an independent person to review and assess the complaint. The complainant will be given an opportunity to represent their case.
- 3 The complaint and grievance committee will make a decision and advise the complainant of this decision and its reasons within 15 working days.
- 4 Where appropriate, Academic Pavilion will revise its policies and procedures to prevent the cause/s of the complaint / grievance
- 5 If the appellant is still not satisfied they are advised to take up the matter with ASQA, who do not, however, intervene on assessment decisions made by the RTO. Contact ASQA at Level 10 255 Elizabeth Street NSW T 1300 701 801 E <http://www.asqa.gov.au/>

## Refund policy and consumer protection

You can change your mind about enrolling in the course for up to 10 days after we have received your enrolment form and all monies will be returned. After 10 days and before the commencement of training, if you do not wish to proceed, and we have provided you with training materials such as course manuals, an 80% refund will be provided within 20 working days. Refunds after this time are at the discretion of the CEO.

## Issuing of a qualification and statement of attainment

Successful completion of all units and payment of all fees is required for the issue of a qualification. Where a student completes only part of the course and withdraws, a statement of attainment will be issued for the units that have been completed, if payment has been made. Where a student's work is not satisfactory, they will have the opportunity to make two further submissions. If you require a third reassessment a fee of \$500 will apply.

## Access to records

Clients who have completed their study can request access to their records, for example, a reissuing of their Statement of Attainment or qualification if they have misplaced their original, for a fee of \$60+GST. Access to records is authorised by the CEO taking into consideration Academic Pavilion's Privacy policy, which among other things, prevents disclosure of client information without their written consent. Your vocational education and training record will also be available under your Unique Student Identifier at [usi.gov.au](http://usi.gov.au)