

Enrolment Application

Fee for Service

Course Name			
Title:	Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Student First Name		Middle Name	
Student Last Name			
Date of Birth	____ / ____ / ____	Suburb/Town of Birth	
Contact Details	Home Phone:	Mobile Phone:	
	Email:		
Emergency Contact Details (Must be parent or guardian if student is under 18 years of age):	Emergency Contact Name:		
	Emergency Contact Phone:		
	Emergency Contact Relationship: <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Other - <i>please specify</i> _____		
Residential Address	Number and Street Name:		
	City/Town:	State:	Post Code:
Postal Address	PO Box Number:	City/Town:	Post Code:
Contact Method	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Phone		
Residential Status	Are you an Australian Citizen or Permanent Resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If you have answered 'No' above, please specify:		
ATSI Status	Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.) <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander		
Country of Birth & Language	In which country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> Other - <i>please specify</i> _____		
	Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often)</i> <input type="checkbox"/> No, English only (English only – Go to next section) <input type="checkbox"/> Yes, Other – Please Specify below _____		
	How well do you speak English? <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not Well		
Secondary Education	Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	What is the name of your current school or the last secondary school you attended? _____		
	What is your highest COMPLETED school level? <i>(Tick ONE box only.)</i> <input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Completed Year 9 or Equivalent <input type="checkbox"/> Completed Year 8 or Lower <input type="checkbox"/> Never attended school		
	In which YEAR did you complete that school level? ____ ____ ____ ____		

Student Declaration and Acceptance Agreement

I understand and acknowledge that:

I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application /enrolment from may result in the withdrawal of any offer, particularly where it relates to my eligibility to obtain an offer for government subsidised training, and/or cancellation of enrolment at the discretion of Jenagar.

I understand that it is my responsibility to provide all relevant and documentation required for my enrolment in a course, including all documentation relevant to my eligibility for government funding, for the Recognition of Prior Learning (RPL) and/or for any Credit Transfers to be applied.

Declaration

I declare that the information provided to Jenagar in this Enrolment Application is to the best of my knowledge true, correct and complete at the time of my enrolment.

I indemnify Jenagar Pty Ltd from any claim or action and for any liability, other than legislative requirements with which Jenagar must comply, which may arise or occur as a result of participation in this training.

I understand and accept the fees, charges and refunds that may be applied to this enrolment and the circumstances in which they apply.

I have been provided with a copy of the Student Handbook and the contents have been explained to me.

Student Name _____

Student Signature _____ Date ____/____/____

Privacy Statement

Privacy and all personal information is protected under the Privacy Act 1988. The information requested on your enrolment form will be used for the process of enrolment and for statistical reporting for government agencies only. All information is kept confidential and access to this information is only available to you, and the relevant administration staff at Jenagar Pty Ltd. Jenagar is subject to audit by Government agencies. For the purpose of these audits your training file may be given to officers from agencies such as Australian Skills Quality Authority (ASQA) or the National VET Regulator (NVR). If you have concerns about personal information held by Jenagar Pty Ltd, you should contact Jenagar Pty Ltd on (07) 4787 1487 or in writing marked Private & Confidential to: The Manager, Jenagar Pty Ltd, PO Box 1905, Charters Towers, Qld - 4820. If you still feel that your concerns have not been resolved, your complaint can be sent direct to the Commonwealth Privacy Commissioner, GPO Box 5218, Sydney NSW 2001, Telephone: 1300 363 992 or email: privacy@privacy.gov.au.

Complaints Policy

Complaints can be made informally or formally, contact Jenagar in the first instance with your concern and it will be investigated and you will be advised of the outcome, usually over the phone. If you prefer to put your complaint in writing, please use our complaint form, or detail the concern in an email or letter. This will be referred to our Chief Executive Officer or Operations Manager for investigation. You will receive a written response from Jenagar with the result of our investigation and the outcome of your complaint within 7 days of the receipt of your formal complaint. All records of any complaints and following investigations will also kept on file.

Refund Policy

Students who have already paid for a course can ask for a refund in the event of the following:

- Services are not provided (e.g. course cancellation).
- The financial failure of Jenagar Pty Ltd
- The fair and reasonable non-attendance of student (e.g. sickness, family emergency).

Jenagar Pty Ltd will also negotiate a fair and reasonable level of refund in the event of other circumstances such as lack of satisfaction with services offered, or where disciplinary issues have led to a student being asked to withdraw from a program. Please feel free to request a copy of the Jenagar Pty Ltd Refund Policy for more information.

Consent and Release

Marketing and promotional material

Like any business, Jenagar are involved in marketing and promotional activities to ensure our services meet our client needs. The marketing and promotional activities we engage in are broad and varied and include traditional marketing methods, such as advertising and the preparation and distribution of marketing material, as well Good News Stories to the Department of Education and Training details the successes within the programs.

Throughout your course, we will collect and prepare material to market and promote our services and to attract prospective students and potential business allies. We will also collect feedback from you through surveys/questionnaires.

By signing this form:

- You acknowledge that the material which we will collect and prepare to market and promote our services:
 - may include photos of our students (past and present);
 - may include any testimonials given by our students;
 - may include any comments or statements made by our students and posted to our Facebook page;
 - may be reproduced for any promotional purpose; and
 - will, where applicable, be collected and disclosed in accordance with our Privacy Policy.

- You acknowledge that, where necessary, we will take all reasonable steps to protect any material which we collect for marketing and promotional purposes from misuse, unauthorized access, modification and/or non-permitted disclosure.

- You consent to us:
 - taking your photo and reproducing it for any promotional purpose, including;
 - in any publication or other form of marketing material;
 - on the Jenagar website (or as accessible from it); and
 - at sites such as Facebook.

 - Using any testimonial which you may give and reproducing it for any promotional purpose, including;
 - in any publication or other form of marketing material;
 - on the Jenagar website (or as accessible from it); and
 - at sites such as Facebook.

 - Using any comment or statement which you may post to our Facebook, or other social media, page for any promotional purpose, including;
 - in any publication or other form of marketing material;
 - on the Jenagar website (or as accessible from it); and
 - at social media sites other than Facebook.

- You agree to release us from any claim or cause of action which you might otherwise have had in respect of the reproduction of your photo or any testimonial or post.

Student Name _____

Student Signature _____ Date ____/____/____

Parent/Guardian _____

Parent/Guardian Signature _____ Date ____/____/____