



Enrolment Agreement Form CPP20212

Enrolment

- All students at the time of enrolment need to provide **100 points of ID** (Australian passport with Medicare card or non-Australian passport with Australian visa) and **Unique Student Identifier** (USI; www.usi.gov.au).
- It is student's responsibility to provide correct **contact details** (utility bill or driver's licence), and notify any change of address/contact details while enrolled prior to or within three days of the change of contact details.
- As a registered training organisation providing appropriate training *Leaders Institute of Training and Education* takes no responsibility for the granting of security licences or providing reference checks for any student as a part of the licensing process.
- *Leaders Institute of Training and Education* has the right to cancel any course if it has low enrolments and will make every effort to notify the students in advance.
- *Leaders Institute of Training and Education* reserves the right to decline admission to a student, terminate a student's enrolment at any time or change trainers or assessors at any time without notice.
- It is the student's responsibility to notify if they have any special needs or require any assistance before submitting their enrolment form.

Attendance

- Students must: attend all sessions in full, demonstrate competence in all units and complete 136 hours of face-to-face instruction; sign attendance in class; and follow the scheduling requirements of their training plan.
- Students can be sent home by the trainer or administration if they are more than 15 minutes late for class.
- Students can transfer or defer to other training sessions depending on the availability and space in alternative courses. Fees and conditions apply. First rescheduled class change is free; subsequent changes cost \$50 each.
- Courses must be completed within the specified course duration time period. Students can apply for a suspension of their enrolment or a Statement of Attainment (SOA) if they cannot complete course requirements. Re-enrolment would be applicable, if student is absent without notice for 3 days in a course having duration of 7 or less weeks. In case of the courses with 6 months or more duration, absence without notification, and/or not responding to institute's efforts to contact them, would result in cancellation of enrolment, and re-enrolment would be required, if student wish to continue with the course.

OH&S Policy and Procedures

- Smoking is strictly prohibited in the college premises.
- *Leaders Institute of Training and Education* has zero tolerance to intoxicating substances (drugs or alcohol).
- Use of mobile phones is not allowed inside the training and lecture rooms.
- As we are committed to support a clean and healthy environment all students are required to keep all facilities such as toilets, kitchen and classrooms clean.
- All students who participate in physical activity or any field trips do so at their own risk. *Leaders Institute of Training and Education* does not cover any kind of insurance for the students in case of injury or other health and safety issues. If the student is unwilling or incapacitated to take part in any physical activity he/she must notify the student administration at the time of enrolment.
- In case of any emergency students must follow instructions of their trainer and abide by the emergency evacuation procedures.
- A first-aid qualified person is always available at the campus during operational hours. In case of any emergency, please contact your student welfare officer or trainer.
- All incidents or near misses should be reported to the administration immediately.
- Incident reporting and hazard identification & reporting forms are available at reception.

Course Fee and Refund policy

- Payment plans are available on request, otherwise the full \$1000 fee (\$800 tuition fee, \$150 application fee and \$50 materials cost) must be paid on enrolment. A minimum deposit of \$400 must be provided to secure a place within a course. Installments are due as follows: deposit at enrolment \$400, 2nd installment \$300 (day 10 Day Class; night 17 Night Class) and 3rd installment \$300 (day 15 Day Class; night 29 Night Class).

Refunds due to non-commencement or non-delivery of course by the Institute

All tuition fees are to be refunded in full if *Leaders Institute of Training and Education* is unable to commence the course as agreed or is unable to deliver the full course.

Refunds due to Student Withdrawal

Outline of Refund Arrangements	
Withdrawal more than 7 days prior to course commencement	Full refund.
Withdrawal less than 7 days prior to course commencement	Refund of 50% of fees paid
Withdrawal after course commencement	No refund

Note: Refunds are only applicable to pre-paid tuition fees.

If a student is unable to commence the course after enrolment

- Student must notify via email (admin@leaderstraining.com.au) if they are unable to commence the course they enrolled in, **at least 10 days prior to start date of the course**. Student administration will offer the student place in the next available batch. If a student fails to commence their course after 6 months of their enrolment, their enrolment will be cancelled.
- If a student does not attend on the first day of their training course ***without prior written notice***, they will be considered as withdrawn from the course, and they will need to pay the deposit again.

Refund Applications

- Any student wishing to apply for a refund must complete and submit a "Refund Application Form", available from Student Administration.
- All refund applications are to be assessed by the Training Manager and applications processed (i.e. paid or rejected, with reasons) within 14 days of the application date.

Payment of Refunds

- Payment of refunds to the applicant will be made by electronic bank transfer or other approved payment option.

Complaints and Appeals

- *Leaders Institute of Training and Education* is committed to an effective complaint handling procedure. Any person wishing to submit a formal complaint or appeal can do so by completing the "Complaints and Appeals Form", available from Student Administration, and state their case providing as many detail as possible.
- All complaints will be treated with integrity and privacy.
- All complaints and appeals received by *Leaders Institute of Training and Education* will be assessed according to the policy and procedure manual included in the student handbook.

Student's Declaration by signing this document I:

- ***Have read, and I understand the terms and conditions of my enrolment as stated above;***
- ***Acknowledge and agree with the terms and conditions of enrolment with specific reference to the enrolment policy of Leaders Institute of Training and Education;***
- ***Give permission to the college to access my Unique Student Identifier for my training;***
- ***Acknowledge that I have been given a copy of the course information sheet and that I have been directed to read the Student Orientation Information at www.leaderstraining.com.au;***
- ***Give permission to Leaders Institute of Training and Education to use my name, testimonials, image/photographs in publications electronically or on the internet and I will not charge for any such publication*** Yes No .

Student Name: _____

Student signature:

Date: _____

Leaders Institute of Training and Education Representative Name/Designation/Signature