



*Please do not print this form.
Simply fill in the blue boxes, save and email
to: info@mediatoracademy.edu.au

Student Enrolment Form

Qualification	Enrolment Date
6 core units only of CHC81115 Graduate Diploma of Family Dispute Resolution	

What are the student's personal details?

Name (Family) Given Name.....

Nationality Gender ☐ Male ☐ Female

Date of Birth Unique Student Identifier (USI): *(This USI is not compulsory for enrolment and can be applied for and obtained at – www.usi.gov.au at a later date.)*

Attendee contact information?

Telephone Mobile.....

Email.....

Flat/unit number & street number Street name.....

PO box or Roadside Delivery Box Suburb, locality or town

State/Territory Postcode

What is the corporate postal address?

Address Postcode

Who should we contact in an emergency?

Name Relationship

Address

Telephone Mobile

Email

Attendee education and experience

Have you enrolled in a similar course elsewhere? ☐ Yes ☐ No
If you have you may be eligible for a credit transfer or Recognition of Prior Learning

Have you been employed in the area covered by the course applied for? ☐ Yes ☐ No
If you have you may be eligible for a credit transfer or Recognition of Prior Learning



Student Enrolment Form

Other information we must collect from the attendee.

The following information is required as part of agent of a Registered Training Organisation's delivering involvement in the Vocational Education and Training Sector Information provided by students may be made available to Commonwealth and State agencies and third parties employed by these agencies pursuant to obligations under the Australian Quality Training Framework. Students are entitled to view their own personal information held by The registered Training Organisation. Please apply to the Training Manager if you wish to view your own records.

Language and Cultural diversity

1. In which country were you born?
☐ Australia Other –please specify.....
2. Do you speak a language other than English at home?
☐ No, English only (*Go to the question 3*)
☐ Yes, other – Please specify
3. How well do you speak English?
☐ Very Well ☐ Well ☐ Not Well ☐ Not at all
4. Are you of Aboriginal or Torres Strait Islander Origin?
☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Disability

5. Do you consider yourself to have a disability, impairment or long-term condition?
☐ No ☐ Yes
6. If **YES** then please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area)
☐ Hearing / Deaf ☐ Mental Illness ☐ Other
☐ Physical ☐ Acquired Brain Impairment
☐ Intellectual ☐ Vision
☐ Learning ☐ Medical Condition

Schooling

7. What is your highest **COMPLETED** school level? (Tick one box only)
☐ Year 12 or equivalent ☐ Year 10 or equivalent ☐ Year 8 or below
☐ Year 11 or equivalent ☐ Year 9 or equivalent ☐ Never attended school

In which year did you complete the above school level?

8. Are you still attending secondary school?
☐ No ☐ Yes



Student Enrolment Form

Attendee Entry Requirements and Previous qualifications achieved

9. Have you successfully completed the following qualification?

CHCHC81115 Graduate Diploma of Family Dispute Resolution?

10. Highest qualification completed

- | | |
|--|---|
| ☐ Bachelor Degree or higher degree | ☐ Certificate III or Trade Certificate |
| ☐ Advanced Diploma or Associate Degree | ☐ Certificate II |
| ☐ Diploma or Associate Diploma | ☐ Certificate I |
| ☐ Certificate IV or Advanced Certificate / Technician | ☐ Certificates other than those above |

Employment

11. Of the following categories, which **BEST** describes your current employment status?

(Tick **ONE** box only.)

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

Study reasons

12. Of the following categories, which **BEST** describes your main reason for undertaking this course/traineeship/apprenticeship

(Tick **ONE** box only.)

