

PERSONAL DETAILS

Dr / Mr / Mrs / Miss / Ms: _____ Surname: _____ Given Name/s: _____

Postal Address: _____

Phone: _____ Mobile: _____

Date of Birth: _____ Email: _____

Type of Photo Identification: _____ ID #: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

How did you find out about us? (Please tick)

Yellow Pages Word of Mouth Website Other, please specify: _____

SELECT A COURSE AND PAYMENT OPTION

✓	Course	Delivery Method	Payment Type
<input type="checkbox"/>	TAE40110 Cert IV in Training & Assessment	Distance	Full Upfront Payment
<input type="checkbox"/>	TAE40110 Cert IV in Training & Assessment	Distance	Per Module

SELECT A METHOD OF PAYMENT

Cash EFTPOS Cheque PayPal Credit Card

See terms and conditions for further information on how to make payment

EDUCATION AND EXPERIENCE

What is the highest level of education you have completed: _____

What other training have you done that is relevant to this course: _____

Why do you want to complete this qualification: _____

What is your current occupation: _____

PLEASE CONTINUE OVER THE PAGE TO COMPLETE THE FORM

LANGUAGE, LITERACY & NUMERACY

Do you have access to:

Computer Yes No
Internet Yes No
Email Yes No

How do you rate your skills in:

Language Excellent Good Basic
Literacy Excellent Good Basic
Numeracy Excellent Good Basic
Use of computers Excellent Good Basic

Do you have any other special needs that you would like us to consider: Yes No

Details: _____

STUDENT TRAINING AGREEMENT

BEFORE SIGNING PLEASE READ THE TERMS AND CONDITIONS OF ENROLMENT

Student Declaration: I declare that the information I have provided is true and correct, and that I understand the information will remain private and confidential. I acknowledge that I have read, fully understood and accept the terms and conditions of enrolment and that if I am unsure about any item or need clarification, that it is my responsibility to contact APS Training Group for further information.

Applications made by students under the age of 18 years **must** be authorised and signed by a parent or guardian.

Student Signature: _____ Date: _____

Parent / Guardians Signature (if under 18): _____ Date: _____

Once complete please return forms to APS Training Group:

EMAIL: training@apscorp.com.au
POST: PO Box 4378, Bundaberg QLD 4670
PHONE: 07 4154 3066
FAX: 07 4154 3099

TERMS AND CONDITIONS OF ENROLMENT

REFUNDS AND CANCELLATIONS Please choose carefully as the following are non-refundable fees:

- \$250.00 administration fee for full upfront payments
- \$175.00 module fee for per module payments
- Any credit card surcharge that may occur

All refunds will be considered on a case by case basis, may require supporting documentation and are at the sole discretion of the managing director of APS Training Group.

In the event a course is paid for in full up front, the refund offered will be dependent on the number of modules completed.

To request a refund contact APS Training Group on 07) 4154 3066 or training@apscorp.com.au

Students will not be eligible where the student:

- Changes job
- Moves house
- Has a change in work hours
- Changes their mind
- Does not complete the course within twelve (12) months

SUPPORT APS Training Group provides support to students where necessary during the term of their enrolment. More information on how to access support will be provided upon request and upon enrolment.

COURSE COMPLETION Students have a maximum of twelve (12) months to complete training from the date of enrolment. Where extenuating circumstances have impacted on your ability to complete the course in this time, an extension may be granted on a case by case basis and may incur an additional support fee.

PAYMENT AND CONFIRMATION OF ENROLMENT To confirm enrolment, APS Training Group requires payment prior to the release of training materials.

Payment Options

For distance delivery payment can be made:

- In full
- per module

Payment can be made by cash, EFTPOS, cheque, credit card, purchase order or PayPal.

- Credit and PayPal payments incur a surcharge of 3%.
- For PayPal payments our email address is accounts@apscorp.com.au

STUDENT IDENTIFICATION APS Training group requires all students to provide a certified copy of a current and valid photo ID.

STATEMENTS Upon successful completion of this course and receipt of suitable ID, students will be issued with a Statement of Attainment.

RE-ISSUE OF CERTIFICATES If in the event of a certificate being lost or destroyed, a replacement can be re-issued at a nominal cost. For more details please contact APS Training Group.

RECOGNITION OF PRIOR LEARNING Any student who feels that they are eligible for Recognition of Prior Learning should contact APS Training Group for information and/or help with this process.

LANGUAGE, LITERACY & NUMERACY ASSISTANCE Any student requiring assistance with reading, writing or anything else related to training should contact APS Training Group and let us know prior to training so we can organize assistance for you.

PRIVACY POLICY APS Training Group is not permitted and will never release any student details without the express written permission of the student.

ACCESS TO RECORDS Students can access their training records at any time after completion of training. No third party can access these records without prior express permission from the student (ref: privacy policy)

PLAGIARISM APS Training Group does not tolerate plagiarism and expects that all work that is submitted is their own work. Where students have used information from sources other than the training materials provided, they are expected to reference the source.

**For a complete list of APS Training Group Policies and Procedures
please contact us on 07) 4154 3066 or email training@apscorp.com.au**