

## APPLICATION FORM

### Personal Details

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		
Surname:		Given Name/s:	
Date of Birth:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Phone Number:		Mobile:	
Email Address:			

### Residential Address - Please provide the physical address (street number and name not post office box) where you usually reside:

Building/Property Name		Unit/Flat Number:		Street Number:	
Street Name:		Suburb:			
State:		Postcode:			

### Postal Address – If different from Residential Address

Building/Property Name		Unit/Flat Number:		Street Number:	
Street Name:		Suburb:			
State:		Postcode:			

### Employment Details

Employer/Company (full name)	
Address:	
Job Title/Position:	
Date of Employment Commencement:	

### Origin / Special Considerations

1. Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other, specify:
2. Are you an Australian citizen or a Permanent resident?	<input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident:
3. City/Town of birth	
4. Main language spoken at home:	<input type="checkbox"/> English only <input type="checkbox"/> Other, specify:
5. 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
6. Are you Aboriginal or Torres Strait Islander?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
7. Do you suffer from any disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No (got to question 8)

<p><b>8. Please Indicate the areas of disability, impairment or long-term condition:</b></p>	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other _____
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**Educational/Employment History**

<p><b>9. Are you still attending secondary school?</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>10. What is your highest completed school level?</b></p>	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Never attended school
<p><b>11. In what year did you complete the above school level?</b></p>		
<p><b>12. Are you currently undertaking study?</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No (go to question 13)
<p><b>13. If yes, what course and qualification level are you studying?</b></p>		
<p><b>14. What is the highest qualification you have completed? Please tick the boxes correctly indicating A,E or I status (A = Australian E = Australian equivalent I = International)</b></p>	<p><b>A E I</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor's Degree or Higher <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<p><b>A E I</b></p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate other than the above
<p><b>15. In which country did you complete the above qualification?</b></p>		
<p><b>16. What best describes your current employment status?</b></p>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Employer	<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment
<p><b>17. Which best describes your main reason for undertaking this course?</b></p>	<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 reasons _____

## Privacy Statement

I understand that:

HTMi Australia is committed to the privacy of the participants and staff and works diligently to ensure that everyone is treated respectfully and professionally. HTMi Australia will respect the privacy of all individuals with whom it communicates. Personal information is collected by HTMi Australia solely for the purpose of operating as an Education provider. HTMi Australia also collects participant information to continually improve the services they offer to all participants. The requirements of the registering authority may mean the release of participants' personal information for the purposes of audit, or for collection of data by Commonwealth and State Government departments and agencies. Access to participant records may be provided where an officer of the law requires this information from HTMi Australia. HTMi Australia staff will comply with all external reporting responsibilities, where required to do so.

### Use and Disclosure

Privacy and confidentiality is paramount within HTMi Australia and policies and procedures will be observed by all staff. Personal information will not be released without the consent of the participant or staff member. Even though HTMi Australia is part of an employer group, it does not release personal details of participants to employers or employees. HTMi Australia does not release or sell participants' personal details to any external companies for the purposes of marketing. HTMi Australia may from time to time be required to provide personal information to external organisations including the Australian Government and other designated authorities to provide specific services as required by law. If there is a serious health-related issue and some information may be provided to the HTMi Australia during a consultation with a practitioner, then this information may be accessed by the HTMi Australia staff for the purposes of providing further helpful services to the participant. No other parties will gain access to the information at any time, other than those listed above without the written consent of the individual participant concerned.

## Learner's Declaration

In signing the HTMi Australia Enrolment Form:

- I declare that the information contained in this application is to the best of my knowledge true, correct and complete at the time of my application.
- I acknowledge that providing false information and /or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application/Enrolment form may result in the withdrawal of any offer.
- I understand that it is my responsibility to provide all relevant and required documentation.
- I authorise HTMi Australia to check all available records to confirm that information provided is correct.
- I can view the full, current Policies and Procedures by contacting HTMi Australia to request a paper or soft copy to be sent to me.
- I confirm that I have read and understood the Privacy Statement, Terms and Conditions of Enrolment and Learners Rights and Responsibilities and agree to be bound by them.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

## Terms and Conditions of Enrolment

### Enrolment & Selection

1. All students must be of 17 years of age at the time of course commencement.
2. The Learner is responsible for notifying HTMi Australia if they have a medical condition or disability or require assistance in attending a class.
3. It is the Learner's responsibility to note the date, time and location of the course as advised.
4. Courses with low enrolments may be cancelled, every effort will be made to contact Learners, please ensure your contact details are correct.
5. Requests from the Learner to transfer or credit their course due to changed personal circumstances will be considered.
6. HTMi Australia reserves the right to decline admission to a course, terminate a Learner's enrolment in a class or change a course or trainer at any time without notice.
7. The Learner acknowledges receipt of and agrees to promptly, diligently and strictly observe HTMi Australia rules set out in the Learner Handbook which are intended to benefit the conduct and operation of HTMi Australia and Learners undertaking the Course.
8. HTMi Australia reserves the right to refuse enrolment of any Learner at its discretion, and further correspondence will not be entered into.

