



**Additional Support:**

Would you like to talk to a support officer about any additional support you may need to undertake your studies? If so, please indicate the type of support you might like more information about, so we may assign the best officer.

Language: \_\_\_\_\_

Literacy: \_\_\_\_\_

Numeracy: \_\_\_\_\_

Other: \_\_\_\_\_

**Do you speak a language other than English at home?** Yes / No

**Other language/s spoken at home:** \_\_\_\_\_

Unless English is your native Language, we'd really like you to undergo the English Language Test so we can place you in the correct course. Please ask our administration team for the English Language Test relevant to your chosen course.

**Your English standard:** Very Well Well Not Well Not at all

**How was this result determined (Not applicable for Native speaker)?**

- I self assessed without completing the test. I understand I may be tested on commencement, and the result could affect my enrolment.
- I self assessed. I have completed The Eagle Academy English test without an Academy staff member present. I understand I may be tested on commencement, and the result could affect my enrolment. **Attach a copy of your English Test.**
- An Academy staff member verified my level by using the Test or alternate methods. **Attach a copy of your English Test.**

**Have you SUCCESSFULLY completed a Bachelor, Diploma, Certificate or Other course?** Yes / No

**Completed Qualifications:**

Bachelor / higher degree	Advanced diploma	associate degree	Diploma
Certificate IV	Certificate III	Certificate II	Certificate I

**What is your highest COMPLETED school level?**

Year 12	Year 11	Year 10
Year 9 or equivalent	Year 8 or below	Did not go to school

**What year did you complete the school level above?** \_\_\_\_\_

**Are you still attending secondary/high school?** Yes / No

**Please outline any pre-existing skills or experience you have that might assist you in your chosen studies:**

\_\_\_\_\_  
\_\_\_\_\_

**What is your current employment status?**

Full Time	Part Time	Employer	Self Employed
Employed (unpaid)	Unemployed (seeking Full Time)	Unemployed (seeking Part Time)	Not Employed

**Which BEST describes your main reason for undertaking this course?**

To get a job	Personal Interest	Develop my existing business	To start my own business	Requirement of my job
Other reasons	To get a better job	To get into another course	Try for a different career	Gain extra skills for my job

**Have you studied at The Eagle Academy before:** Yes / No

**If the answer to the above question was YES, what Certificate was studied:** \_\_\_\_\_

**At which campus did you study previously:** \_\_\_\_\_

**How did you find out about The Eagle Academy?** Agent Friend Internet Brochure Other

CHOOSE YOUR COURSE			CHOOSE YOUR COURSE		
	Tuition	Holidays		Tuition	Holidays
Certificate I in Sport & Recreation	10 Wks	6 Wks	Preliminary Spoken and Written English	20 Wks	8 Wks
Certificate II in Sport & Recreation	20 Wks	8 Wks	Certificate I in Spoken & Written English	20 Wks	8 Wks
Certificate III in Sport & Recreation	40 Wks	12 Wks	Certificate II in Spoken & Written English	20 Wks	8 Wks
Diploma of Sport Development	40 Wks	12 Wks	Certificate III in Spoken & Written English	40 Wks	12 Wks
Certificate III in Fitness	40 Wks	12 Wks	Certificate IV in Spoken & Written English - Further Studies	40 Wks	12 Wks
Certificate IV in Fitness	40 Wks	12 Wks	Certificate IV in Spoken & Written English - Employment	40 Wks	12 Wks
Certificate IV in Outdoor Recreation OPTION A TOUR GUIDE	40 Wks	12 Wks	Certificate I in Business	10 Wks	6 Wks
Certificate IV in Outdoor Recreation OPTION B SURFING GUIDE	40 Wks	12 Wks	Certificate II in Business	20 Wks	8 Wks
Certificate IV in Outdoor Recreation OPTION C SCUBA GUIDE	40 Wks	12 Wks	Certificate III in Business	20 Wks	8 Wks
Certificate IV in Outdoor Recreation OPTION D CLIMBING GUIDE	40 Wks	12 Wks	Certificate IV in Business	20 Wks	8 Wks
PADI Open Water Certificate (18m)			Diploma of Business	30 Wks	10 Wks
Other:			Advanced Diploma of Business	40 Wks	12 Wks
			Advanced Diploma of Leadership and Management	60 Wks	20 Wks

When would you like to commence your course/s: 1. DD / MM / YYYY 2. DD / MM / YYYY 3. DD / MM / YYYY

Selected Payment Schedule: Option 1 Full Option 2 Split Option 3 Monthly

If you selected special arrangement please advise us of what changes you would like made: E.g. Special on website

Students under 18 years of age, and parents, please note. You must complete the form "Care arrangements for students under 18 years of age" before signing this enrolment application. If you intend for the under 18 student to stay with a parent or relative, please give full details of names, address in Australia, relationship, and evidence of clearance.

