

ENROLMENT FORM

If you are unable to complete the online enrolment form eagleacademy.com.au/online-enrollment
 complete & email pg 1-3 to gcadmin@eagleacademy.com.au, brisadmin@eagleacademy.com.au or to your agent.

STUDENT FIRST NAME(S): _____

STUDENT FAMILY NAME(S): _____

MALE / FEMALE

SINGLE / MARRIED

DATE OF BIRTH: DD / MM / YYYY

COUNTRY: _____

PASSPORT 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)

Mobile Phone No:

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Email address: (Please print very neatly. Student email, not the agent 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/Spring Hill (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: _____ **Phone Number:** _____

Email: _____ **Relationship:** _____

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	Tuition	Holidays	CHOOSE YOUR COURSE	Tuition	Holidays
<input type="checkbox"/> Certificate I in Sport & Recreation	10 Wks	6 Wks	<input type="checkbox"/> Certificate I in Business	10 Wks	6 Wks
<input type="checkbox"/> Certificate II in Sport & Recreation	20 Wks	8 Wks	<input type="checkbox"/> Certificate II in Business	20 Wks	8 Wks
<input type="checkbox"/> Certificate III in Sport & Recreation (F)	40 Wks	12 Wks	<input type="checkbox"/> Certificate III in Business (F)	20 Wks	8 Wks
<input type="checkbox"/> Diploma of Sport Development	40 Wks	12 Wks	<input type="checkbox"/> Certificate IV in Business	20 Wks	8 Wks
<input type="checkbox"/> Certificate III in Fitness (F)	40 Wks	12 Wks	<input type="checkbox"/> Diploma of Business	30 Wks	10 Wks
<input type="checkbox"/> Certificate IV in Fitness	40 Wks	12 Wks	<input type="checkbox"/> Advanced Diploma of Business	40 Wks	12 Wks
<input type="checkbox"/> Certificate IV in Outdoor Recreation OPTION A TOUR GUIDE (F)	40 Wks	12 Wks	<input type="checkbox"/> Advanced Diploma of Leadership and Management	60 Wks	20 Wks
<input type="checkbox"/> Certificate IV in Outdoor Recreation OPTION B CLIMBING GUIDE (F)	40 Wks	12 Wks	<input type="checkbox"/> Advanced Diploma of Business	40 Wks	12 Wks
<input type="checkbox"/> PADI Open Water Certificate (18m)			<input type="checkbox"/> Other:		

(F) = Funding may be available. Full Time Study Mode only.

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

Are you interested in finding out if you are eligible for QLD Government Funding? Yes / No

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)

✓	Please ✓ tick & attach eligibility evidence (see Eligibility Evidence Guide for more information):
<input type="checkbox"/>	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.
<input type="checkbox"/>	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: _____
<input type="checkbox"/>	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).
<input type="checkbox"/>	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).
<input type="checkbox"/>	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.

Please Tick and Sign:

- ☐ I have read the Student Handbook, Conditions of Enrolment, Care arrangements page (if applicable), Complaints Policy, Refund policy and the Privacy Policy (<https://eagleacademy.com.au/important-information/>). I understand the policies and agree to the conditions of enrolment.
- ☐ I have read the Course Information Sheet for the course/s selected above (<https://eagleacademy.com.au/our-courses/information/>). I understand all information including delivery mode, pre-requisites and inclusions.
- ☐ 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 and no qualification will be sent 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 fees after commencement unless allowed for under the PQS Policy.
- ☐ FUNDED: I have read the relevant Fact Sheet for the Qld government funded program (Certificate 3 Guarantee or Higher Level Skills) and the Academy VET Investment Plan Information Sheet. I understand the eligibility requirements, co-contribution fees and my responsibilities including that I must complete an employment survey at the end of my course.
- ☐ FUNDED: 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.
- ☐ FUNDED: 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 my being ineligible for that funding, or 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.
- ☐ 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 191115

Enrolment Procedure

1. Read the Course Information, Refund Policy & Student Handbook found here <http://eagleacademy.com.au/downloads/> and <https://eagleacademy.com.au/our-courses/information/>
2. Apply online <http://eagleacademy.com.au/online-enrollment/> OR request/download an Enrolment Form. The application must include a copy of your passport/licence.
3. Students may apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time. See the procedure on our website for details on how to apply.
4. 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.
5. 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).
6. 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 Course Information Sheet, 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/> and <https://eagleacademy.com.au/our-courses/information/>. Signing/accepting 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 CEO 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

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, National VET Data Policy or other relevant legislation, and the National Code 2007. In addition, The Eagle Academy is required, under s19 of the ESOS Act 2000, to tell the Department about certain changes to international student enrolments and any breach by students 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.