- | | |
|---|--|
| ☐ To get a job | ☐ I require extra skills for my job |
| ☐ To develop my existing business | ☐ To get into another course of study |
| ☐ To start my own business | ☐ For personal interest |
| ☐ To try for a different career | ☐ For self development |
| ☐ To get a better job or promotion | ☐ For other reasons |
| ☐ It is a requirement of my job | |

Personal information is collected solely for the purpose of operating a Registered Training Organisation under the Australian Quality Training Framework administered by the Vocational Education and Training Accreditation Board who are the registering authority. The requirements of the registering authority may mean the release of your personal information for the purposes of audit, or for collection of data by Commonwealth and State Government departments and agencies. It is a requirement of the Australian Qualifications Framework that students can access personal information held by the college and may request corrections to information that is incorrect or out of date.



Student Enrolment Form

CES COLLEGE and Mediator Training Academy PAYMENTS, REFUNDS AND CONDITIONS

Payment schedule - An initial payment is required to confirm enrolment and the remaining course fees are payable by monthly installments commencing the month after the initial payment is made.

Qualification: 6 Core Units Only of: CHC81115 Graduate Diploma of Family Dispute Resolution

Completion Time: 6 months Direct Debit Fee: \$1500 upon enrollment plus 31x Weekly Payments of \$280

Student requested refunds - After a deposit or installment payment is made the refund arrangements are as follows:

- a) Refund requests must be in writing, signed and dated by the student. A scanned or faxed document is acceptable.
- b) 50% of a deposit paid is refundable if a written application is received by the College 28 days or more prior to the proposed course commencement date. The deposit is not refundable for refund applications received by the College less than 28 days prior to the proposed course commencement date.
- c) The monthly instalment payments are not refundable.

Delayed commencement or non-commencement - In the unlikely event that the College is unable to commence the course or deliver a course in full students will be offered a refund of any tuition fees paid in advance of course delivery. The refund amount will be:

- The initial fee payment and any instalment payments received by the College if the course does not commence;
- A pro rata amount based on the number of units completed by the student and assessed by the College at the time the course is cancelled. The pro rata amount is equal to the total fee paid up to the time the course is cancelled minus the number of units completed and assessed times the unit rate.

Refunds will be processed within 4 weeks of the date on which the course ceased being provided. As an alternative students may be offered enrolment in a different course by the College at no extra cost. Students have the right to choose whether they would prefer a refund of course fees or to accept a place in another course. If a student chooses placement in another course, we will ask them to sign a document to indicate that they accept the placement in another course without payment of a refund.

Missed payments - Students who do not make instalment payments by the due date will be excluded from attendance and have their enrolment suspended for the lesser of one week or until the missed instalment payment is made. If the missed instalment payment has not been made at the end of the one week suspension the student will have their enrolment deferred or cancelled.

Fee changes - Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.

Other information & conditions - Students must notify the Institute of changes of address, telephone number, email address and fax number within 7 days of the change to ensure that students can be contacted and receive important information which may affect their course or their enrolment. **To achieve this qualification, the candidate must have completed 50 hours of work as detailed in the Assessment Requirements of units of competency.**

Students Rights - This written 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.



College of Education Services

NATIONAL PROVIDER CODE 22487

IN ASSOCIATION WITH: **Mediator Training Academy**



Student Enrolment Form

Statement of Attainment - Students are entitled, at no additional cost, to a formal Statement of Attainment on course withdrawal or cancellation, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment. Course credentials (awards, statements of attainment, transcripts) will not be issued to students who are in breach of any part of this agreement.

Students are entitled to 3 assessment attempts for each unit. If the student is unsuccessful after 3 assessment attempts they may be required to repeat the unit and pay a repeat unit fee. The College does not guarantee employment or job placement for students after completion of the course.

Applicant acceptance of the payments, refunds and other information & conditions -

I understand the terms of this written agreement and the refund conditions and confirm that I am over 18 years of age and have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at the College. **YES** **NO**

I confirm that all the information provided in this written agreement is complete and correct. I agree to be bound by the College rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students. I agree to pay all fees and charges according to the payment schedule that is part of this agreement. **YES** **NO**

Applicants Name:

Date:

CES Representative Accepting Application