**Please Read & Sign:**

- I have read the Student Handbook, Conditions of Enrolment, Care arrangements page (if applicable), Complaints Policy, Refund policy and the Privacy Policy). I understand the policies and agree to the conditions of enrolment.
- I give The Eagle Academy (Xamerg Pty Ltd) the authority to create or locate my USI if it has not been supplied.
- I understand that I must commit to my studies and attend all classes as well as complete Distance Education & my own research each week if I want to gain the full qualification.
- I understand that should I miss sessions that contain assessment opportunities I can only catch up on them within 12 months of commencing my course.
- I understand that if my fees are overdue my enrolment will be automatically suspended until the fees are paid.
- I understand that changing enrolment information such as course start date once I have been issued with a Confirmation of Enrolment letter will cost \$50 (unless the mistake was made by The Eagle Academy).
- I understand there is no refund of Administration Fees, or paid Health Club Fitness Membership Fees, unless allowed for under the ESOS Act 2000 or its regulations.
- I understand there is no refund of any part of fees (unless allowed for under the ESOS Act 2000 or its regulations) for courses sold at a "special" price, or courses discounted more than normally advertised prices.
- I acknowledge that all the details on this form are accurate and have been checked.

Please Sign: \_\_\_\_\_  
(Parent/Guardian to sign if the student is under 18 years)

**PLEASE PROVIDE A CLEAR PHOTOCOPY OF THE YOUR PHOTO ID.**

# Enrolment Procedure & Conditions 150318

## Enrolment Procedure

1. Read the Course Information, Refund Policy & Student Handbook found here <http://eagleacademy.com.au/downloads/>
2. Apply online <http://eagleacademy.com.au/online-enrollment/> OR request/download an Enrolment Form. Complete the English assessment as required and then read & complete page 1-2. Online applications are the preferred method. Other options are:
  - Email pages 1 to [enrolbb@eagleacademy.com.au](mailto:enrolbb@eagleacademy.com.au), [enrolbris@eagleacademy.com.au](mailto:enrolbris@eagleacademy.com.au) or [enrolcool@eagleacademy.com.au](mailto:enrolcool@eagleacademy.com.au).
  - If you need fax or postal information please request it.
  - Students may apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time. See Student Handbook for details on how to apply.
3. The enrolling officer then checks the student's Qualifications, Experience, and English ability, if applicable, as well as any applications for Credit or RPL, against intended Course requirements, and reports back to the student on the outcome if a possible problem exists. Requirements are shown in the Student Handbooks found here <http://eagleacademy.com.au/downloads/>.
4. We issue the student with an Invoice and Written Agreement for the student to check. The student should check carefully all information and policies included in these documents. The student reads and signs the Written Agreement, returns it to us, then pays the fees. You MUST send proof of payment (scan the deposit slip, or the bank transfer confirmation).
5. We send a copy of the COE (Confirmation of Enrolment).

## Enrolment Conditions

1. Applying students must read, (or have fully explained to them) and understand the Student Handbook, the Refund Policy, the English Assessment requirements, and all other information relating to student matters, including progress requirements, before signing the Written Agreement. These documents can be found here at any time <http://eagleacademy.com.au/downloads/>. Signing signifies acceptance of these conditions, and all related matters contained in the documents listed.
2. Students are expected to comply with the laws of Australia, and the very strict 'Code of Conduct' of The Eagle Academy (see Student Handbook). Failure to do so may lead to enrolment being suspended or cancelled.
3. The Eagle Academy shall not be liable for loss, damage or injury to persons or property. Any student concerned about the risk of injury or harm through participation in our physical activities must understand that all such activities do carry some risk of injury, and that by signing an enrolment form, or written agreement, they are doing so fully aware of the risks, and do so understanding that the academy is not liable for an injury, loss, damage, or death. Some activities such as surfing involve an increased risk, and students who elect to undertake such activity must self assess their ability to do so safely. Those in doubt should consult those in charge, or the campus Director for further guidance on the risks, and personal abilities required to undertake the activity with minimal risk. Students are advised to take out personal insurance to cover themselves against accident and illness, and their belongings against theft or loss.
4. The Eagle Academy reserves the right to change its fees at any time without notice. Students doing consecutive courses, and wishing to lock in current tuition courses must pay at least the first study period fees before the COE issue to do so. Those paying less (just to get the COE) must understand and accept that they are subject to the tuition fees as at the time of commencement of their course, NOT the time of COE issue.
5. The Eagle Academy reserves the right to change timetables, trainers, schedules or training strategy at any time without notice.
6. Students wishing to cancel their course agree to complete the appropriate form and pay any outstanding fees as well as a cancellation fee before cancellation will be processed. Please see our extra fees and penalties sheet for more information.
7. Fees must be paid in advance, as per the Payment Schedule attached, or the student will not be allowed to commence. If 14 days pass after the CoE commencement date and the student has not yet paid their fees as per their payment schedule then their CoE will be cancelled for non-commencement. Students can access the Appeals process if their enrolment is cancelled.
8. Students must accept that penalty fees may apply for access to staff assistance and assessment items if a student missed the original piece of assessment without good reason, and/ or if the student has completed the tuition period of the course.

Website: [www.eagleacademy.com.au](http://www.eagleacademy.com.au)

## Privacy Statement

**The Eagle Academy is bound by and committed to meeting the requirements under the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth), which amends the Privacy Act 1988, by complying with the Australian Privacy Principles (APPs).**

Students providing personal information to The Eagle Academy should be aware that by law this information may be made available to Commonwealth and State agencies and the Director of the Tuition Protection Scheme, pursuant to obligations under the ESOS Act 2000 or other relevant legislation, and the National Code 2007; and that The Eagle Academy is required, under s19 of the ESOS Act 2000, to tell the Department about certain changes to the student's enrolment: and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student Visa condition.

Please read our Privacy Policy which is available on our website ([www.eagleacademy.com.au](http://www.eagleacademy.com.au)) or in printed form by request.