### Course Fees:

1. Tuition fees for each study period are due 2 weeks prior to the start date. A late payment fee of \$150.00 will be charged for each payment received after the start date. Participants who have not paid their fees in full by the end of the payment week may be excluded from their course, unless they have an approved payment plan based on compassionate and compelling circumstances.
2. HTMi Australia requires an initial payment of \$250 at the time of the acceptance of the offer. Fees for the first Study Period will be required fourteen days before the start of the course.
3. Fees to be paid are shown in the Fees and Charges policy and apply exclusively to the relevant enrolment period.

### Deferring your Studies

1. Learners must request to defer in writing by completing the Deferment Form
2. Applications for deferment are accepted at HTMi Australia's discretion. The maximum period of deferment is one year.
3. If a learner applies to defer the studies at least 14 days before the start of the course, and the deferment is accepted, any fees paid will be transferred to the study period in which the learner recommences the studies.
4. If a learner applies to defer the studies after the course has started, he or she will be unable to transfer their fees or receive any refunds unless approved by the General Manager.
5. Approval of application for deferment are at discretion of HTMi Australia.

### Withdrawal from Studies

1. Learners may withdraw from their studies at any time in compliance with HTMi Australia's policy on Withdrawal.
2. Learners must apply to withdraw in writing and submit a Withdrawal Form to HTMi Australia by post or email. The Learner must submit any supporting document to the Operations Manager.
3. Upon receipt of this document, a member of staff will contact the Learner to confirm the withdrawal request has been received.
4. Learners will not be considered withdrawn until this process has been completed and any property has been returned to HTMi Australia.
5. Learners will be notified in writing when their application to withdraw has been approved.
6. If a Learner withdraws from their studies after commencement of their course and has paid the course fees, those fees will be forfeited. A refund of the deposit is also not applicable in accordance with HTMi Australia's Refund Policy.

### Refund Policy

This policy applies to Learners enrolling in a course for which fees are paid by the Learner.

1. If a learner decides to withdraw from the course no later than commencement date, he or she must provide a written request for a full refund of the course costs they have paid, less the non-refundable deposit.
2. If the learner decides to withdraw from the course after the commencement date, he or she is liable to HTMi Australia for the study period in which they are due to commence.
3. If the learner provides a medical certificate for an ongoing or serious condition or is undergoing extreme personal hardship a refund may be given at the discretion of HTMi Australia.
4. If the learner's enrolment is terminated because of a failure to comply with HTMi Australia policies, bad behavior, unsatisfactory progress or unsatisfactory attendance, then all fees for the study period will remain payable.
5. HTMi Australia agrees to refund within 28 days of the receipt of written notice of cancellation being received by the student (or parent or guardian if the student is under 18 years of age).
6. In case of a default by HTMi Australia, all students will be refunded their tuition fees for the study periods they have not commenced. A statement will be provided to the learner that explains how the refund amount has been calculated. (A default means that HTMi Australia ceases to operate).
7. HTMi Australia's terms and conditions and refund policies do not remove the right of a participant to take further action under Australia's consumer protection laws.

### Access and Equity

HTMi Australia applies access and equity principles through all its policies and procedures to promote full and equal participation of all

Learners in its courses, to foster an environment free of discrimination and harassment, and to assist Learners to identify and achieve their desired outcomes.

#### Harassment, Victimization and Bullying

HTMi Australia does not tolerate any harassment, victimisation, bullying or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or an offensive learning environment. This includes harassment, victimisation, bullying because of sex, race, national origin, religion, disability, sexual preference or age.

Harassment is unlawful under Commonwealth and State legislation and all harassment, bullying and victimisation are contrary to the duty of care to provide a safe environment for work and learning.

In the event of a situation that is considered by clients to be in violation of the HTMi Australia harassment, victimisation and bullying policy, Learners must report the situation to management.

#### Award of a Qualification

1. Learners must attend a minimum of 80% of the training sessions and workshops to be eligible to graduate.
2. HTMi Australia reserves the right to withhold the granting of a qualification to any Learner who fails to:
  - Attend scheduled training as per the Learner Handbook.
  - Achieve the competency levels set by the HTMi Switzerland in both theory and practical work
  - Pay any outstanding tuition fees that are payable in accordance with this Agreement.
3. Learners failing to attain competency in any unit due to unsatisfactory attendance or following three unsuccessful attempts at assessment must repeat the unit in full, at a fee. Unit fees are available from HTMi Australia, upon request.

#### Work Health & Safety

1. HTMi Australia is committed to providing and maintaining a safe and healthy environment for the benefit of all Learners and employees.
2. HTMi Australia monitors and maintains the appropriate Work Health and Safety levels and obligations under the Federal and State rules and regulations of relevant Work Health and Safety Act.
3. In consideration of all HTMi Australia's clients and Learners it is important that adherence to all legislative acts and regulations are observed while undertaking training. If Learners have any concerns or notice a condition or practice that seems unsafe, it is important it is brought to the attention of the HTMi Australia Management.

## LEARNER'S AGREEMENT

I have read and understand the Terms and Conditions of my enrolment, as stated above. I acknowledge and agree with the terms and conditions with specific reference to HTMi Australia enrolment and selection, course fees, payments and refunds, course requirements, privacy, complaints and grievances, Work health and safety, access and equity, harassment and bullying policies and procedures as outlined in the Learner Handbook.

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

#### For Office Use Only

Enrolment form received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Documents:

Driver's License / Passport:  Yes  No

HTMi Australia Staff Validation Signature: