

ENROLMENT FORM - Queensland Government Funded Courses (C3G or HLS)

Complete & email pg 1-4 to gcadmin@eagleacademy.com.au or brisadmin@eagleacademy.com.au

FUNDING PROGRAM: Certificate 3 Guarantee VETiS Higher Level Skills Other: _____

STUDENT TYPE: Non-concessional Student Concessional Student (please read eligibility guide)

STUDYING OR COMPLETED A CERTIFICATE III QUALIFICATION OR HIGHER? Yes at school / Yes after school / No

STUDYING OR COMPLETED QUEENSLAND GOVERNMENT FUNDED TRAINING? Yes / No / Not Sure

IF YES PLEASE GIVE DETAILS: _____

(course, dates, location, funding program)

STUDENT FIRST NAME(S): _____

STUDENT FAMILY NAME(S): _____

MALE / FEMALE

SINGLE / MARRIED

DATE OF BIRT DD / MM / YYYY

LICENCE/PASSPORT/ID NUMBER: _____

Unique Student Identifier (USI):

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If you don't have a USI please create one here <http://usi.gov.au/create-your-USI/Pages/default.aspx>

Learner Unique Identifier (LUI):

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Issued to school students by the QCAA

ADDRESS FOR NOTICES: (Please print very neatly)

Unit/House Number: _____ **Street name:** _____

Suburb: _____ **State:** _____ **Post Code:** _____

Mobile Phone No:

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Personal Email address: (Please print very neatly. Personal email, not the agent or school email)

Country of Birth: Australia / _____ **Town/City of Birth:** _____

Are you an Australian Citizen? _____

Are you of Aboriginal or Torres Strait Islander origin?

No Aboriginal Torres Strait Islander Aboriginal & Torres Strait Islander

Campus where you wish to study:

Carina (Brisbane) Fortitude Valley (Brisbane) Southport (Gold Coast) Coolangatta (Gold Coast) Other

Do you consider yourself to have a disability, impairment or long-term condition? Yes / No

If yes, please specify:

Brain Impairment	Hearing/Deaf	Intellectual	Learning	Medical Condition
Mental Illness	Physical	Unspecified	Other	

More information: _____

Emergency Contact Name & Relationship: _____

Emergency Contact Phone: _____

Emergency Contact Email: _____

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: _____

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

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

- I self assessed.
 - Eagle Academy staff member verifying level by using Test. Tester Name: _____
- *Please send or keep any results as these may be required at a later date to verify the level.

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

Name/s of completed qualifications: _____

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

What is your current year level Yr 10 Yr 11 Yr 12

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	Tuition	Holidays
Certificate I in Sport & Recreation (lower-level eligibility requirements apply)	10 Wks	6 Wks
Certificate II in Sport & Recreation (lower-level eligibility requirements apply)	20 Wks	8 Wks
Certificate III in Sport & Recreation	40 Wks	12 Wks
Certificate II in Outdoor Recreation (VETiS Only)	20 Wks	12 Wks
Certificate III in Outdoor Recreation (VETiS Only)	30 Wks	10 Wks
Certificate IV in Outdoor Recreation – Option A Tour Guide	40 Wks	12 Wks
Certificate IV in Outdoor Recreation – Option B Surfing Guide	40 Wks	12 Wks
Certificate IV in Outdoor Recreation – Option C SCUBA Guide	40 Wks	12 Wks
Certificate IV in Outdoor Recreation – Option D Climbing Guide	40 Wks	12 Wks
Certificate III in Fitness	40 Wks	12 Wks
Certificate I in Business (lower-level eligibility requirements apply)	20 Wks	8 Wks
Certificate II in Business (lower-level eligibility requirements apply)	30 Wks	10 Wks
Certificate III in Business	40 Wks	12 Wks

Which study mode would you like: Full Time Part Time Distance Ed

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

Selected Payment Schedule: Option 4 (funded) / Special Arrangement

Please tick & attach eligibility evidence (see Eligibility Evidence Guide for more information):

