

Enrolment Agreement Form CPP20218



Enrolment

- All students at the time of enrolment need to provide **100 points of ID** (Australian residents: passport with Medicare card; non-Australian: passport with Australian visa and **Confirmation of Enrolment [CoE]**, if an international student) and a copy of the **Unique Student Identifier** notification [USI; www.usi.gov.au]).
- It is a student's responsibility to provide correct **contact details** (utility bill, bank statement 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 or for any other reason 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 the organisation if they have any special needs or require any assistance before submitting their enrolment form.

Attendance and Scheduling

- Students **must**: attend all sessions in full, demonstrate competence in all units and complete 168 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 into or defer to other training sessions depending on the availability of alternative courses. Training schedules are posted on the student notice board. Fees and conditions apply and entrance into new courses must be pre-approved. The first rescheduled class change costs \$75 for each reschedule .
- Courses must be completed within the specified duration, see www.leaderstraining.com.au/courses/allcourses. Students can apply for a suspension of their enrolment or a Statement of Attainment (SOA) if they cannot complete course requirements. Re-enrolment applies if a student is absent without notice for 3 days in a course of 7 or less weeks duration. For courses of 6 months or more, absence without notice and/or not responding to efforts to make contact results in cancellation of enrolment, and re-enrolment is required if a student wishes 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 supporting 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 provide insurance of any kind in case of injury or other health and safety issues. If a student is unwilling or lacks the capacity to take part in any physical activity, he/she must notify student administration at the time of enrolment and their trainer at the time of the activity.
- In case of emergency students must follow instructions of their trainer and abide by emergency evacuation procedures.
- A first-aid qualified person is always available at the campus during operational hours. In case of 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 and reporting forms are available at reception.

Course Fee and Refund policy

- The full \$1050* fee (\$800* tuition fee, \$150 application fee and \$100 for online material cost) must be paid on enrolment. A minimum pre-paid deposit of 550 must be provided to secure a place within a course. Subsequent remaining \$500/- would be paid on the first day of the commencement of classes.

- **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

- Withdrawal more than 7 days prior to course commencement: Full refund
- Withdrawal 7 days or less 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

- A student must notify via email (admin@leaderstraining.com.au) if they are unable to commence the course **at least 10 days prior to start date of the course**. The student will be offered a place in the next available course. If a student fails to commence their course after 6 months post-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 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 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 much 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;**
- **Am over the age of 18 years;**
- **Acknowledge and agree with the terms and conditions of enrolment with specific reference to the enrolment policy of Leaders Institute of Training and Education;**
- **Permit to the college to access my Unique Student Identifier and Confirmation of Enrolment, if applicable;**
- **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 or photographs in printed or electronic publications and I will not charge for any such publication**

Yes No .

Name: _____ Signature _____ Date: _____

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