

UNE Partnerships complies with relevant legislation regarding the collection and use of personal information, and abides by the Privacy Statement of the University of New England as outlined under Policies at www.une.edu.au

Student Number

Please enrol me in:

- Certificate III in Government (PSP30104) (Corporate groups only) \$POA
- Certificate IV in Government (PSP40104) \$2700*
- Certificate IV in Government (Investigation) (PSP41504) \$2700*
- Certificate IV in Government (Statutory Compliance) (PSP41404) \$2700*
- Diploma of Government (PSP50104) (Corporate groups only) \$POA

* If you pay the full fee at time of enrolment, a \$100 discount applies

Contact Details

Title: _____ Surname: _____

First name: _____ Preferred Name: _____

Postal Address: _____

Town/City: _____ State: _____ Postcode: _____

Telephone (h): _____ (w): _____

Email: (please print clearly) _____ Mobile: _____

Fax: _____ Date of birth: _____ Male Female

Employer Details

Organisation: _____

Position: _____

Where did you hear about our Government/Public Sector Training Program? _____

For Office Use Only	Auth No.:	Date received:	
Level:	Ind:	Mode:	All: Yr:
Disc:	Debtor:	Deposit:	Ins:



Course materials

Course materials and online access are included in the course fee. They are exclusively for use by enrolled students and are subject to normal copyright conditions.

Fees

Payment of fees, or an acceptable payment plan, is essential to complete your enrolment and to participate in your chosen course. We reserve the right to withhold the issue of qualifications if any fees are unpaid at the end of your course.

Payment Plan

A payment plan is available, involving a \$950 deposit at enrolment, with the balance of fees paid in ten (10) equal instalments at monthly intervals via your credit card or bank account.

Overseas enrolments

A surcharge of \$200 will be added to course fees for students studying from outside Australia.

Candidature

Your Certificate III and Certificate IV courses can be completed comfortably within 12 months, and your Diploma within 18 months, of the date of enrolment; we will monitor progress with you along the way. You can apply for an extension in extenuating circumstances. Fees apply if approved (ask for details if applicable).

If you do not complete the full course within the candidature period, we will provide a Statement of Attainment for the components you have successfully completed, then close your enrolment in this course.

Employer invoice

If your employer is paying for all or part of the course fee, please provide a letter or purchase order from your employer to indicate their acceptance of the cost and terms of enrolment.

Authority to report to employer/sponsor

If your enrolment has been organised, subsidised or supported by your employer or other sponsor, your signature below authorises

us to provide information relating to your enrolment and study progress to that person or organisation.

Withdrawal and Refund policy

Should you need to withdraw from enrolment early in the course of study, a partial refund may apply. Please write to us providing details of your student number, the course enrolled and the special factors to be considered (preferably documentary evidence, such as medical certificates, etc.). Refunds do incur an administrative fee and will only be considered in the following circumstances:

• Distance education programs

A cooling-off period of 21 days from the date of enrolment applies; our administration fee is 30% of the full course fee. Requests received after the 21-day cooling-off period will be considered under exceptional circumstances.

• For programs incorporating 'workshop' sessions

Notification of withdrawal from courses with a workshop or tutorial component must be received by us at least eight (8) days prior to commencement of the first session; our administrative fee is 50% of the full course fee. Withdrawal seven (7) or fewer days prior to course commencement will not be refunded, but substitutions are allowed.

We reserve the right to alter the arrangements for workshops or tutorials before or during the course, depending on enrolment levels. We will inform you of any such changes as quickly as possible.

Notification

Please advise us if you have a disability, impairment or special need that could impact on your learning. Also, notify promptly any changes of address, contact details or employment, to ensure we can keep in touch during your studies.

UNE Alumni

Successful completion of this course will give you eligibility to join UNE's Alumni program. Further details will be advised on completion.

Declaration

I have read and agree to abide by the Terms and Conditions set out above. I declare that the information given is true and accurate.

Applicant's signature: _____ Date: _____

Payment details

Full upfront payment (\$100 discount)

Overseas student surcharge \$200

Please invoice my employer. I have attached a purchase order.

I secure this enrolment with a deposit of at least \$950 by cheque/credit card today. (See Terms and Conditions above)

I enclose a cheque payable to UNE Partnerships Pty Ltd for \$ _____

Please charge my Visa Mastercard

Card Number: _____

Amount \$: _____ Expiry Date: _____

Name on card: _____ Signature: _____

NB: All cheques and credit card payments will be subject to clearance/approval.