<input type="checkbox"/>	Eligibility Criteria & Evidence
	With the exception of VET in Schools students, be aged 15 years or above, and no longer at school Driver's Licence, Adult Proof of Age Card (18+ card), Passport, Birth Certificate or Birth Extract.
	Permanent residency in Queensland Driver's Licence, Health Care Card, Pensioner Concession Card, Seniors Health Card showing a Queensland residential address If one of these documents can't be supplied you must supply at least 3 of the other Qld residential address documents. Other:
	Australian or New Zealand Citizenship Australian or New Zealand Passport, Birth Certificate or Birth Extract, Medicare card or Certificate of Status for New Zealand Citizens in Australia (CSNZA).
	Australian permanent residency (only required for students who are not Australian or New Zealand citizens) Evidence of visa status should be documented, permanent visa label on their passport or documents, Temporary residency visa with the visa and work permits, Medicare card, Certificate of Evidence of Residence Status (CERS).
	Previous Qualifications Records or declaration (on enrolment form) indicating the prospective student does not hold and is not enrolled in a post-school AQF certificate III qualification or higher level qualification (Certificate 3 Guarantee) or a AQF certificate IV qualification or higher level qualification (Higher Level Skills).

Please note there are other eligibility criteria and evidence required depending on your enrolment and subsidy application. Please read the VET Investment Plan Information Sheet, Eligibility Guide & Fact Sheets for more information.

ACCOUNT DETAILS FOR REFUND

Should you withdraw or cancel you may be entitled to a refund. Refunds can only be paid back to the account which the original payment was received from unless approval from original payee is received.

Account name:	
BSB:	
Account Number:	

Please Read & Sign:

All the documents mentioned below can be found on the download page of our website - <http://eagleacademy.com.au/downloads/>

1. 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.
2. I give The Eagle Academy (Xamerg Pty Ltd) the authority to create or locate my USI if it has not been supplied.
3. I have read and understand the VET Investment Plan – Queensland Government Funded Program Information Sheet which includes information regarding eligibility and co-contribution fees.
4. I have read the relevant VET Investment Plan Program Fact Sheet.
5. I understand that I will no longer be eligible for a government subsidised training place under a program once I have completed the qualification level targeted through the program.
6. I have read and understand the relevant Queensland Government Funded Program fact sheet.
7. I understand that at the end of my course I must complete the Student Training and Employment Survey.
8. In the event that any funding received by The Eagle Academy through subsidised training is re-claimed by the Queensland Government as a result of
 - (i) my being ineligible for that funding, or
 - (ii) fraudulent or incorrect information supplied by me in gaining that funding,
 I agree to pay The Eagle Academy the equivalent of any subsidy/funding received, then re-claimed by The Queensland Government, within 30 calendar days.
9. I understand and accept that certification will not be issued to students where there are outstanding fees, be they student or Queensland Government co-contributions, unless the fault lies with the RTO itself.
10. I have discussed my participation in the program with my parents/guardians (under 18 students).
11. I understand how the course will be delivered, in terms of location, length, hours per week, and whether or not any third party organisations might be delivering part (or all) of the training on behalf of The Eagle Academy.
12. I understand that to complete the program and gain the VET Certificate I must meet the requirements of the VET course.
13. 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.
14. 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.
15. I understand that if my fees are overdue my enrolment will be automatically suspended until the fees are paid.
16. 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).
17. I understand there is no refund of Administration Fees, or paid Health Club Fitness Membership Fees, unless allowed for under relevant legislation.
18. I understand there is no refund of any part of fees unless allowed for under relevant legislation.
19. I acknowledge that all the details on this form are accurate and have been checked.

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.

Student Please Sign: _____

Date: __

Parent/Guardian Name: _____

Parent/Guardian Email: _____

Parent/Guardian Please Sign: _____

Date: __

PLEASE ATTACH COPIES OF YOUR ELIGIBILITY EVIDENCE

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, enrolbris@eagleacademy.com.au or 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

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) or in printed form by request.

