

TICK	QUALIFICATION	LOCATION AND START DATE	PRICE
	TAE40110 Certificate IV in Training and Assessment- Class Based		
	TAE40110 Certificate IV in Training and Assessment- Online		
	TAE40110 Certificate IV in Training and Assessment- Upgrade Program		
	TAE40110 Certificate IV in Training and Assessment- RPL		
	BSB40807 Certificate IV Frontline Management- Class Based		
	BSB40807 Certificate IV Frontline Management- RPL		

Name (Family) Given Name.....

Company Nationality Gender [] Male [] Female

Address Postcode

Phone (home) Phone (work)

Mobile Fax.....

Email Date of birth

Any health problems or disabilities we need to know about

Terms & Conditions

1. Payment must be received in full prior to course commencement to confirm your place. The only exception to this is when students have been authorised for a payment plan in which case we require \$790.00 deposit. Payment needs to be accompanied by a signed and completed enrolment form. If we have all contact details, completed enrolments will receive a confirmation letter and receipt by email, fax or mail.
2. Substitution of participants may be made prior to course commencing, for an administration fee of \$100.
3. Please choose your course carefully. Cancellations must be notified in writing at least two weeks prior to course start date. Cancellations made after this date and up to the start date attract a fee of 50% of the course fee plus an administration fee of \$100. A 5% fee also applies to credit card payments. The college cannot accept responsibility for changes in personal or work circumstances. Cancellations made on or after the start date do not qualify for a refund. Cancellations made after the start date in online programs in any course, and RPL and Upgrade programs in the Certificate IV TAE40110 & BSB40807, do not qualify for a refund. In these courses the start date is the date on the enrolment form.
4. If a course is cancelled or postponed, students will be offered alternate dates or distance mode where applicable. If students have not begun the course or received course material and the alternate dates are inconvenient, students may apply in writing for a full refund of course fees.
5. Requests for transfers to other class dates or courses must be notified in writing at least two weeks prior to original date enrolled in, and are subject to spaces being available. Transfers during the last 2 weeks prior to commencement, and after commencement, incur a charge of 50% of full course fee. This applies where a student wants to change to a different course date or mode. It applies to all courses, programs and services offered. If an alternative Block 2 date is requested after the first day of Block 1, there is a \$500 transfer fee which needs to be paid prior to attending the Block 2.
6. If a student fails to attend a required course day (e.g. lesson delivery days in the TAE course) and is required to attend in an alternate week then that student will incur a \$100 per day fee, subject to space available in the alternate dates. Lack of attendance to more than 2 days in a week will require a full transfer, as per the above conditions of transfer. We also consider punctuality with attendance.
7. All assignments and assessments are to be submitted within 3 months of commencement of the course (6 months for the Online course). Requests for extension past the set completion date must be received in writing, accompanied by a doctor's certificate. Without a valid doctors certificate, students automatically forfeit the relevant Unit(s) and will need to reenrol at a cost of \$150 per unit if they wish to complete the Unit(s).
8. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
9. The refund policy is subject to review from time to time.
10. Students are required to provide a valid proof of identification (drivers licence, proof of age card or passport) which includes a photo.

AGREEMENT AND CONTRACT

- I confirm that all information provided in this application is complete and correct at the time of signing.
- I understand the terms of this Contract and the refund conditions.
- Please add my name to the mailing list for receiving future program information. Yes No

Signature: _____ Application Date: _____

Entry Requirements for Course

- How would you rate your language skills? (English speaking & understands English) Please circle

Advanced	Intermediate	Regular	Poor	Very poor
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- How would you rate your literacy skills? (can read and write in English)

Advanced	Intermediate	Regular	Poor	Very poor
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- How would you rate your basic computer skills (basic word processing, navigation)

Advanced	Intermediate	Regular	Poor	Very poor
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Do you have any other special learning needs that may require assistance?

ADDITIONAL INFORMATION

Southern Cross Training is a Registered Training Provider and meets administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by Federal, State and Territory Governments in Australia. The State Government registering authority monitors and subjects us to regular external audit to verify adherence to these standards.

GST does not apply to Nationally Recognised courses including Certificate IV in Training and Assessment TAE40110 and Certificate IV Frontline Management BSB40807.

Secure your place: Pay by one of the following methods...

Phone : Have your credit card ready and call 1300 856 057

Email : Fill in credit card details and email back to info@southerncrosstraining.com.au

Direct Deposit (via your bank's online internet banking, at a bank or credit union)

Account Name: Southern Cross Training

BSB: 062 037

Acc No: 1007 2383 ***PLEASE INCLUDE NAME ON TRANSACTION DESCRIPTION**

To ensure that your payment is correctly acknowledged send us and email with the following:

- receipt number
- \$ amount
- date of deposit
- your name
- our invoice # reference
- course name & dates you are paying for!

Call us if you require a different method of payment: Ph: 1300 856 057

Credit Card Details	
Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Bankcard <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club <input type="checkbox"/>
Card no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry date.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Name as on card: _____
Cardholder authority:	_____
Please debit my account by \$	_____ Signature _____